**U.S. DEPARTMENT OF STATE**
***U.S. EMBASSY MAPUTO***
**Notice of Funding Opportunity**
**Funding Opportunity Title:** Leadership Training for Adolescent Girls and Young Women
**Funding Opportunity Number:** MAPUTO-PCO-FY23-02
**Deadline for Applications**: August 4th, 2023
**Assistance Listing Number:** 19.029—The U.S. President's Emergency Plan for AIDS Relief Programs
**Total Amount Available:** $40,000

## A. PROGRAM DESCRIPTION

The U.S. Embassy Mozambique of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to leadership training for adolescent girls and young women. Please follow all instructions below.

**Priority Region:** Nampula Province

**Program Objectives:**
**Background**
PEPFAR announced the DREAMS (Determined, Resilient, Empowered, AIDS-free, Mentored, and Safe) Partnership on World AIDS Day 2014. In 2015, DREAMS was planned with full grassroots participation. In 2016, DREAMS implementation began in ten countries of Sub-Saharan African countries including Mozambique.

DREAMS focuses on HIV prevention interventions for Adolescent Girls and Young Women (AGYW) from 10 to 24 year olds. The program provides a comprehensive package of core interventions to address many of the factors that make girls and young women particularly vulnerable to HIV, including gender-based violence, exclusion from economic opportunities, and a lack of access to secondary school and broad components, such as parenting/caregiver programs and the specific evidence-based curricula for HIV and Violence prevention.

The goal of DREAMS is to deliver on bold U.S. targets by supporting a multi-sectoral core package of interventions that goes beyond the health sector, addressing the structural drivers that directly and indirectly increase girls' HIV risk, including poverty, gender inequality, sexual violence, and lack of education. When girls and young women thrive, the effects are felt throughout their families, communities, and countries.

The DREAMS Ambassador program was initiated in 2016 as way to recognize that adolescent girls and young women (AGYW) have limited access to adolescent friendly services that respond to their sexual reproductive health needs. The participation and leadership of AGYW is essential in the decision-making processes implementation of interventions and in the that affect their lives to achieve better health for AGYW.

The focus of this program is to select and train AGYW to advocate for the rights of youth, provide leadership for DREAMS interventions, and to link their peers to the services available (in the community, schools, and the health centers), in order to maximize the impact of the DREAMS program.
Among of the responsibilities of the DREAMS Ambassadors, their mission is to generate public attention for the DREAMS program and the problems that affect adolescent girls and youth in their communities and being and be the public face in existing structures such as girls' clubs and safe spaces in the community.

Mozambique still has one of the highest numbers of early pregnancy and female school drop-out it also ranks very high in lack of opportunities for young women to actively raise their voices in the society. One of the roots of this problem is related to the absence of female role models at all levels across all levels of the society. This has contributed towards a cycle of poverty perpetuated throughout generations limiting opportunities for girls and women.

The applicant should provide a grassroots leadership training with innovative models of education focused on adolescents girls and young women to amplify talent, raise gender equality and promote sustainable transformation by empowering girls and young women to be the next generation's changemakers through mentorship models.

The approach of the leadership training needs to be based on a holistic vision of circular leadership and active citizenship (community, civic and participatory) that recognizes the individuality and complementarity of each being in the circle, with awareness that the girls and women can be the intergenerational reference models.

During this training, the group enters a conceptual questioning aimed at deconstructing and re-signifying concepts (leadership, management, power). From there it expands to a vision of leading for the common good and deepens its understanding of reference models practices, intentions, and relationships.

Finally, it dives into building its own profile and a collective leadership manifesto. In conclusion, this approach recognizes the dynamic and evolving nature of a leadership profile that is constantly being updated and, as such, will never be completed or crystallized.

The applicant shall provide a leadership workshop with the following:

**Activity**
The applicant needs to develop and deliver a 3-day leadership training targeting adolescent girls and young women.

**Goal**

- DREAMS ambassadors and coordinators develop self-awareness and self-development to inspire and become a role model with tools unleash talent.
- DREAMS ambassadors and coordinators develop self-confidence, self-esteem, and the capacity to fight for what they believe with skills to communicate assertively, positively, constructively in an organized and relevant manner.
- DREAMS ambassadors and coordinators develop a conscience and empathy for community and global challenges, spark the changemaker attitude to make an impact.

**Specific Objectives:**

- Identification, deconstruction and re-signification of leadership styles and models
- Awake and deepen the awareness of leadership.
- Engage, debate, and position each one the ambassadors and coordinators in her profile as an individual and unique leader.
- Prepare a concrete experience of leadership on daily basis for the present and future.

**Logistics**

The applicant needs to be based in Nampula will be responsible for the full conference package and transport of participants the venue during the 3 days training.

**Deliverables**

| **Activity** | **Month 1** | **Month 2** | **Month 3** | **Month 4** | **Month 5** | **Month 6** |
|---|---|---|---|---|---|---|
| Signature of the award | | | | | | |
| Signature of SOW | | | | | | |
| Transference of funds for the grantee | | | | | | |
| Development of training plan | | | | | | |
| Approval of training plan by PCO | | | | | | |
| Organization of training logistics | | | | | | |
| Delivery of the training | | | | | | |
| Delivery of the narrative report | | | | | | |
| Closeout of the award phase | | | | | | |

**Participants and Audiences:**

12 DREAMS Ambassadors
8 DREAMS Coordinators
3 DREAMS Program staff

**B. FEDERAL AWARD INFORMATION**

Length of performance period: up to 6 months
Number of awards anticipated: 1 award.
Award amounts: awards may range to a maximum of $40,000.

Total available funding: $40,000
Type of Funding: FY23- COP22 Funds under the Foreign Assistance Act
Anticipated program start date: September 2023

**This notice is subject to availability of funding.**
**Funding Instrument Type:** Grant or Fixed Amount Award
**Program Performance Period**: Proposed programs should be completed in 6 months or less.

## C. ELIGILIBITY INFORMATION

1. Eligible Applicants

The DREAMS Program welcomes application from registered non- profit Mozambican organizations that directly work adolescents and young women focusing on development of leadership skills, women empowerment, and mentorship.

The following organizations are eligible to apply*:*

- Applicants must be registered Non-profit organizations and have been in operation for at least one year to be eligible for funding.
- Organizations must be able to strong training skills and demonstrate results in mentorship and women empowerment.
- For-profit and commercial firms

**The following are NOT eligible to apply in response to this NOFO:**

- Individuals
- Government institutions or multilateral bodies
- PEPFAR Implementing partners currently working with the DREAMS program on site level.

2. Cost Sharing or Matching

No cost sharing is required under this NOFO.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information.

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.

## D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

   Please carefully read the entire announcement and follow the guidelines bellow before sending inquiries or submitting proposals. Applicants can find application forms (SF 424 and SF424A) and other materials needed to apply on GRANTS.gov (www.GRANTS.gov) and U.S. Embassy Mozambique's website https://mz.usembassy.gov/pt/our-relationship-pt/pepfar-us-presidents-emergency-plan-for-aids-relief-pt/dreams-pt// under the announcement title DREAMS Leadership Training- Mozambique, funding opportunity number Maputo-PCO-FY23-02

2. Content and Form of Application Submission

   Any prospective applicant who has questions concerning the contents of this NOFO should submit them by email to chirrimei@state.gov or maputopepfarcommunitygrants@state.gov by July 16th, 2023. Any updates about this NOFO will also be posted on www.Grants.gov and https://mz.usembassy.gov/pt/our-relationship-pt/pepfar-us-presidents-emergency-plan-for-aids-relief-pt/dreams-pt/

   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. If an original document within the application is in another language, an English translation must be provided. If any document is provided in both English and foreign language, the English version is the controlling version;
   - All budgets are in U.S. dollars;
   - All pages are numbered, including attachments with exception of excel documents;
   - All documents are formatted to A4 paper, and
   - All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins. Captions and footnotes may be 10-point Time New Roman font. Font size in charts and tables, can be reformatted to fit within 1 page width.

   The following documents are **required**:

   **1. Mandatory application forms**

   - **SF-424** ***(Application for Federal Assistance – organizations)*** at www.Grants.gov
   - **SF-424A** ***(Budget Information for Non-Construction programs) at*** www.Grants.gov

   **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 (*12 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 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?

**4. Budget Justification Narrative**: After filling out the SF-424A Budget (above), use a separate file to describe each of the budget expenses in detail. 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
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.

**6. Unique Entity Identifier and System for Award Management (SAM.gov)**

**Required Registrations:**

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov **before submitting an application**. U.S. Embassy Maputo may **not** review applications from or make awards to applicants that did not complete all applicable UEI and SAM.gov requirements. 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.

***Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.***

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

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

- Organizations **based 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.

**Exemptions**

An exemption from the UEI and 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 makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier 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 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.

7. Submission Dates and Times

Applications are due no later than 11:59 PM on August 4th, 2023. Applications received after the deadline will not be considered.

8. Funding Restrictions

- Construction is not an allowable activity under this award.
- Activities that appear partisan or that support individual or party electoral campaigns.
- Direct support or the appearance of direct support for any religious organization, to include repair or building of structures used for religious purposes.
- Military assistance of any kind, including weapons buy-back or reward programs.
- Purchase of firearms, ammunition, or removal of unexploded ordnances
- Para-police (i.e., militias, neighborhood watch, security guards) and prison-related projects. This restriction included funding of any secondary need in a law-enforcement organization.
- Payments for any partner government, military, or civilian government employee salary or pension.

- Duplication of service immediately available through municipal, provincial, or national government.
- Funds for market research, advertising (unless public service related to the grant program), or other promotional expenses.
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.
- Charitable or development activities.
- Fund-raising campaigns.
- Lobbying for specific legislation or project.
- Scientific research.
- Projects intended primarily for the growth or institutional development of the organization.
- Projects seeking funds for personal use.
- Projects that require a participation fee.

9. Other Submission Requirements

All application materials must be submitted by email to chirrimei@state.gov or maputopepfarcommunitygrants@state.gov .

Applicants must follow all formatting instructions in this guidance.

## E. APPLICATION REVIEW INFORMATION

1. Criteria

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 and are considered as a whole in judging the overall quality of an application. Applicants 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.

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below:

**Training Design: 30 points**

- The applicant presents innovative ideas that will maximize the program's desired impact.
- The applicant describes how each proposed project activity will address the training objectives outlined in this announcement.
- The applicant acknowledges the main activities related to leadership training focused on female adolescent and youth leadership and the proposal narrative translates how these activities will be implemented.
- The applicant clearly explains why the proposed training design is feasible and articulates how potential challenges or delays to project implementation will be mitigated.

**Achieved results: 30 points**

- The applicant describes how the expected results will be accomplished within the timeframe of the proposed award.

- The applicant clearly explains how they will develop the training plan and complete the required activities.
- The applicant provides realistic milestones to indicate progress toward expected results as described in the program announcement.

**Staff and Position Specifications: 20 Points**

- Pre-identified key staff members to provide the training that demonstrate an understanding of the goals of the application and possess the technical skills appropriate for their role, including experience in women empowerment, advocacy, and leadership.
- The roles and qualifications of each key person, whether staff, trainer, partner, or consultant, are described in a biographical sketch.

**Budget Narrative: 20 Points**

- 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 cost, and other similar quantitative detail sufficient for the calculation to be duplicated.
- Most of the budget is spent on supporting the training activities and includes costs dedicated for administrative, training package and logistics.
- 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.

2. Review and Selection Process

A review committee will evaluate all eligible applications.

**The first selection is done via revision of the best proposals.**

The NOFO will be posted in Grants.gov, the Embassy website and local newspapers. All applications will be done via email (chirrimei@state.gov and maputopepfarcommunitygrants@state.gov ) till the deadline date. The GORs will be assigned by the GO to handle different Grantee's portfolio. Once the application end date is reached, the PCO will conduct a preliminary review of all applications to determine completeness and technical eligibility.

**The second phase selection is done by the selection panel.**

After the preliminary selection of all applications to determine completeness and technical eligibility, the Grants Selection Committee will evaluate all eligible applications and make recommendations. The Grants Selection Committee will be comprised of representatives from the different USG agencies technical staff. The PEPFAR DREAMS Coordination team will compile the score sheets and then provide the overall feedback to the Grants Selection Committee. The decision for the final award determination rest with the Grants Officer and finally the signed decision memo will be shared with the

Selection Committee. PEPFAR DREAMS Coordination team will notify the successful applicant about the outcome of their proposal.
Each application will be evaluated and rated based on the evaluation criteria outlined mentioned above.

3. Responsibility/Qualification Information in SAM.gov (formerly, FAPIIS)

i. 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 U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313);

ii. An applicant, at its option, may review and comment on any information about itself that a Federal Awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov;

iii. 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 §200.206 Federal awarding agency review of risk posed by applicants.

## F. FEDERAL AWARD ADMINISTRATION INFORMATION

a. Federal Award Notices

U.S Embassy Maputo will provide a notification to applicant on the result of their application. Successful applicant will receive a letter electronically via email requested that the applicant respond to the Merit Review Panel's conditions and recommendations. This notification is not an authorization to begin activities and does not constitute formal approval or funding commitment.

Final approval is contingent on the applicant successfully responding to the Merit Review Panel's conditions and recommendations; being registered in required systems; and completing and providing any additional documentation requested by U.S. Embassy Maputo or the Grants Officer. Final approval is also contingent on Congressional Notification requirements being met and final review and approval by the U.S. Department of State's warranted Grants Officer.

The grant award 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.

**Payment Method:**
The recipient must request payment under this award by completing form SF-270- Request for Advance submitting the form to the Grants Officer. Unless otherwise stipulated, the Recipient may request payments on a reimbursement or advance basis.

If the recipient has not completed the greed upon activities, the amount of the Federal award must be reduced to cover only the portion of activities that were carried out.

Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the Recipient in carrying out the purpose of this award. The timing and amount of advance payments must be close as is administratively feasible to the actual disbursement by the Recipient for direct program or project costs and the proportionate share of any allowable indirect costs.

b. Administrative and National Policy Requirements
U.S. Embassy Maputo requires all recipients of foreign assistance funding to comply with all applicable Department and Federal laws and regulations, including but not limited to the following:

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) shall apply to all non-Federal entities, except for assistance awards to Individuals and Foreign Public Entities. Sub-Chapters A through E shall apply to all foreign organizations, and Sub-Chapters A through D shall apply to all U.S. and foreign for-profit entities. The applicant/recipient of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award. The Department's Standard Terms and Conditions can be viewed at https://www.state.gov/about-us-office-of-the-procurement-executive/

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 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 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 85 FR 49506 on August 13, 2020, particularly on:
    - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 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 (Pub. L. No. 115—232) (2 CFR part 200.216),
    - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
    - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
    - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

c. Reporting

**Reporting Requirements:** Applicant should be aware that U.S. Embassy Maputo awards will require that all reports (financial and performance progress) be submitted via email to the Grants Officer and Grants Officer Representative. The award document will specify how often these reports must be submitted.

For fixed amount award, no financial reporting is required. The applicant is required to submit a brief final program report certifying that the award objectives were achieved; and need to be compiled according to the objectives outlined in the award's Scope of Work (SOW). An assessment of the overall award impact should be outlined. Where relevant, the final program report should include:

- Relevant contextual information
- Any tangible impact or success stories from the project, when possible.

- Relevant supporting documentation or products related to the project activities (such training content, participant surveys, photos, etc.) as separate attachments.
- Any problems/challenges in implementing the project and a corrective action plan with an updated timeline of activities.

The final program report must also be submitted within 120 days after the expiration of the award.
Please note: Delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipient's' ability to receive future U.S. Government funds. U.S. Embassy Maputo reserves the right to request any additional programmatic and/or financial project information during the award 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.

*If the federal share of the award will include more than $500,000 over the period of performance, insert the following language:*

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.

## G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: *chirrimei@state.gov* by July 21, 2023.

## 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 trainers. If the program involves international travel, include a brief statement of justification for that travel.
- 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.

- 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 modified total direct costs as defined in 2 CFR 200.68.
- Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.

**List of attachments**

Attachment 2: Budget Guidance and Template
Attachment 3: SF424 and SF424A
Attachment 4: Key Personnel Summary