



Notice of Funding Opportunity (NOFO)

Celebrating America's 250th Anniversary in Sabah

**U.S. Embassy Kuala Lumpur, Public Diplomacy Section,
Department of State**

Opportunity number: SMY-PDS-2026-002

Application deadline: MAY 11, 2026

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U.S Department of State
U.S. Embassy Kuala Lumpur, Public Diplomacy Section
Notice of Funding Opportunity

A. Basic Information

1. Overview

Funding Opportunity Title	Celebrating America's 250th Anniversary in Sabah
Funding Opportunity Number	SMY-PDS-2026-002
Announcement Type	Initial Announcement
Deadline for Applications	May 11, 2026, 5:00 PM Malaysia Time (MYT)
Assistance Listing Number	19.040
Length of performance period	12 months
Number of awards anticipated	1-4 awards (dependent on amounts)
Award amounts	Awards may range from a minimum of \$50,000 to a maximum of \$150,000 (approximately)
Total available funding	\$150,000 pending availability of funds
Type of Funding	FY26 Smith Mundt Public Diplomacy Funds
Anticipated project start date	July 2026

Funding Instrument Type: Grant, or cooperative agreement. Cooperative agreements include substantial involvement of the bureau or embassy in program implementation of the project. Examples of substantial involvement are included in section C below.

Project Performance Period: Proposed projects should be completed in 12 months or less.

This notice is subject to availability of funding.

2. Executive Summary

Priority Region: Sabah, Malaysia

Executive Summary

The U.S. Embassy Kuala Lumpur Public Diplomacy Section invites proposals to celebrate America's 250th anniversary (Freedom250) in the state of Sabah, Malaysia. This funding opportunity seeks innovative programs that showcase U.S. excellence across various sectors, promote American excellence and strengthen people-to-people ties between the United States and Malaysia.

Programs should advance U.S. leadership and national interests in the region by engaging Malaysian audiences in Sabah, particularly youth, educators, entrepreneurs, and civil society leaders. Priority will be given to programs that create lasting impact, promote dialogue, and highlight American excellence.

Eligible activities may include cultural exchanges, educational programs, innovation showcases, entrepreneurship initiatives, arts and music performances, sports diplomacy, STEM education programs, English language initiatives, and commemorative events that celebrate the U.S.-Malaysia partnership.

B. Eligibility

1. Eligible Applicants

The following organizations are eligible to apply:

- *Not-for-profit organizations, including think tanks and civil society/non-governmental organizations*
- *Public and private educational institutions (including universities, colleges, and schools)*
- *Cultural institutions (museums, libraries, cultural centers)*
- *Professional associations and chambers of commerce*
- *Community-based organizations*
- *Governmental institutions (Malaysian state and local government entities)*
- *Public International Organizations*

Note: For-profit organizations are not eligible for this funding opportunity.

2. Cost Sharing or Matching

Cost sharing is not required for this funding opportunity. However, cost sharing will be considered favorably during the merit review process. Applications that demonstrate financial or in-kind contributions from the applicant organization, partner organizations, or other sources will receive up to 5 additional points in the evaluation. Cost sharing may include cash contributions, volunteer time, donated venues, equipment, or other resources that directly support program activities.

3. Other Eligibility Requirements

All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration in SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

Additional requirements:

- *Organizations must demonstrate experience implementing programs in Sabah or the ability to establish effective partnerships with Sabah-based organizations*
- *Programs must take place primarily in Sabah, Malaysia*
- *All program materials and activities must be conducted in compliance with Malaysian laws and regulations*
- *Organizations must have adequate financial management systems and internal controls*

C. Program Description

1. Goals and Objectives

To celebrate America's 250th anniversary (Freedom250) in Sabah, Malaysia, by showcasing U.S. excellence, promoting American values, and strengthening bilateral ties to advance U.S. leadership and national interests in the region.

Program Objectives:

1. **Showcase U.S. Excellence:** Highlight American achievements in innovation, technology, arts, culture, education, entrepreneurship, and other fields that demonstrate U.S. leadership and creativity.
2. **Strengthen Bilateral Ties:** Deepen people-to-people connections between Americans and Malaysians in Sabah through meaningful exchanges, collaborations, and partnerships.
3. **Engage Wide Audiences:** Reach broad audiences in Sabah, to include youth (ages 15-35), educators, entrepreneurs, and women.
4. **Create Lasting Impact:** Develop programs with sustainable outcomes that continue to benefit communities and strengthen U.S.-Malaysia relations beyond the grant period.
5. **Advance U.S. National Interests:** Support U.S. foreign policy priorities in Southeast Asia, including economic prosperity, security cooperation, democratic governance, and regional stability.

Priority Program Areas:

Proposals may focus on one or more of the following thematic areas:

- **Innovation and Entrepreneurship:** Programs that promote entrepreneurial mindsets, startup ecosystems, technology innovation, and business development
- **Education and Exchange:** Educational programs, English language learning, STEM education, teacher training, student exchanges, and academic partnerships
- **Arts and Culture:** Cultural performances, exhibitions, film screenings, music programs, and artistic collaborations that celebrate American and Malaysian creativity
- **Sports Diplomacy:** Sports programs that promote teamwork, leadership, and healthy lifestyles

Expected Outcomes:

Successful programs will achieve measurable outcomes such as:

- *Increased knowledge and positive perceptions of the United States among target audiences*
- *New partnerships and collaborations between U.S. and Malaysian individuals and institutions*
- *Enhanced skills and capacities among program participants (e.g., English language proficiency, entrepreneurial skills, leadership abilities)*
- *Expanded networks and opportunities for continued engagement*
- *Positive media coverage and public awareness of the U.S.-Malaysia partnership*
- *Sustainable initiatives that continue beyond the grant period*

Budget Considerations:

Applicants should budget for all necessary program expenses, including:

- *Program activities and events (venues, materials, equipment)*
- *Personnel costs (staff, facilitators, speakers, performers)*
- *Participant costs (if applicable, including travel, accommodation)*
- *Marketing and communications (promotional materials, media outreach, social media)*
- *Monitoring and evaluation activities*
- *Administrative costs*

Limitations and Regulations:

- *Programs must comply with all applicable U.S. and Malaysian laws and regulations*
- *Activities must not promote or support any political party or candidate*

2. Substantial Involvement

Awards under this NOFO may be issued as cooperative agreements, which include substantial involvement by the U.S. Embassy Kuala Lumpur Public Diplomacy Section. Substantial involvement may include:

- **Program Planning and Design:** Embassy staff may provide input on program design, target audiences, and alignment with U.S. foreign policy priorities
- **Approval of Key Activities:** Major program activities, events, and speakers may require prior approval from the Embassy
- **Participation in Events:** Embassy representatives may participate in program events, including opening/closing ceremonies, panel discussions, and site visits
- **Communications and Branding:** The Embassy will coordinate with recipients on communications strategies, press releases, and social media content
- **Monitoring and Evaluation:** Embassy staff will conduct site visits, attend program activities, and review progress reports
- **Partnership Facilitation:** The Embassy may facilitate connections with U.S. speakers, performers, or experts to enhance program content
- **Technical Assistance:** The Embassy may provide guidance on program implementation, cultural considerations, and best practices

Recipients will maintain primary responsibility for day-to-day program implementation while working collaboratively with the Embassy to ensure program success and alignment with U.S. public diplomacy objectives.

D. Application Contents and Format

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to fit 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

2. **SF-424 (Application for Federal Assistance – organizations)** available at www.grants.gov
3. **SF-424A (Budget Information for Non-Construction Programs)** available at www.grants.gov
4. **SF-424B (Assurances for Non-Construction Programs)** available at www.grants.gov (required only for organizations exempt from SAM.gov registration or not required to fully register in SAM.gov)

5. Summary Page

Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program (maximum 250 words).

6. Proposal (15 pages maximum)

The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary (1 page maximum):** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Introduction to the Organization (1-2 pages) applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the State Department and/or U.S. government agencies.
- **Problem Statement (1 page):** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Project Goals and Objectives (1 page):** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities (3-4 pages):** Describe the program activities and how they will help achieve the objectives.
- **Project Methods and Design (1-2 pages):** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.

- **Proposed Project Schedule and Timeline (1 page):** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel (1 page):** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Project Partners (1 page):** List the names and type of involvement of key partner organizations and sub-awardees.
- **Project Monitoring and Evaluation Plan (2 pages):** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability (1 page)** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

7. Budget Justification Narrative

After filling out the SF-424A Budget (above), use a separate file to describe each of the budget expenses in detail. See section *I. Other Information: Guidelines for Budget Submissions* below for further information. The budget justification should clearly explain how each expense is necessary, reasonable, and directly related to program activities.

8. Attachments

- 1-page Curriculum Vitae (CV) or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a PDF file.
- Official permission letters, if required for program activities.

E. Submission Requirements and Deadlines

1. Address to Request Application Package

Application forms required above are available at:

- <https://www.grants.gov/forms>
- U.S. Embassy Kuala Lumpur website: <https://my.usembassy.gov/>

2. Department of State Contacts

If you have any questions about the grant application process, please contact:

Email: PublicAffairsKL@state.gov.

Subject Line: Freedom250 NOFO Question

3. *Unique entity identifier and System for Award Management (SAM.gov)*

Required Registrations

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration in SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

The 2 CFR 200 requires subrecipients to obtain a UEI. Please note the UEI for subrecipients is not required at the time of application but will be required before an award is processed and/or directed to a subrecipient.

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI prior to registering in SAM.gov.
- **Organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove an NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket (“incident”) with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: “I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain an NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool \(nato.int\)](#)

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis. See [2 CFR 25.110](#) for a full list of exemptions.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

4. Submission Dates and Times

Applications are due no later than May 11, 2026, 5:00 PM Malaysia Time (MYT)

Late applications will not be accepted. Applicants are strongly encouraged to submit applications at least 48 hours before the deadline to allow time to resolve any technical issues.

5. Funding Restrictions

- i. Funding Restrictions for the United Nations Relief and Works Agency (UNRWA)

None of the funds awarded resulting from this Notice of Funding Opportunity may be made available for subawards, direct financial support, or otherwise used to provide any payment or transfer to United Nations Relief and Works Agency (UNRWA).

- ii. Prohibition on Funding Activities that Encourage Mass-Migration Caravans towards the United States Southwest Border:

None of the funds awarded under this grant may be made available to encourage, mobilize, publicize, or manage mass-migration caravans towards the United States southwest border. Funds may not be made available for legal counseling on the United States asylum process; and/or for referrals to legal representation in the United States.

Funds may only be used for cash cards for use in the country in which they are provided or to facilitate assisted voluntary returns and other purposes that do not encourage, mobilize, publicize, or manage mass migration caravans towards the United States southwest border. The provision of humanitarian assistance is permitted.

iii. Certification Regarding Compliance with applicable Federal anti-discrimination laws

If the place of performance or delivery of any award made under this NOFO will be within the United States, applicants are advised that they will be required to certify the following at the time of award:

- 1) Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;
- 2) It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws. A program promoting Diversity, Equity, and Inclusion means a program whose purpose is to promote preferences based on race, color religion, sex, or national origins, such as in training or hiring.

iv. Certification Regarding Compliance with 20 U.S.C. 1011f and any other applicable foreign funding disclosure requirements.

Applicants are advised that IHEs must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:

- 1) Its compliance in all respects with section 1011f of title 20, United States Code, and any other applicable foreign funding disclosure requirements is material for purposes of section 3729 of title 31, United States Code, and for receipt of appropriate Federal grant funds.

v. Certification of Trafficking in Persons Compliance and Compliance Plan

Applicants are advised that they will be required to certify the following at the time of award for awards where the estimated value of services to be performed outside the United States exceeds \$500,000:

- 1) To the best of the Recipient's knowledge, neither the Recipient, nor any subrecipient, contractor, or subcontractor of the Recipient or any agent of the recipient or of such a subrecipient, contractor, or subcontractor, is engaged in any of the activities described in 2 CFR 175.105(a);

The recipient has implemented a Trafficking in Persons compliance plan to prevent activities described in 2 CFR 175(a) and is compliant with this plan; and the compliance plan must follow the minimum requirements described in 2 CFR 175(b)(5).

- 2) That the Recipient has and will implement procedures to prevent activities described in 2 CFR 175.105(a) and to monitor, detect, and terminate any subrecipient, contractor, subcontractor, or employee of the recipient engaging in these activities.

Recipients do not need to submit a copy of the plan. However, they must provide it to the Grants Officer upon request, and as appropriate, must post the useful and relevant contents of the plan or related materials on their website and at the workplace. Recipients must re-certify on an annual basis for the entire award period of performance.

vi. Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities

(a) *Definitions.*

American Security Drone Act-covered foreign entity means an entity included on a list developed and maintained by the Federal Acquisition Security Council (FASC) and published in the System for Award Management (SAM) at <https://www.sam.gov>

FASC-prohibited unmanned aircraft system means an unmanned aircraft system manufactured or assembled by an American Security Drone Act-covered foreign entity.

Unmanned aircraft means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft .

Unmanned aircraft system means an unmanned aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the operator to operate safely and efficiently in the national airspace system.

(b) *Prohibition.* Recipients of funding under this Notice of Funding Opportunity (including subawards and subcontracts issued by the recipient) will be prohibited from:

(1) delivering any FASC-prohibited unmanned aircraft system, which includes unmanned aircraft (i.e., drones) and associated elements;

(2) Operating a FASC-prohibited unmanned aircraft system in the performance of the award; and

(3) Using Federal funds for the purchase or operation of a FASC-prohibited unmanned aircraft system .

c) *Exemptions, exceptions, and waivers.* The prohibitions described above will not apply if the agency determines that an exemption, exception, or waiver applies and the award indicates that such a determination has been made. [See sections 1823 through 1825 and 1832 of Public Law 118-31 (41 U.S.C. 3901 note prec.) for statutory requirements pertaining to exemptions, exceptions, and waivers.].

Additional Funding Restrictions:

- *Award funds cannot be used for alcoholic beverages*
- *Award funds cannot be used for entertainment costs (as defined in 2 CFR 200.438)*
- *Award funds cannot be used for political activities or lobbying*
- *Award funds cannot be used to support religious activities*
- *Award funds cannot be used for construction or major renovations*
- *Award funds cannot be used to purchase real property or vehicles*
- *Indirect costs are limited as described in Section I*

6. *Other Submission Requirements*

All application materials must be submitted by email to PublicAffairsKL@state.gov or electronically through www.Grants.gov

F. Application Review Information

1. *Review Criteria*

Each application will be evaluated and rated based on the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea – 30 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline. The proposal does not include any activities contrary to any standing Executive Orders. For a full list, see <https://www.federalregister.gov/>.

Organizational Capacity and Record on Previous Grants – 20 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account. If sub-awards are proposed, applicant demonstrates experience managing subawards.

Program Planning/Ability to Achieve Objectives – 20 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 10 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan – 15 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

Sustainability – 5 points: Program activities will continue to have positive impact after the end of the program.

2. Indirect Costs

If two or more applications receive equivalent scores based on the evaluation criteria outlined in this NOFO, preference will be given to the applicant with the lower indirect cost rate, as consistent with Executive Order 14332, Section 4(b)(iii). This preference will only be applied as a tie-breaking mechanism and does not supersede the primary evaluation criteria.

3. Review and Selection Process

A review committee composed of U.S. Embassy Kuala Lumpur staff will evaluate all eligible applications using the criteria outlined above. The review process is expected to take approximately 6-8 weeks from the application deadline.

4. Risk Review

i. Risk factors

Under the merit review as required by 2 CFR 200.206, prior to making a Federal Award the Department will review and consider the following risk factors:

- a. Financial stability
- b. Management systems and standards
- c. History of performance
- d. Audit reports and findings
- e. Ability to effectively implement requirements
- f. Experience working in Sabah
- g. Capacity to manage partnerships and sub-awards (if applicable)
- h. Compliance with Malaysian laws and regulations

ii. Responsibility/Qualification Information in SAM.gov

The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313)

An applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov.

Before making decisions in the risk review required by 2 CFR 200.206, the Department will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

G. Award Notices

The award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The award agreement is the authorizing document, and it will be provided to the recipient for review and counter-signature. The recipient may only start incurring project expenses beginning on the start date shown on the award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Unsuccessful applicants: Unsuccessful applicants will be notified by June 30, 2026.

Payment Method:

Recipients will be required to request payments by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer.

Recipients may not draw down funds without the affirmative authorization of the Department of State. In addition, recipients must submit, with each SF-270 payment request, a detailed explanation justifying the request.

H. Post-Award Requirements and Administration

1. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State

will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following:

- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 89 FR 30046 on April 22, 2024, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340). For the avoidance of doubt, the Department has sole discretion over the determination that an award no longer effectuates program goals or agency priorities, and this provision permits awards to be terminated at the Department's convenience, including when it determines that the award no longer advances the national interest.

- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT

- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION

- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS

- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)

- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY

- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS

- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

- Recipients must comply with all applicable Executive Orders A searchable list can be found in the Federal Register: <https://www.federalregister.gov/>

2. *Reporting*

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted.

Program Reports:

- **Quarterly Progress Reports:** Due within 15 days after the end of each quarter. Reports should describe program activities, progress toward objectives, challenges encountered, and plans for the next quarter. Include quantitative data on participants, events, and outputs.
- **Final Program Report:** Due within 30 days after the end of the period of performance. The final report should provide a comprehensive summary of all program activities, outcomes achieved, lessons learned, and recommendations for future programming.

Financial Reports:

- **Quarterly Financial Reports (SF-425):** Due within 30 days after the end of each quarter. Reports should detail all expenditures by budget category and explain any significant variances from the approved budget.
- **Final Financial Report (SF-425):** Due within 90 days after the end of the period of performance.

Additional Reporting:

- **Success Stories:** Recipients should submit brief success stories (1-2 pages) highlighting program impact, participant testimonials, and photos throughout the program period.
- **Media Coverage:** Recipients should report all media coverage of program activities, including links to articles, social media posts, and broadcast coverage.
- **Event Reports:** For major program events, recipients should submit brief event reports within 7 days, including participant numbers, photos, and key outcomes.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

3. **Branding and Marking**

The Department of State, its programs, and U.S. Government funding and assistance should be easily identifiable to the Department's global audiences.

Recipients of federal assistance awards must follow the branding guidance published at [Guidance for Contracts and Grants - U.S. Department of State Brand System](#). Branding

policy exceptions are outlined in the U.S. Department of State Foreign Affairs Manual 10 FAM 416, Policy Exceptions.

For more information, visit: <https://brand.america.gov/>

I. Other Information

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$10,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$10,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 15% of Modified Total Direct Costs as defined in 2 CFR 200.1.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.