

**U.S. DEPARTMENT OF STATE
U.S. OFFICE OF PALESTINIAN AFFAIRS
PUBLIC DIPLOMACY SECTION
Notice of Funding Opportunity**

Funding Opportunity Title: Partnerships for Future
Funding Opportunity Number: OPAPDFY24001
Deadline for Applications: July 7, 2024, 11:59 PM
Assistance Listing Number: 19.021
Total Funding Amount Available: \$200,000

A. PROGRAM DESCRIPTION

The Public Diplomacy (PD) Section of the U.S. Office of Palestinian Affairs (OPA) invites Palestinian and American not-for-profit non-governmental organizations (NGOs), associations, non-profit higher education institutions, or non-profit social enterprises based in the West Bank, East Jerusalem, or Gaza to submit proposals to design and implement a program to bridge the frequently-noted “skills gap” of Palestinian new college graduates, by fostering partnerships between universities, faculty advisors, syndicates, professional associations, and other private and public sectors institutions to team up in creating and implementing a viable strategy to prepare the workforce of the future by developing a sustainable capability and educational institutions for continuous upskilling and modernize selected universities to support their desire to become world-class institutions.. This program must be designed to implement activities that advance the applicant’s goals and the U.S. OPA-PD mission, including but not limited to:

- 1) Building Palestinian institutions, both governmental and non-governmental, that effectively address the needs and aspirations of the Palestinian people;
- 2) Building a prosperous Palestinian economy, led by a thriving private sector, that provides equitable and inclusive economic opportunities and improves daily life for Palestinians.

Education systems around the world are united in their awareness to the need to adapt and update their education programs to better prepare students for the future of work. Worldwide, there is a vital need to ensure young people at schools, universities and vocational education and training institutions are equipped with the skills and competences necessary to support the drive towards more sustainable, and inclusive economies. In the Palestinian territories and East Jerusalem, there are many additional factors that make preparing the students for a successful transition to work, even more challenging.

High unemployment rates and general economic stagnancy contribute to political and social existing instability. According to the Palestinian Central Bureau of Statistics - even before the most recent escalation in conflict decimated the Gazan economy and severely slowed the West Bank and Jerusalem economies - 27.3% of all Palestinians were unemployed. The proportion was higher among women (47%), Gazans (50%), and youth (45%). The investment climate does not

attract foreign investors or encourage local private sector initiatives. Startups and small businesses are a successful driver of economic growth and job creation worldwide, but a thriving small business sector requires a better regulatory enabling environment, and a labor force with skills that match market needs. Youth are not finishing school, or university, with the skills and knowledge they need to be successful in the market. Culturally, families push their children toward university and specifically, scientific subjects; however, the market cannot support the numbers of graduates that Palestinian universities are graduating. Vocational training is underutilized. The result is significant underemployment at the beginning of many people's careers. Overview planning for labor market requirements is not provided on a national scale, and neither the government nor the universities are engaging with students and families to encourage studying non-saturated fields. At the opposite end of the spectrum, difficult economic situation is often driving young people to take a low wage, non-skilled jobs in order to support their families, rather than enroll in even a short-term training course that could provide better long-term opportunities.

On the other hand, innovation ecosystem is emerging but fragmented and disconnected. While most universities have labs, makerspaces, incubation centers, entrepreneurship centers, their interconnectedness and connection with the private sector and investors, which forms the actual innovation ecosystem, has not yet coalesced, and higher education research and development programs are very limited. Without additional support, it is difficult for universities and other various players to successfully build the national innovation capacity and propel entrepreneurs towards greater success.

Both the public and private sectors see the critical need to strengthen and build a workforce capable of working in a space filled with the crucial components of the country's journey to self-reliance. In addition, workforce training needs are changing rapidly, and are in response to the emerging Fourth Industrial Revolution and overall worldwide conversion to a digital landscape. Accordingly, the purpose of this program is to improve university curriculum and learning processes through well established and sustained partnerships with the private sector, consequently creating ways to ensure the workforce is trained and prepared for the new and evolving technologies and modern markets' needs.

Applications should provide a detailed manifest of activities the implementing organization will conduct under the grant. The proposed program must include substantive engagement with American people, institutions, ideas, and/or ideals in order to improve American-Palestinian relations and create greater opportunities for mutually beneficial partnership and cooperation.

As the activity name implies, a core principle is to seek, identify, develop and support partnerships to achieve the program objectives. OPA encourages applicants to strategically engage with a wide range of partners from the public and private sectors who can support, advance, expand or accelerate the program

Priority Region: West Bank, Gaza, and East Jerusalem.

Program Objectives:

Working primarily at the local level and using an evidence-based approach, all proposed projects must aim to ***advance the OPA-PD mission goals stated above, contain a substantive American element, and achieve at least two of the following specific objectives:***

1. Universities develop and begin to implement a strategic plan to upgrade their education models to better prepare students for the labor market as evidenced by a new co-curricular program, designed by faculty to facilitate better access to employment for their students.
2. Palestinian faculty and staff gain new knowledge, skills, and resources to design and implement curricular and co-curricular programs that better support their students' future employment and labor market needs.
3. Development and implementation of integrated courses and academic programs; identify, develop, and implement appropriate and affordable technology platforms; and improve curriculum and pedagogy through universal design for learning.
4. Improved research and innovation capacity: development and implementation of comprehensive university plans to improve faculty and student research and innovation which may include strategic partnerships with U.S. higher education institutions. This objective should also explore and support opportunities for the selected universities to generate and apply research to address local and national challenges.

For any of the above objectives to be achieved, the Applicant must engage the private sector and facilitate effective collaboration among multiple stakeholders.

Application Guidance:

Innovation and creativity in proposals are highly encouraged. The proposed project must adhere to the following five principals:

- a) Clearly defined specific project objectives, with specific supporting goals, quantifiable project benchmarks and/or milestones and a robust monitoring and evaluation plan.
- b) Must include a clear substantive American and Palestinian engagement element, using American expertise or partners and/or focusing on the American experience and expertise.
- c) Respect and protect environmental resources, and maintain existing ecosystems and essential ecological processes, and conserve natural heritage and biodiversity.
- d) Ensure viable, long-term economic operations, providing socio-economic benefits to all Stakeholders.

Participants and Audiences:

Primary participants in the engagement are universities, administrators, faculty advisors, syndicates, professional associations, medium and large businesses, industries representatives and other private and public sectors institutions.

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 to 24 months

Number of awards anticipated: one award

Award amounts: \$200,000

Total available funding: \$200,000

Type of Funding: FY 2024 Smith Mundt Public Diplomacy Funds

Anticipated program start date: September 30th, 2024

This notice is subject to availability of funding.

Funding Instrument Type: Grant, fixed amount award, or cooperative agreement. Cooperative agreements are different from grants in that bureau/mission staff are more actively involved in the grant implementation. *(Note: If a cooperative agreement is used, this section must include a description of the substantial involvement)*

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.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligible primary applicants for grant funding must be Palestinian or American not-for-profit non-governmental organizations (NGOs), associations, non-profit higher education institutions, or non-profit social enterprises based in West Bank, Gaza and/or East Jerusalem.

2. Cost Sharing or Matching

Cost share is allowed but not required and will not factor into the merit review process.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

Additionally, applicants must be able to conform with and provide evidence of the following to be considered eligible under this NOFO:

1. Applicants must submit a proof or certification of registration from the relevant authorities.
2. Applicants must demonstrate that the proposed activities are based on needs that they have identified on the local and/or national levels in their respective communities.
3. Applicants must provide audited financial statements for the last three fiscal years demonstrating the financial soundness of the organization as evidenced by financial reports. Institutional records and other recommendations or evidence the Applicant's ability to manage budgets similar to the amount of the grant applied for may be considered.
4. Applicants must provide at least one letter of recommendation/introduction which evidences prior good performance from authorities/agencies with which previous projects of a similar nature have been implemented.
5. Applicants must provide letters of commitment from any proposed partner highlighting their contribution to the project's implementation.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

The **required application forms** for this Notice of Funding Opportunity are available on the U.S. Office of Palestinian Affairs [webpage Grants and Funding Opportunities - U.S. Office of Palestinian Affairs \(state.gov\)](#). Please note the **optional templates** (Project Proposal template; Detailed Budget Spreadsheet template; and Budget Narrative template) [also available here Grants and Funding Opportunities - U.S. Office of Palestinian Affairs \(state.gov\)](#). The templates are designed to make the application process easier. Applicants may choose to use these optional templates if desired or if they do not have their own standard proposal format.

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. Please submit all proposal documents as described below via email with "NOFO Program Title" in the subject line to jerusalempdapplications@state.gov

Content of Application:

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity and contains clear and measurable indicators of success along with a clear plan for measuring and evaluating whether or not those indicators have been met. (See sections A and E).
- Anyone reading the proposal can clearly understand the specific activities proposed and how those activities will achieve the stated goals and objectives
- The proposal contains a clear budget and budget narrative detailing how the budget proposal supports the proposed activities and goals/objectives of the project.

- The proposal includes a substantive American component which facilitates the exchange of information, ideas and/or experience between Americans and Palestinians.
- All documents are in English; proposals submitted in Arabic or other languages will not be considered.
- All budgets are in U.S. dollars
- All pages are numbered

The following documents are **required** and are available at this [link Grants and Funding Opportunities - U.S. Office of Palestinian Affairs \(state.gov\)](#):

1. Mandatory application forms

- **SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance – individuals)** at [Grants and Funding Opportunities - U.S. Office of Palestinian Affairs \(state.gov\)](#)
- **SF424A (Budget Information for Non-Construction programs)** at [Grants and Funding Opportunities - U.S. Office of Palestinian Affairs \(state.gov\)](#)
- **SF424B (Assurances for Non-Construction programs) or SF424B (Assurances for Non-Construction programs - Individual)**, at [Grants and Funding Opportunities - U.S. Office of Palestinian Affairs \(state.gov\)](#) (*note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov*)

Applicants may also use the **optional templates** (Project Proposal template; Detailed Budget Spreadsheet template; and Budget Narrative template) if desired. They are [available here \(Grants and Funding Opportunities - U.S. Office of Palestinian Affairs \(state.gov\)\)](#). The optional templates are designed to make the application process easier but are not required.

2. Summary Page: Cover sheet stating the applicant name and organization, proposal date, program title, program period (proposed start and end date), and brief purpose of the program.

3. Proposal: 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 or the optional template, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, demonstrating ability to carry out the program, including information on all previous grants from any U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed

- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. Objectives should be achievable and measurable. (Also see section A for the goals and objectives of this funding opportunity)
- **Program Activities:** Describe the program activities you will implement to achieve the goals and objectives. Be specific and clear about what exactly you intend to do. For example: if you intend to improve the skills of participants, will you use workshops, training programs, practical exercises, information sharing, something else? On what topics exactly? How many sessions/events? What format? For how many people? When and where?
- **Program Methods and Design:** A description of how the program and each of its specific activities are expected to work to solve the stated problem and achieve the goals and objectives. Include a logic model if appropriate. Remember to explain how your program design and/or proposed activities provide a substantive American component to your program, facilitating the exchange of information, ideas, and/or experience between Americans and Palestinians.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include approximate dates, times, and locations of planned activities and events.
- **Key Personnel:** 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?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful proposals. Proposals must include a clear and specific monitoring, measurement, and evaluation plan stating specific and measurable indicators of success and the intended method for measuring achievement of each indicator. Throughout the timeframe of the project, how will the activities be monitored to ensure they are happening in a timely manner and achieving the intended results/outcomes? What measures will be used to determine whether indicators of success have been met? And how will the program be evaluated to make sure it is meeting its stated goals?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Budget Justification Narrative: After filling out the SF-424A Budget form (above), use a separate page or document to create a budget narrative describing each of the budget expenses in detail. Please find here [Grants and Funding Opportunities - U.S. Office of Palestinian Affairs \(state.gov\)](https://www.state.gov/grants-and-funding-opportunities-us-office-palestinian-affairs) two sample templates (budget and budget narrative) that may be used to assist

applicants in provision of budget information. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

6. 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.
- Official permission letters, if required for program activities

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 with the 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.

Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.

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

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 number 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 number prior to registering in SAM.gov.
- **Please note that as of November 2022 and February 2023 respectively, 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 or CAGE code to apply for**

non-DoD foreign assistance funding opportunities. If an applicant organization is mid-registration and wishes to remove a CAGE or 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 a CAGE or 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):

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis if:

- An applicant’s identity must be protected due to potential endangerment of their mission, their organization’s status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

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 July 7, 2024, 11:59 PM

5. Funding Restrictions

The following types of projects are not eligible for funding:

- Projects relating to partisan political activity
- Charitable or development activities
- Construction projects
- Projects that support specific religious activities or promote only one faith/religion
- Fund-raising campaigns
- Lobbying for specific legislation or projects
- Projects intended primarily for the growth/institutional development/maintenance of the applicant organization or its partner organizations.
- Note that no funding distributed under this NOFO may be used for investment or seed funding for a for-profit entity

6. Other Submission Requirements

All application materials must be submitted **by email with “Partnerships for Future” in the subject line to jerusalempdapplications@state.gov** including your organization’s official registration.

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

Quality and Feasibility of the Program Idea – 20 Points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

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 the grant funds and complexity of the proposed project.

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. As stated above, the goals and objectives of the project must include the OPA-PD mission goals and the specific objectives outlined in Section A of this notice. This includes a substantive American component that facilitates the exchange of information, ideas and/or experience between Americans and Palestinians.

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.

Measurement, monitoring and evaluation plan – 15 Points: Applicant demonstrates it is able to measure achievement of key indicators to evaluate program success and provides milestones to indicate progress toward goals and objectives outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

Sustainability – 15 Points: Program activities will continue to have positive impact after the end of the program.

Total: 100 Points

2. Review and Selection Process

A selection committee will evaluate all eligible applications.

Applicants will be notified of the result of the committee's decision regarding their proposal. Those applicants whose proposals were selected for funding by the committee may be asked for revisions to their initial proposal before funding amounts can be finalized and an award can be signed.

3. Responsibility/Qualification Information in SAM.gov (formerly, 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 over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants that:

i. 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);

ii. An applicant, at its option, may review and comment on any information about itself that a Federal awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov;

iii. 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 §200.206 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates the selection committee aims to announce the results in late September 2024 and awards will be issued no later than September 30, 2024.

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 electronic funds transfer. Payment schedules will be determined by the Grants Officer and specified in the award document.

It is strongly preferred that successful applicants have a bank account in U.S. currency to avoid potential loss due to exchange rate fluctuations.

2. 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:

- [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:

- President’s September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- [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. Generally, grantees are required to submit quarterly program progress and financial reports throughout the project period. Quarterly and semi-annual interim reports should be submitted no later than 30 days after the end of each reporting period. Annual reports should be submitted no later than 120

days after the end of each reporting period. Recipients should be given 120 days after the project or grant period end date to submit final program and financial reports.

G. FEDERAL AWARDING AGENCY CONTACTS

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

jerusalempdjapplications@state.gov with **“Partnerships for Future”** in the subject line.

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.

Modified total direct costs (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Department of State. 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.

End of Funding Opportunity