

**U.S. DEPARTMENT OF STATE AFRICA PUBLIC AFFAIRS SECTION
NOTICE OF FUNDING OPPORTUNITY**

Funding Opportunity Title: U.S. Mission to South Africa Public Diplomacy Section Call for Proposals in Advancing Women in Business, Mitigating Climate Change, Improving Media Literacy, Celebrating Black History Month, Countering Gender-Based Violence, and Expanding the University Partnership Initiative

Funding Opportunity Number: PAS-ZAF-FY21-05

Deadline for Applications: May 30, 2021

Assistance Listing Number: 19.040

Total Amount Available: \$600,000

A. PROGRAM DESCRIPTION

The Public Diplomacy Section (PDS) of the U.S. Embassy South Africa of the U.S. Department of State announces an open competition for organizations to submit applications to carry out programs in one of six categories outlined in the Program Objectives below. All program proposals must **strengthen ties and build relationships between the United States and South Africa** and must have **a strong, central, American element, or connection with American expert/s, organization/s, or institution/s** (separate and beyond any involvement with the U.S. Mission or its American Corners or USG exchange program alumni), and have as a primary goal **the promotion of increased understanding of U.S. values, perspectives, and policies and relationship building between Americans and South Africans.**

Priority Region: Project activities must take place in South Africa, and be directed at South African audiences/participants. The PDS welcomes proposals that reach multiple provinces, or engage in areas outside of Pretoria, Johannesburg, Durban, and Cape Town.

COVID-19: For program proposals that include elements of in-person travel between South Africa and the United States, or other international locations, travel should not be planned until January 2022 at the earliest. All program proposals, including those with exchange components, should include flexibility in planning to adjust given the constantly evolving global and local restrictions related to COVID-19.

American Content: As noted above, successful proposals will include a clear description of the manner in which American content will be included in project implementation, in identifiable, substantive, and meaningful ways. American content may include the use of curricula from a U.S.-based institution, collaboration with an American subject matter expert, or other specific inclusion of a component of U.S. culture, history, or society.

Program Objectives:

The PDS is seeking proposals in the following six categories. An individual or organization may only submit **one application**, and must identify the category under which they are applying in their proposal.

1. Advancing Women in the Workforce to Achieve Economic Growth

Women have made significant progress in the political and educational spheres in South Africa, but we recognize that upward mobility in the economic sphere and the inclusion of women in middle and senior management remains a challenge. The PDS seeks proposals that

address the gender gap in senior leadership positions in South African businesses. Women are earning college degrees more frequently than men, but they are not in equitable leadership positions in business. This is particularly acute in senior leadership. The PDS seeks proposals for mentorship and other complementary programs that may involve an in-person exchange or summit to address the progress from mid-level managers to the C-suite and as members of Boards of Directors. The target audience will be established professionals in South Africa with the potential to influence significant industry sectors, particularly in private business in South Africa in the next five to ten years. The PDS welcomes proposals that narrow the focus to specific sectors, but encourages proposals that allow for networking across an industry. Proposals should include the option to scale the program to a greater level should funds allow, and should include plans for monitoring and evaluation, and reporting to the PDS over a five to ten year period as the objective of this program is to attain long-term outcomes. Examples of American content may include collaboration with existing U.S. Mission South Africa programs or alumni of USG-funded exchanges.

2. Mitigating Climate Change

The PDS seeks proposals that will leverage mutual concerns and interests between the United States and South Africa with regard to climate change. Project proposals in this category should identify a specific theme, such as youth engagement, entrepreneurship, or education, that will yield measurable results within the life of the award. Short-term impact may lay the groundwork for long-term impact, but proposals should target a specific audience and intended program participants should be clearly identified. The PDS welcomes proposals that leverage connections between governmental organizations such as the U.S. National Park Service and the South African National Parks or between U.S. and South African higher education institutions. Priority program areas include: sustainable waste management and recycling, urban and peri-urban clean water solutions, countering wildlife trafficking, climate adaptation, urban greening, and healthy oceans.

3. Improving Media Literacy and Journalism Training

The PDS seeks proposals to strengthen fact-checking skills and responsible media consumption in South Africa while targeting high school or university educators and students. Proposals should include a minimum of three elements: 1) a series of engagements with basic-education stakeholders on the importance of including training in critical thinking, fact-checking skills and being a responsible media consumer in the South African public education system; 2) training for high school educators and/or students in fact-checking skills and being a responsible media consumer; 3) similar workshops targeting journalism lecturers and students from universities not already offering elements of training on disinformation or media literacy in their curricula. The PDS will favorably note proposals that aim to establish partnerships with the South African Department of Basic Education and/or specific municipalities and schools to include media literacy or consumption as parts of existing curricula or to otherwise augment relevant discussions at the secondary education level. A program goal should be to encourage fact-checking and responsible media consumption using learned skills or available resources and platforms.

4. Celebrating Black History Month and Promoting Social Justice

The PDS solicits proposals as part of the broader U.S. Mission South Africa effort to commemorate Black History Month in February 2022. Preference will be given to proposals that open conversations on the shared painful histories of the United States and South Africa, and include opportunities for moderated discussion. Target audiences include university students and professors, journalists, policy makers, and youth. Project activities must include at least one event that would allow participation from U.S. Mission senior leadership in February 2022. Priority program areas are 1) raising awareness of African-American literature, culture, and history with South African audiences; and 2) conducting education outreach to underscore connections between African-Americans' struggle for equality in the United States and South Africa's liberation struggle. Proposals may include use of the arts, such as a performance or series of performances, in-person or virtual, that addresses the African-American experience and linkages to the South African experience. Proposals that target audiences at outlying universities, TVETs, and rural community centers are encouraged. Competitive proposals will demonstrate how the activities will resonate with South African audiences.

5. Countering Gender-Based Violence to Improve Security

The PDS seeks proposals that address policy, advocacy, and/or social structures that affect Gender-Based Violence in South Africa using lessons learned from the United States. Program proposals should ensure that any action funded by the U.S. government complements the Presidentially-approved National Gender-Based Violence and Femicide Strategic Plan. Priority program areas include: incorporating youth and prevention efforts to ensure young men are actively involved in the dialogue and solution; facilitating robust discussions with traditional, cultural and religious leaders; creating programs for young men and mentorship programs for boys to address toxic masculinity and provide healthy role models. Target audiences include policy influencers at the national and municipality level, youth, university students and faculty, and journalists. Collaboration with existing U.S. Mission South Africa programs or alumni of USG-funded exchanges is encouraged. Competitive proposals will leverage linkages with the United States while tailoring programming to the immediate situation in South Africa.

6. Expanding the University Partnership Initiative

The PDS seeks proposals for programs focused on strengthening existing ties and fostering new collaboration between U.S. and South African universities under the University Partnership Initiative (UPI). Priority program areas include promoting faculty and student exchanges, facilitating joint research, building administrative capacity, and creating public-private partnerships. Program proposals should address how relationships between institutions will be sustained after U.S. government funded efforts are concluded. Proposals in this category should include the option to scale to a greater level should funds allow, and should address potential significant involvement by the PDS as a likely Cooperative Agreement (see Section B/Funding Instrument Type). Collaboration with existing U.S. Mission South Africa programs or alumni of USG-funded exchanges is encouraged. Priority program areas include: promoting U.S.-South Africa faculty and student exchanges, particularly the development of dual degree programs that have South Africans complete their studies in their home country and address South Africa's shortage of qualified academic staff; facilitating early-career training for academics; joint research, especially in agriculture, food security, health, and STEM; providing training and transfer skills in all aspects of university and community college administration

through subject-matter exchange programs; exploring public-private partnerships, with an emphasis on commercialization, technology transfer, and job creation. The intended audience is South African community college and university students, university administrators, corporations, the NGO sector, and USG-funded exchange program alumni. Proposals that address linkages between South African technical universities and their American counterparts are strongly encouraged. Programs that create or grow linkages between academia and commerce are also encouraged.

Question and Answer Opportunity: The PDS will host a virtual question and answer session for potential applicants on Thursday, May 6 at 4pm SAST. To register for this event, organizations and individuals should email pretoriagrants@state.gov. A recording of the Q&A sessions will be shared afterward.

The following types of programs are not eligible for funding:

- Programs relating to partisan political activity;
- Charitable or development activities;
- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs;
- Programs intended primarily for the growth or institutional development of the organization;
- Programs that duplicate existing programs;
- Travel to the United States for family or social purposes;
- Travel to the United States for purposes of amplifying South Africa cultural initiatives;
- Travel to the United States for purposes unconnected to a larger program or initiative;
- Scholarships or tuition assistance;
- Events of a purely social nature;
- Prizes and competition awards without a programmatic linkage.

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 to 24 months

Number of awards anticipated: six awards (depends on amounts awarded)

Award amounts: awards may range from a minimum of \$50,000 to a maximum of \$100,000

Total available funding: \$600,000

Type of funding: FY 2021 Fulbright Hays Public Diplomacy Funds

Anticipated program start date: On or before September 30, 2021

This notice is subject to availability of funding.

The PDS reserves the right to award less or more than the funds described in the absence of worthy applications or under such other circumstances as it may deem to be in the best interest of the U.S. Government.

Funding Instrument Type: Grant or Cooperative Agreement. Note: If you believe the U.S. Mission in South Africa PDS should have substantial involvement in the award, necessitating a

Cooperative Agreement, please describe the envisioned substantial involvement from the U.S. Mission in the Program Methods and Design section of your proposal.

Program Performance Period: Proposed programs should be completed in 24 months or less.

The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

Option to renew: This award may be renewed annually for a further period of two years, based on successful completion of early milestones and indications that additional funding will successfully expand project outcomes, at the discretion of the U.S. Embassy and dependent on availability of funding.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following United States and South African organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations;
- Public and private non-profit educational institutions.
- Individuals
- Government institutions.

Please note that applications from for-profit organizations will not be considered by the Grants Review Committee.

The United States Department of State strives to ensure that its efforts reflect the diversity of U.S. society and societies abroad. The U.S. Embassy seeks and encourages the involvement of people from traditionally underrepresented audiences in all its grants, programs and other activities and in its workforce and workplace. Opportunities are open to people regardless of their race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. The PDS is committed to fairness, equity and inclusion. Proposals should demonstrate substantive support of diversity and describe how diversity will be integrated into all aspects of the program. Applicants should demonstrate readiness to accommodate participants with physical disabilities.

2. Cost Sharing or Matching

Cost-sharing is not required.

3. Other Eligibility Requirements

To be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization, meaning that you can only apply under one of the available categories.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at <https://www.grants.gov/>.

2. Content and Form of Application Submission

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 A4 or 8 ½ x 11 paper, with all pages numbered
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.
- All documents must be readable on a Microsoft Windows 10 computer.

Documents submitted by disc, portable hard drive, cloud-based file sharing service, or other mechanisms **will not be reviewed.**

The following documents are **required**:

A. Mandatory Application Forms

- **SF-424** (application for federal assistance – organizations).
- **SF-424A** (budget information for non-construction programs).
- **SF-424B** (assurances for non-construction programs; only for individuals or organizations exempted from registering in SAM.gov).

B. Proposal (seven 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 should include all the items below and prominently identify the category for which you are applying.

- **Proposal Summary:** Short narrative that outlines the proposed project, including anticipated impact.

- **Introduction to the Organization or Individual Applying:** A brief description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported one-paragraph statement of the problem to be addressed and why the proposed project is needed.
- **Program Goals and Objectives:** The “goals” describe what the project is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** A description of the project activities and how they will help achieve the objectives, including the location of the activities, and the target audiences and participants. This section must also include a description of American content that will be substantively incorporated into the program.
- **Program Methods and Design:** A description of how the project is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the project. What proportion of their time will be used in support of this project?
- **Program Partners:** Names and type of involvement of any key partner organizations and sub-awardees (if applicable). Applicants must state whether these partnerships are existing or aspirational.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame 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?
- **Media Outreach Plan:** Plan for amplifying the organization’s partnership with the U.S. Mission, including details on how any promotional materials will include U.S. Mission branding, and details on anticipated cooperation with the U.S. Embassy press office.
- **Future Funding or Sustainability** If applicable, applicant’s plan for continuing the program beyond the grant period, or the availability of other resources.

C. Budget Justification Narrative: After filling out the SF-424A budget form, use a separate document to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

D. Attachments:

- 1-page 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, your latest NICRA should be included as a PDF file (this only pertains to U.S. based organizations).
- Official permission letters, if required for program activities.

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

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the System for [Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number.

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

Step 2: Apply for an NCAGE number

NCAGE application: Application page here:

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

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA%20GE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 3: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:

<https://www.sam.gov>. SAM registration must be renewed annually.

FRAUD ALERT! DUNS, CAGE/NCAGE, and SAM registration are no-fee registration processes. **No payment is required**. Any website requiring payment for these registrations is NOT endorsed or required by the U.S. Government.

The Embassy of the United States in South Africa and its Consulates are unable to provide guidance or technical support with these registration processes.

4. Submission Dates and Times

Applications are due no later than 11:59pm SAST on Monday, May 30.

5. Intergovernmental Review

Not applicable.

6. Other Submission Requirements

All application materials must be submitted by email to PretoriaGrants@state.gov

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated based on the evaluation criteria outlined below. The Grants Committee will review and evaluate proposals in each of the five categories.

Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how program activities will be carried out, the clarity and specificity of American content, and descriptions of any partners that will be involved. The proposal includes a reasonable implementation timeline.

Budget: 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.

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

Organizational Capacity and Record on Previous Grants: 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.

Monitoring and evaluation plan: Applicant demonstrates it can 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 and how they will be reported back to the Grants Officer or Grants Officer Representative at the U.S. Mission in South Africa.

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

2. Review and Selection Process

A review committee will evaluate all eligible applications. A separate review committee may be formed for each of the five categories.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on

any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That 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 designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates

Successful recipient(s) will be notified by August 2, 2021, with anticipated award date to be by September 30, 2021.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

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

Payment Method: Payment will be made by EFT. For South African bank accounts, the exchange rate on the date of the transaction will be used.

2. Administrative and National Policy Requirements

Terms and Conditions: 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:

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- [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](#)

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: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - 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 in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted. It is anticipated that reports will be due within thirty days of each reporting period, and within one hundred and twenty days of the final completion of the award period.

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.

G. FEDERAL AWARDING AGENCY CONTACTS

For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

For assistance with the requirements of this solicitation, please contact the U.S. Embassy South Africa Grants Administrator: PretoriaGrants@state.gov

H. 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 \$5,000 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 \$5,000 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 10% of the modified total direct costs as defined in 2 CFR 200.68.

“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: Award funds cannot be used for alcoholic beverages.