



# Notice of Funding Opportunity (NOFO)

## Alumni Engagement Innovation Fund 2026

U.S. Embassy, Pretoria, Department of State

Opportunity number: PAS-ZAF-FY26-01

Application deadline: 11:59 p.m. SAST on Friday, May 08, 2026.

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**U.S Department of State  
U.S. Embassy Pretoria, Public Diplomacy Section  
Notice of Funding Opportunity**

**A. BASIC INFORMATION**

*1. Overview*

<b>Funding Opportunity Title</b>	Alumni Engagement Innovation Fund 2026
<b>Funding Opportunity Number</b>	PAS-ZAF-FY26-01
<b>Announcement Type</b>	Initial announcement
<b>Deadline for Applications</b>	11:59 p.m. SAST on Friday, May 08, 2026.
<b>Assistance Listing Number</b>	19.022
<b>Length of performance period</b>	12 months
<b>Number of awards anticipated</b>	Maximum of 3
<b>Award amounts</b>	The proposal must be in the range of <b>\$5,000 to \$35,000</b>
<b>Total available funding</b>	To be determined.
<b>Type of Funding</b>	Public Diplomacy
<b>Anticipated project start date</b>	Within 45 days of notification of funding approval

**Funding Instrument Type:** Grant or fixed amount award (FAA).

**Project Performance Period:** Proposed projects should be completed in 12 months or less. The Department of State will 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. Department of State.

**This notice is subject to availability of funding.** The Public Diplomacy Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

## 2. Executive Summary

The U.S. Department of State's U.S. Mission in South Africa, Public Diplomacy Section (PDS) announces an open competition to implement a program to roll-out of the 2026 Alumni Engagement Innovation Fund (AEIF). The Alumni Engagement Innovation Fund (AEIF) is an annual funding opportunity designed to invest in U.S. government-funded exchange participants and programs by helping alumni develop and implement projects that promote shared interests and policy objectives and benefit local communities. We invite you to submit proposals for projects that meet the requirements of the program (discussed in Section C below). Please read this notice carefully before preparing and submitting a funding proposal.

Please also note the following: This solicitation does not constitute an award commitment by the U.S. government. A final award cannot be made until the proposal has been reviewed and approved, and an award agreement is drawn up and signed by a grants officer. The U.S. Mission reserves the right not to issue an award after receipt of any proposal. The U.S. Mission also reserves the right to reduce, revise, and/or increase a proposal budget in accordance with the needs of the program and availability of funds. Please follow all instructions below.

-----Please do not apply for this funding opportunity if you're not an alumnus of a U.S. government-funded exchange program-----

## B. ELIGIBILITY

### 1. Eligible Applicants

The following organizations are eligible to apply:

- The proposed project identifies and supports U.S. policies and Freedom 250 initiatives.
- Alumni who participated in a U.S. government-sponsored exchange program where the proposed project involves **at least two** U.S. government-sponsored exchange program alumni, and one is a **specified team lead**
- Alumni associations from countries with current U.S. representation, but such applications must **specify an alumni team lead**
- If three or more alumni are applying together, U.S. citizen alumni may be included on alumni teams, but the team must have **at least two** non-U.S. citizen exchange program alumni. U.S. citizen alumni cannot be team leads on project proposals.

### 2. Cost Sharing or Matching

We encourage all proposals to include some form of cost sharing. Examples include in-kind support (services, labor, supplies/equipment, or volunteers), a business contributing food, an organization offering a venue at a discount or free of charge, an NGO sponsoring an activity, an expert donating time to facilitate a seminar, etc.

### **3. Other Eligibility Requirements**

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

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 under this funding opportunity.

#### **4. *This opportunity will not support:***

- Projects relating to partisan political activity;
- Charitable or development activities; including direct social services such as medical, psychological, and/or humanitarian support
- Construction projects;
- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs;
- Scientific research or surveys;
- Commercial projects;
- Projects intended primarily for the growth or institutional development of the organization;
- Projects that duplicate existing projects;
- Illegal activities;
- Staff salaries & office space;
- Social travel/visits;
- Gifts or prizes;
- Provision of direct social services to a population;
- Alcohol, excessive meals, refreshments not integral to the project, or entertainment;
- Individual scholarships;
- Activities that take place in the United States and its territories;
- Travel for international alumni to the U.S.;

## **C. PROGRAM DESCRIPTION**

### ***1. Project Background, Goals, and Objectives***

The 2026 Alumni Engagement Innovation Fund is designed to increase the impact of the U.S. government's investment in exchange participants and programs by helping alumni develop and implement projects that support U.S. policy objectives and promote shared interests. All AEIF projects must celebrate and promote the 250th anniversary of the founding of the United States of America (Freedom 250) and align with administration policy goals to make the U.S. safer, stronger and more prosperous, or defend freedom of speech.

**Project Audience(s):** South African alumni of U.S. government-funded exchange programs

**Project Goal:** AEIF is designed to increase the impact of the U.S. government's investment in exchange participants and programs by helping alumni develop and implement projects that support U.S. policy objectives, promote shared interests; therefore, benefitting both the United States and local communities. Additionally, all AEIF projects must include at least one of the following:

1. Convene alumni from different exchange programs to build or expand an alumni network capable of working together on common interests and increase regional and global collaboration of alumni. Every project proposal must include at least two exchange alumni or involvement of an alumni association.
2. Strengthen the relationship between alumni and the U.S. government to work together on activities that address shared goals and challenges.
3. Support alumni as they develop their leadership capacity and implement projects in their communities for maximum impact.

**Project Objectives:** In addition, a successful proposal may address the following U.S. government priority:

- Objective: Partnering with the **South Africa-U.S. Alumni Connect** team to create programs and activities that commemorate Freedom 250 elements and offer **networking or personal and professional development opportunities for South African alumni** of U.S. government programs.

## **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 applicant authorized signatures are provided where indicated on the various required forms.

The following documents are **required**:

#### ***1. Mandatory application forms***

- AEIF 2026 Proposal Form available at or [za.usembassy.gov/grants](https://za.usembassy.gov/grants).
- AEIF 2026 Budget Form available at or [za.usembassy.gov/grants](https://za.usembassy.gov/grants).
- AEIF 2026 Google Form

- Additional support materials like workshop agendas, curricula, or previous pilot projects connected to your submission (Optional but strongly recommended).

## **2. Proposal**

The attached Microsoft Word proposal form, *AEIF 2026 Proposal Form.docx*, must be used. **Do not save as a PDF.** Rename the document to AEIF26\_South Africa\_Pretoria\_Project Title.docx, for example, AEIF26\_South Africa\_Pretoria\_STEM Curricula.docx. A partially completed form may result in your application being rejected on technical grounds.

## **3. Budget Justification Narrative**

The attached Microsoft Excel budget form, *AEIF 2026 Budget Form.xlsx* must be used. **Do not save as a PDF.** Rename the document to AEIF26\_South Africa\_Pretoria\_Project Title.xlsx, for example, AEIF26\_South Africa\_Pretoria\_STEM Curricula.xlsx. Read the “Budget Guidelines” tab first. Budget amounts must be in U.S. dollars.

AEIF 2026 can support the following budget items:

- Travel essential for project implementation. In support of Freedom 250, travel for U.S. citizen alumni is allowed and will be closely evaluated for necessity
- Rental of venues for project activities
- Meals/refreshments integral to the project (i.e., working lunch for a meeting)
- Trainer or speaker honoraria expenses (i.e., maximum \$250/day fee, travel, lodging, per diem)
- Reasonable equipment and materials
- Communications and publicity materials, such as manuals or project advertisements
- Reasonable costs to support virtual programming (i.e., subscription to Zoom, WebEx, camera/microphones for virtual meetings, mailing services, etc.)

Additional attachments are optional:

For example, support materials like workshop agendas, curricula, or previous pilot projects connected to your submission.

Additional Budget Notes:

- Awards to Individuals: Please note the following budget guidelines for the Individual Award:

- o Salary/Honoraria: Only the award recipient may receive salary/honoraria from this funding mechanism. The Recipient must be the primary point of contact and manage all programmatic activities.
- o Contractual Costs: Additional individuals working on the award are only permissible through contracted services, as long as the services are not related to the core programmatic activities. Expenses for services such as accounting, legal support, social media management, website designer, etc., are allowable.
- o Other Direct Costs: Expenses related to securing venues, managing logistics, catering, etc. are allowable.
- **Audit Requirements:** Please note the audit requirements for Department of State awards in the Standard Terms and Conditions <https://www.state.gov/m/a/ope/index.htm> and [2CFR200](https://www.ecfr.gov/current/title-22/chapter-I/subchapter-A/part-200/subpart-F), Subpart F – Audit Requirements. The cost of the required audits may be charged either as an allowable direct cost to the award OR included in the organization’s established indirect costs in the award’s detailed budget.
- **Visa Fees:** Include all visa application and related fees in your budget as applicable. Please note DS-2019s for post-funded programs must be submitted directly by the award recipient. If you anticipate your program will include the DS-2019 visa processing, your organization must be a registered Designated Sponsoring Organization. For more information go to: <https://j1visa.state.gov/sponsors/become-a-sponsor/>

#### 4. *Attachments*

- **Key Personnel Resumes:** A résumé, not to exceed one page in length, must be included for the proposed key staff persons, such as the Project Director and Finance Officer, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.
- **Letters of support from program partners:** Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.
- **Proof of Non-profit Status:** Documentation to demonstrate the applicant’s non-profit status (e.g., U.S.-based organizations should submit a copy of their 501(c)(3) Internal Revenue Service determination letter, and non-U.S. organizations should provide evidence of non-profit status issued by a government entity).
- **Proof of Registration:** A copy of the organization’s registration should be provided with the proposal application. U.S.-based organizations should submit a copy of their IRS determination letter. South African-based organizations should submit a copy of their certificate of registration from the appropriate government organization.

Other items NOT required/requested with the application submission, but which *may* be requested if your application is approved to move forward in the review process include:

- a. Copies of an organization or program audit within the last two (2) years
- b. Copies of relevant human resources, financial, or procurement policies
- c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas
- d. Documentation that demonstrates the recipients' plan and/or policy to safeguard PII of participants and beneficiaries. It is the responsibility of the recipient to ensure protection of personally identifiable information (PII) and safeguard PII when collecting, maintaining, using and disseminating such information
- e. Information to determine what financial controls and standard operating procedures an organization uses to procure goods and services, hire staff and track time and attendance, pay for grant-related travel, and identify other financial transactions that may be necessary to undertake the project activities
- f. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

## E. SUBMISSION REQUIREMENTS AND DEADLINES

### *1. Address to Request Application Package*

Application forms required above are available at [za.usembassy.gov/grants](http://za.usembassy.gov/grants).

### *2. Department of State Contacts*

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

[PretoriaGrants@state.gov](mailto: PretoriaGrants@state.gov).

**Question Deadline:** For questions on this solicitation, please contact [PretoriaGrants@state.gov](mailto: PretoriaGrants@state.gov). Questions must be received on or before **May, 01, 2026, at 11:59 p.m., SAST.**

### *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](http://www.fsd.gov) using the following language: “I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain an NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

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

- Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

### **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.

**Please note:** Any applicant with an exclusion in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.”

### **3. Submission Dates and Times**

**Submission Deadline:** All applications must be received by **May, 08, 2026 at 11:59 p.m. SAST**. For the purposes of determining if an award is submitted on time, PDS will utilize the timestamp provided by Grants.gov. This deadline is firm and is not a rolling deadline. If

applicants fail to meet the deadline noted above their application will be considered ineligible and will not be considered for funding.

**Submission Method:**

Only proposals submitted using the official AEIF 2026 forms will be considered for funding. All proposals must be submitted via this Google forms link: [Alumni Engagement Innovation Fund \(AEIF\) 2026](#). Please also submit all proposal documents via email to [PretoriaGrants@state.gov](mailto: PretoriaGrants@state.gov). The subject of the email should be AEIF26\_South Africa\_Pretoria\_Project Title, for example, AEIF26\_South Africa\_Pretoria\_STEM Curricula.

**Only applications submitted via the [Google form](#) and emailed to [PretoriaGrants@state.gov](mailto: PretoriaGrants@state.gov) will be considered.** The required documentation must be attached to the email. Documents uploaded to the “cloud” will not be retrieved.

**4. 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” If the place of performance or delivery of any award made under this NOFO will be within the United States, applicants are advised that they will be required to certify the following at the time of award:
  - a. 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;
  - b. It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws. A program promoting Diversity, Equity, and Inclusion means a program whose purpose is to promote preferences based on race, color, religion, sex, or national origins, such as in training or hiring.
- 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:
  - a. 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.

- b. Applicants seeking clarification on the reporting requirement are encouraged to review the [Frequently Asked Questions](#) resource developed by the U.S. Department of Education.
  
- iv. Certification of Trafficking in Persons Compliance and Compliance Plan: Applicants are advised that they will be required to certify the following at the time of award for awards where the estimated value of services to be performed outside the United States exceeds \$500,000:
  - a. To the best of the Recipient’s knowledge, neither the Recipient, nor any subrecipient, contractor, or subcontractor of the Recipient or any agent of the recipient or of such a subrecipient, contractor, or subcontractor, is engaged in any of the activities described in 2 CFR 175.105(a);
  - b. The recipient has implemented a Trafficking in Persons compliance plan to prevent activities described in 2 CFR 175(a) and is compliant with this plan; and the compliance plan must follow the minimum requirements described in 2 CFR 175(b)(5).
  - c. That the Recipient has and will implement procedures to prevent activities described in 2 CFR 175.105(a) and to monitor, detect, and terminate any subrecipient, contractor, subcontractor, or employee of the recipient engaging in these activities.
  
- i. Recipients do not need to submit a copy of the plan. However, they must provide it to the Grants Officer upon request, and as appropriate, must post the useful and relevant contents of the plan or related materials on its website and at the workplace. Recipients must re-certify on an annual basis for the entire award period of performance.
  
- v. Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities
  - (a) *Definitions.*

*American Security Drone Act-covered foreign entity* means an entity included on a list developed and maintained by the Federal Acquisition Security Council (FASC) and published in the System for Award Management (SAM) at <https://www.sam.gov>

*FASC-prohibited unmanned aircraft system* means an unmanned aircraft system manufactured or assembled by an American Security Drone Act-covered foreign entity.

*Unmanned aircraft* means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft .

*Unmanned aircraft system* means an unmanned aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the operator to operate safely and efficiently in the national airspace system.

(b) *Prohibition.* Recipients of funding under this Notice of Funding Opportunity (including subawards and subcontracts issued by the recipient) will be prohibited from:

- (1) delivering any FASC-prohibited unmanned aircraft system, which includes unmanned aircraft (i.e., drones) and associated elements;
- (2) Operating a FASC-prohibited unmanned aircraft system in the performance of the award; and
- (3) Using Federal funds for the purchase or operation of a FASC-prohibited unmanned aircraft system .

c) *Exemptions, exceptions, and waivers.* The prohibitions described above will not apply if the agency determines that an exemption, exception, or waiver applies and the award indicates that such a determination has been made. [See sections 1823 through 1825 and 1832 of Public Law 118-31 ( [41 U.S.C. 3901](#) note prec.) for statutory requirements pertaining to exemptions, exceptions, and waivers.].

- vi. Pre-Award Costs: Pre-award costs are not an allowable expense for this funding opportunity.
- vii. Construction: Any award made as a result of this NOFO will not allow for construction activities or costs.
- viii. Direct Social Services: Costs that cover and provide direct social services, such as welfare, charity, health or economic relief, are unallowable. Medical assistance, such as costs to include medical professionals, including but not limited to doctors, nurses, and psychiatrists to participate in the project activities are not allowed.

#### **5. Other Submission Requirements: Copyrights and Proprietary Information**

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.

Applicants must acquire all required registrations and rights in the United States and South Africa. All intellectual property considerations and rights must be fully met in the United States and South Africa.

Any sub-recipient organization must also meet all the U.S. and South African requirements described above.

## **F. APPLICATION REVIEW INFORMATION**

### ***1. Review Criteria***

Criteria: Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

#### **Relevance to U.S. Policy Priorities**

The proposal provides sufficient information on how the activities will celebrate and promote the 250th anniversary of the founding of the United States and addresses U.S. policy goals that align with administration objectives to make the U.S. safer, stronger and more prosperous or defend freedom of speech as outlined in 25 STATE 5156 and 25 STATE 103558. The narrative explains any relevant local context or Mission priorities the D.C. Selection Committee may not be aware of in relation to this project and your post. Proposed project ideas must be public diplomacy and public service oriented in nature (i.e., not development or military).

#### **Purpose and Summary, Description, and Implementation Plan**

When developing the purpose, summary, description, and implementation plan, applicants should aim to make all descriptions clear, concise, and compelling. Reviewers will judge the proposals based on the likelihood of the project to exert a sustained, powerful influence on the community where it is undertaken. Does the project address an important gap of understanding or need? If the aim of the project is achieved, how will existing knowledge or practice be improved? What audience do the applicants hope to reach with this project? How many will participate? How will they be selected?

#### **Degree of Alumni Involvement**

Projects must include the involvement of at least two (2) exchange alumni. They may be the project team leaders or collaborate directly with PAS in formulating the project. More than two alumni may comprise the team; however, the minimum is two. As the team leaders, the alumni must be closely involved in project planning, implementation, etc. Applicants should ensure that the proposal includes the following information for each alumni team member: first name, last name, exchange program, country of citizenship, roles and responsibilities, and degree of time spent on the project.

#### **Participation and Support from Local Partners**

The proposal demonstrates buy-in and support from the community where the project will take place. Local partner involvement is a strong sign that there is community support and that the project will engage a broad array of experts, such as subject matter experts, community centers,

academic institutions, businesses, local/national government, non-governmental organizations, American Spaces, etc.

### **Monitoring and Evaluation of the Project**

A monitoring & evaluation (M&E) plan is pivotal to project implementation and important tracking of progress towards the project's objectives and goals. An M&E plan should consider the data needed to effectively monitor progress toward specific outputs and outcomes as well as how that data collection will be accomplished. Well-crafted indicators should be used to understand a program's progress toward the desired results. An M&E plan should be reviewed for the following:

- Completeness
- Applicability and logic of objectives and indicators
- Clear approach to monitoring
- Adherence to SMART criteria
- Data quality plan
- Capacity to implement plan

### **Communication, Media, and Outreach Plan**

The project should include a clear plan and timeline for how and when the team will share information about the project. It is important to ensure that the U.S. Embassy gets recognition throughout the process, if circumstances permit.

### **Budget and Budget Narrative**

The budget and narrative justification are sufficiently 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. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.

## ***2. Indirect Costs***

If two or more applications receive equivalent scores based on the evaluation criteria outlined in this NOFO, preference will be given to the applicant with the lower indirect cost rate, as consistent with Executive Order 14332, Section 4(b)(iii). This preference will only be applied as a tie-breaking mechanism and does not supersede the primary evaluation criteria.

## ***3. Review and Selection Process***

- a. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal.
- b. Review. All submissions are screened for technical eligibility. **If a submission is missing any required forms/documents listed above in [Section D. Application Contents and Format](#), it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review eligible proposals based upon the criteria noted in this NOFO.
- c. Follow up notification. Applicants will generally be notified within 120 days after the NOFO deadline regarding the results of the review panel.

## **2. Risk Review**

- i. 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 project requirements

### ii. High Risk Designation

Awardees that are deemed to be high risk based on the above risk factors will be held to special award conditions. At a minimum, the recipient and/or project designated as High Risk will be required to submit monthly narrative reports and/or quarterly detailed financial reports. Recipients may also be required, upon request of the Grants Officer or Grants Officer Representative, to provide electronic copies of receipts or other supporting documentation (e.g., timesheets, travel documents) for costs incurred. The Grants Officer may withhold 10% of the award amount until final reports have been reviewed and approved by the GO. The recipient may be required to pay all salaries supported by the grant via electronic funds transfer. Other special award conditions may also be included if deemed appropriate by the Grants Officer.

## **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 counter-signature. The recipient may only start incurring project expenses beginning on the start date shown on the 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:**

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 and Grants Officer Representative.

Recipients may not draw down funds without the affirmative authorization of the Department of State. In addition, recipients must submit, with each SF-270 payment request, a detailed explanation justifying the request.

## H. POST-AWARD REQUIREMENTS AND ADMINISTRATION

### 1. *Administrative and National Policy Requirements*

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

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

- [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). For the avoidance of doubt, the Department has sole discretion over the determination that an award no longer effectuates program goals or agency priorities, and this provision permits awards to be terminated at the Department's convenience, including when it determines that the award no longer advances the national interest.
  
- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
  
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)

- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS
- Recipients must comply with all applicable Executive Orders. A searchable list can be found in the Federal Register: <https://www.federalregister.gov/> .

## 2. *Reporting*

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted. *Note:* most recipients will be required to submit quarterly program progress and financial reports throughout the project period. The quarterly progress report should include an up-to-date copy of the PMP datasheet. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days after the close of the project period.

All reports are to be submitted electronically.

The Awardee must also provide the Embassy 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.

## 3. *Branding and Marking*

The Department of State, its programs, and U.S. Government funding and assistance should be easily identifiable to the Department's global audiences.

Recipients of federal assistance awards must follow the branding guidance published at Guidance for Contracts and Grants - U.S. Department of State Brand System. Branding policy exceptions are outlined in the U.S. Department of State Foreign Affairs Manual 10 FAM 416, Policy Exceptions.

For more information, visit: <https://brand.america.gov/>

**Additional Bureau/Post Specific Requirements:** In addition to the Department of State branding guidance, which requires that materials produced under a federal award be marked appropriately to acknowledge U.S. Government support, recipients of new Public Diplomacy awards promoting Freedom 250 activities must also incorporate the Freedom 250 logos in all program materials, activities, and communications. The recipient should continue to follow all existing marking and branding requirements in accordance with Department branding guidance. The Freedom 250 logos would be used in addition to, not in place of, these requirements.

## 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 (MTDC) 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 cannot be used for alcoholic beverages and other entertainment related expenses.

### **STEP Enrollment**

U.S. citizens who travel to South Africa are encouraged to enroll in the Department of State's Smart Traveler Enrollment Program (STEP) available at: <https://step.state.gov/step/>. Enrollment enables citizens to receive security-related messages from the Embassy and makes it easier for us to locate you in an emergency. The Embassy also recommends that all travelers review the State Department's [travel website at travel.state.gov](#) for the [Travel Warnings](#), Travel Alerts, and South African Specific Information.