

## **Burkina Faso FY25 APS**

### Annual Program Statement (APS)

AF/U.S. Embassy in Ouagadougou, Burkina Faso

Department of State

Opportunity number: **PAS-BF-FY25-APS-001**

Application deadline(s): **July 25, 2025, at 17:00**

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# Burkina Faso FY25 APS

**U.S Department of State**  
***AF/U.S. Embassy in Ouagadougou, Burkina Faso***  
**Annual Program Statement**

## A. Basic Information

### 1. Overview

<b>Funding Opportunity Title</b>	U.S. Embassy in Ouagadougou, Burkina Faso PDS Annual Program Statement
<b>Funding Opportunity Number</b>	PAS- BF-FY25-APS-001
<b>Announcement Type</b>	Initial Announcement
<b>Deadline(s) for Applications</b>	July 25, 2025, at 17:00
<b>Assistance Listing Number</b>	19.040 – Public Diplomacy Programs; 19.441 – American Spaces; 19.022 – Educational and Cultural Exchange Programs
<b>Length of performance period</b>	1 year
<b>Number of awards anticipated</b>	15 Awards (dependent on amounts)
<b>Award amounts</b>	Awards may range from a minimum of \$1,000 to a maximum of \$25,000
<b>Total available funding</b>	\$300,000 Pending funding availability
<b>Type of Funding</b>	FY25 Smith Mundt Public Diplomacy Funds and FY25 Fulbright Hays Public Diplomacy Funds)
<b>Anticipated programs start date</b>	May 10, 2025

The **U.S. Embassy in Ouagadougou, Burkina Faso** of the U.S. Department of State is pleased to announce that funding is available through its **Public Diplomacy Section (PDS) Program**. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all the 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”).

**Program Performance Period:** Proposed projects should be completed in **a year** 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 the availability of funding.**

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## 2. Executive Summary

**Priority Region:** All regions in Burkina Faso

### Executive Summary

The U.S. Embassy in Ouagadougou, Burkina Faso of the U.S. Department of State is pleased to announce that funding is available through its 2025 Program. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all the instructions below.

## B. Eligibility

### 1. Eligible Applicants

The following organizations are eligible to apply *and must indicate affiliation: U.S., foreign, or both. For example:*

- *Not-for-profit organizations, including think tanks and civil society/non-governmental organizations.*
- *Public and private educational institutions.*
- *Individuals.*
- *Public International Organizations and Governmental institutions.*

*For-profit entities are not eligible.*

*All proposals should focus on engaging Burkinabe in Burkina Faso. Proposals will be evaluated based on a well-reasoned strategy for the intended audience.*

### 2. Cost Sharing or Matching

*Cost sharing is encouraged but not required. Applicants who plan to include a cost share component to their proposal should clearly outline it in their budget breakdown and budget narrative. The cost share will not be considered as a criterion in the proposal's review.*

### 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.

#### *Exemptions:*

*An exemption from the UEI and SAM.gov registration requirements may be permitted on a case-by-case basis:*

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- *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.*
- *If the Federal awarding agency determines that there are exigent circumstances that prohibit the applicant from receiving a UEI and completing SAM.gov registration prior to receiving a federal award. In these instances, Federal awarding agencies must require the recipient to obtain a UEI and complete SAM.gov 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 Notice of Funding Opportunity (NOFO) at least two weeks prior to the NOFO deadline, 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.*

*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

**Objective of Small Grants:** PDS Burkina Faso invites proposals for programs that strengthen cultural ties between the U.S. and Burkina Faso through cultural and exchange programming that highlights common values and promotes bilateral cooperation. All programs must include an American cultural element or connection with American experts, organizations, or institutions in a specific field that will promote increased understanding of U.S. policy and perspectives. These programs must promote economic, cultural ties and shared values, build strong bilateral relationship, and enhance America's global economic influence while fostering mutual understanding and cooperation. The programs should contribute to U.S. security, economy, encourage bilateral cooperation and cultural exchange, thereby enhancing America's leadership and influence.

Examples of PDS Small Grants Programs include, but are not limited to:

- Academic and professional lectures, seminars and speaker programs.
- Artistic and cultural workshops, joint performances and exhibitions.
- Professional and academic exchanges and programs.
- Civic education projects that promote democratic processes.
- Media projects aimed at reaching wider audiences and monetizing content.
- Youth community service projects that promote workforce development and encourage volunteerism.

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- Development of initiatives aimed at maintaining contacts with alumni of U.S. exchange programs.

### Priority Program Areas:

- **Economic Prosperity:** *Proposals should promote transparent and rules-based trade, and investment in sustainable growth. Promoting English Language: Proposals should encourage the usage and learning of the English language as a tool for economic development. The programs should demonstrate that enhancing English language skills fosters better communication and collaboration, promotes mutual understanding, and opens economic opportunities.*
- **Good Governance:** *Proposals should strengthen and reinforce the practice of good governance within Burkina Faso (and/or strengthen the capacity of Burkinabe civil society in fostering democratic values, promoting accountability and transparency, and renewing trust in democracy).*
- **Media Development and Marketing for Consumers:** *Programs should promote transparency, media professionalism, countering negative AI narratives. Projects may develop the capacity of Burkinabe media for monetizing content, foster a tradition of fact-checking and research to benefit consumers, and capitalize on social media use for greater transparency.*
- **Creative programs:** *Proposals should advance one or more of the priority areas listed above, including but not limited to economic empowerment, security, and demonstrate innovation. The programs should build bilateral partnerships, drive economic growth and innovation, and promote security and stability.*

### Participants and Audiences:

*PDS Burkina Faso's target audiences include national and regional media; NGOs and think tanks; universities; government officials (state, district, and municipal officials; policy makers; civil servants); cultural and educational leaders; next generation leaders (e.g., innovators, digital influencers, campus leaders). All proposals should focus on engaging Burkinabe in Burkina Faso. Proposals will be evaluated based on a well-reasoned strategy for the intended audience, focusing on merit-based criteria and the ability to achieve the program's objectives.*

### 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.**

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- *Scientific research.*
- *Programs intended primarily for the growth or institutional development of the organization.*
- *Programs that duplicate existing programs.*

### **2. Substantial Involvement**

If this award will be a cooperative agreement or an FAA with substantial involvement by the U.S. Embassy, you must include a description of the involvement proposed. The successful applicant will work under the guidance of the U.S. Embassy in Ouagadougou, Burkina Faso.

## **D. Application Contents and Format**

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

### **Content of Application**

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point 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 <https://bf.usembassy.gov/education-culture/local-grants-program/> and in our Grant.gov application package.
- SF-424A (Budget Information for Non-Construction programs) at <https://bf.usembassy.gov/education-culture/local-grants-program/>
- SF-424B (Assurances for Non-Construction programs) at <https://bf.usembassy.gov/education-culture/local-grants-program/> and in our Grant.gov application package. (Note: the SF-424B is only required for individuals, organizations exempt from registration, and for organizations not required to fully register in SAM.gov)

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### 2. Summary Page

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 (8 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 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.
- **Project Monitoring and Evaluation Plan:** This is an important part of successful grants. 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?
- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

### 4. Budget Justification Narrative

After filling out the SF-424A Budget (above), use a separate 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

- 1-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.

### E. Submission Requirements and Deadlines

#### 1. Address to Request Application Package

Application forms required above are available at <https://bf.usembassy.gov/education-culture/local-grants-program>, <https://www.grants.gov/>, <https://mygrants.servicenowservices.com/mygrants>.

#### 2. Department of State Contacts

If you have any questions about the grant application process, please contact: [ouagapdgrants@state.gov](mailto:ouagapdgrants@state.gov).

#### 3. 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. 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 the NOFO.

The 2 CFR 200 requires that subrecipients 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.

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- 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:

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

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool \(nato.int\)](https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx)

### 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 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.

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### 4. Submission Dates and Times

Proposals will be accepted throughout the year. Proposals will be reviewed according to the following schedule:

- Proposals received between October 1 and March 31 were reviewed by *April 15. Responses were sent to applicants by April 30.*
- Proposals received between April 1 and July 25 will be reviewed by *August 15. Responses will be sent to applicants by August 30.*

### 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. *None of the funds awarded resulting from this APS may be used for construction activities or costs.*

*The following activities and costs are not covered under this announcement:*

- *Activities that appear partisan or that support individual or party electoral campaigns.*
- *Military assistance of any kind, including weapons buy-back or rewards programs.*
- *Purchase of firearms, ammunition, or removal of unexploded ordnances.*

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- *Para-police (i.e., militias, neighborhood watch, security guards) and prison-related projects. This restriction includes no funding of any secondary need in a law-enforcement organization.*
- *Payments for any partner government, military, or civilian government employee salary or pension.*

### 5. Other Submission Requirements

All application materials must be submitted by email to [ouagapdgrants@state.gov](mailto:ouagapdgrants@state.gov) (or: Applications may be submitted electronically through [www.Grants.gov](http://www.Grants.gov) or MyGrants)

## F. Application Review Information

### 1. Review Criteria

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

**Relevance to U.S. Government priorities – 15 points:** The proposal provides sufficient information on how the proposed project aligns with the overarching goals of the U.S. Government priorities to make America stronger, safer, and more prosperous. The project ideas must also be public diplomacy and public service oriented in nature (i.e., not development or military). PD requires a link to the U.S. either through exchanges of people, information, values, ideas etc. Ex: Sending African election monitors to Europe to learn about elections is not a PD grant.

**Quality and Feasibility of the Program Idea – 20 points:** The program idea is innovative, well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

**Organizational Capacity and Record on Previous Grants – 15 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 – 15 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.

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**Monitoring and evaluation plan – 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.

**Sustainability – 10 points:** Program activities will continue to have positive impact after the end of the program.

*Cost Sharing: 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. Cost sharing is encouraged but not required.*

### 2. Review and Selection Process

*A review committee of the U.S. Embassy in Ouagadougou, Burkina Faso personnel will evaluate all eligible applications. All submissions are screened for technical eligibility. If a submission is missing any required forms/documents listed above, it will be considered ineligible and will not be reviewed by the grants review committee. The review panel will review eligible proposals based upon the criteria noted in this APS.*

### 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. **Criminal Activities / Terrorism.**

## 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.

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

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

**Unsuccessful applicants:** Unsuccessful applicants will be notified via **mail or MyGrants within a month after the review committee makes final decisions.**

### **Payment Method:**

**Recipients will be required to request payments by completing form SF-270—Request for Advance or Reimbursement. This form must be submitted 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 that apply to this award. 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 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

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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 (interim and final). The award document will specify what reports are required and how often these reports must be submitted. *Progress reports and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days following the end of the project 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.

### 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.

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**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 cannot be used for alcoholic beverages.