



Notice of Funding Opportunity (NOFO)

Prosperity Stack Fellowship

U.S. Embassy Seoul, Department of State

Opportunity number: PD-SEOUL-FY26-03

Application deadline: Monday, July 13, 2026, 11:59 p.m. (GMT+9)

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U.S Department of State
U.S. Embassy Seoul
Notice of Funding Opportunity

A. Basic Information

1. Overview

Funding Opportunity Title	Prosperity Stack Fellowship
Funding Opportunity Number	PD-SEOUL-FY26-03
Announcement Type	The initial announcement
Deadline for Applications	Monday, July 13, 2026, 11:59 p.m. (GMT+9)
Assistance Listing Number	19.441
Length of performance period	12 to 24 months
Number of awards anticipated	1 award
Award amounts	\$108,000
Total available funding	\$108,000 pending availability of funds
Type of Funding	FY26 Fulbright-Hays, American Spaces Support Funds
Anticipated project start date	October 2026

Funding Instrument Type: Grant

Project Performance Period: Proposed projects are expected to begin in October 2026 and have a performance period of up to 24 months. 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.

This notice is subject to availability of funding.

2. Executive Summary

Priority Region: Republic of Korea

Executive Summary

The U.S. Embassy Seoul Public Diplomacy Section invites proposals to implement the Prosperity Stack Fellowship, a strategic accelerator program designed to promote American AI technology with Korean early-stage entrepreneurs by connecting them with U.S. expertise in artificial intelligence, business development, and innovation. The program will engage young Korean innovators through training, mentorship, regional engagement, and public showcase opportunities linked to the American Spaces network in Seoul, Busan, Gwangju, and Pyeongtaek.

Through a multi-phase fellowship model, selected startup teams will receive training in U.S. AI applications, American business management principles, pitching, and product development. Finalist teams will participate in advanced technical training and mentorship, and top-performing teams may receive project development support to help advance their concepts toward market-readiness.

The program should culminate in a final Demo Day and follow-on engagement that showcases participant outcomes, strengthens the role of American Spaces as regional gateways for innovation, and demonstrates how American AI Stack, U.S. technical platforms, business practices, and professional link to silicon valley experts can support Korean entrepreneurs and advance shared prosperity.

B. Eligibility

1. Eligible Applicants

The following organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- Public and private educational institutions
- Public International Organizations and Governmental institutions

Individuals are not eligible to apply under this NOFO.

Applicants should demonstrate the organizational capacity, technical understanding, and relevant program management experience necessary to design and implement a fellowship or accelerator-style program focused on artificial intelligence, entrepreneurship, and innovation in the Republic of Korea.

Competitive applicants should demonstrate familiarity with Korea's startup, technology, education, or youth innovation ecosystem, as well as the ability to coordinate with relevant U.S. and Korean experts, mentors, institutions, industry partners, and public-facing program venues.

2. Cost Sharing or Matching

N/A

3. Other Eligibility Requirements

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

Applicants should be able to recruit, train, and support Korean startup teams to fulfill the quota per each region; coordinate with American Spaces in Seoul, Busan, Gwangju, and Pyeongtaek; manage expert-led training and mentorship including with American individuals; administer participant support responsibly; and organize final showcase and follow-on engagement activities.

C. Program Description

1. Goals and Objectives

Background and Program Overview

The Prosperity Stack Fellowship is a strategic public diplomacy program designed to strengthen U.S.-ROK cooperation in artificial intelligence, entrepreneurship, and innovation by embedding Korean early-stage entrepreneurs with American AI expertise, business practices, mentorship, and professional U.S. networks.

The program will use a fellowship or accelerator-style model to support young Korean innovators as they develop AI-related startup concepts and strengthen their ability to apply U.S. AI platforms, standards, and entrepreneurial practices. The fellowship should include structured training, expert mentorship, regional engagement through American Corners, practical pitching opportunities, and follow-on support for selected teams.

The program should also raise the visibility of American Spaces as regional platforms for technology, entrepreneurship, and U.S.-ROK innovation cooperation. Final showcase and outreach activities should highlight participant outcomes and demonstrate how U.S. technology, American AI proficiency, and networks can help Korean entrepreneurs move promising ideas toward market readiness.

The program is expected to use American Spaces and other embassy-designated venues where appropriate.

Program Goal

The goal of this program is to strengthen U.S. leadership and U.S.-ROK cooperation in artificial intelligence and entrepreneurship by connecting Korean early-stage innovators with American AI technology, work platforms, business practices, professional networks, and practical startup development support.

Program Objectives

- Recruit and train Korean startup teams through a structured fellowship curriculum focused on U.S. AI applications, American business management principles, pitching, and project development.
- Connect selected finalist teams with American AI experts and relevant U.S. and Korean mentors through advanced technical training and mentorship.
- Support top-performing teams through project development assistance and follow-on mentorship to help advance their concepts toward viable and scalable models.
- Use American Corners as regional platforms for entrepreneurship, innovation, and U.S.-ROK technology engagement.
- Showcase participant outcomes through a final Demo Day, media outreach, and follow-on regional engagement that demonstrate the economic opportunity the American AI Stack can unleash for Korean entrepreneurs.

Program Implementation and Budget Parameters

The program is expected to use American Spaces, including American Corners and American Diplomacy House, as key program venues where appropriate. Applicants should include the program management, staffing, coordination, materials, interpretation, outreach, and logistical support necessary to implement activities at these locations.

If an external venue is needed for any program activity, applicants may be expected to support venue-related coordination and logistics. However, external venue rental costs should not be included in the proposed budget unless specifically authorized by the embassy.

The program may include U.S. speakers, including American AI experts. Applicants are expected to support speaker arrangements as part of program implementation, including coordination, scheduling, local logistics, materials, and event support. Reasonable costs for these support activities may be included in the proposed budget. However, applicants should not include any direct payments to U.S. speakers, including honoraria, speaker fees, consulting fees, or other contractual payments, unless specifically authorized by the embassy.

Program Design and Required Activities

Applicants should propose a detailed implementation plan that incorporates the following required program components. Applicants may propose adjustments to the sequence, format, or delivery method where appropriate, but proposals should clearly demonstrate how the overall fellowship model will be implemented.

- Recruitment and selection of up to 20 teams of Korean innovators, ages 18–35, with no more than five members per team, with a focus on American Corner regions in Seoul, Busan, Gwangju, and Pyeongtaek.
- A five-week intensive online workshop that includes lectures and mentorship on American artificial intelligence, business, and pitching, as well as regional in-person meetups for teams at American Corners.
- Pitching sessions at the four American Corner locations, based on each team’s closest region, to select up to 10 teams for the next phase.

- A three-day, two-night AI Camp for the selected 10 teams, featuring hands-on training from American AI experts using the American AI Stack.
- Project development support for up to five top-performing teams, with support of up to \$6,000 per team. Project development support may include subscriptions to U.S. AI application programming interfaces or other U.S. AI technology, technology subscriptions including data storage, or other necessary expenses to develop a fully functioning AI-powered prototype product.
- Continued mentorship and support from accelerators and local AI industry leaders for up to six months to help the selected teams develop their projects.
- A final Demo Day at American Diplomacy House to showcase team outcomes.
- Follow-on debriefing sessions at all four American Corner locations, where the five selected teams share their final products or proposals.
- A robust media and outreach plan using the program's outcomes to highlight the opportunities American AI can unleash for local entrepreneurs.

Monitoring and Evaluation (M&E)

Applicants should clearly define expected outputs and outcomes and include a plan for monitoring and evaluation. Proposals should identify:

- Performance indicators, such as the number of teams recruited, number of participants trained, number of regional meetups held, number of teams completing the five-week training, number of teams selected for AI Camp, number of mentorship sessions delivered, number of teams receiving project development support, Demo Day attendance, media reach, number of teams launching viable products, increased public awareness of American AI and business culture, and participant feedback.
- Targets and, where appropriate, baseline data.
- Data collection methods, such as application records, attendance records, participant surveys, mentor feedback, pitch evaluation forms, project progress reports, event records, interviews, and digital analytics.
- Methods for assessing whether participants improved their understanding of U.S. AI applications, strengthened their business or pitching skills, advanced their project concepts, expanded professional networks, or applied U.S. technical expertise and business practices to their startup ideas.

Participant Eligibility (Beneficiaries)

Primary participants should be Korean early-stage or pre-startup entrepreneurs between the ages of 18 and 35, organized into teams of up to five members. Participants may include university students, recent graduates, young professionals, aspiring entrepreneurs, startup founders, members of AI or entrepreneurship clubs, and innovators connected to regional entrepreneurship networks.

Secondary beneficiaries may include Korean audiences reached through the Demo Day, American Corner debriefing sessions, media outreach, and social media content.

2. Substantial Involvement

N/A

D. Application Contents and Format

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

Content of Application

Please ensure:

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

The following documents are **required**:

1. Mandatory application forms available at Grants.gov

- SF-424 (Application for Federal Assistance – organizations)
- SF-424A (Budget Information for Non-Construction programs)
- SF-424B (Assurances for Non-Construction programs) (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. Summary Page (optional)

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

3. Proposal (10 pages maximum)

The proposal should provide sufficient detail for reviewers to clearly understand the proposed project, including its objectives, activities, and anticipated impact. Applicants may use their own proposal format, provided all required elements below are addressed. For applicant convenience, the U.S. Embassy Seoul has developed an optional **Grant Proposal Narrative Template** that may be used to organize and submit proposals.

The application form is designed to capture all required proposal elements, including:

- **Proposal Summary:** Provide a concise overview of the proposed project, including the project purpose, key objectives, primary activities, intended beneficiaries, and anticipated impact.

- **Applicant Background and Organizational Capacity:** Describe the applicant organization, including mission, relevant experience, past and current operations, and demonstrated ability to successfully implement the proposed program. Please include any previous grants or cooperative agreements from the U.S. Department of State and/or other U.S. government agencies, if applicable.
- **Problem Statement / Strategic Need:** Clearly explain the issue, challenge, or opportunity the project seeks to address and why the proposed program is needed at this time. Where applicable, applicants should explain how the proposal supports priorities identified in the U.S.-ROK Joint Fact Sheet or other relevant U.S. foreign policy frameworks.
- **Project Goals and Objectives:** Describe the overall goals of the project and provide specific, measurable, achievable objectives that support those goals.
- **Project Activities:** Describe the proposed activities and explain how each activity contributes to achieving the stated objectives. Programs consisting solely of stand-alone events or one-time workshops without a clear follow-on plan may be considered less competitive.
- **Project Design and Implementation Approach:** Explain how the project will be carried out, including management approach, participant selection (if applicable), outreach strategy, and delivery model. Applicants may include a logic model or similar framework, if useful.
- **Project Schedule and Timeline:** Provide a proposed timeline for implementation, including key milestones and anticipated dates of major activities. Exact dates and locations may be estimated if not yet finalized.
- **Key Personnel:** Identify key personnel who will implement the project, including names, titles, relevant qualifications, and expected level of effort or approximate time commitment.
- **Project Partners and Sub-awardees:** List partner organizations or sub-awardees, if any, and describe their expected roles and contributions.
- **Monitoring and Evaluation Plan:** Describe how project progress, outputs, and outcomes will be monitored and evaluated throughout the award period.

Applicants should identify:

- Performance indicators
- Targets, where possible
- Data collection methods
- Plans for measuring outcomes and project effectiveness

- **Sustainability / Follow-on Impact:** Describe how project benefits, partnerships, or outcomes may continue beyond the award period, or identify other resources or follow-on funding, if applicable.

Applicants should follow the instructions and word limits provided within the application form. Additional attachments are not required unless specifically requested.

4. Budget Justification Narrative

After filling out the SF-424A Budget (above), use a separate file to describe each of the budget expenses in detail. Applicants may use their own format; however, the U.S. Embassy Seoul has developed an optional **PD-Seoul-Grant-Budget-Template**, which is encouraged for use.

See section I. *Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments

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

E. Submission Requirements and Deadlines

1. Address to Request Application Package

Application forms required above are available at Embassy website & Grants.gov

2. Department of State Contacts

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

SeoulPDGrants@state.gov.

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

Required Registrations

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

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

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

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

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

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

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

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

NCAGE Homepage:

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

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool \(nato.int\)](https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx)

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](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-B/part-201/subpart-201.110) for a full list of exemptions.

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

4. *Submission Dates and Times*

Applications are due no later than Monday, July 13, 2026, 11:59 p.m. (GMT+9)

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:

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

iii. **Prohibition on Unmanned Aircraft Systems (UAS).** If your project involves the purchase or use of an UAS, see this [link](#) for requirements and information you must include in your application.

iv. ***Other Submission Requirements***

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

F. Application Review Information

1. Review Criteria

Each application will be evaluated and rated based on the criteria below:

Strategic Relevance and Need: The proposal clearly identifies a relevant issue, challenge, or opportunity and demonstrates how the project supports priorities outlined in this NOFO and/or relevant U.S.-ROK bilateral cooperation goals or other U.S. foreign policy frameworks. The proposal does not include activities contrary to applicable Executive Orders or U.S. Government policy requirements, including activities that engages with media outlets or platforms to censor or suppress speech; asks media outlets or platforms to remove content, repress algorithms, or otherwise restrain free speech; ranks, categorizes, or analyzes U.S. media outlets or content; and uses electronic tools or technologies to knowingly or intentionally suppress, censor, demonetize, or downgrade the constitutionally protected speech of Americans or U.S. media outlets.

Quality of Project Design and Feasibility: The proposal presents a well-developed, practical, and realistic approach. Goals, objectives, activities, timeline, and expected outcomes are logically aligned. The implementation plan is achievable within the proposed budget and performance period.

Organizational Capacity and Key Personnel: The applicant demonstrates the experience, management capability, staffing, and relevant expertise necessary to successfully implement the proposed project. Where applicable, the proposal demonstrates ROK-based implementation capacity, local partnerships, or relevant experience in the Korean context.

Monitoring, Evaluation, and Learning Plan: The proposal includes clear, measurable objectives and appropriate indicators. The applicant demonstrates a credible plan to monitor progress, assess results, and use findings to improve implementation where appropriate.

Budget and Cost Effectiveness: The proposed budget is realistic, well-justified, and aligned with project activities and anticipated results. Costs are reasonable and represent efficient use of U.S. government resources.

Sustainability and Follow-on Impact: The proposal demonstrates potential for continued benefits beyond the award period, including durable partnerships, follow-on activities, institutional capacity, or continued audience engagement.

2. Indirect Costs

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

3. *Review and Selection Process*

A review committee will evaluate all eligible applications.

4. *Risk Review*

i. Risk factors

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

- a. Financial stability
- b. Management systems and standards
- c. History of performance
- d. Audit reports and findings
- e. Ability to effectively implement requirements

G. Award Notices

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

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

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

Unsuccessful applicants: Unsuccessful applicants will be notified by the end of September 2026 via email.

Payment Method:

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

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

H. Post-Award Requirements and Administration

1. Administrative and National Policy Requirements

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

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following:

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

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)

- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)

- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)

- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)

- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)

- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)

- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)
- Recipients must comply with all applicable Executive Orders A searchable list can be found in the Federal Register: <https://www.federalregister.gov/>

2. **Reporting**

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

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

3. **Branding and Marking**

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

Recipients of federal assistance awards must follow the branding guidance published at [Guidance for Contracts and Grants - U.S. Department of State Brand System](#). Branding policy exceptions are outlined in the U.S. Department of State Foreign Affairs Manual [10 FAM 416, Policy Exceptions](#).

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

I. **Other Information**

Guidelines for Budget Justification

Applicants should ensure that the proposed budget is consistent with the Program Implementation and Budget Parameters in Section C.

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

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

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

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

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

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

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

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

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