

Annual Program Statement (APS)

U.S. Embassy Tunis PAS Annual Program Statement

U.S. Embassy Tunis, Department of State

Opportunity number: PAS-Tunis-FY2026

Application deadline: June 8, 2026

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**U.S Department of State
U.S. Embassy Tunis PAS
Annual Program Statement**

A. Basic Information

1. Overview

Funding Opportunity Title	Annual Program Statement (APS) for Fiscal Year 2026
Funding Opportunity Number	PAS-TUNIS-FY2026
Announcement Type	Grant or Cooperative Agreement
Deadline for Applications	June 8, 2026
Assistance Listing Number	19.040
Length of performance period	Proposed program should ideally be planned for a period of 12 months but can be slightly less or longer depending on the nature of the program
Number of awards anticipated	Subject to the availability of funds
Award amounts	Awards may range from a minimum of \$10,000.00 to a maximum of \$200,000.00
Total available funding	\$400,000.00 pending funding availability
Type of Funding	FY25/FY26 Smith Mundt Public Diplomacy Funds
Anticipated program start date	September-October 2026

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

Funding Instrument Type: Grant, fixed amount award (FAA), or cooperative agreement. Cooperative agreements and some FAAs are different from grants in that bureau/embassy staff are more actively involved in the grant implementation (“Substantial Involvement”). **(Note: If a cooperative agreement or FAA that includes substantial involvement is proposed by the grantee or required by the Embassy, the substantial involvement must be negotiated and agreed upon between the Embassy and the recipient prior to award issuance. Agreed-on areas of substantial involvement are then included in the Award Provisions. End note.)**

Program Performance Period: Proposed projects should be completed in 12 months or less. PDS Tunis may entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. government.

This notice is subject to availability of funding.

2. Executive Summary

The Public Diplomacy Section (PDS) at U.S. Embassy Tunis invites results-oriented proposals for programs that foster economic opportunities for U.S. businesses and investors and innovation collaboration, showcase American leadership and excellence in science, technology, culture, the arts, sports, education, and English language, and strengthen ties between the United States and Tunisia in ways that make America safer, stronger, and more prosperous as we commemorate the 250th anniversary of U.S. independence (2026) and 230 years of U.S.-Tunisian friendship (2027). See Section C, Program Description for more information. This APS outlines the funding priorities and strategic themes we will focus on in FY2026, and the procedures for submitting requests for funding. Please carefully follow all instructions below. Proposals that fail to conform to the requirements outlined in this APS will not be considered.

B. Eligibility

1. Eligible Applicants

We encourage applications from the following entities registered in the United States or Tunisia, with at least two years of programming experience. (Proposals must include documentation demonstrating the applying organization's experience.)

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations;
- Public and private educational institutions;
- Non-profit or governmental educational institutions;
- Governmental institutions; and
- Individuals may also apply;

2. Cost Sharing or Matching

Under this Notice of Funding Opportunity (NOFO), cost sharing is not required, but ideas for possible cost sharing are welcomed and encouraged

3. Other Eligibility Requirements

All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration on SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

Optional: 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.

C. Program Description

1. Goals and Objectives

The Public Diplomacy Section (PDS) at U.S. Embassy Tunis invites results-oriented proposals for programs that foster economic opportunities for U.S. businesses and investors, innovation collaboration, showcase American leadership and excellence in science, technology, culture, the arts, sports, education, and English language, and strengthen ties between the United States and Tunisia in ways that make America safer, stronger, and more prosperous as we commemorate the 250th anniversary of U.S. independence (2026) and 230 years of U.S.-Tunisian friendship (2027).

Proposals must focus on one of the five priority areas outlined below.

All proposed programs must include an American element or a connection with American expert(s), organization(s), or institutions in ways that promote increased understanding of U.S. policies, perspectives, and society and/or celebrate U.S. culture and values.

Proposals that include programming outside Greater Tunis or across multiple governorates and/or promote increased collaboration and networking among alumni of U.S. government programs are encouraged.

Examples of possible PD small grant proposals include, but are not limited to:

- Subject-matter expert, academic, and professional lectures, seminars, and speaker programs that include U.S. speakers/experts.
- Programs that connect U.S. companies with Tunisian partners, suppliers, and market opportunities, facilitate business-to-business networking and investment matchmaking, prepare Tunisian startups and established businesses to meet U.S. market standards, enter U.S. markets, and partner with U.S. investors.
- Sports diplomacy, culinary diplomacy, art exhibitions, film festivals, theater, musical theater, musical performances and master classes.
- Cultural heritage conservation and preservation programs, including through use of new and immersive technologies, such as virtual reality (VR) or augmented reality (AR) technology.
- U.S.-Tunisian University-industry partnerships, including with research or technology parks, that generate mutually beneficial commercialization projects or that create opportunities for U.S. companies in STEM fields and emerging technologies and innovation.
- Hackathons, STEM or Maker Space camps/competitions, or other related hands-on activities that showcase American leadership and excellence in innovation and STEM fields, including but not limited to space exploration, technologies with beneficial applications to daily life developed as a result of NASA initiatives, or that foster target audiences' artificial intelligence (AI) adoption and readiness.
- University and cultural institution linkages programs that include but are not limited to development and implementation of a course, joint PhD advising, or joint degree program, or the design and teaching of a jointly-led course that includes virtual or in-person instruction from a U.S. professor/expert in fields outlined under Excellence in Education and English Teaching priority outlined in this APS.

- English language programs, including but not limited to teacher training and programs that share innovative American English teaching methodologies, specialized English courses to improve business opportunities and innovation collaboration with U.S. companies, investors, U.S.-Tunisian university-industry partnerships, and foster economic self-reliance among target audiences.
- Podcasts.
- Professional and academic exchanges and programs.

(Note: This funding cannot be used to support construction-related activities. End note.)

Priority Program Areas and Strategic Themes: Proposals must focus on one of the five priority areas outlined below:

- **ECONOMIC PROSPERITY AND ENTREPRENEURSHIP:** Initiatives that expand U.S. commercial and investment opportunities; strengthen U.S. ties with Tunisia’s entrepreneurship ecosystem; promote U.S. entrepreneurial values and practices; and/or share best practices of successful U.S. business partnerships, startups, and investors with the aim of creating economic opportunities for U.S. and Tunisian businesses and investors.

- **CELEBRATING AMERICA’S 250th ANNIVERSARY AND U.S.-TUNISIAN ENDURING PARTNERSHIP:** Initiatives, including innovative, small-scale programming and programming at our American Corners, that:

- 1) celebrate U.S. scientific breakthroughs, innovation, economic dynamism, sport prowess, agricultural strength, national parks, tourism, public service, freedom of speech or press, and other ideas and partnerships that shaped America’s development during the 250th anniversary year of U.S. Independence (2026) and in honor of the 230th anniversary year of the 1797 treaty of friendship between the U.S. and Tunisia (2027);

- 2) showcase and share American excellence in visual and performing arts, music, theater, film, and cultural heritage protection, including through artistic and cultural workshops, performances, exhibitions, or other activities, including community service initiatives that bring together Americans and Tunisians during the 250th anniversary year of U.S. Independence (2026) and the 230th anniversary year of the 1797 treaty of friendship between the U.S. and Tunisia (2027);

- 3) leverage people-to-people or institutional ties through sports or cultural diplomacy initiatives to increase the Tunisian public’s awareness and understanding of the history and benefits of the over two centuries of U.S.-Tunisian friendship, trade, and security cooperation.

- **INNOVATION AND COLLABORATION IN SCIENCE AND TECHNOLOGY:** Initiatives that encourage artificial intelligence (AI) adoption and readiness in Tunisia through use of U.S. AI platforms and technologies; raise awareness and promote collaboration on projects related to the 2027 solar eclipse; and expand U.S. ties to Tunisia’s innovation ecosystem through research collaboration and university-industry partnerships, including research and technology parks, to generate mutually beneficial commercialization projects that create

opportunities for U.S. companies in STEM fields (science, technology, engineering, and mathematics), including but not limited to cybersecurity, space, energy, water security, food security, smart agriculture, health technology, and AI.

• **MEGA DECADE OF SPORTS:** Initiatives that leverage the U.S.-hosted 2026 FIFA Men’s World Cup, 2028 Summer Olympics and Paralympics, and 2034 Winter Olympics and Paralympics, in ways that strengthen people-to-people ties between the United States and Tunisia, promote American values, and demonstrate U.S. economic strength, infrastructure, and excellence and leadership in sports and tourism.

• **EXCELLENCE IN EDUCATION AND ENGLISH TEACHING:** Initiatives that showcase American leadership and excellence in education and English teaching in public or private institutions; provide specialized English courses to improve opportunities with U.S. companies/investors for target audiences; and foster innovative collaboration between U.S. and Tunisian higher education institutions to enhance Tunisian participants’ understanding of U.S. culture, values, history, and policies, including in American studies, culture, and literature, freedom of speech, the arts and creative industries (film, music, design thinking, and cultural entrepreneurship), cultural heritage preservation, tourism and hospitality, municipal management, water and/or waste management, urban design, and STEM fields.

In addition to the specific requirements listed above, all proposals must:

1. Clearly indicate the primary grant priority area the program is focused on.
2. Clearly indicate the key public diplomacy audience(s) that will be targeted by the program and the key activities to be delivered through the program.
3. Identify the cities/districts in which activities will take place.
4. Identify specific outcomes to be achieved by the end of the grant period.
5. Clearly delineate how elements of the proposed program will have a multiplier effect and be sustainable beyond the life of the grant.
6. Provide a traditional and/or social media plan for marketing program activities and outcome, if applicable.
7. Identify any tools (surveys, beneficiary interviews, focus groups, etc.) that will be developed and used for Monitoring and Evaluation purposes.

Participants and Audiences:

All proposals must focus on audiences in Tunisia. Proposals that focus on audiences outside the Greater Tunis area (beyond Ariana, Manouba, Ben Arous, and Tunis governorates) are encouraged. Proposals should describe both the primary and secondary audiences for the program, including age, sex, geographic location, and anticipated reach. Primary audiences are those that will participate directly in the program, and secondary audiences include those reached indirectly, for example, via traditional or social media.

Specific audiences that are considered a priority include:

- Youth and emerging young leaders (14-45 years old);

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- Alumni of U.S. government-funded programs; and
- Established opinion leaders, including but not limited to entrepreneurs and innovators, policy makers, educators, academics, researchers, media practitioners, leaders of community and grassroots organizations, , writers, historians, artists, filmmakers, musicians, and other performing artists, etc.

The following types of programs are not eligible for funding:

- Programs relating to partisan political activity;
- Charitable or development activities;
- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs;
- Scientific research;
- Programs intended primarily for the growth or institutional development of the organization; or
- Programs that duplicate existing programs.

Funding authority rests in the Smith-Mundt Act. The source of funding for this notice of funding opportunity (NOFO) is 2025 and 2026 Smith Mundt Public Diplomacy Funding.

2. Substantial Involvement

Substantial involvement may include input and involvement in developing specific activities as part of the project, review and approval of participants, project sites, and specific project content.

D. Application Contents and Format

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

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

The following documents are **required**:

1. Mandatory application forms

- [SF-424 \(Application for Federal Assistance – organizations\)](#) or SF-424-I (Application for Federal Assistance --individuals) at grants.gov or the Embassy's website.
- [SF-424A \(Budget Information for Non-Construction programs\)](#) at grants.gov or the Embassy's website.
- [SF-424B \(Assurances for Non-Construction programs\)](#) at grants.gov or the Embassy's website (**Note: The SF-424B is only required for individuals, organizations exempt from registration, and for organizations not required to fully register in SAM.gov.**)
- [Budget Project Narrative Template](#): (detailed budget categories) at grants.gov or the Embassy's website.

2. Summary Page (optional)

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

3. Proposal (5 pages maximum)

The proposal should contain sufficient information such that anyone not familiar with it would understand exactly what the applicant wants to do. You may use the Embassy's recommended proposal template ([APS Application Form](#)) included with our APS package on [Grants.gov](#) or your own proposal format, but the proposal must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** 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.

- **Project Activities:** Describe the program activities and how they will help achieve the objectives.
- **Project Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Project 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?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees. **(NOTE: If your proposal requires permission, collaboration, cooperation, and/or some form of approval from or partnership with a Tunisian governmental office to effectuate the project, you should obtain that permission and support prior to submitting your proposal so you can include the required letters of permission or agreement with your proposal. See #5 in this section. End Note.)**
- **Project Monitoring and Evaluation Plan:** Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Media Outreach Strategy:** Applicant's plan for using traditional and/or social media to raise awareness of the program and U.S. funding of it, recruit participants, and highlight program impact and benefits for Tunisians.

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 *I. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments (suggested examples):

- A single-page Curriculum Vitae (CV) or resume of key personnel who are proposed for the program
- Letters of support from project partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a PDF file.
- Official permission letters, if required for program activities. (Note: This includes letters of permission or agreement from relevant Tunisian authorities if the implementation of the proposed program and/or activity requires approval

from a Tunisian government office or institution. If you have questions about your proposal, please contact PAS Tunis at: PASTunisSmallGrants@state.gov)

E. Submission Requirements and Deadlines

1. Address to Request Application Package

Required application forms mentioned in this APS are available at [grants.gov](https://www.grants.gov) or on the Embassy's website at:

<https://tn.usembassy.gov/notice-of-funding-opportunity-public-diplomacy-section-annual-program-statement-aps-for-fiscal-year-2026/>

2. Department of State Contacts

If you have any questions about the grant application process, please contact:

PASTunisSmallGrants@state.gov

3. Unique entity identifier and System for Award Management (SAM.gov)

Required Registration: All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration in SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

The 2 CFR 200 also requires subrecipients to obtain a UEI. Please note the UEI for subrecipients is not required at the time of application but will be required before an award is processed and/or directed to a subrecipient.

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

- Organizations based in the United States or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI prior to registering in SAM.gov.
- Organizations based outside of the United States and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI prior to registering in SAM.gov.
- Organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial

and Government Entity (NCAGE) code to apply for non-DoD foreign assistance funding opportunities. If an applicant organization is mid-registration and wishes to remove an NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket (“incident”) with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: “I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain an NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Exemptions

An exemption from the UEI and SAM.gov registration requirements may be permitted on a case- by-case basis. See [2 CFR 25.110](#) for a full list of exemptions.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

4. Submission Dates and Times

Proposal applications may be submitted at any time before the closing date of **June 8, 2026 at 11:59 p.m. U.S. EDT**. Applications received after the deadline will not be considered.

Notifications regarding funding decisions will be sent to applicants no later than July 31, 2026 subject to confirmation of the availability of funds.

5. Funding Restrictions

i. 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).

ii. Certification Regarding Compliance with applicable Federal anti-discrimination laws.

None of the funds awarded under this agreement may be used for any initiatives or programs, or any activities that do not comply with Executive Order 14173 titled

Ending Illegal Discrimination and Restoring Merit-Based Opportunity.
By signing the SF-424 or SF-424I Application for Federal Assistance, the Applicant certifies the following:

- 1) Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;
 - 2) It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws.
- iii. Certification Regarding Compliance with 20 U.S.C. 1011f and any other applicable foreign funding disclosure requirements.

Applicants are advised that IHEs must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:

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

Please follow all instructions carefully. Proposals that do not meet the requirements of this announcement will not be considered.

6. Other Submission Requirements

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

F. Application Review Information

1. Review Criteria

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

- **Quality and Feasibility of the Program Idea – 25 points:** The program idea is well developed, with detail about how program activities will be carried out and the required American component. The proposal includes a reasonable implementation timeline.
- **Organizational Capacity and Record on Previous Grants – 20 points:** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.
- **Program Planning/Ability to Achieve Objectives – 20 points:** Goals and

objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

- **Budget – 10 points:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.
- **Monitoring and evaluation plan and media/public outreach strategy – 15 points:** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured. The program includes a media/public outreach strategy raising awareness of the program, its impact, and U.S. government funding of it.
- **Sustainability – 10 points:** Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

A review committee will evaluate all eligible applications.

3. Risk Review

i. Risk factors

Under the merit review as required by 2 CFR § 200.206, prior to making a Federal Award the Department will review and consider the following risk factors:

- a. Financial stability
- b. Management systems and standards
- c. History of performance
- d. Audit reports and findings
- e. Ability to effectively implement requirements
- f. Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high-risk designation has been removed.

ii. Responsibility/Qualification Information in SAM.gov

The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider (see 41 U.S.C. 2313);

An applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov.

Before making decisions in the risk review required by § 200.206 the Department will

consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

G. Award Notices

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

If a proposal is selected for funding, the Department of State and PAS Tunis have 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 and PAS Tunis.

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

Unsuccessful applicants: Unsuccessful applicants will be notified by **NLT July 31, 2026** via email.

Payment Method:

Recipients will be required to request payments by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer.

H. Post-Award Requirements and Administration

1. Administrative and National Policy Requirements

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

These include:

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 89 FR 30046 on April 22, 2024, particularly on:

- Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
 - Promoting the freedom of speech and religious liberty in alignment with Promoting Free Speech and Religious Liberty (E.O. 13798) and Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).
- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
 - [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](#)

2. 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.

Recipients are required to quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period.

Final certified programmatic and financial reports are due 90 days after the close of the project period.

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and

frequent reports until their high-risk designation has been removed.

The Awardee must also provide PAS Tunis on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

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.

I. 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 \$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.

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