



Notice of Funding Opportunity (NOFO)

Young Pacific Leaders Solutions Labs

Bureau of East Asia Pacific Affairs, U.S. Consulate Auckland,
Department of State

Opportunity number: PDS-NEWZEALAND-2026-03

Application deadline: Tuesday, June 30, 2026, 11:30pm New Zealand
Time

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**U.S Department of State
Bureau of East Asia Pacific Affairs/Mission New Zealand, Public Diplomacy
Section
Notice of Funding Opportunity**

A. BASIC INFORMATION

1. Overview

Funding Opportunity Title	Young Pacific Leaders Solutions Labs
Funding Opportunity Number	PDS-NEWZEALAND-2026-03
Announcement Type	Initial Announcement
Deadline for Applications	Tuesday, June 30, 2026, 11:30 p.m. New Zealand time
Assistance Listing Number	19.040
Length of performance period	12 to 36 months
Number of awards anticipated	4 awards (dependent on amounts)
Award amounts	awards may range from a minimum of \$100,000 to a maximum of \$250,000 (approximately)
Total available funding	\$1,000,000 pending availability of funds
Type of Funding	FY26 Smith Mundt Public Diplomacy Funds
Anticipated project start date	October 2026

Funding Instrument Type: Cooperative Agreement

Project Performance Period: Proposed projects should be completed in 36 months or fewer. The U.S. 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.

This notice is subject to availability of funding. The Public Diplomacy section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

2. Executive Summary

The U.S. Department of State's Bureau of East Asia and Pacific Affairs (EAP) and U.S. Consulate General Auckland announce an open competition to implement Young Pacific Leaders (YPL) Solutions Labs, a series of workshops centered around:

- Unlocking Investment in the Pacific
- Advancing the American Decade of Sports for Pacific Economic Impact
- Pursuing Peace in the Pacific with Faith Communities
- Defending Free Speech through Pacific Journalism Excellence

Applicants may apply to host one, more, or all of the YPL Solutions Labs workshops in the series with the average cost of one workshop being roughly \$100,000 to \$250,000.

Since 2013, the YPL program has cultivated the target audience and participants of emerging Pacific Island Country (PIC) leaders ages 20-40 into advocates for U.S. policy in a region of increasing strategic importance. Since YPL's inception YPL alumni have delivered on U.S. priorities across the region. The YPL Solutions Labs will be a series of workshops throughout 2026-2028 to catalyze advocacy and action on U.S. priorities.

Eligible recipients include foreign and U.S. not-for-profit organizations, public and private educational institutions, individuals, public international organizations, and government institutions.

B. ELIGIBILITY

1. Eligible Applicants

The following foreign and U.S. organizations are eligible to apply:

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

For-profit entities, even those that may fall into the categories listed above, are **not** eligible to apply for this NOFO. Organizations may sub-contract with other entities, but only one, non-profit, non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the responsibilities of each entity must be clearly defined in the proposal. For more information on the difference between sub-contract and sub-recipient, please refer to 2 CFR 200.[331](#).

2. Cost Sharing or Matching

Cost sharing or matching is encouraged but not required for this funding opportunity.

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 E.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding under this funding opportunity.

4. This opportunity will not support:

- Projects relating to partisan political activity;
- Charitable or development activities; including direct social services such as medical, psychological, and/or humanitarian support
- Construction projects;
- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs
- Scientific research or surveys;
- Commercial projects;
- Projects intended primarily for the growth or institutional development of the organization;
- Projects that duplicate existing projects;
- Illegal activities

C. PROGRAM DESCRIPTION

1. Project Background, Goals, and Objectives

The U.S. Department of State's Bureau of East Asia and Pacific Affairs (EAP) and U.S. Consulate General Auckland announce an open competition to implement Young Pacific Leaders (YPL) Solutions Labs, a series of workshops centered around the following U.S. foreign policy priorities in the Pacific region:

- Unlocking Investment in the Pacific
- Advancing the American Decade of Sports for Pacific Economic Impact
- Pursuing Peace in the Pacific with Faith Communities
- Promoting Digital Freedom and Open Information Environments

Applicants may apply to host one, more, or all of the YPL workshops in the series with the average cost of one workshop being roughly \$100,000 to \$250,000.

Since 2013, the YPL program has cultivated the target audience and participants of emerging Pacific Island Country (PICs) leaders ages 20-40 into advocates for U.S. policy in a region of increasing strategic importance. Since YPL's inception YPL alumni have delivered on U.S. priorities across the region. The YPL Solutions Labs will be a series throughout 2026-2028 to catalyze advocacy and action on U.S. priorities.

The YPL Solutions Labs will build on [past YPL programs](#) that advanced U.S. foreign policy priorities in the Pacific region, namely previous conferences, workshops, exchanges, YPL alumni-led projects, community service activities, and digital engagement.

Success and best practices from past programs include:

- Lead-up and follow-on activities such as virtual collaborative work.
- Interactive practical skills-based small-group workshop activities including mock forums, think tank style discussions and engagements, negotiation and presentation training, field visits, volunteer community service.
- Engagement with U.S. and Pacific speakers, facilitators, and trainers.
- Collaboration with other YPL alumni leading up to, during, and post workshop
- Tangible outputs executed post-workshop by participants such as action policy plans and actions, media engagements, op-eds, hosting forums, leading trainings, and briefings to home governments.
- Pre and post workshop surveys to measure the overall effectiveness of the workshop and any changes to the participant's knowledge of the workshop topic.

Project Audience:

Participants will be emerging leaders ages 20-40 and citizens and residents from the following Pacific nations: Australia, the Cook Islands, Fiji, the Federated States of Micronesia, the Islands of French Polynesia, Kiribati, the Marshall Islands, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu, Wallis and Futuna, and U.S. partners from the American-affiliated Pacific including American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and Hawaii.

Participants should also be registered YPL members (before or during application via <https://nz.usembassy.gov/young-pacific-leaders/>) who have demonstrable interest in issues relating to the workshop topic whether through paid employment, volunteer work, unpaid internships or coursework, and who show promise in becoming socially active in effecting positive change and have firm plans to champion the workshop topic efforts in their communities. They may have attended YPL events and some may be familiar with collaboration on projects across borders.

The grant recipient will create an online application process and coordinate with the U.S. Embassy in New Zealand and other U.S. embassies in the Pacific region to recruit and select participants from Pacific nations. All participants must be proficient in written and spoken English.

Project Goals:

Solutions Lab #1 “Unlocking Investment in the Pacific,” will catalyze the abilities of young Pacific professionals to advance private sector-led growth in the Pacific. Solutions Lab #1 will be implemented in 2027 and 2028 with 60 participants each for a total of 120 participants. Solutions Lab #1 is meant to build on the Deputy Secretary Christopher Landau’s Pacific Investment Summit from February 2026 in Honolulu, Hawaii, and to target an audience of emerging leaders. This may be done alongside the Pacific Islands Forum Leaders Meeting in Auckland, New Zealand in 2027. The goal of Solutions Lab #1 is to level the playing field for U.S. and allied investment in the Pacific by:

- Promoting the benefits of U.S. and allied investment in diverse sectors such as infrastructure; critical minerals; supply chains; energy security; food security and agriculture; tourism; health systems and biotech; banking and financial services; and telecommunications, AI, and digital economy.
- Promoting the benefits of transparent, U.S.-based business practices and pro-growth regulatory environments where U.S. businesses thrive;
- Developing the skills and abilities to assess risks, including debt dependency and security vulnerabilities; and
- Developing the skills and abilities to manage investment projects that are high quality, transparent, sustainable, secure, and strategically aligned with U.S. foreign policy priorities.

Solutions Lab #2 “Advancing the American Decade of Sports for Pacific Economic Impact” will maximize economic benefits from the America Decade of Sports while advancing U.S. strategic interests by: developing bankable sports media projects and training that attract U.S. and allied investment rather than debt financing, creating sports tourism strategies that generate long term economic returns and strengthen ties with U.S. and allied markets, leveraging sports events for PIC business development and economic empowerment, and connecting the U.S. Pacific diaspora to invest and initiate exchanges in the Pacific.

Solutions Lab #3 “Pursuing Peace in the Pacific with Faith Communities” will strengthen faith communities as bulwarks and partners in advancing shared values by building resilience against manipulation, equipping faith leaders to advocate for religious freedom and good governance, mobilizing faith networks to counter malign propaganda, strengthening connections between Pacific faith communities and U.S. faith-based organizations, amplifying community voices on issues where they align with U.S. interests

Solutions Lab #4 “Promoting Digital Freedom and Open Information Environments” is to strengthen independent journalism capacity in Pacific nations, improve media freedom conditions, and create long lasting networks of journalists equipped to resist censorship, combat propaganda, and advocate for legal reforms that protect press freedom. Lab #4 will advance U.S. Department of State priorities of defending freedom of speech and expression, countering foreign measures that threaten open debate and free exchange of ideas, exposing propaganda and

ensorship, promoting transparency, and advancing policies that uphold individual freedoms in the digital age.

Project Objectives:

Objective for Solutions Lab #1 “Unlocking Investment in the Pacific”: Strengthen the investment promotion and project management capacities of 120 young Pacific professionals through Lab #1 “Unlocking Investment in the Pacific” training (60 participants in 2027 and 60 in 2028), resulting in at least 15 participants finalizing draft tenders with their home countries, at least eight tenders receiving U.S. private sector interest, at least five tender awards to U.S. and allied companies, and at least three follow-on projects (such as government trainings on pro-growth policies or U.S. commercial diplomacy trips) implemented by the end of 2029.

This Solutions Lab would include applications from teams to submit draft tenders. A review panel (that will include U.S. government personnel and at least one invited private sector representative) will select teams for 60 total YPL participants. The panel will select teams based on how commercially viable their draft tenders are.

Through a series of in-person workshops and quarterly virtual workshops, Young Pacific Leaders will refine and advance their proposed tenders to attract U.S. and allied private investment. Guest speakers may include private sector experts in a variety of fields (mining, digital infrastructure, ports, tourism, etc.); USG speakers from the U.S. Trade and Development Agency (USTDA), the U.S. International Development Finance Corporation (DFC), etc.; and Pacific SMEs. Potential workshop topics would include:

- Fostering transparent business practices and pro-growth business climates;
- Assessing security and economic risks; and/or
- Negotiating complex project agreements.

Teams will receive small grants funds for follow-on activities such as organizing U.S. private sector delegations, implementing trainings on business practices, implementing project management tools, and more.

Objective for Solutions Lab #2 “Advancing the American Decade of Sports for Pacific Economic Impact”: Strengthen the sports economy development and media production capacities of at least 40 Pacific sports administrators, entrepreneurs, and media professionals through Solutions Lab #2 “Advancing the American Decade of Sports for Pacific Economic Impact” training, resulting in at least 10 participants completing bankable sports economy development plans that attract U.S. and allied investment rather than debt financing, at least five projects receiving U.S. or allied interest or financing, at least three contracts awarded to U.S. or allied companies, at least two sports tourism partnerships established with the U.S. travel industry, and at least 15 media features covering Pacific athletes on the road to Pacific Games French Polynesia 2027 and LA Summer Olympic Games 2028.

Participant selection will focus on individuals in government (sports ministry, tourism, or economic development), private sector, national sports and media organizations.

Participants capture content of how Pacific teams prepare for major sporting events. They will meet for 2-3 days in person at a workshop alongside the Pacific Games 2027 in French Polynesia (qualifier for the Los Angeles Olympic Games 2028) to develop their skills and create content for the road to the Olympics. Participants will discuss the latest needs in sports and sports media infrastructure finance, sports tourism, and sports economy, developing action plans for their home countries. They will connect with active U.S. Pacific diaspora sporting groups, develop policy recommendations and engagement plans to advance sports economies, infrastructure needs, financing strategies, sports tourism, and small business development.

After the workshop, and upon return to their home countries, YPL participants will be able to apply for small grants to execute on their strategic plans for activities such as feasibility studies for sports infrastructure projects, sports tourism marketing campaigns, sports business incubator pilot programs, delegations to U.S. sports industry conferences, and training programs for sports facility management.

Objective for Solutions Lab #3 “Pursuing Peace in the Pacific with Faith Communities”:

Strengthen the advocacy and resilience capacities of at least 30 Pacific faith leaders through Solutions Lab #3 “Leveraging Faith Communities to Pursue Pacific Peace” training, resulting in the establishment of a regional faith leaders network, at least 25 participants equipped to identify and counter malign propaganda, at least 10 sister church partnerships established with U.S. congregations, and at least five faith-based advocacy campaigns launched on English language literacy, technology access, anti-corruption, drug deterrence and support, good governance, or religious freedom that mobilize faith communities to counter malign propaganda and advance shared U.S.-Pacific values by the end of 2029.

Participants will be emerging faith leaders under 40 including pastors, youth ministers, seminary students, faith-based NGO staff, and lay leaders with demonstrated community influence. Participants will meet for 2-3 days at workshop to discuss faith-based advocacy for shared values and strengthen faith community networks to establish sister church partnerships and exchange programs and learn about the potential of U.S. faith communities as partners. They will develop community resilience plans, partnership proposals, and communication strategies. After the Workshop, and upon return to their home countries, YPL participants will execute their plans, proposals and strategies. They will keep the embassy updated on their progress, where an embassy is present.

Objective for Solutions Lab #4 “Promoting Digital Freedom and Open Information

Environments”: Equip at least 30 Pacific media professionals, journalists and others with influential voices in the region with skills and cross-regional networks through immersive workshops to cover U.S.-Pacific regional events and cross-training. Participants will engage in virtual training modules covering topics such as: Recognition of digital freedom and open information environments as sources of innovation resilience, and sovereign capacity, U.S. First Amendment principles and international press freedom standards, investigative journalism techniques and fact-checking methods, digital security, countering surveillance and protecting sources, legal frameworks, business models for independent journalism and non-partisan funding strategies, adoption of technologies that advance privacy, counter censorship, and support

transparent platform governance without restricting lawful expression, and combat arbitrary and unlawful digital surveillance and information manipulation by exposing their costs and consequences. Participants may be embedded covering major U.S.-Pacific regional events such as Pacific Islands Forum meetings, U.S.-Pacific multilateral engagements like the recent Pacific Investment Summit in February 2026, military exercises, or regional maritime security gatherings. Participants will be mentored by experienced U.S. and regional journalists, observe professional reporting standards, and produce content for their home outlets or platforms. The program may culminate in cross-training sessions during regional gatherings of Pacific Islands media professionals, where participants will share best practices and lessons learned, network with regional media professionals and press freedom advocates, participate in workshops on legal advocacy and media reform, and develop action plans for advancing press freedom in their countries.

Participants should include journalists, editors, and media professionals from Pacific countries facing press restrictions or working in challenging media environments. Participants will be selected based on their commitment to independent journalism and potential for impact in their home countries.

Projected outcomes may include:

- **Media products:** Participants will produce investigative reports, multimedia stories and documentary content. Content will be distributed to national media outlets, regional platforms like PINA, international press freedom organizations, and social media channels. Success will be measured through media impressions, engagement metrics, and sentiment analysis.
- **Media literacy:** training programs established in participating countries, public education campaigns to build resilience against propaganda, media literacy initiatives to increase public awareness of trustworthy information sources.
- **Media freedom improvements:** measurable increases in participating countries' rankings in the RSF World Press Freedom Index through enhanced journalist capacity, advocacy efforts, and implementation of reform recommendations.
- **Independent journalism support:** development of implementation of non-partisan funding models for independent media outlets, including community supported journalism initiatives, philanthropic partnerships, and business models that reduce dependence on government advertising.

2. Substantial Involvement

The U.S. Embassy will:

- Provide strategic guidance and policy alignment for the Young Pacific Leaders program, aligned with U.S. foreign policy interests in the Pacific region.
- Provide written guidance on key thematic focus areas (i.e., transnational crime, regional collaboration) to shape program.

- Coordinate with relevant U.S. embassies in the Pacific to ensure coherent engagement with participants and alumni
- Publicize the program through Young Pacific Leaders and Embassy public diplomacy and outreach channels, including social media, official websites, and partner networks.
- Participate in the development of selection criteria and application materials and contribute to reviewing applications and selecting participants.
- Engage with and support the Young Pacific Leaders alumni network, connecting alumni with other U.S. government opportunities, and amplifying alumni success stories.
- Provide input to ensure program sessions reflect current U.S. positions and priorities.
- Identify and provide U.S. government officials, American experts, YPL alumni and other speakers or trainers either in person or virtual.
- Review and approve agendas, session descriptions, and major training components to ensure appropriateness and mission alignment.
- Review and clear outreach and public messaging materials related to the program, including invitations, press releases, social media content, and reports intended for public dissemination.
- Promote program milestones and participant achievements through Embassy and Department communication channels, subject to clearance procedures.
- Participate in key public events and ceremonies associated with the program, such as opening/closing sessions, award presentations, or high-profile panels.
- Review periodic (e.g., quarterly, semi-annual, and annual) performance and financial reports; provide feedback to improve data quality and narrative analysis, and request clarifications or corrective measures where appropriate.
- Participate in midterm and final reviews and, where feasible, in selected program activities or site visits to observe implementation
- Manage the cooperative agreement in accordance with U.S. government regulations, including approval of budgets, budget realignments above the agreed threshold, and no-cost extensions.
- Ensure that the grant recipient complies with applicable U.S. government regulations and Department of State standard terms and conditions, including reporting, auditing, and record-keeping.
- Review and approve key sub-awards or large contracts, when required by the award terms and conditions.

Recipient Roles and Responsibilities

- Convene regular coordination meetings with the U.S. embassies, other U.S. government alumni to review progress, address challenges, and plan upcoming activities
- Develop and implement a detailed work plan, including timelines, staffing plans, and activity descriptions, consistent with the cooperative agreement and U.S. embassy guidance.
- Manage day-to-day operations of the program, including coordination across implementing offices, staff supervision, vendor management, and logistics.

- Propose adjustments to activities or timelines as needed, in consultation with and subject to approval by the U.S. Embassy/Department of State.
- Draft application materials, selection processes, and outreach plans in coordination with the U.S. Embassy; implement the application and selection process once approved.
- Manage communications with applicants and selected participants, including pre-program orientation, travel arrangements, visa support (as applicable), and post-program engagement.
- Implement and enforce clear participation standards, codes of conduct, and safeguarding policies for all participants.
- Design and deliver program components
- Develop curricula, training materials, and resource toolkits that are evidence-based, culturally appropriate, and aligned with U.S. Embassy policy guidance.
- Incorporate interactive, experiential learning approaches and peer-to-peer networking opportunities that build leadership, project management, and regional collaboration skills.
- Identify and manage partnerships with regional organizations, educational institutions, civil society groups, private sector entities, and other stakeholders that enhance program impact.
- Issue and manage sub-awards or subcontracts (as applicable), ensuring they comply with U.S. government regulations and the terms of the cooperative agreement.
- Draft strategic communications, media, social media, and photography plans to promote, market, and demonstrate follow-on of the program.
- Engage local experts, facilitators, and mentors from the Pacific region to strengthen contextual relevance and sustainability.
- Establish systems and platforms (e.g., online communities, newsletters, periodic alumni events) to maintain communication and collaboration among alumni.
- Track alumni outcomes and success stories and share them with the U.S. Embassy for public diplomacy and reporting purposes.
- Prepare and submit timely performance and financial reports, including narratives, indicator tables, lessons learned, and recommendations for program improvement.
- Ensure proper branding and marking on all program materials, platforms, and events, in line with Department of State and award-specific branding and marking requirements.
- Manage program funds responsibly, efficiently, and transparently, in accordance with the approved budget, U.S. government regulations, and the Grant Recipient's internal financial controls.
- Maintain accurate and complete financial records and documentation to support all expenditures and cost-share (if applicable).
- Cooperate with any financial reviews, audits, or monitoring visits conducted by the U.S. Embassy, Department of State, or their designees.
- Develop and implement risk management and contingency plans, including for health, safety, security, and political or environmental disruptions that may affect program activities or participants.

- Implement robust safeguarding policies to protect youth and other vulnerable participants, including mechanisms for incident reporting and response.
- Ensure appropriate insurance coverage, security measures, and duty-of-care protocols for participants, staff, and partners during all program activities.

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 applicant authorized signatures are provided where indicated on the various required forms.

The following documents are **required**:

1. Mandatory application forms

- SF-424 (Application for Federal Assistance – organizations) at [grants.gov](https://www.grants.gov)
- SF-424A (Budget Information for Non-Construction programs) at [grants.gov](https://www.grants.gov)
- SF-424B (Assurances for Non-Construction programs) at [grants.gov](https://www.grants.gov) (note: the SF-424B is only required for individuals, organizations exempt from registration, and for organizations not required to fully register in SAM.gov)

2. Proposal (10 pages maximum)

Applicants must submit a complete narrative proposal in a format of their choice, or they may use the attached proposal template if they like (Attachment “Proposal Template”). The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. The proposal must include all the items below:

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Introduction to the Organization 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 as well as experience with and expertise in areas related to those described in the NOFO. Applicants are encouraged, but not required, to use the attached Applicant Organization Information Survey form to provide this information (Attachment "Applicant Organization Information Survey"). If the applicant chooses not to use the attached form, all of the requested information from the form will still need to be addressed in the application package.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed

- **Program Methods, Design, Activities, and Deliverables:** 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. Describe the program activities and how they will help achieve the objectives.
- **Proposed Project Schedule and Timeline:** The proposed timeline for the program 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 program. What proportion of their time will be used in support of this program?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees (if applicable).
- **Future Funding or Sustainability:** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
- **Monitoring & Evaluation Plan:** Proposals must include a Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP). The M&E plan should show how applicants intend to measure and demonstrate progress towards the project’s objectives and goals. The key components to the PMP are as follows:
 - **Monitoring and Evaluation Narrative:** In narrative form, applicants should describe how they intend to monitor and evaluate the activities of their award. In addition, the applicant should describe any M&E processes, including key personnel, management structure (where M&E fits into the overall program’s staff structure), technology, and as well provide a brief budget narrative explaining any line-item expenditures for M&E listed in the program’s budget. If the proposal is from a prior grantee, the proposal discusses how the grantee has adapted, improved or otherwise modified their approach based on learning from previous experience. This narrative is limited to two pages.
 - **Theory of Change Diagram:** Applicants are expected to submit either a Theory of Change diagram or an If-Then Statement that illustrates how project activities will lead to intended outcomes.
 - **Monitoring and Evaluation Datasheet:** The applicant must include their proposed activities and their expected outputs and outcomes as well as the goals and objectives as written in the NOFO. The datasheet’s purpose is to explicitly illustrate how a project’s activities lead to tangible results (such as increased beneficiary skills, knowledge, or attitudes) that ultimately address a PDS objective.
 - The selected applicant’s M&E PMP is subject to review and approval before any award will be issued under this NOFO. The selected applicant may be asked to work with U.S. Department of State Monitoring and Evaluation Specialists to ensure the applicant’s M&E PMP achieves an expected level of expertise and meets PDS objectives.
 - Expenses directly associated with monitoring and evaluation are considered allowable.

3. *Budget Justification Narrative*

- **Detailed Budget** - Applicants must submit a detailed line-item budget. Applicants are encouraged to utilize the template provided with the funding opportunity but are not

required to do so (Attachment “PDS Budget Narrative Sample Template”). Line-item expenditures should be listed in the greatest possible detail. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. See Annex Section I for a description of the types of costs that should be included in each category. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. If an organization is charging an indirect cost rate without a NICRA, it must apply it to the modified total budget costs (MTDC), refer to 2CFR§200.1. **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.

- **Budget Justification Narrative** – Applicants must submit a budget justification narrative to accompany the detailed line-item budget. The purpose of the budget justification narrative is to supplement the information provided in the detailed budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals. The budget justification narrative is a tool to help Embassy staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the requested costs beyond the constraints of the budget template. Together, the detailed budget spreadsheet, the budget justification narrative, and the SF-424A should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant’s proposal.

Additional Budget Notes:

- **Audit Requirements:** Please note the audit requirements for Department of State awards in the Standard Terms and Conditions <https://www.state.gov/m/a/ope/index.htm> and [2CFR200](https://www.e-rules.com/rule/200/200.1), Subpart F – Audit Requirements. The cost of the required audits may be charged either as an allowable direct cost to the award OR included in the organization’s established indirect costs in the award’s detailed budget.
- **Visa Fees:** Include all visa application and related fees in your budget as applicable. Please note DS-2019s for post-funded programs must be submitted directly by the award recipient. If you anticipate your program will include the DS-2019 visa processing, your organization must be a registered Designated Sponsoring Organization. For more information go to: <https://j1visa.state.gov/sponsors/become-a-sponsor/>

4. *Attachments*

- **Key Personnel Resumes:** A résumé, not to exceed one page in length, must be included for the proposed key staff persons, such as the Project Director and Finance Officer, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.
- **Letters of support from program partners:** Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation

to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.

- **Indirect Costs:** If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included in the application submission.
- **Proof of Non-profit Status:** Documentation to demonstrate the applicant's non-profit status (e.g., U.S.-based organizations should submit a copy of their 501(c)(3) Internal Revenue Service determination letter, and non-U.S. organizations should provide evidence of non-profit status issued by a government entity).
- **Proof of Registration:** A copy of the organization's registration should be provided with the proposal application. U.S.-based organizations should submit a copy of their IRS determination letter. Other foreign country-based organizations should submit a copy of their certificate of registration from the appropriate government organization.

Other items NOT required/requested with the application submission, but which *may* be requested if your application is approved to move forward in the review process include:

- a. Copies of an organization or program audit within the last two (2) years
- b. Copies of relevant human resources, financial, or procurement policies
- c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas
- d. Documentation that demonstrates the recipients' plan and/or policy to safeguard PII of participants and beneficiaries. It is the responsibility of the recipient to ensure protection of personally identifiable information (PII) and safeguard PII when collecting, maintaining, using and disseminating such information
- e. Information to determine what financial controls and standard operating procedures an organization uses to procure goods and services, hire staff and track time and attendance, pay for grant-related travel, and identify other financial transactions that may be necessary to undertake the project activities
- f. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

E. SUBMISSION REQUIREMENTS AND DEADLINES

1. Address to Request Application Package

Application forms required above are available at Grants.gov.

2. Department of State Contacts

If you have any questions about the grant application process, please contact: publicaffairsusnz@state.gov.

Question Deadline: For questions on this solicitation, please contact

Publicaffairsusnz@state.gov. Questions must be received on or before 23 **June, 2026, at 11:59 p.m., U.S. Eastern Time**. Applicants should not expect an email response to questions, as questions received before the deadline will be answered in a question-and-answer document and posted at <http://www.grants.gov>

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

Required Registration: 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 also 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.

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.

Please note: Any applicant with an exclusion 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.”

4. *Submission Dates and Times*

Submission Deadline: All applications must be received by June 30, 2026, at 11:30pm New Zealand time zone. For the purposes of determining if an award is submitted on time, PDS will utilize the timestamp provided upon receipt of the application in publicaffairsusnz@state.gov. . This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above their application will be considered ineligible and will not be considered for funding.

Submission Method: Submitting all application materials directly to the following email address: publicaffairsusnz@state.gov. Applicants **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.

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. 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:
 - a. 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;
 - b. 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.

- iii. 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:
 - a. 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.
 - b. Applicants seeking clarification on the reporting requirement are encouraged to review the [Frequently Asked Questions](#) resource developed by the U.S. Department of Education.

- iv. 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:
 - a. 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);
 - b. 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).
 - c. 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.

- i. 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 its website and at the workplace. Recipients must re-certify on an annual basis for the entire award period of performance.

- v. Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities
 - a. (a) *Definitions.*
 - i. *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>

- ii. *FASC-prohibited unmanned aircraft system* means an unmanned aircraft system manufactured or assembled by an American Security Drone Act-covered foreign entity.
 - iii. *Unmanned aircraft* means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.
 - iv. *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. (b) *Prohibition*. Recipients of funding under this Notice of Funding Opportunity (including subawards and subcontracts issued by the recipient) will be prohibited from:
- i. delivering any FASC-prohibited unmanned aircraft system, which includes unmanned aircraft (i.e., drones) and associated elements
 - ii. Operating a FASC-prohibited unmanned aircraft system in the performance of the award; and
 - iii. Using Federal funds for the purchase or operation of a FASC-prohibited unmanned aircraft system.
- c. 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.].
- vi. Pre-Award Costs: Pre-award costs are not an allowable expense for this funding opportunity.
 - vii. Construction: Any award made as a result of this NOFO will not allow for construction activities or costs.
 - viii. Direct Social Services: Costs that cover and provide direct social services, such as welfare, charity, health or economic relief, are unallowable. Medical assistance, such as costs to include medical professionals, including but not limited to doctors, nurses, and psychiatrists to participate in the project activities are not allowed.

6. Other Submission Requirements: Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.

Applicants must acquire all required registrations and rights in the United States and host country. All intellectual property considerations and rights must be fully met in the United States and host country.

Any sub-recipient organization must also meet all the U.S. and host country requirements described above.

F. APPLICATION REVIEW INFORMATION

1. *Review Criteria*

Criteria: Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

- **Quality and Feasibility of the Program Idea** – 30 points: The program idea should be innovative and well developed, with sufficient detail about how project activities will be carried out. The proposals should demonstrate originality and outline clear, achievable objectives that align directly with the priorities and requirements of the NOFO. The proposal includes a reasonable implementation timeline, and the project scope is appropriate and clearly defined. Finally, the proposal aligns with the following:
 - The project clearly demonstrates a direct contribution to current U.S. foreign policy priorities.
 - The project will positively impact America’s reputation among foreign government partners.
 - The project will positively impact American’s reputation among foreign publics.
 - The proposal does not include any activities contrary to the following Executive Orders:
 - Executive Order 14173: ["Ending Illegal Discrimination and Restoring Merit-Based Opportunity"](#)
 - Executive Order 14287: ["Protecting American Communities from Criminal Aliens"](#)
 - Executive Order 14168: [Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government](#)
- **Organizational Capacity and Record on Previous Grants** – 25 points:
 - The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project, including internal controls in place to manage federal funds. If sub-awards are proposed, applicant demonstrates experience managing subawards.
 - The organization demonstrates that it has a clear understanding of the underlying issue that the project will address.
 - The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system, a bank account, and if applicable, satisfactory audit findings.
 - Applicants who have received grant funds previously have been compliant with applicable rules and regulations, including the Award Provisions and Standard Terms and Conditions.
 - Where partners are described, the applicant details each partner’s respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate.

- **Project Planning/Ability to Achieve Objectives** – 20 points: The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
- **Budget** – 10 points: The budget and narrative justification are sufficiently detailed. The budget demonstrates that the organization has devoted time to accurately determine expenses associated with the project instead of providing rough estimates. Costs are reasonable in relation to the proposed activities and anticipated results. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.
- **Monitoring and Evaluation** - 10 points: The project proposal includes an M&E plan. The applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals and objectives outlined in the proposal. The proposal includes output and outcome indicators and shows how and when those will be measured. Funded projects will have their plans finalized during the negotiation phase, and monitoring plans may be subject to periodic updates throughout the life of the project.
- **Sustainability** – 5 points: The project proposal describes clearly the approach that will be used to ensure maximum sustainability or advancement of project goals after the end of project activity.

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. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal.
- b. Review. All submissions are screened for technical eligibility. **If a submission is missing any required forms/documents listed above in [Section D. Application Contents and Format](#), it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review eligible proposals based upon the criteria noted in this NOFO.
- c. Follow up notification. Applicants will generally be notified within 120 days after the NOFO deadline regarding the results of the review panel.

2. Risk Review

- i. 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 project requirements
- 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.

iii. High Risk Designation

Awardees that are deemed to be high risk based on the above risk factors will be held to special award conditions. At a minimum, the recipient and/or project designated as High Risk will be required to submit monthly narrative reports and/or quarterly detailed financial reports. Recipients may also be required, upon request of the Grants Officer or Grants Officer Representative, to provide electronic copies of receipts or other supporting documentation (e.g., timesheets, travel documents) for costs incurred. The Grants Officer may withhold 10% of the award amount until final reports have been reviewed and approved by the GO. The recipient may be required to pay all salaries supported by the grant via electronic funds transfer. Other special award conditions may also be included if deemed appropriate by the Grants Officer.

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 countersignature. 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.

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 and Grants Officer Representative.

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. *Note:* most recipients will be required to submit quarterly program progress and financial reports throughout the project period. The quarterly progress report must include updated M&E data for that quarter. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days after the close of the project period.

All reports are to be submitted electronically.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

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.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

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 (MTDC) 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 and other entertainment related expenses.

STEP Enrollment

U.S. citizens who travel to host country are encouraged to enroll in the Department of State’s Smart Traveler Enrollment Program (STEP) available at: <https://step.state.gov/step>. Enrollment enables citizens to receive security-related messages from the Embassy and makes it easier for us to locate you in an emergency. The Embassy also recommends that all travelers review the State Department's [travel website at travel.state.gov](#) for the [Travel Warnings](#), Travel Alerts, and host country Specific Information.