**Annual Program Statement (APS)**

**Public Diplomacy, U.S. Embassy Athens, Greece, Department of State**

**Opportunity number: PDS-Athens-FY25-01**

**Application deadline: July 11, 2025**

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**U.S Department of State
Public Diplomacy Section**

**Annual Program Statement**

### **Basic Information**

##### ***Overview***

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| **Funding Opportunity Title** | U.S. Embassy Athens, Greece, Annual Program Statement |
| **Funding Opportunity Number** | PDS-Athens-FY25-01  |
| **Announcement Type** | Initial  |
| **Deadline for Applications** | July 11, 2025 (5:59 PM, Athens Time)  |
| **Assistance Listing Number** | 19.040 – Public Diplomacy Funding  |
| **Length of performance period** | Planned period twelve to sixteen months  |
| **Number of awards anticipated** | Dependent on funds availability |
| **Award amounts** | USD 25,000 – USD 100,000*(scalable proposals within this band welcome and encouraged)*  |
| **Total available funding** | Amount pending funds availability |
| **Type of Funding** | Funding authority rests in either the Smith-Mundt Act or the Fulbright-Hays Act. The source of funding is FY2025 Public Diplomacy Funding  |
| **Anticipated program start date** | No later than September 30, 2025 (depending on award issuance date)  |

The U.S. Embassy Athens Public Diplomacy Section (PDS Athens) of the U.S. Department of State is pleased to announce that funding is available through its Public Diplomacy Grants Program in fiscal year 2025. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

**Funding Instrument Type:** Grant, Fixed Amount Award (FAA), or Cooperative Agreement. Cooperative agreements and some FAAs are different from grants in that Public Diplomacy Section staff are more actively involved in the grant implementation (“Substantial Involvement”). Examples of the substantial involvement by PDS staff include the development of the grant program, final approval of grant activities, and participation in selection panels for program participants.

**Program Performance Period:** Proposed projects should ideally be planned for a period of no more than 12-16 months. In rare cases, depending on the nature of the program, a, project of more than 12 months may be considered. Public Diplomacy Section 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.**

##### ***Executive Summary***

The U.S. Embassy Athens Public Diplomacy Section (PDS Athens) of the U.S. Department of State is pleased to announce funding is available through its Public Diplomacy Grants Program in fiscal year 2025. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

The deadline for grant applications is **July 11, 2025.** Funding decisions will be made on these applications on a rolling basis after this deadline, with a goal of informing all applicants of the final funding decision **by September 30, 2025.** Applicants may apply for funding between $25,000 and $100,000 . Please use the grant application documents and budget template found on the Embassy website [https://gr.usembassy.gov/education/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgr.usembassy.gov%2Feducation%2F&data=05%7C02%7CMouzakitiEN%40state.gov%7Ca0ac99071a0545afbc2408dd1b7041fe%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638696891134881525%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=wf7IAepHhlGOR%2FRzs9PIfAfjuwuY%2Busqu5ZxAKQ7nMA%3D&reserved=0).

**Purpose of Grants program:**  PDS Athens invites proposals for projects that strengthen ties between the United States and Greece through concrete demonstrations of cooperation between our two peoples, **aiming at making America safer, stronger and more prosperous**.  All grant proposals must convey an element of American history, culture, or shared values.  Competitive proposals should support a priority program area (see below).  They should also include a connection with American expert/s, organization/s, or institution/s that will promote increased cooperation between the people of the United States and Greece even after the program has finished.

**Priority Program Areas:** The Public Diplomacy Section is focused on the following priorities in the form of programs, exchanges, and media opportunities that:

* **Promote American Excellence in Emerging Technologies**

* **Celebrate 250 Years of American Excellence: Spotlight on America’s Achievements, Innovation, and Leadership**

**Promoting American Excellence in Emerging Technologies**

Greek students and professionals in emerging technologies have demonstrated a strong technical foundation that can be strategically leveraged to benefit U.S. technology firms and bolster American leadership in critical industries. By channeling this talent to serve the needs of American companies, we can reinforce U.S. technological dominance, strengthen innovation pipelines, and ensure that international engagement directly supports American economic and strategic priorities.

We invite proposals aimed at enhancing U.S.-Greece technological cooperation in ways that clearly advance U.S. national interests. Proposals must focus on initiatives (not conferences) that help U.S. firms address critical workforce and skill shortages, expand the reach of American products and innovation standards, and create structured pathways for Greek talent to contribute to U.S.-driven innovation. Prioritized activities include, but are not limited to:

* Public-private partnerships that connect U.S. technology firms with high-potential Greek talent through American-led career readiness programs, skills development, and reskilling/upskilling initiatives tailored to U.S. industry standards and needs.
* Training modules designed for integration into Greek higher education or vocational curricula that:
	1. Align directly with the needs of U.S. employers; and
	2. Target high-demand fields such as artificial intelligence (AI), biotechnology, cybersecurity, data analytics, and cloud computing—strengthening the global competitiveness of U.S. firms.
* Innovation bootcamps that feature U.S. technologies, platforms, and products, familiarizing international talent with high-quality American tools and practices.
* Collaborative projects between U.S. technology companies and Greek educational institutions to promote the adoption and use of American-developed AI and other emerging technologies, reinforcing the global footprint of U.S. innovation.

All proposals should demonstrate a clear benefit to the United States and prioritize American commercial and strategic interests, consistent with the principles of the America First policy.

**Celebrating 250 Years of American Excellence: Spotlight on America’s Achievements, Innovation, and Leadership**

On July 4, 2026, the United States will commemorate the 250th anniversary of the signing of the Declaration of Independence. This historic milestone presents a powerful opportunity to celebrate American excellence, leverage people-to-people ties, and highlight our achievements, legacies, and contributions as part of America’s story of excellence.

We invite proposals that underscore American excellence and contribute to the celebration of [America250](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Famerica250.org%2F&data=05%7C02%7CMouzakitiEN%40state.gov%7C556b473aef5542cdf33608dd9eba2ba8%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638841244610751288%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=4rHqmIPhVSmbAgOEk2KSCv1CmFNv%2F3FX%2BDHFN6lUGD0%3D&reserved=0), highlighting this momentous occasion through impactful and engaging programs. We welcome submissions that promote U.S.-Greece bilateral engagement and spotlight American achievements, innovation, leadership, and the role of faith and religion in democratic societies.

Proposals should feature initiatives (not conferences), and include activities such as (but not limited to):

* **Podcasts and/or public lectures** on U.S. history, its ties to Greece, democracy, and its global impact
* **Roadshows** showcasing 250 years of American innovation and U.S.-Greek cooperation
* **Sports** activities or themed games/events
* **Secondary educational modules** that will reach Greek classrooms and help to enhance Greek students’ and educators’ positive understanding of America

All proposals should demonstrate a clear benefit to the United States and prioritize American strategic interests, consistent with the principles of the America First policy.

### **Eligibility**

##### ***Eligible Applicants***

The Public Diplomacy Section encourages applications from the United States and Greece.

The following organizations are eligible to apply:

* Registered public or private not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
* Greek or American Individuals
* Non-profit or governmental educational institutions
* Governmental institutions

For-profit or commercial entities are not eligible to apply.

##### ***Cost Sharing or Matching***

Cost sharing is encouraged but not required. However, if a project includes cost sharing, please detail whether the cost-share is through in-cash or in-kind contribution and approximate dollar amounts.

##### ***Other Eligibility Requirements***

All organizations must have a Unique Entity Identifier (UEI) issued via [www.SAM.gov](http://www.SAM.gov) as well as a valid registration on [www.SAM.gov](http://www.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.

### **Program Description**

##### ***Goals and Objectives***

Each application submitted under this announcement will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

The U.S. Embassy encourages applications that include organizations and communities that have not had extensive opportunities to work with the U.S. Embassy and the Department of State. Organizations that have received previous grants from the U.S. Embassy should make an effort to include new institutions and communities as sub-grantees or program partners.

**Organizational Capacity and Record on Previous Grants:** The organization has expertise in its stated field and PDS is confident of its ability to undertake the project. This includes a financial management system and a bank account.

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

**Goals and Objectives:** Goals and objectives are clearly stated and project approach is likely to provide maximum impact in achieving the proposed results.

**Embassy Priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Greece’s priority areas or target audiences.

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

**Monitoring and Evaluation Plan:** Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

This is an important part of successful grants. Throughout the timeframe of the grant, the grant application should indicate what results do they expect of the program, how the activities will be monitored to ensure they are occurring in a timely manner and that the activities are meeting the goals of the grant. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and potential success of a program. Successful monitoring and evaluation depend on the following:

* Setting SMART (specific, measurable, attainable, results-focused, and placed in a reasonable time frame) objectives
* Linking project activities to stated objectives
* Developing key performance indicators that measure realistic progress towards the objectives.

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

Long-term sustainability of program, including whether it is a repeatable or scalable initiative after receiving Embassy support.

**Public Outreach:** The program includes live or real-time social media products in Greece, or otherwise promotes the collaborative nature of the project to the Greek public.

**The following types of programs are not eligible for funding:**

* + Projects relating to partisan political activity;
	+ Charitable or development activities;
	+ Construction projects;
	+ Projects that support specific religious activities;
	+ Fund-raising campaigns;
	+ Lobbying for specific legislation or projects;
	+ Competitions where the prize is the only outcome of the program;
	+ Scientific research;
	+ Programs intended primarily for the growth or institutional development of the organization; or
	+ Programs that duplicate existing programs.

Current grantees with open grants are ineligible to apply for funding at this time.

**2*. Authorizing legislation, type and year of funding:***

Funding authority rests in either the Smith-Mundt Act or the Fulbright-Hays Act. The source of funding is FY2025 Public Diplomacy Funding.

### **Application Contents and Format**

I. Address to Request Application Package

Application forms required below are available on the U.S. Embassy Athens website.

Please include the funding opportunity title and number “PDS Athens-FY25-01” and the applicant organization’s name in the subject line of the email.

II. Content and Form of Application Submission

Full applications must be submitted by email to USEmbAthensGrants@state.gov. Please do not submit proposals via [www.grants.gov](http://www.grants.gov)

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 8 ½ x 11 paper, and
* All Microsoft Word documents are single-spaced, 12-point Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

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

* ***Proposal:*** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it 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 or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
* **Problem Statement:** A clear concise statement of the problem you are trying to solve in Greece and why the proposed program is needed.
* **Program Goals and Objectives:** Describe what the project is intended to achieve. What aspect of the relationship between the United States and Greece will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
* **Program Activities:** Describe the program activities and how they will help achieve the objectives.
* **Program Methods and Design**: A description of how the program is expected to work to solve the stated problem and achieve the goal.
* **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
* **Participants, Audiences and Beneficiaries:** A description of who will be targeted and benefit from this program.
* **Key Personnel:** If already known, please include: names, titles, roles, and experience/qualifications of key personnel involved in the program (such as Project Director and Financial Officer), including what proportion of their time will be used in support of this program. *For a project proposal over $25,000, applicants must submit the resumes of key personnel.* A resume, should not exceed one page in length.
* **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
* **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
* **Public Engagement Plan:** Applicant’s strategy for creating content for social media, the web, or printed materials that promotes the project activity or joint U.S.-Greece cooperation during the program timeline.
* **Future Funding or Sustainability:** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
* ***Budget Justification Narrative:*** After filling out the mandatory SF-424A Budget form, use the Excel Budget Spreadsheet below to describe each of the budget expenses in detail.

***2. Detailed Budget:*** Please note that one of the criteria for evaluating proposals is cost-effectiveness. The budget should demonstrate efficient use of funds appropriate to achieve project goals. Overhead and administrative components of the budget, including salaries and honoraria should be kept as low as possible. Honorariums are limited to a maximum of $250 per day (compensation for time spent preparing for a presentation, workshop, or other activity). All estimated expenses should be consistent with project plans and activities.

Funds available for these projects are not intended to cover an organization's fixed costs or full salaries of its permanent staff. Overhead costs and personnel wages and benefits should not exceed 10% (each category) of the full amount of the award.

***3. Mandatory application forms:*** *Please use the application and budget forms found on our website.*

**Please submit your application along with all required documents only by email to** **USEmbAthensGrants@state.gov**

* Summary Page [link](https://gr.mwp.usembassy.gov/wp-content/uploads/sites/188/2025/06/FY2025-Summary-Page.doc)
* [Excel Budget Spreadsheet](https://gr.mwp.usembassy.gov/wp-content/uploads/sites/188/2025/05/Budget-Spreadsheet-Template-1.xlsx)
* Mandatory Application Forms SF-424 (see below for Organizations and Individuals). Forms and form instructions can be found at: [Home | Grants.gov](https://www.grants.gov/)

**File Submission Guidelines**

To ensure smooth processing, please ensure that each individual file is no larger than 5 MB, and that the total size of all files submitted does not exceed 25 MB.
**Note:** Applications that exceed these limits may not be successfully delivered.

* If your files exceed the size limit, please compress them or reduce their resolution where appropriate.
* Accepted file formats: PDF, DOCX, JPG.
* ZIP files are allowed if you need to group multiple documents.
* Please do not submit Google Forms. Use the latest version of Adobe Acrobat for PDFs.

**Organizations**

                1) [SF-424 Application for Federal Assistance](https://gr.usembassy.gov/wp-content/uploads/sites/188/2025/05/SF424_Application-for-Federal-Assistance.pdf)

                2) [SF-424A Budget Information for Non-Construction Programs](https://gr.usembassy.gov/wp-content/uploads/sites/188/2025/05/SF424-A-Budget-Non-Constructions-Programs-1.pdf)

                3)  [Key Contacts Form](https://gr.usembassy.gov/wp-content/uploads/sites/188/2025/05/Key_Contacts-Form-1.pdf)

                4)  SAM.gov proof of active registration: email or screenshot that shows active registration

**Individuals**

                1)[SF-424 Application for Federal Assistance –Individual](https://gr.usembassy.gov/wp-content/uploads/sites/188/2025/05/SF424_Application-for-Federal-Assistance-Individuals.pdf)

                2) [SF-424A Budget Information for Non-Construction Programs](https://gr.usembassy.gov/wp-content/uploads/sites/188/2025/05/SF424-A-Budget-Non-Constructions-Programs-1.pdf)

                3) [SF-424B Assurances for Non-Construction Programs-Individual](https://gr.usembassy.gov/wp-content/uploads/sites/188/2025/05/SF-424B-Assurances-for-Non-Construction-Programs-Individuals.pdf)

                4) [Key Contacts Form](https://gr.usembassy.gov/wp-content/uploads/sites/188/2025/05/Key_Contacts-Form-1.pdf)

*If applicable:*

* 1-page Curriculum Vitae (CV) or Short CV or resume of key personnel who are proposed for the project (for proposals over $25,000).
* Letters of support from project partners, if any, 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 project activities with program partners, for instance.

### **Submission Requirements and Deadlines**

##### ***Address to Request Application Package***

The required application forms listed above are available on the U.S. Embassy Athens website. [https://gr.usembassy.gov/education/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgr.usembassy.gov%2Feducation%2F&data=05%7C02%7CMouzakitiEN%40state.gov%7Ca0ac99071a0545afbc2408dd1b7041fe%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638696891134881525%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=wf7IAepHhlGOR%2FRzs9PIfAfjuwuY%2Busqu5ZxAKQ7nMA%3D&reserved=0)

##### ***Department of State Contacts***

If you have any questions about the grant application process or the proposal requirements, please email USEmbAthensGrants@state.gov Note: U.S. Embassy Greece does not provide any pre-consultation for application-related questions that are addressed in the Notice of Funding Opportunity. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed. [Frequently Asked Questions (FAQ)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fgr.mwp.usembassy.gov%2Fwp-content%2Fuploads%2Fsites%2F188%2F2025%2F05%2FFrequently-Asked-Questions.docx&wdOrigin=BROWSELINK) can be found on U.S. Embassy Athens website.

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

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov ([www.SAM.gov](http://www.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 the NOFO.

The 2 CFR 200 requires that subrecipients 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](https://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](https://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”)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fsd.gov%2Fgsafsd_sp%3Fid%3Dgsafsd_kb_articles%26sys_id%3Dc81018e71b1601d0937fa64ce54bcb57&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=W2ShcazZBQbanYGj0cLOTnUJwv%2BGL4xfwr83%2BycQY2E%3D&reserved=0) with the [Federal Service Desk (FSD)](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.fsd.gov%2F&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=t32ANWzgpiB93pMWoq%2BFCSHz4YJY9QF1S1iQzCsS6RM%3D&reserved=0) online at [www.fsd.gov](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.fsd.gov%2F&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=t32ANWzgpiB93pMWoq%2BFCSHz4YJY9QF1S1iQzCsS6RM%3D&reserved=0) 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](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Feportal.nspa.nato.int%2FAC135Public%2Fscage%2FCageList.aspx&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=v3TLT8F%2FNfk5SuTcI2zw7SMhV4HK542OhP9XDx4ln%2BY%3D&reserved=0)

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool (nato.int)](https://eportal.nspa.nato.int/Codification/CageTool/home)

**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/subtitle-A/chapter-I/part-25/subpart-A/section-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.

##### ***Submission Dates and Times***

Application forms may be submitted for consideration at any time before the closing date of **July 11, 2025, 5:59p.m. Athens time**. No applications will be accepted after that date. It is strongly recommended that applicants submit proposals and supporting documentation to USEmbAthensGrants@state.gov well before this date to ensure receipt prior to the deadline.

##### ***Funding Restrictions***

1. 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).

1. 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.
1. Certification Regarding Compliance with 20 U.S.C. 1011f and any other applicable foreign funding disclosure requirements.

Applicants are advised that [Institutes of Higher Education (IHEs)](https://uscode.house.gov/view.xhtml?req=granuleid:USC-2010-title20-section1001&num=0&edition=2010) must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:

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

The policy above applies to all federal assistance awards to U.S. Institutions of Higher education, located in the United States.

*Other funding restrictions:*

Award funds cannot be used for construction projects, vehicle purchases, real estate purchases, or other similar purposes.

Award funds cannot be used for past expenses incurred before the start of the award period.

##### ***Other Submission Requirements***

All application materials must be submitted in English by email to USEmbAthensGrants@state.gov no later than the date and time specified.

### **Application Review Information**

##### ***Review Criteria***

Each application submitted under this announcement will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.  The U.S. Embassy encourages applications that include organizations and communities that have not had extensive opportunities to work with the U.S. Embassy and the Department of State. Organizations that have received previous grants from the U.S. Embassy should make an effort to include new institutions and communities as sub-grantees or program partners.

**Organizational Capacity and Record on Previous Grants:** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

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

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

**Embassy priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Greece’s priority areas or target audiences.

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

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

This is an important part of successful grants. Throughout the timeframe of the grant, the grant application should indicate what results do they expect of the program, how the activities will be monitored to ensure they are occurring in a timely manner and that the activities are meeting the goals of the grant. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and potential success of a program.

Successful monitoring and evaluation depend on the following:

* Setting SMART (specific, measurable, attainable, results-focused, and placed in a reasonable time frame) objectives
* Linking project activities to stated objectives
* Developing key performance indicators that measure realistic progress towards the objectives.

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

Long-term sustainability of program, including whether it is a repeatable or scalable initiative after receiving Embassy support.

**Public Outreach:** The program includes live or real-time social media products in Greece, or otherwise promotes the collaborative nature of the project to the Greek public.

##### ***Review and Selection Process***

A Grants Review Committee consisting of at least three U.S. Embassy Athens personnel from the Public Affairs Section (and other relevant sections if applicable) will evaluate all eligible applications.

We endeavor to notify all **successful applicants** by official written notification via email and information on finalizing grant awards by a Grants Officer Representative (GOR), **by mid September, 2025.**

Organizations or Individuals whose applications will not be funded will also be notified *via email*.

All **unsuccessful** applicants, **ineligible** or **unqualified** applicants will be notified via email once the initial screening has been completed, **by September 30, 2025.**

##### ***Risk Review***

1. 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:

* 1. Financial stability
	2. Management systems and standards
	3. History of performance
	4. Audit reports and findings
	5. Ability to effectively implement requirements

### **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 signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

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

Issuance of this Annual Program Statement 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**

Payments will be made in at least two installments, as needed to carry out the project activities. Initial installment may not exceed the amount of 80% (the rest will be disbursed after the completion of programs and submission of closeout reports).

Recipients will be required to request payments by completing the standard form SF-270 Request for Advance or Reimbursement to carry out the purpose of this award and submitting the form to the Grants Officer.

### **Post-Award Requirements and Administration**

##### ***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: NOTE:

* [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.200&rgn=div5) (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).
* [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.25&rgn=div5)
* [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.170&rgn=div5)
* [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.175&rgn=div5)
* [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.182&rgn=div5)
* [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.183&rgn=div5)
* [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&tpl=/ecfrbrowse/Title02/2chapterVI.tpl)
* [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](https://www.state.gov/federal-assistance-policies-appeals/)

##### ***Reporting***

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports signed and certified by an authorized representative of the recipient organization. The award document will specify what reports are required and how often these reports must be submitted. The disbursement of funds may be tied to submission of these reports in a timely manner.

Required reporting SF-forms may be found here [Post-Award Reporting Forms | Grants.gov](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.grants.gov%2Fforms%2Fforms-repository%2Fpost-award-reporting-forms&data=05%7C02%7CMouzakitiEN%40state.gov%7Cfd982208354d44ad9f7b08dd93bc6d3b%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638829159666191711%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=kY08DWlCmQQ7ZvbM6arsIZTLEmu7YGam3U163DBhHqs%3D&reserved=0).

All post-award reporting documents can be found on our website.

**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.

### **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. Fees should be reasonable, in accordance with expected levels in the locality where the grant activity is taking place.

**Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. Costs for international travel can be included in the budget only if that travel is essential to the implementation of the project. 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. Only rental of equipment is allowed.  The rental should be listed under “Other Direct Costs”.

**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. This section should also be used to describe any subcontracts for partners that will help to carry out program activities. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

* ***A contract*** is for the purpose of obtaining goods and services for the recipient’s own use and creates a procurement relationship. A consulting agreement with a consultant or contractor is generally considered a contract.
* ***A subaward***is provided to a subrecipient to carry out a portion of the Federal award. A beneficiary of a program is not considered a subrecipient. A subaward may be provided through any form of legal agreement, including an agreement that the prime recipient entity considers a contract.

**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 such as rent, salaries for personnel not directly involved in the project etc. 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. Cost sharing does not apply to Fixed Amount Awards and Awards to Individuals, and is not required for approval of an award. If the budget includes cost-sharing, please provide explanatory notes.

Budget restrictions include:

* Alcoholic beverages: award funds cannot be used for alcoholic beverages.
* Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval.
* Expenses incurred before or after the specified dates of the award period of performance (unless prior written approval is received)