

Egypt Annual Program Statement

Bureau of Near Eastern Affairs,
Office of Assistance Coordination,
Department of State

Opportunity number: DFOP0018819

Application deadline: See Section E.4

Contents

A. Basic Information	3
B. Eligibility	4
C. Program Description	5
D. Application Contents and Format	12
E. Submission Requirements and Deadlines	17
F. Application Review Information	22
G. Award Notices	24
H. Post-Award Requirements and Administration	25
I. Other Information	27

**U.S Department of State
Bureau of Near Eastern Affairs
Annual Program Statement**

A. Basic Information

1. Overview

Funding Opportunity Title	Egypt Program Annual Program Statement
Funding Opportunity Number	DFOP0018819
Announcement Type	Annual Program Statement
Deadline for Applications	August 31, 2026, at 11:59pm ET; Applications submitted after August 31, 2026, will be reviewed on a rolling basis
Assistance Listing Number	19.600
Length of performance period	12 to 36 months
Number of awards anticipated	7 awards (pending availability of funds)
Award amounts	Award amount denoted under opportunity descriptions
Total available funding	\$100M pending availability of funds
Type of Funding	Economic Support Funds under the Foreign Assistance Act
Anticipated project start date	October 1, 2026 (subject to availability of funds)

The Bureau of Near Eastern Affairs' Office of Assistance Coordination (NEA/AC) seeks proposals for innovative foreign assistance programs benefiting Egypt that also advance U.S. commercial diplomacy and put American interests first. Proposals must demonstrate how projects will leverage assistance as a tool of statecraft to advance U.S. economic, security, and diplomatic objectives. Programming should promote trade, not aid, by leveraging assistance resources to champion American enterprise and infrastructure and catalyze private capital through market principles. Proposals may address foreign assistance programs for partner countries in sectors including energy development and exports; trade facilitation; emerging technologies (particularly AI and telecommunications); critical infrastructure (aviation, transport); critical minerals; regional economic integration; advanced manufacturing; workforce training aligned with U.S. business needs; and economic opportunities. Projects should orient implementing partners toward the American business community and foster burden-sharing. Applicants must review country-specific guidance in the sections below and tailor proposals to address identified priorities. NEA/AC may decide to grant multiple awards, one award, or no awards, subject to funding availability and proposal viability.

Funding Instrument Type: Grant, fixed amount award (FAA), or cooperative agreement. Cooperative agreements include substantial involvement of the bureau or embassy in implementation of the project. An FAA may also include substantial involvement. Examples of substantial involvement are included in section C below.

Project Performance Period: Proposed projects should be completed in 12 to 36 months or less.

The Department of State may 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. Government.

Application Submission Process: Applications must submit proposals via the Department of State's MyGrants system. Applicants using MyGrants for the first time will need to register with MyGrants by navigating to <https://MyGrants.servicenowservices.com>. [Click "Create an Account" under "New User?" On the pop-up, select "Create a MyGrants Applicant/Grantee Account" and complete all required fields.] Once finished, an email will be sent to verify the account creation followed by an Okta account set-up, which will require the use of a smartphone for multi-factor authentication. If an applicant does not have accessibility to a smartphone during the time of account creation, please contact the helpdesk at +1 (888) 313-4567 (toll charges apply for international callers) or through the self-service online portal that can be accessed from [ILMS Self Service Portal](#). Customer support is available 24/7.

Submission Timeline: Applications must be submitted by August 31, 2026 at 11:59pm ET, in order to be considered by the initial panel. Applications submitted after August 31, 2026, will be reviewed on a rolling basis subject to the availability of funding. See Section E: Submission Requirements and Deadlines. Awards will be made on a rolling basis, subject to funding availability.

This notice is subject to availability of funding.

2. Executive Summary

The Department of State's Bureau of Near Eastern Affairs, Office of Assistance Coordination (NEA/AC) is pleased to announce this Annual Program Statement (APS), which serves as an intake mechanism for proposals that advance U.S. policy priorities in Egypt. This APS provides a streamlined process for NEA/AC to solicit, review, and fund proposals as funding becomes available. This APS outlines NEA/AC's funding priorities and strategic themes, and the procedures for submitting. Please carefully follow all instructions below.

B. Eligibility

1. Eligible Applicants

Applicants must be able to operate legally in Egypt. The following are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- Public and private educational institutions
- [For-profit organizations](#), such as corporations and commercial firms
- Public International Organizations and Governmental institutions

2. Cost Sharing or Matching

Cost sharing or matching is not required. However, applicants may propose cost sharing or matching, and doing so is favorably considered as part of the merit review process. Opportunities for cost sharing and matching may be discussed during negotiation and/or consultative program

design (also known as "co-design"), if applicable. Per 2 CFR §200.306, all items proposed for cost sharing must be allowable under 2 CFR §200, Subpart E — Cost Principles and must be appropriately included in the budget justification with sufficient detail to demonstrate that the contributions are verifiable, directly support the proposed activities, and conform to applicable federal requirements.

3. Other Eligibility Requirements

Organizations must have a UEI issued via SAM.gov, as well as a valid registration in SAM.gov before they submit a proposal. Exemptions to this requirement may be granted on a case-by-case basis. Please see Section E for more information.

Any applicant listed on the Excluded Parties List System in SAM.gov and/or has a current debt to the U.S. government is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension."

Additionally, no entity or person listed on the Excluded Parties List System in SAM.gov can participate in any activities under an award. All applicants are strongly encouraged to review the Excluded Parties List System in SAM.gov to ensure that no ineligible entity or person is included in their application.

4. Specific eligibility requirements

Proposals related to Higher Education activities must be affiliated with accredited institutions recognized by the U.S. Department of Education.

C. Program Description

Implementing foreign assistance projects in Egypt presents both challenges and strategic opportunities for advancing U.S. economic and technological leadership and commercial interests. Challenges include limited market integration, underdeveloped infrastructure, constrained private sector growth, and the effects of regional conflict and displacement. At the same time, Egypt offers significant opportunities for U.S. businesses to secure market access and establish American leadership in critical sectors where the United States holds competitive advantages, including energy, aviation, emerging technologies (particularly AI and telecommunications infrastructure), critical minerals, transport logistics, space technology, and agriculture.

This request for proposals seeks applications that leverage U.S. foreign assistance as a tool of statecraft to advance U.S. economic, security, and diplomatic objectives in Egypt. Priority will be given to projects that champion and position U.S. businesses and products as the preferred choice for Egyptian partners, that help U.S. businesses secure Egyptian government contracts and tenders for key projects, and that promote the export of U.S. technology in ways that lock in alignment with U.S. technological standards and frameworks.

Projects should focus on catalyzing private capital, ensuring market principles guide development, and delivering measurable benefits to Egypt while also advancing U.S. commercial interests. Successful proposals will demonstrate how proposed activities advance America's strategic leverage by increasing U.S. exports to, and U.S. business opportunities in Egypt, while advancing Egypt's prosperity.

1. Goals and Objectives

Egypt Country Problem Statement

Rapid population growth, increasing water scarcity, expanding digital infrastructure needs, and a growing demand for artificial intelligence (AI) and advanced computing capacity are reshaping Egypt's economic and strategic landscape. At the same time, Egypt's strategic geography anchoring the Suez Canal corridor, bridging the Mediterranean and Red Sea, and serving as a key node in regional trade and communications networks makes its infrastructure, institutions, and technology choices directly relevant to U.S. foreign assistance objectives.

These conditions present both challenges and significant opportunities for U.S. commercial engagement, technology leadership, bilateral cooperation, and national security. Egypt's current technological infrastructure, workforce capacity, and regulatory frameworks reflect an opportunity for U.S. assistance to address gaps that risk ceding strategic influence to adversarial actors. The United States seeks to support Egypt's modernization efforts by deploying trusted U.S.-origin technologies, deepening institutional partnerships, and embedding U.S. standards and norms across Egypt's most strategically important sectors.

Under this APS, new U.S. assistance projects will advance these objectives across multiple priority areas, including but not limited to:

- **Digital and Communications Infrastructure:** Strengthening the security, resilience, and trusted-vendor composition of Egypt's strategic port networks, Sinai fiber routes, and broader digital communications infrastructure.
- **U.S. Technology for Education, including AI and Advanced Computing:** Expanding Egypt's domestic AI and advanced analytics capacity through U.S.-origin high-performance computing infrastructure, startup acceleration, and the institutionalization of U.S. technical standards and architectures.
- **Water Security:** Supporting applied research, AI-enabled decision support tools, and bilateral academic partnerships to address Egypt's acute water scarcity challenges and inform regional water governance.
- **Agriculture Development and Food Security:** Supporting applied research and implementation to enhance uptake of new agricultural technologies, including efficient irrigation systems, wastewater reuse, adjusting cropping patterns to account for water scarcity, and management of soil resources.

Across all priority areas, U.S. assistance will seek to benefit Egypt while leveraging American expertise to expand markets for U.S. exports, strengthen bilateral cooperation on regional security challenges, counter adversarial technological influence, and support Egypt's evolution into a more capable, self-reliant, and U.S.-aligned partner.

Program Areas for Proposals

AI Tools for Water Usage Optimization:

Water scarcity is one of Egypt's most pressing long-term challenges, shaped by population growth, agricultural demand, climate variability, and evolving dynamics around shared water resources. The United States seeks to support Egypt in harnessing advanced data analytics and AI-enabled tools to strengthen water security decision-making at the institutional and policy levels. Proposals should consider how to develop applied decision support capabilities that translate complex hydrological and environmental data into actionable insights for Egyptian and U.S. stakeholders.

Illustrative activities may include, but are not limited to:

- Development or adaptation of AI-enabled tools that integrate multiple data streams, such as satellite imagery, hydrological data, weather modeling, and agricultural inputs to support water availability analysis and demand forecasting.
- Design of decision support systems that generate operationally relevant outputs for water managers, agricultural planners, and policymakers.
- Pilot deployments in partnership with Egyptian technical agencies, academic institutions, or private-sector partners to test and refine tools in real-world operational contexts.
- Capacity building to support institutional uptake, ensuring Egyptian counterparts can sustain and apply U.S. analytical tools beyond the period of performance.
- Engagement with relevant stakeholders to ensure outputs inform policy-relevant discussions on water governance and resource management.

Expected Results:

Proposals should articulate how project activities will improve Egypt's institutional capacity to analyze water availability, anticipate stress conditions, and support evidence-based decision-making. Proposals should also demonstrate how the project will expand opportunities for U.S. firms and technologies in advanced analytics and remote sensing, and how outputs may inform broader regional water security discussions.

Estimated Award Ceiling: \$18,000,000

Water Innovation Partnership:

The United States seeks to support a targeted, applied research and capacity-building partnership between U.S. and Egyptian academic and technical institutions to advance water security solutions, strengthen bilateral research collaboration, and position U.S. technologies and expertise at the forefront of water management innovation. Proposals should consider how to combine academic exchange, joint research, and pilot deployments to generate practical, scalable outcomes with commercial and policy relevance on both sides of the partnership.

Illustrative activities may include, but are not limited to:

- Joint curriculum development between U.S. and Egyptian academic institutions in water science, engineering, and resource management, with an emphasis on market-relevant skills and applied methodologies.
- Faculty, researcher, and student exchanges that deepen institutional relationships and build a binational pipeline of water sector professionals.
- Pilot deployments of U.S.-developed water monitoring, data analytics, and allocation tools under real-world operating conditions in Egypt, generating operational data and proof-of-concept evidence.
- English language training modules tailored to Egyptian students and water sector professionals to facilitate technical collaboration and expand access to U.S.-led research networks.
- Applied research activities that test and refine U.S. technologies and management approaches, producing findings relevant to both Egyptian water challenges and U.S. commercial scalability.

Expected Results:

Proposals should articulate how project activities will generate durable institutional partnerships, workforce capacity, and operational evidence that supports the scaling of commercially viable U.S. water management solutions. Proposals should demonstrate a clear pathway from pilot-stage activities to broader commercial and research impact and should address how outcomes will benefit both Egyptian water security and U.S. research and business interests. Proposals should also identify how the partnership will be sustained beyond the period of performance through institutional relationships, shared data, and ongoing collaborative research.

Estimated Award Ceiling: \$15,000,000

Resource Management for Agriculture (Soil, Nutrients, Water, Livestock):

More than 90 percent of Egypt's population depends on the Nile River for food security and agricultural production. Agriculture accounts for more than 60 percent of the nation's total water consumption. Project proposals should combine research with U.S. technology deployment to enhance agriculture-led growth and food security. In line with the revised Global Food Security Strategy, proposals should include activities to reduce hunger and resulting migration, support agriculture-led economic growth, and apply American research and innovation to solve these challenges. Proposals should consider how to strengthen availability and access of improved technology and innovation through coordination and collaboration with a range of stakeholders, including the private sector.

Illustrative activities may include, but are not limited to:

- Research on improved irrigation methods for smallholders in a water scarce environment
- Diversification of crop selection and production based on the water availability profile
- Targeted soil and resource management research and information
- Soil mapping, data tools, and nutrient management
- Fertilizer use efficiency

- Sustainable livestock/pastoral management
- Uptake of U.S. agricultural technologies, including wastewater management

Expected Results: Proposals should articulate how projects will provide durable solutions and clear progress toward food security in a resource-stressed environment. Agriculture research is acceptable under this area but must be accompanied by a scaling or uptake approach that may involve farmers' groups, private sector, etc. Proposals should discuss opportunities for partnership/coordination with the Government of Egypt.

Estimated Award Ceiling: \$12,000,000

Building an AI Workforce and Introducing EdTech in K-12 Schools:

Egypt's long-term economic competitiveness depends on the strength of its human capital pipeline – from foundational digital literacy in primary schools through advanced technical training for the professional workforce. The United States seeks to support Egypt in modernizing its public K-12 education system and developing a specialized AI and advanced computing workforce, embedding U.S.-origin technologies and standards at every stage. Proposals should consider how to create durable pathways from early digital fluency to high-value technical employment, positioning Egypt as a competitive destination for international firms while ensuring U.S. companies benefit from access to a skilled, U.S.-aligned workforce.

Illustrative activities may include, but are not limited to:

- Providing education technology and AI-enabled tools for K-12 classrooms, with emphasis on English language learning, digital literacy, and foundational STEM skills.
- Providing education technology and AI-enabled tools for administrative systems, such as enrollment platforms, student records, and learning management systems.
- Teacher and administrator training programs and curriculum integration support to ensure sustained and effective use of deployed technologies.
- Technical assistance to Egyptian education authorities for the deployment of advanced software platforms and AI solutions in school environments.
- Workforce training programs for Egyptian engineers, technicians, and technical professionals in areas such as AI platforms, cloud computing architectures, cybersecurity standards, and foundational semiconductor and integrated circuit concepts.
- Development of market-relevant certification pathways and employability skills programs aligned with current industry workforce requirements.
- Partnerships with technology firms, academic institutions, and Egyptian education authorities to deliver labor market linkages and job placement support through university career development centers.
- Engagement with U.S. commercial partners to align training pipelines with U.S. private sector hiring needs and expand demand for U.S.-origin technology platforms and standards.

Expected Results:

Proposals should articulate how project activities will produce measurable improvements in digital literacy and STEM readiness among Egyptian K-12 students, as well as a demonstrable increase in the supply of technically qualified Egyptian professionals in high-value sectors such as integrated circuit design, data services, and advanced manufacturing. Proposals should demonstrate a clear strategy for embedding U.S.-origin technologies and standards throughout the education and workforce training pipeline and should address how outcomes will create longer-term leverage for U.S. trade, export, and commercial engagement, including potential alignment with U.S. financing and commercial advocacy tools. Proposals should also present a credible plan to increase the likelihood that Egyptian counterparts maintain and expand deployed technologies beyond the period of performance.

Estimated Award Ceiling: \$25,000,000

U.S.-Egypt High-Performance Computing Partnership for AI and Advanced Analytics:

Egypt's national AI strategy prioritizes sovereign computing capabilities and domestic advanced analytics capacity. The United States seeks to support Egypt in meeting this demand through the deployment of U.S.-origin high-performance computing infrastructure, establishing trusted, interoperable American technologies and standards as the foundation of Egypt's emerging AI ecosystem. Proposals should consider how to expand Egypt's applied research and AI development capacity while advancing U.S. technological leadership, export competitiveness, and long-term commercial engagement.

Illustrative activities may include, but are not limited to:

- Provision of development- and research-scale computing resources to selected Egyptian government and research institutions, built on U.S.-designed hardware, software stacks, and security architectures.
- Establishment of a flagship technology hub at a premier Egyptian university, anchored on trusted U.S.-origin hardware and software and oriented toward applied AI research and advanced analytics across priority sectors.
- Applied research and model development activities leveraging the computing infrastructure across sectors such as agritech, logistics, and data-intensive public services.
- Technical assistance and training to build Egyptian institutional capacity to operate, maintain, and expand U.S.-aligned computing environments.
- Development and implementation of research integrity and security standards for participating Egyptian institutions, ensuring alignment with U.S. technical and operational norms.
- Engagement with U.S. commercial partners to position American firms as preferred suppliers and expand market opportunities for U.S. AI and computing exports.

Expected Results:

Proposals should articulate how project activities will produce measurable increases in Egyptian AI and advanced analytics capacity grounded in U.S. technology standards and architectures. Proposals should demonstrate a clear strategy for establishing durable institutional and

commercial relationships that extend beyond the period of performance, reducing reliance on non-U.S. technology platforms and positioning U.S. firms for sustained engagement in Egypt's AI sector. Proposals should also address how the flagship technology hub will serve as a replicable model for U.S.-aligned computing infrastructure development.

Estimated Award Ceiling: \$20,000,000

Accelerate Egyptian Tech Startups Using U.S. Platforms:

Egypt's growing technology entrepreneurship ecosystem, supported by national frameworks such as the Startup Charter, presents a strategic opportunity to shape how early-stage firms build and scale advanced technologies. The United States seeks to support Egyptian technology startups developing AI applications, electronics, and semiconductor-related technologies, ensuring that U.S. platforms, standards, and technical practices serve as the foundation for Egypt's next generation of technology firms. Proposals should consider how to combine structured accelerator programming, applied technical training, and targeted grant support to reduce early-stage risk and accelerate commercially viable, U.S.-aligned innovation.

Illustrative activities may include, but are not limited to:

- Structured accelerator programming for early-stage Egyptian technology startups, with a focus on firms developing AI applications, electronics, or semiconductor-related products and services
- Applied technical training in areas such as secure system design, intellectual property protection, and compliance with U.S. technical and cybersecurity standards
- Targeted grant support tied to defined technical milestones, without the acquisition of ownership stakes in participating firms
- Collaboration with Egyptian universities and research institutions to integrate faculty expertise, student researchers, and applied training pipelines into accelerator programming
- Encouragement of U.S.-origin technology inputs, including software, hardware, cloud services, and computing infrastructure, as the preferred foundation for startup development activities
- Engagement with U.S. commercial partners to expand market linkages and position participating startups as demand drivers for U.S. AI and computing exports

Expected Results:

Proposals should articulate how project activities will produce a cohort of technically capable, commercially oriented Egyptian startups built on U.S.-aligned technology platforms and standards. Proposals should demonstrate experience operating startup accelerators and university-linked innovation programs in emerging markets and should present a clear model for delivering structured programming without taking equity positions in participating firms. Proposals should also address how activities will benefit Egypt, while also generating durable demand for U.S. technology products and services, support for U.S. industrial competitiveness, and contribute to private-sector-led growth that reduces long-term reliance on foreign assistance.

Estimated Award Ceiling: \$10,000,000

Out-of-Scope Program Activities: Activities that are not typically funded include, but are not limited to:

- a. Projects focused on public diplomacy or U.S. government public messaging (separate funding may be available through the embassy)
- b. Projects that support individual political parties or attempt to advance a particular political agenda;
- c. Initiatives directed towards a diaspora community;
- d. Projects that have a predominant academic or basic research focus;
- e. Social welfare projects that purely provide service-delivery or humanitarian assistance;
- f. Costs incurred to complete activities begun with other funds;
- g. Activities that appear partisan or that support individual or party electoral campaigns;
- h. Medical and psychological research or clinical studies using human subjects;
- i. Cultural presentations, cultural research, cultural clubs, or festivals, etc.; and
- j. Entertainment costs (e.g., receptions, social activities, ceremonies, alcoholic beverages, guided tours).

2. Substantial Involvement

Applicants submitting proposals should be aware that if their proposal results in a cooperative agreement award, NEA/AC will have substantial involvement which may include (but is not limited) to the following:

- **Joint Programmatic Decisions:** The Department of State and the recipient collaborate on key programmatic decisions. This can include (but is not limited to) reviewing work plans; determining when certain phases of the project can start; and final method of delivery or implementation.
- **Technical Assistance and Direction:** The Department of State provides ongoing technical assistance, guidance, and direction integral to the project's execution, which if not followed, would undermine the goals and objectives of the award or otherwise make the award unsuccessful.

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 and Required Formatting of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
 - If any document is provided in both English and a foreign language, the English language version is the controlling version
- 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 Times New Roman font, with a minimum of 1-inch margins.
 - Applicants may include relevant tables and charts either within the narrative or as annexes. For the purposes of this guidance, diagrams, conceptual frameworks, and other visual representations may be treated as charts and are therefore also excluded from the page limit. Given the nature of tables and charts, font sizes as small as 10-point are acceptable for these elements.
 - Applicants may include annexes containing supporting tables, charts, or other visual materials. To ensure a fair and efficient review process, the Department will review up to four (4) annexes per submission, and each annex should be no more than one (1) page. Annexes should be used to supplement, not replace, the narrative. Reviewers will primarily evaluate the up to the maximum page limit for the narrative submission in accordance with the APS review criteria.

The following documents are **required**:

1. Mandatory application forms (Available on grants.gov and MyGrants)

- 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 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.

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

- iii. **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- iv. **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- v. **Project Activities:** Describe the program activities and how they will help achieve the objectives.
- vi. **Project Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- vii. **Proposed Project Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- viii. **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?
- ix. **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- x. **Project 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?
- xi. **Future Funding or Sustainability:** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Detailed Budget and Budget Narrative

Submit an Excel budget using OMB cost categories for a summary budget with a second tab with a detailed specific budget. Use a separate Word file to describe each of the budget expenses in detail. You must submit a detailed budget and budget narrative justification. Line-item expenditures should be listed in the greatest possible detail. Personnel salaries should define the percentage of time each position will allocate to the project and the rate of pay. Budgets shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars. Please ensure that appropriate budget is allocated for any needed digital and physical security costs

5. Indirect Costs

Negotiated Indirect Cost Rate Agreement (NICRA):

If the applicant has an approved Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, a copy of the organization’s most-recent NICRA must be included in the application

If the applicant is proposing a sub-recipient that has an approved NICRA, and includes NICRA charges in the sub-award budget, a copy of the sub-recipient organization’s most-recent NICRA must be included in the application

15% de minimis Rate:

The applicant can elect to charge a de minimis rate of 15% of modified total direct costs (MTDC), which is allowable if the organization does not have a current agreement.

If the applicant elects to utilize the 15% de minimis rate, that rate is then applicable for the entire period of performance of that award. Should the applicant negotiate and obtain a NICRA, it may not be applied to an award already using the 15% de minimis rate.

6. Organizational Audit

Domestic and foreign organizations that expend \$1,000,000 or more in a fiscal year in federal assistance must perform an independent, recipient-contracted Single Audit or Program Specific Audit. A Program-specific Audit means an audit of one Federal award program. A Single Audit means an audit which includes both the entity's financial statements and the Federal Awards to be conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS). The audits must be independently and professionally executed in accordance with GAGAS either prescribed by a government's Supreme Audit Institution with auditing standards approved by the Comptroller General of the United States, or the host country's laws or adopted by the host country's public accountants or associations of public accountants, together with generally accepted international auditing standards. However, foreign entity audits consistent with International Standards for Auditing or other auditing standards are acceptable with the Grants Officer's approval. More information can be found at [GAO Auditing Standards](#).

For sub-non-Federal entities expending \$1,000,000 or more in Department of State award funding during their fiscal year, Department of State standard audit provisions require that Prime non-Federal entities certify that audits of sub-non-Federal entities are performed annually and according to the standards described above. The cost of audits required under this policy may be charged either as an allowable direct cost to the award OR included in the organizations established indirect costs in the award's detailed budget.

7. Results Monitoring Plan

The RMP should describe what methods the applicant would use to collect and measure data to assess progress toward achieving the specific objectives of the proposed project. The RMP may also include project-specific sub-objectives (i.e. project outcomes). Please see Appendix 2 for the RMP template. The quality and feasibility of the proposed RMP will be among the elements on which applications are evaluated. The RMP should be submitted as a separate document and has no page limit.

- **Project Indicators:**
 - Expected project outputs, including definitions and targets. Outputs can include: number of innovations supported; number of workshops or training implemented; number of outreach activities conducted; number of individuals who complete workforce development programs; number of host country institutions receiving capacity development support.
 - Expected project outcomes, including definitions and targets. Outcomes measure project impact or changes that project activities contributed towards. Outcomes can include: number of innovations supported with demonstrated uptake by the public and/or private sector; percent of USG-assisted organizations with improved performance; number of people receiving improved service quality from an existing basic or safely managed drinking water service; number of private sector enterprises with improved participation in the local economy; percent of individuals with better employment following participation in USG-assisted workforce development programs.
 - A plan to include how the organization will determine if and how their project, as a whole, contributed to the program's goals. As applicable, a strong final report would be supported by success stories, behaviors changed, lessons learned, and results obtained, as well as the detailed feedback of project participants.

8. *Logic Model (2 pages maximum)*

A logic model demonstrates how the proposed project (including activities, the project design, and the surrounding context) will achieve the stated objectives. The logic model statements can be generated using the template in Appendix 3. The logic model should be submitted as a separate document and has a two-page limit.

9. *Security Plan (3 pages maximum)*

Safety and security of program partners and participants is imperative. As such, applicants are required to include a security plan with sections for operational security, online security, and where applicable a software development security plan that details measures that will be taken to enhance the safety and security of individuals who participate in in-person and/or digitally based programs. These security plans will constitute part of the technical evaluation criteria articulated in this solicitation. Operational security plans and online security plans should include procedures to ensure safety of those involved in travel and in-person activities, secure communication, secure handling and storage of data, and other project-relevant concerns. Security planning must address any issues involving operational security procedures for in-person activities and recruitment, online security procedures, and/or security procedures for digital tool or software development. Applications that develop or rely on digital tools must allocate funds for an independent security audit in the project budget or be prepared to demonstrate that one has recently occurred. Applications that propose expanding or deploying existing digital tools and techniques to advance or support the relevant IRs should include a statement on appropriate digital security testing and auditing. Applicants should include a brief statement on contingency plans for in-person or online activities in the event activities are disrupted or delayed due to security issues.

The security plan should describe the applicant's insurance provisions for itself and its sub-recipients and consultants for political risk, travel, kidnapping and ransom, cyber-threats, and other areas as needed for the specific award. If an Applicant is proposing to use existing or new web-based applications or to develop or enhance other software, the Applicant must budget for an independent IT security audit (to include a vulnerability assessment) of the web application or platform. Proposals employing existing platforms or tools should include an assessment of their current security features, a discussion of anticipated enhancements, and a discussion of how security updates and patches will be managed. The budget for the audit of new systems should be commensurate with the risks involved with proposed activities and applications but also be limited by the bounds of cost realism. The security plan may not exceed 3 pages.

10. *Attachments*

- 1-page Curriculum Vitae (CV) or resume of key personnel who are proposed for the program
- Official permission letters, if required for program activities.

E. Submission Requirements and Deadlines

1. *Address to Request Application Package*

Application forms and other materials necessary to apply are available in MyGrants.

2. *Department of State Contacts*

If you have any questions about the grant application process, please contact: nea-grants@state.gov. Please reference the APS Opportunity Number in the email subject line.

Questions and Answers or FAQs will be posted and updated periodically on MyGrants.

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.

Should an applicant be unable to obtain a SAM.gov registration prior to the proposal submission deadline for this APS, a temporary waiver of this requirement may be granted on a case-by-case basis. Please note that a valid UEI and SAM.gov registration will still be required before the implementation of any award.

- 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 2: 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-25/subpart-1/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.

4. *Submission Dates and Times*

Applications will be accepted on MyGrants under the announcement title *Egypt Annual Program Statement*, funding opportunity number DFOP0018819.

Applications must be submitted by August 31, 2026, in order to be considered by the initial panel.

Applications submitted after August 31, 2026, will be reviewed on a rolling basis subject to the availability of funding.

5. *Funding Restrictions*

- a. Awards to Commercial Firms or For-Profit Organizations: The Department of State prohibits profit under its assistance awards to commercial organizations. No funds will be paid as profit to any recipient that is a commercial organization. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR Part 31. Program income earned by the recipient may be:
 - added to the total of the amount of this award, including the required cost sharing or matching, and use it to further eligible project objectives;
 - used to meet the Recipient's cost sharing or matching requirement; OR
 - deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.
- b. NEA/AC will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. Please refer to the link for Foreign Terrorist Organizations: <https://www.state.gov/foreign-terrorist-organizations/>. Consistent with Department guidance on State Funding and the Risks of Terrorist Financing for all State Department funded programs and requirements, Department bureaus must assess the likelihood that the funds or Department funded activities, goods, services, training, expert advice or assistance, or other benefits to be provided, could inadvertently or incidentally benefit terrorist organizations or their members or supporters, and must put in place appropriate risk mitigation measures to mitigate such risk. In accordance with 14 FAM 247, and consistent with 2 FAM 050, Counterterrorism (CT) name-check vetting may be performed in countries and programs designated by the Department.

- c. The Leahy Law prohibits Department foreign assistance funds from supporting foreign security force units if the Secretary of State has credible information that the unit has committed a gross violation of human rights. Per [22 USC §2378d\(a\) \(2017\)](#), “No assistance shall be furnished under this chapter [FOREIGN ASSISTANCE] or the Arms Export Control Act [22 USC 2751 et seq.] to any unit of the security forces of a foreign country if the Secretary of State has credible information that such unit has committed a gross violation of human rights.” Restrictions may apply to any proposed assistance to police or other law enforcement. Among these, pursuant to section 620M of the Foreign Assistance Act of 1961, as amended (FAA), no assistance provided through this funding opportunity may be furnished to any unit of the security forces of a foreign country when there is credible information that such unit has committed a gross violation of human rights. In accordance with the requirements of section 620M of the FAA, also known as the Leahy law, project beneficiaries or participants from a foreign government’s security forces may need to be vetted by the Department before the provision of any assistance. If a proposed grant or cooperative agreement will provide assistance to foreign security forces or personnel, compliance with the Leahy Law is required.
- d. 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 UNRWA.
- e. 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
- f. Certification Regarding Compliance with applicable Federal anti-discrimination laws: If the place of performance or delivery of any award made under this Statement of Interest will be within the United States, applicants are advised that they will be required to certify the following at the time of award:
- 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;
 - 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.
- g. 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:

- 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.
- h. 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:
- 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);
 - 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).
 - 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.

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.

- i. Promoting Human Flourishing in Foreign Assistance (PHFFA)
- Applicants for foreign assistance awards should be aware of requirements in 2 CFR Part 602, 603, and 604.
- These policies are referred to collectively as the Promoting Human Flourishing in Foreign Assistance (PHFFA) Policy.
- [602](#): The award term imposes certain abortion-related requirements on foreign nongovernmental organizations (NGOs), United States NGOs, public international organizations, foreign governments, and parastatals.
- [603](#): The award term imposes certain requirements relating to gender ideology on foreign nongovernmental organizations (NGOs), United States NGOs, international organizations, foreign governments, and parastatals.
- [604](#): The award term imposes certain requirements relating to discriminatory equity ideology on foreign nongovernmental organizations (NGOs), United States NGOs, international organizations, foreign governments, and parastatals.

The Department recognizes there are costs associated with these policies. Potential one-time and recurring costs the Department identifies for recipients and grantees are for familiarization with the policy, development and delivery of organizational training and implementation guidance, routine compliance monitoring, and recordkeeping and reporting requirements.

6. *Other Submission Requirements*

All application materials must be submitted electronically through MyGrants. Applicants using MyGrants for the first time will need to register as a new organization. To register with MyGrants, navigate to <https://MyGrants.servicenowservices.com> and click “Create an Account” under “New User?” On the pop-up, select “Create a MyGrants Applicant/Grantee Account” and complete all required fields. Once finished, an email will be sent to verify the account creation followed by an Okta Account set-up, which will require the use of a smartphone for multi-factor authentication. If an applicant does not have accessibility to a smartphone during the time of account creation, please contact the helpdesk at +1 (888) 313-4567 (toll charges apply for international callers) or through the self-service online portal that can be accessed from [ILMS Self Service Portal](#). Customer support is available 24/7.

F. Application Review Information

1. *Review Criteria*

Each submission will be evaluated and rated based on the following evaluation criteria:

Quality and Feasibility of the Program Idea – 30 points: The program idea is well developed and articulates a pressing problem, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline. The proposal does not include any activities contrary to any standing Executive Orders. For a full list, see <https://www.federalregister.gov/>.

Organizational Capacity and Record on Previous Grants – 20 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account. If sub-awards are proposed, applicant demonstrates experience managing subawards.

Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 10 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities. Where applicable, the applicant demonstrates a commitment to leveraged resources, reflecting organizational investment in the project's success and sustainability

Monitoring and evaluation plan – 15 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

Sustainability – 10 points: Program activities will continue to have positive impact after the end of the program.

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*

NEA/AC is committed to ensuring a competitive and standardized process for awarding funding. Applications will be screened initially in a Technical Eligibility Review stage to determine whether applicants meet the eligibility requirements outlined in Section B and have submitted all required documents outlined in Section D. Applications that do not meet these requirements will not advance beyond the Technical Eligibility Review stage and will be deemed ineligible for funding under this NOFO.

All applications that proceed to the Merit Review Panel will be evaluated by U.S. government and non-governmental subject matter and/or country-specific experts and will be rated on a 100-point scale.

Final award decisions will be influenced by whether the application meets NEA/AC's programmatic goals and objectives, how it supports the Department's overarching foreign policy priorities, and the geographic distribution of the top-ranking applications.

General Guidance

The Department of State is committed to conducting a fair, transparent, and efficient review process. At the same time, applicants should anticipate that the full process (from proposal submission to potential award) may take several months. Organizations are encouraged to plan accordingly and monitor official communications for updates.

4. *Risk Review*

- i. Risk factors – must include

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
- f. If there are any program specific risk factors that will be considered, describe them here.

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 (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.

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

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

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

Unsuccessful applicants: Unsuccessful applicants will be notified by October 15, 2026, via MyGrants.

Payment Method:

Payments under this award may be made through the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS) - OR – 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 PMS – OR – 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: NOTE:

- [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:
 - o 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),
 - o 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),
 - o 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
 - o 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 Executive Orders as applicable. 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 on a recurring basis. The award document will specify what reports are required and how often these reports must be submitted. Applicants should ensure that their proposed budgets include adequate personnel time to fulfill these reporting obligations, as failure to meet reporting deadlines may affect continued funding and future award eligibility.

Financial reports require recipients to document expenditures, obligations, and remaining balances against the approved budget. Programmatic reports require recipients to describe progress toward stated objectives, report on key performance indicators and measurable outcomes, identify any challenges encountered during the reporting period, and outline planned activities for the subsequent period.

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

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

All budgets must include an estimate of the costs projected tasks and activities, based on budget categories identified on the Budget Information Form (SF 424A). Applicants are encouraged to use the following guidance and checklist below to ensure that the budget provides all the necessary information.

Personnel: Identify staffing requirements by each position title and brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project (e.g., Administrative Director: \$30,000/year x 25% level of effort x 8.5 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312$).

- Are the key personnel for this project identified?
 - Key personnel are defined as individuals who contribute to the programmatic development or execution of the project in a substantive, measurable way, whether or not they receive salaries or other compensation under the grant.
 - Key personnel should include a Program Director and or Program Coordinator.
- Is each position identified by title or responsibility?
 - **Program Director:** The individual who will provide daily oversight of the grant, including fiscal and personnel management, community relations, and project implementation and evaluation during the project period.
 - **Program Coordinator:** The individual who will coordinate coalition services and NEA/AC project activities, including training, coalition communication, data collection, and information dissemination.
 - **Financial or Business Official:** The person who handles the financial components of the grant.
- Is the identified position occupied, if so, is the name of the employee identified?
- Is the basis for determining each employee's compensation described (annual salary and % time devoted)?
- Are time commitments and the amount of compensation stated and reasonable?
- Are salary increases anticipated during the grant period and are they justified (cost of living allowance, etc.)?
- Are any personnel costs unallowable? (e.g., does the level of effort of the employee exceed 100% of all work on all projects or positions? Is the person identified a Federal Employee?)

Fringe Benefits: Indicate fringe benefit costs separately from salary costs and explain how fringe benefits are computed for each category of employee - specify type and rate. Fringe benefit rate(s) should be supported by organization's policies and procedures.

- Is each type of benefit indicated separately or does the organization have an approved fringe benefit rate (NICRA)?
- Are fringe increases anticipated during the grant period and are they justified?

Travel: Staff and participant travel, including in-country, domestic U.S., and international travel, if any, and per diem (broken out by lodging and M&IE (meals and incidentals) for both participant and staff travel). Per diem rates may not exceed the published U.S. government allowance rates (available from the www.gsa.gov website) without comprehensive justification; however, applicants may use per diem rates lower than official government rates.

Domestic per diem rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

International per diem rates: https://aoprals.state.gov/web920/per_diem.asp

Explain differences in fares among travelers on the same routes: e.g., project staff member traveling for three weeks whose fare is higher than that of staff member traveling for four months. All travel must be in compliance with the Fly America Act.

- Is the travel necessary for the purpose of the program?
- Are travel costs separately identifiable and reasonable (transportation, hotel, meals, and mileage)?
- Is the basis for computation provided?
- Does the organization travel policy follow the Federal guidelines (e.g., Fly America, per diem rates, etc.)?

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.

- Does the equipment have a useful life of more than one year and an acquisition cost of \$10,000 or more?
- Is the request necessary and reasonable for the purpose of the project?
- Are equipment items specified by unit and cost?
- Are purchases distinguishable from rentals or leases (vehicles, large items of equipment)?

Supplies: Detail items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: \$50/month x 50% = \$25/month x 12 months). If an item costs more than \$10,000 per unit, then put it in the budget under Equipment.

- Are supplies listed separately?
- Are costs per unit identified and detailed?
- Is the basis for the cost reasonable?

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.

- Is the type of service to be rendered described?
- Are the consultant(s) or contractor(s) named, if known?

- Is the total amount for any contract in excess of \$350,000?
- Is a separate budget for sub-recipients or contracts provided?

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.

- Are items grouped by type (space rental, printing, phone, maintenance, sub-award, etc.)?
- Are all costs justified and allowable?

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 is the portion of program costs not borne by the USG. Refer to the Notice of Funding Opportunity (NOFO) to determine whether cost-sharing is required or encouraged. In general, applications that include in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, as cost-sharing demonstrates a commitment to the activities and greater cost effectiveness.

If cost-share is included, it should be listed as a separate column in the budgets. Cost-share can be either cash or in-kind (in which case a U.S. dollar monetary value to each in-kind contribution needs to be assigned). If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding amount to be provided by those sources.

Applicants should consider all types of cost-sharing. Examples include the use of office space owned by other entities; donated or borrowed supplies and equipment; (non-federal) sponsored travel costs; waived indirect costs; and program activities, translations, or consultations. The values of offered cost-share should be reported in accordance with 2 CFR 200. Other federal funding does not constitute cost-sharing.

The recipient of an assistance award must maintain written records to support all allowable costs, which are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with 2 CFR 200. In the event the recipient does not meet the amount of cost-sharing stipulated in their application, the Bureau’s contribution may be reduced in proportion to the recipient’s stated contribution.

Unallowable Costs: [2 CFR Part 200, Subpart E](#) establishes the cost principles for federal awards, including which costs are allowable and unallowable. Unallowable costs are those that are not necessary, reasonable, or allocable to the federal award, or are prohibited by statute, regulation, or the terms of the award.