

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY ALGIERS
Notice of Funding Opportunity**

Funding Opportunity Title: Improving Fiscal Transparency in Algeria
Funding Opportunity Number: FTIF-DZA-FY18-01
Deadline for Applications: August 3, 2019
CFDA Number: 19.322
Total Amount Available: \$150,000

A. PROGRAM DESCRIPTION

The U.S. Embassy Algiers of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program (or programs) to improve fiscal transparency in Algeria. Please carefully follow all instructions below.

Priority Region

In this announcement, we seek to support a project in Algeria. **Please note: Applications that focus on activities in countries and territories other than those discussed will not be considered.**

Synopsis and Problem Statement

The United States Embassy Algiers announces a Notice of Funding Opportunity (NOFO) to create a digital platform that obtains and aggregates data on all aspects of the Algerian economy, both public and private, and organizes the information in a user-friendly, publicly accessible format.

The digital platform will also allow users to share informed commentary, analysis, and discussions on economic matters. Over time, the platform can become a virtual network leveraged by academia and the business community to organize events, discussions, or forums.

In the last several years, the Algerian government has publicly acknowledge the need and desire to create durable and effective economic reforms which support diversification of the economy and growth. However, the lack of reliable, consistent, and complete economic data accessible in one location for university researchers, associations, and the public at large has handicapped nuanced public discussion of economic reforms and a comprehensive analysis of Algeria's economic climate.

Today, much information on the Algerian economy is difficult to find or access, not regularly updated, often inconsistent, and at times unreliable. There is need and interest in a digital platform that would agglomerate economic data in a user-friendly and accessible way, and provide a digital platform for discussion of economic issues and debate of possible reforms.

This project will address that need by coordinating the collection of economic data from government sources, public databases, and private sector actors and creating a working tool

allowing citizens, associations, and economic actors the ability to understand Algeria's economy, analyze its strengths and weaknesses, and make better economic decisions.

The tool will also provide a digital space for academics, businesses, and other economic operators to post analyses, comments, or questions. A digital community of interested commenters would allow a free flow of ideas and discussion on important economic and social issues, using real data to support their conclusions and assertions.

Funding Opportunity Objectives

The proposed project aims to promote fiscal transparency in Algeria. The following objectives must be achieved:

1. The creation of a digital platform, freely accessible to the Algerian public, which aggregates key economic information from the public and private sectors.
2. The creation, on the same platform, of a digital space in which users can post analysis, commentary, and online discussion of important economic issues.
3. Promotion and publicity of the website in public forums to attract visibility and users.
4. A development and monitoring plan involving upkeep, maintenance, and moderation of the digital platform.

Project Design

Successful projects must include activities that increase fiscal transparency in Algeria through creation and promotion of an economic digital platform. Projects must also include a component describing sustainability of the project after its completion.

A sample of activities may include—but is not restricted to—the following:

- Creation of a platform:
 - Conduct a needs assessment to identify gaps in economic data and reliable sources of economic data, both in the public and private sector.
 - Use the assessment results to design a digital platform that aggregates and presents the data in a user friendly way that adds value.
 - Design a sustainability plan for maintenance and updating of the platform after the end of the grant.
- Promotion of the Platform:
 - Organize a conference promoting and publicizing the platform for key participants and stakeholders in the academic, business, government and think-tank communities.
 - Organize a press event for the launch of the digital platform.
- The following activities and costs are **not covered** under this announcement:
 - Exchange activities with other countries or territories;
 - Social welfare projects;
 - Paying to complete activities begun with other funds;
 - Activities that appear partisan or that support individual or party electoral campaigns;
 - Academic or analytical research (if not necessary as part of a larger project);

- National Polling efforts;
- Medical and psychological research and clinical studies;
- Projects of a commercial or profit-making nature;
- Cultural presentations, cultural research, cultural clubs, or festivals, etc.; and
- Entertainment costs (e.g., receptions, social activities, ceremonies, alcoholic beverages, guided tours).

Applications that include any of these activities or costs above will not advance to the Technical Review stage.

Key Deliverables

To clearly assess successful execution and completion of proposed projects, activities must achieve the following:

- Creation of a digital platform aggregating economic data from public and private sources, continually maintained and updated.
- The platform contains a virtual space for the public to post economic analyses and comments and to organize economic discussions or roundtables.
- One or more public event(s) is/are held to promote the use of the platform among stakeholder communities.

Measurement of Results

The first step to monitoring is to create a Results Monitoring Plan (RMP). A Results Monitoring Plan (RMP) describes the measures proposed by an applicant to capture and demonstrate progress toward achieving the objectives of the proposed project. The RMP may also include project-specific sub-objectives (i.e., project outcomes).

The RMP should include the following elements:

- Well-defined objectives: Do the objectives provide a clear statement of what the project specifically plans to achieve?
- Realistic project objectives: What results are achievable during the period of the award?
- Qualitative and quantitative indicators: How and what will you measure to show the project's results based on outcomes (impact) as well as outputs (raw numbers)?
- Data collection and analysis: How (and how often) will you collect and present indicator data and analysis to show progress toward the project objectives?
- Monitoring and reporting: How will you monitor and assess results during the implementation of the project to adapt to changes on the ground and maintain progress?

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 months

Number of awards anticipated: 1

Award amounts: Awards may range from a minimum of \$100,000 to a maximum of \$150,000

Total available funding: \$150,000

Anticipated program start date: October 1, 2019

This notice is subject to availability of funding: Contingent on the availability of funds, approximately \$150,000 for one grant will be awarded through this announcement. If selected to receive an award, an applicant will be awarded funds for one year, depending on the activities proposed. The estimated start date for this project is October 31, 2019. The U.S. Embassy reserves the right to award more or less than the estimated program funding, and reserves the right to award funding under this announcement for a period of up to two years after the announcement's close date.

Funding Instrument Type: Grant

Program Performance Period: Proposed programs should be completed in one year or less.

Non-Competing Continuation: Continuation grants funded under these awards, beyond the initial budget period, will be contingent upon the availability of funds; grantee's progress in meeting grant requirements, including timely submission of required reports and compliance with all terms and conditions of the award; timely submission of a request for additional funding; required results delivered; and a determination that continued funding would be in the best interest of the Department of State.

This does not constitute an award or commitment: This request for full applications does not constitute an award or commitment on the part of the U.S. government to make any awards, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of an application.

C. ELIGIBILITY INFORMATION

All applications will be screened by the U.S. Embassy to determine whether they meet all of the program eligibility requirements detailed below.

NOTE: Applications that do not demonstrate that they meet all of the eligibility requirements in Section C will not advance to the Technical Review stage. Nothing can be added to an application once it has been submitted and the competition deadline has passed.

1. Eligible Applicants

The following organizations are eligible to apply:

Eligible applicants include U.S. or foreign non-profit organizations; for-profit organizations; private institutions of higher education, public or state institutions of higher education; public

international organizations; and small businesses with functional and regional experience in the areas of regulatory policies and reform. Applicants must have experience in the areas of economic accountability, transparency and integrity. Specific experience in implementing fiscal transparency technical assistance projects is highly desirable.

Applicants must have the organizational capacity to implement program components in Algeria. Partnerships with MENA-based civil society organizations are important to ensure that all program activities can be implemented quickly. Additionally, applicants must:

- Demonstrate experience implementing projects similar to those addressed in this NOFO.
- Demonstrate experience working in Algeria and expertise in providing technical assistance in the areas of accountability, transparency and integrity, particularly in the area of Fiscal Transparency.

The U.S. Embassy is committed to an anti-discrimination policy in all of its programs and activities. The Embassy welcomes applications irrespective of an applicants' race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We encourage applications from organizations working with underserved communities, including women, people with disabilities, and youth.

2. Cost Sharing or Matching

There is no minimum or maximum percentage required for this competition. However, the Embassy encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

Cost-sharing or matching is not an evaluation criteria of this NOFO.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, recipients must maintain written records to support all costs that are claimed as their contribution, 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 OMB 2 CFR 200.306 - Cost Sharing and Matching.

3. Other Eligibility Requirements

Required Registrations:

To apply for this funding, organizations, whether based in or outside the U.S., must have a Unique Entity Identifier (UEI) number, currently referred to as a DUNS number, and an active account with the System for Award Management (SAM). Applicants who do not meet all registration requirements are NOT eligible for funding under the opportunity.

UEI Number

The UEI number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants must have a UEI number. To obtain a UEI number, please follow the steps below: Go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.

Select the country or territory where your organization is physically located. Complete and submit the form. Organizations will need to provide basic information, including physical and mailing addresses, name and title of the chief executive, primary Standard Industrial Code (SIC), and annual revenue.

For technical difficulties in obtaining this number, please contact D&B at: govt@dnb.com.

System for Award Management (SAM)

SAM is a U.S. government wide registry of vendors doing business with the Federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information.

Further, each applicant must maintain an active account, with current information, while its application is under consideration for funding. To keep an active SAM.gov account, an applicant must renew it at least once each year. If an organization's account expires, the organization cannot submit a grant application until it is renewed.

To create a new account, please follow the steps below:

Go to <http://www.sam.gov>.

Log In to complete authentication and create an account. On the My SAM page, select Entity Registrations from the sub-navigation menu and select Register New Entity.

Organizations must have a UEI number and a CAGE number (US Domestic Organizations) or a NCAGE number (Foreign Organizations), to create an account.

Complete and submit the online form. If the applying organization already has the necessary information on hand (see the SAM Quick Start Guide for Grant Registration), the online form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it might take anywhere from 12 - 15 business days to complete the process of creating an account with the system.

For help with SAM.gov, please visit their support page at <https://www.fsd.gov> or contact them at: 866-606-8220 (U.S.) or +1-334-206-7828 (international).

D. APPLICATION AND SUBMISSION INFORMATION

All application materials must be submitted by email to: algiers_polecon@state.gov. Applications submitted through grants.gov will not be accepted.

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.

NOTE: Applications that do not include all the required documentation described in this Section will not advance to the Technical Review stage. Further, applications that exceed the allowable page limits will not be reviewed by the review panel. **Applicants may not add any materials to an application once it has been submitted and the competition deadline has passed.**

1. Address to Request Application Package

Application forms required below are available at [Grants.gov](https://www.grants.gov)

2. Content and Form of Application Submission

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

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 Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. **Mandatory application forms**

- **SF-424** (*Application for Federal Assistance – organizations*)
- **SF424A** (*Budget Information for Non-Construction programs*)
- **SF424B** (*Assurances for Non-Construction programs*)

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

3. **Proposal (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.

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

- **Introduction to the Organization or Individual applying:** A description of past and present operations, 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:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. 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. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **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 time-frame 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?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities
- Unique Entity Identifier and System for Award Management (SAM.gov)
- Results Monitoring Plan

A Results Monitoring Plan (RMP) describes the measures proposed by an applicant to capture and demonstrate progress toward achieving the objectives of the proposed project. Please see the “Measurement of Results” section above for further guidance.

The quality and feasibility of the proposed RMP will be among the elements on which applications are evaluated. The RMP should be attached as a separate document and has no page limit.

- Sustainability Plan

The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. Capacity development, new services, and any tools or platforms must be sustainable and last beyond the initial investment. Sustainability Plans should be attached as separate document and may not exceed **two pages**.

- Work Plans, Project Timeline, and/or Calendar of Activities

A work plan is a detailed list of proposed activities, milestones, and approximate dates. Applicants may choose to include a work plan, project timeline, and/or calendar of proposed activities.

3. Submission Dates and Times

Applications are due no later than *August 3, 2019 at 11:59 p.m. EST*. Applications must be time stamped before **August 4, 2019**. **There will be no grace period, and any application not received by the application deadline will not advance to the Technical Review stage.**

Applicants are encouraged to submit an application far enough in advance of the deadline to avoid technical issues and allow sufficient time to resolve difficulties before the deadline. Although the U.S. Embassy will work with applicants to resolve technical issues, it is not in a position to grant exceptions to the submission requirements outlined in this announcement.

4. Funding Restrictions

See activities and costs that are not allowed under “Project Design” above.

Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction: In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

- (1) Was “convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or
- (2) Has any “unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government.”

For the purposes of Section 7073, it is the Department of State’s policy that no award may be made to any organization covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

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 allow-ability 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 must be deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

5. Other Submission Requirements

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

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application submitted under this announcement will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria are designed to assess the quality of the application and to determine the likelihood of its success and impact. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Achieved Objectives (25 points)

- The applicant describes how the required results will be accomplished within the timeframe of the proposed award as well as anticipated long-term impacts:
- The applicant clearly explains how the project's objectives will increase fiscal transparency in Algeria.
- The applicant provides realistic milestones to indicate progress toward project goals and objectives as described in the program announcement.
- The applicant explains how monitoring and evaluation activities will be carried out and who will be responsible for them.
- The RMP indicators measure realistic/feasible project impact (outcomes) rather than just outputs.
- The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. Capacity development, new services, and any tools or platforms must be sustainable and last beyond this initial investment.

Project Design (40 points)

- The applicant clearly describes how each proposed project activity will address the objectives outlined in the announcement.
- The applicant addresses how the project will design and promote a digital platform to promote fiscal transparency.

- The applicant acknowledges if activities similar to those proposed are already taking or have taken place previously, and provides an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities.
- The applicant articulates potential challenges or delays to project implementation and proposes contingency plans and mitigation plans.
- The application describes the division of labor among the applicant and any partners.
- The applicant clearly explains why the proposed project design is feasible.

Organizational Capacity (25 points)

- The applicant demonstrates technical experience (e.g., has previously worked and/or has established contacts/partners) in the area of economics, fiscal transparency, good governance, accounting, or auditing.
- The applicant demonstrates knowledge and experience working with Algerian government bureaus and agencies.
- The applicant demonstrates capacity for responsible fiscal management of donor funding (e.g., successful management of a previous sub-award or grant).
- The applicant includes letters of intent/commitment/agreement from proposed partners that detail concrete plans for partner involvement.
- The applicant demonstrates a recent history of successful work in Algeria.
- The applicant demonstrates access to experts – individuals or organizations – that could be mobilized to meet the unique needs of the project.

Staff and Position Specifications (10 points)

- Pre-identified key staff members, including volunteers, demonstrate an understanding of the project and possess the technical skills appropriate for their role, including, where appropriate, experience and knowledge in economics and/or fiscal transparency.
- The roles and qualifications of each key person, whether staff, partner, consultant, or volunteer, are described in a biographical sketch.

Budget Narrative (Acceptable or Not Acceptable)

- The costs proposed are reasonable in relation to the proposed activities and anticipated results, which are clearly explained in the budget narrative.
- The budget provides details of calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
- The preponderance of the budget is spent on supporting the project participants/activities in country and includes costs dedicated to management, monitoring, and evaluation.
- Adequate travel costs are proposed using reasonable estimates of international and ground travel needs and costs
- The budget demonstrates a reasonable cost per participant.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

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

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

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

2. Administrative and National Policy Requirements

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

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:

<https://www.statebuy.state.gov/fa/pages/home.aspx>

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

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

Recipients will, at a minimum, be required to submit Quarterly Progress Reports and a Quarterly Financial Report. Progress Reports will compare actual to planned performance and indicates the progress made in accomplishing each assistance award tasks/goals noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative, for key indicators. Financial Reports provide a means of monitoring expenditures and comparing costs incurred with progress.

Recipients must report immediately when a program faces unplanned delays in implementation, fails to meet program targets or milestones, or costs increase. Any changes or revisions to the approved budget require prior approval from the Embassy Grants Officer.

G. FEDERAL AWARDING AGENCY CONTACTS

For questions regarding this funding opportunity including completing an application, financial and grants management issues, or technical matters, contact:

Grants Officer Representative

Timothy Shriver

+213 (0) 770 082 151

shrivertj@state.gov

Kumi Ikeda

ikedakt@state.gov

All questions must be submitted in writing by July 17, 2019. Questions submitted after the deadline will not be addressed.

H. OTHER INFORMATION

Guidelines for Budget Justification

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

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

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

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

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

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

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

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