

Notice of Funding Opportunity

Deadline: January 15, 2025, 23:59 WIB



U.S. AMBASSADORS FUND
for CULTURAL PRESERVATION

Bureau of Educational and Cultural Affairs, U.S. Department of State

U.S. Ambassadors Fund for Cultural Preservation (AFCP) 2025 Grants Program

Opportunity Number: PAS-JAKARTA-FY25-02



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Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registration is active and up to date.

SAM.gov registration (can take several weeks)

You must have an active account with [SAM.gov](#). This includes having a Unique Entity Identifier (UEI).

Grants.gov registration (can take several days)

You must have an active [Grants.gov](#) registration. Doing so requires a [Login.gov](#) registration as well.

Apply by the deadline set by the U.S. Embassy in Jakarta: January 15, 2025, 23:59 WIB

Step 1: Review the opportunity

Basic information

U.S. Ambassadors Fund for Cultural Preservation
Bureau of Educational and Cultural Affairs
U.S. Department of State

Executive summary

The U.S. Ambassadors Fund for Cultural Preservation (AFCP) helps protect historic buildings, archaeological sites, museum collections, and traditional cultural expressions like indigenous languages and crafts around the world.

Priority region: All regions

Participants and audiences: Local communities, government agencies, educational institutions, tourists, and others interested in cultural heritage and preservation.

Funding details:

Length of performance period:	12 to 60 months
Number of awards anticipated:	25-35
Award amounts:	Awards may range from a minimum of \$25,000 to a maximum of \$500,000
Total available funding:	\$6 million (estimated)
Type of funding:	Fiscal Year 2025 Public Diplomacy funds
Anticipated start date:	September 1, 2025

This notice is subject to the availability of funding.

Announcement details

Funding opportunity title:	U.S. Ambassadors Fund for Cultural Preservation 2025 Grants
Funding opportunity number:	PAS-JAKARTA-FY25-02
Announcement type:	New announcement
Application deadline:	January 15, 2025, 23:59 WIB
Assistance listing number:	19.025

Funding instrument type: Grant, fixed amount award (FAA), or cooperative agreement. Cooperative agreements and some FAAs are different from grants in that bureau/embassy staff are more actively involved in the grant implementation (“Substantial Involvement”).

Program performance period: Proposed programs should be completed in 60 months or less.

Eligibility

Who can apply

Eligible applicants

Only these types of organizations may apply:

- Foreign Institutions of Higher Education
- Foreign-Based Non-Governmental Organizations (NGOs)
- Foreign Public Entities (where permitted)
- Public International Organizations and Governmental Institutions
- U.S. Institutions of Higher Education
- U.S. Non-Profit Organizations (IRS section 501(c)(3))

Other eligibility requirements

All organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on [SAM.gov](https://www.SAM.gov). Please see Section D.3 for more information.

Cost sharing

There is no minimum or maximum percentage of cost sharing required for this competition. When an applicant offers cost sharing, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its application and later included in an approved agreement. The applicant will be responsible for tracking and reporting on any cost share or outside funding, which is subject to audit per 2 CFR 200. Cost sharing may be in the form of allowable direct or indirect costs.

Program description

Goals and objectives

The U.S. Ambassadors Fund for Cultural Preservation (AFCP) helps protect historic buildings, archaeological sites, museum collections, and traditional cultural expressions like indigenous languages and crafts around the world.

Desired activities

- **Anastylosis:** Reassembling a site using its original parts.
- **Conservation:** Treating or otherwise addressing damage or deterioration to an object or site.
- **Consolidation:** Reconnecting elements of an object or site.
- **Documentation:** Recording the condition and important features of an object, site, or tradition in analog or digital format.
- **Inventory:** Listing objects, sites, or traditions by location, feature, age, or other unifying characteristics.
- **Preventive Conservation:** Addressing conditions that threaten or damage a site, object, collection, or tradition.
- **Restoration:** Replacing missing elements to recreate the original appearance of an object or site, usually appropriate for fine arts, decorative arts, and historic buildings.
- **Stabilization:** Reducing the physical disturbance or increasing the stability of an object or site.

Participants and audiences

Local communities, government agencies, educational institutions, tourists, and others interested in cultural heritage and its preservation

Substantial involvement

An AFCP award may be a cooperative agreement with substantial involvement that may include, but is not limited to, the selection or approval of project participants, subjects, or courses of action.

Ineligible activities and unallowable costs

AFCP does not support the following activities or costs, and applications requesting AFCP support for any of these activities or costs will be deemed ineligible:

- **Privately or Commercially Owned Property:** Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of application.
- **Natural Heritage:** Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.) unless the natural heritage has a cultural heritage connection or dimension.
- **Human Remains:** Preservation of Hominid or human remains.
- **News Media:** Preservation of news media (newspapers, newsreels, radio and TV programs, etc.).
- **Published Materials:** Preservation of published materials available elsewhere (books, periodicals, etc.).
- **Mandated Educational Materials:** Development of curricula or educational materials for required classroom use.
- **Archaeological Research:** Archaeological excavations or exploratory surveys for research purposes.
- **Historical Research:** Historical research, except in cases where the research is justifiable and integral to the success of the proposed project.
- **New Exhibits or Collections:** Acquisition or creation of new exhibits, objects, or collections for new or existing museums.
- **New Construction:** Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example).
- **New Works of Art:** Commissions of new works of art or architecture for commemorative or economic development purposes.
- **New or Modern Adaptations:** Creation of new or modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances.
- **Conjectural Reconstructions:** Creation of conjectural reconstructions of cultural objects or sites that no longer exist.
- **Relocation:** Relocation of cultural sites from one physical location to another unless under imminent threat of irreversible damage or destruction.

- **Removal:** Removal of cultural objects or elements of cultural sites from the country for any reason.
- **Digitization:** Digitization of cultural objects or collections, unless part of a clearly defined conservation, documentation, or PD effort.
- **Conservation Plans or Studies:** Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies.
- **Cash Reserves or Endowments:** Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund).
- **Fund-Raising Campaigns:** Costs of fund-raising campaigns.
- **Contingency Costs:** Contingency, unforeseen, or miscellaneous costs.
- **Pre-Award Costs:** Costs of work performed prior to the announcement of the award unless allowable per 2 CFR 200.458 and approved by the Grants Officer.
- **International Travel:** International travel outside the project country, except in cases where travel is justifiable and integral to the success of the proposed project or to provide project leaders with learning and exchange opportunities with cultural heritage experts.
- **Project Cost Limits:** Individual projects which cost less than US \$25,000 or more than \$500,000.
- **Independent U.S. Projects:** Independent U.S. projects overseas.

Step 2: Get ready to apply

Get registered

SAM.gov

You must have an active account with [SAM.gov](https://sam.gov). This includes having a Unique Entity Identifier (UEI). [SAM.gov](https://sam.gov) registration can take several weeks. Begin that process today.

To register, go to [SAM.gov](https://sam.gov) entity registration and click “Get started.” From the same page, you can also click on the entity registration checklist for the information you will need to register. See below for more information on obtaining a UEI and registering in [SAM.gov](https://sam.gov).

Grants.gov

You must also have an active account with [Grants.gov](https://grants.gov).

Find the application package

The application package includes an Application Guide that lists everything you need to include in your application. The [Grants.gov](https://grants.gov) site has the standard SF-424 forms you need as part of the application. You can find them online. Go to grants search at [Grants.gov](https://grants.gov) and search for the opportunity number **PAS-JAKARTA-FY25-02**.

Step 3: Prepare your application

Application contents and format

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

Component	Page limit	File limit
Round 1 concept note		
Project basics and summary	2	
Number of attachments		5
Round 2 full application		
Proposal	20	
Detailed budget and budget narrative	None	None
Number of attachments		None
Mandatory application forms		None

Format

Please ensure that:

- 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 font, with a minimum of 1-inch margins.

Round 1 concept note: project basics and summary

Page limit: 2

Your Round 1 Concept Note must include:

- **Project basics:** Include the implementer's name, a working title of the project, anticipated project length (between 12 and 60 months), project location, and a project cost estimate (amount requested from AFCP, in U.S. dollars).
- **Project summary description:** Provide a summary (3,000 characters maximum) that outlines the project activities, deliverables (outputs), and intended results (outcomes).

Round 1 concept note: attachments

File limit: 5

Your Round 1 Concept Note must also include:

- **Visual or audiovisual documentation:** Include maximum five (5) high-quality digital images (JPEGs or PNGs) or audiovisual files that convey the nature and condition of the site, collection, or tradition and show the urgency or need for the project (e.g., collapsed walls, water damage).

Round 2 full application: proposal

Page limit: 20

If your Round 1 Concept Note advances to Round 2, the U.S. Embassy will ask you to submit a full application.

Your proposal should contain sufficient information so that anyone not familiar with your project will understand exactly what you want to do. You may use your own format, but it must include all the items below.

- **Updated project description:** Expand on the project summary provided in the Round 1 concept note. Clearly describe the goals of the project. Explain the outputs and outcomes the project will produce to achieve each goal, and the activities that will generate these outputs and outcomes. Do this for both primary goals (such as restoring a part of a monument) and secondary goals (such as improving economic opportunities). Successful AFCP Round 2 applications describe a clear, logical pathway from activities to goals, including the necessary steps in between. Unsuccessful applications state broad goals but omit details on how they will be achieved. In addition to the description, you may include a list, table, or Gantt chart of activities in chronological order, along

with major outputs and outcomes and target dates for achieving them.

- **Key personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the project.
- **Statement of importance:** Highlight the historical, architectural, artistic, or cultural (non-religious) values of the cultural heritage.
- **Maintenance plan:** Outline the steps or measures that you will take to maintain the site, object, or collection in good condition after the AFPCP-supported project is complete; or, in the case of forms of traditional cultural expression, preserve and disseminate the documentation, knowledge, or skills gained from the project.
- **Public outreach plan:** Describe how you will build awareness and engage communities and stakeholders. Awareness-building activities typically include social media posts, ribbon-cutting events, and news stories. Community and stakeholder engagement activities may include community-led or community-produced workshops, short videos, documentary films, oral histories, storytelling or interpretive exhibits, and educational or enrichment events tailored for specific audiences, such as young people. Successful Round 2 applications feature strong and innovative public outreach activities.
- **Data and information access plan:** Outline how you will share, as appropriate, raw data or processed information, such as publications, generated from the project with the public and the Department of State.

Round 2 full application: detailed budget and budget narrative

Page limit: None

- **Detailed project budget:** Provide a detailed project budget that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs) and indicates funds from other sources. The categories and subtotals should match those in the SF-424A Budget (see Mandatory Application Forms, below).
- **Budget narrative:** Explain how the costs in the detailed budget were estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and any large budget line items. You may combine the detailed budget and budget narrative in a single file. See the section below, Other Information: Guidelines for Budget Submissions, for additional budget information.

Round 2 full application: attachments

File limit: None

- **Resumes or CVs:** Provide resumes or CVs of the proposed project director and other key personnel.
- **Support letters:** If applicable, letters of support from project partners describing the roles and responsibilities of each partner.
- **Proof of official permission:** Official permission letters, if required for project activities.
- **Relevant supporting documentation:** Provide relevant supporting documentation, such as historic structure reports, restoration plans and studies, conservation needs assessments and recommendations, architectural and engineering records, etc., compiled in preparation for the proposed project.
- **Additional visual or audiovisual documentation:** As requested or as appropriate, provide additional high-quality digital images (JPEGs or PNGs) or audiovisual files that convey the nature and condition of the heritage and show the urgency or need for the proposed project (e.g., collapsing walls, extensive water damage).
- **NICRA:** If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a PDF file.

Mandatory application forms

You will need to complete some standard forms. You can find the standard forms and their instructions at [Grants.gov forms](https://www.grants.gov/forms).

Form	Description
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 organizations not yet registered in SAM.gov.]

Step 4: Submit your application

Application submission and deadlines

Find the application package to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See “Get registered.” You will have to maintain your registration throughout the life of any award.

Deadline

January 15, 2025, 23:59 WIB

Department of State contacts

If you have questions about the grant application process, please reach out to the Public Affairs Section of the U.S. Embassy in Jakarta: jakartapasgrants@state.gov.

Submission method

Email only

All application materials must be submitted to jakartapasgrants@state.gov.

Unique Entity Identifier (UEI) and System for Award Management (SAM.gov) required registrations

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with [SAM.gov](https://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 of State and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from the NOFO.

The 2 CFR 200 requires that subrecipients obtain a UEI number. 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.

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 number prior to registering in [SAM.gov](https://sam.gov).

Organizations based outside of the United States and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in [SAM.gov](https://sam.gov).

Organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code or CAGE code to apply for non-DoD foreign assistance funding opportunities. If an applicant organization is mid-registration and wishes to remove a CAGE or NCAGE code from their [SAM.gov](https://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 U.S. Department of Defense. I do not wish to obtain a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

NATO Commercial and Government Entity (NCAGE) code

Organizations based outside of the United States and that DO NOT plan to do business with the U.S. Department of Defense should follow the below instructions:

- Proceed to [SAM.gov](https://sam.gov) to obtain a UEI and complete the [SAM.gov](https://sam.gov) registration process. [SAM.gov](https://sam.gov) registration is free and must be renewed annually.

Organizations based outside of the United States and that DO plan to do business with the U.S. Department of Defense in addition to Department of State should follow the below instructions: 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>
- Click the link to the NCAGE Code Request Tool (NCRT)

Exemptions

An exemption from the UEI and [SAM.gov](https://sam.gov) registration requirements may be permitted on a case-by-case basis if:

- An applicant's identity must be protected due to potential endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency determines that there are exigent circumstances that prohibit the applicant from receiving a UEI and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a UEI and complete SAM registration within 30 days of the Federal award date.
- 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 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.

Funding restrictions

Funding Restrictions for the United Nations Relief and Works Agency (UNRWA)

None of the funds awarded resulting from this notice of funding opportunity may be made available for subawards, direct financial support, or otherwise used to provide any payment or transfer to United Nations Relief and Works Agency (UNRWA).

Prohibition on Funding Activities that Encourage Mass-Migration Caravans towards the United States Southwest Border (applies only to projects with a principal place of performance located within the Western Hemisphere)

None of the funds awarded resulting from this notice of funding opportunity may be made available to encourage, mobilize, publicize, or manage mass-migration caravans towards the United States southwest border; for legal counseling on the United States asylum process; and/or for referrals to legal representation in the United States. Cash cards provided through this award must be limited to use in the country where they are provided and may not facilitate migration to the United States. The provision of humanitarian assistance is permitted.

Application checklist

Make sure that you have everything you need to apply:

Round 1 concept note	
Project basics and summary	<input type="checkbox"/>
Attachments	
Visual or audiovisual documentation	<input type="checkbox"/>
Round 2 full application	
Proposal	
Updated project description	<input type="checkbox"/>
Key personnel	<input type="checkbox"/>
Statement of importance	<input type="checkbox"/>
Maintenance plan	<input type="checkbox"/>
Implementer public outreach plan	<input type="checkbox"/>
Data and information access plan	<input type="checkbox"/>
Detailed budget and budget narrative	
Detailed budget	<input type="checkbox"/>
Budget narrative	<input type="checkbox"/>
Attachments	
Resumes or CVs	<input type="checkbox"/>
Support letters, if applicable	<input type="checkbox"/>
Proof of official permission, if applicable	<input type="checkbox"/>
Relevant supporting documentation, if applicable	<input type="checkbox"/>
Additional visual or audiovisual documentation	<input type="checkbox"/>
Mandatory application forms	
SF-424 Application for Federal Assistance—Organizations	<input type="checkbox"/>
SF-424A Budget Information for Non-Construction Programs	<input type="checkbox"/>
SF-424B Assurances for Non-Construction Projects [Note: Only required if you are not registered in SAM.gov]	<input type="checkbox"/>

Step 5: Learn about review and award

Application review information

Merit review

Each application will be evaluated and rated based on the evaluation criteria outlined below.

Criteria

Activities description and timeframe – 20 points: Goals, activities, outputs, and outcomes are clear, and the approach is likely to provide maximum impact in achieving the proposed results.

Importance – 10 points: The importance of the cultural heritage and the urgency of the proposed actions are clear and persuasive.

Project maintenance plan – 10 points: The steps or measures proposed to maintain the site, object, or collection in good condition after the AFCEP-supported project is complete; or, in the case of forms of traditional cultural expression, preserve and disseminate the documentation, knowledge, or skills gained from the project are reasonable and achievable.

Implementer public outreach plan – 25 points: The awareness-building activities, as well as the community and stakeholder engagement activities are reasonable and achievable.

Data and information access plan – 5 points: The plan for sharing data and information with the public and the Department of State are reasonable and achievable.

Budget and budget narrative – 20 points: The budget narrative is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to carry out the proposed activities and to achieve the goals of the project.

Supporting materials (resumes, assessments, reports, visual documentation, etc.) – 10 points: The supporting materials demonstrate that the project team is qualified, sufficiently prepared, and permitted to carry out the proposed project. The visual and audiovisual documentation effectively conveys the

nature of the cultural heritage and, in the case of tangible heritage, the conditions the project seeks to address.

Review and selection process

Embassy and Washington, DC-based review committees will evaluate all eligible applications.

Risk review

Risk factors

Before making a Federal award, the Department of State will consider the following risk factors:

- Financial stability
- Management systems and standards
- History of performance
- Audit reports and findings
- Ability to effectively implement

Responsibility/Qualification Information in SAM.gov

Before making a Federal award with a total amount of Federal share greater than \$250,000, the Department of State is required to review and consider any information about the applicant that is in the responsibility/qualification records available in [SAM.gov](https://sam.gov) (see 41 U.S.C. 2313).

An applicant, at its option, can review and comment on any information in the responsibility/qualification records available at [SAM.gov](https://sam.gov).

Before making decisions in the risk review required by § 200.206, the Department of State will consider any applicant comments, along with information available in the responsibility/qualification records in [SAM.gov](https://sam.gov).

Award notices

The award or cooperative agreement 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.

Unsuccessful applicants

Unsuccessful applicants will be notified via an email from the U.S. Embassy in Jakarta.

Payment method

Recipients must request payment by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer. Unless otherwise stipulated, the Recipient may request payments on a reimbursement or advance basis.

Step 6: Learn what happens after award

Post-award requirements and administration

Administrative and national policy requirements

Before applying, 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 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](#)

In accordance with the Office of Management and Budget’s guidance in 2 CFR 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 [Guidance for Federal Financial Assistance](#) in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register’s 89 FR 30046 on April 22, 2024, particularly on:

- Selecting recipients that are most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR 200.205),
- Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Public Law No. 115-232) (2 CFR 200.216),
- Promoting freedom of speech and religious liberty in alignment with Promoting Free Speech and Religious Liberty (E.O. 13798) and Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
- Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR 200.322), and
- Terminating agreements pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR 200.340).

Reporting

Reporting requirements

Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted. Performance reports should contain a comparison of actual accomplishments to the objectives of the federal award established for the period, and, if applicable, the reasons why established goals were not met, and any additional pertinent information including an analysis and explanation of cost overruns or high unit costs.

Foreign Assistance Data Review

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

Other information

Guidelines for budget justification

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

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

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

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

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

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

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

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