U.S. DEPARTMENT OF STATE
U.S. Embassy Montevideo
Public Diplomacy Section
Small Grants Program
PD MVD Grants -NOFO FY2023

Embassy of the United States

Funding Opportunity Title: U.S. Embassy Montevideo Public Diplomacy Small Grants Program
Funding Opportunity Number: PD MVD Grants -NOFO-FY2023
Deadline for Applications: December 30, 2022, at 11:59 pm (Uruguay time)
Assistance Listing Number (CFDA): 19.040
Total Amount Available: $250,000.00 (full year)

A. PROGRAM DESCRIPTION

The U.S. Embassy Montevideo Public Diplomacy Section (PD) of the U.S. Department of State announces an open competition for government and non-government organizations or not-for profit institutions to submit applications to develop, implement and manage programs that support the Embassy's priorities. This cooperative agreement will oversee the process for implementing and managing grants in accordance with Embassy strategic funding priorities. In consultation with PD, the successful applicant will manage the small grants program fully, including promoting it, accepting, and reviewing grant proposals, corresponding with applicants, managing payments and financial records, and monitoring and evaluating the programs.

Recipients may enter into subawards with other entities to accomplish the project outlined in the award. The primary recipient is responsible for monitoring and providing oversight of the subrecipient's performance and expenditures. Adequate documentation of the subrecipients' compliance with award terms and conditions must be maintained by the primary recipient and made available to the GO upon request. This includes the subaward selection methodology and any relevant policies the prime recipient has regarding subawards and subaward monitoring.

The United States Department of State strives to ensure that its efforts reflect the diversity of U.S. society and societies abroad. The U.S. Embassy seeks and encourages the involvement of individuals and organizations from traditionally underrepresented audiences in all its grants, programs, and other activities and in its workforce and workplace. Opportunities are open to organizations regardless of race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation, or gender identity. The PDS is committed to fairness, equity and inclusion. Proposals should demonstrate substantive support of diversity and describe how diversity will be integrated into all aspects of the program. Applicants should demonstrate readiness to accommodate participants with physical disabilities.

Purpose of Small Grants Program:
The U.S. Department of State provides funding for well-conceived programs that support U.S. Embassy Montevideo's strategic priorities in Uruguay. Proposed programs should strengthen bilateral ties between the United States and Uruguay and include a clear U.S. connection that will promote increased understanding of the United States among the Uruguayan public. All sub-

awards must include a U.S. element or a connection with experts, organizations, or institutions from the United States in a specific field that will promote increased understanding of U.S. policy, values, and perspectives.

Priority Region: Project activities must take place or be initiated in Uruguay and be directed for Uruguayan audiences/participants.

In implementing and managing the small grants program, applicants should outline how they will ensure all projects address one or more of the following strategic outcomes:

- Programs that support Uruguay's efforts to diversify the economy
- Broad awareness of, support for, and/or behavior change in favor of combating climate change and promoting environmental conservation
- Greater awareness of the importance of strong support for human rights, including prison reform efforts
- Increased awareness of cybersecurity and potential benefits and threats related to 5G
- Increased workforce capabilities and opportunities for women, disadvantaged youth, minorities, or vulnerable groups in rural areas
- Arts and cultural programming that meet the objectives outlined above

Please carefully follow all instructions below.

Before submitting a proposal, interested applicants should review all the terms and conditions and required certifications that will apply to this award to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, and the US Department of State Standard Terms and Conditions for Federal Awards.

B. FEDERAL AWARD INFORMATION

Funding Mechanism Type: Cooperative Agreement
Anticipated Program Start Date: February 15, 2023
Length of Performance: 12 to 18 months
Number of Awards Anticipated: 1 (one)
Estimated Total Funding: $250,000.00
Type of Funding: FY2023 Public Diplomacy funding, U.S. Embassy Montevideo,
Funding Authority: Smith-Mundt Act

This notice is subject to availability of funding.

The PD Section reserves the right to award less than the funds described in the absence of worthy applications or under such other circumstances as it may deem to be in the best interest of the U.S. Government.

Project and Budget Periods: Proposed programs should be completed in 18 months or less. The Public Diplomacy Section will entertain applications for a continuation grant funded under this award, beyond the initial budget period, on a noncompetitive 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.

Funding Mechanism/Type: Cooperative Agreements are different from grants in that PD staff are more actively involved in the project execution and anticipate having substantial involvement once the award has been made. Sub-award proposals are accepted on a rolling basis throughout the year and will be reviewed regularly. **All sub-awards made under this agreement must receive approval from Montevideo PD section prior to issuance.** Sub-awardees must have a valid Unique Entity Identifier (UEI) from www.sam.gov

Funding Range: This proposal anticipates funding a number of small subaward. The size of these grants will be determined in consultation with the Embassy but could range from $5,000 to $25,000.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following legally registered U.S. or Uruguayan organizations are eligible to apply*:*

- Registered not-for-profit organizations, including think tanks, civil society, NGOs and cultural and/or educational associations
- Foreign Government organizations
- Public and Non-profit educational institutions

For-profit, commercial entities or individuals are NOT eligible to apply and will not be considered by the Grants Review Committee.

2. Cost Sharing or Matching

Cost sharing is not required and therefore will not be included in the criteria for evaluation. However, if a project proposes cost sharing, please detail whether the cost-share is through in-cash or in-kind contribution and approximate dollar amounts.

Pre-award costs are not an allowable expense for this funding opportunity.

3. Other Eligibility Requirements

To be eligible to receive an award, all organizations must have a valid Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section ***D.3. Required Registration***s for more information. **Please begin the registration processes immediately to ensure the registrations has been initiated and/or may be completed well in advance of the submission deadline**.

Before registering in SAM, organizations must first obtain a Unique Entity Identifier (UEI). **Applications that do not provide a valid UEI will not be reviewed.**

All prime organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov **before submitting an application**. Post may **not** review applications from or make awards to applicants that have not completed all applicable UEI and SAM.gov requirements. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms and documents required are detailed below and must be completed in English. OMB approved Forms are available at www.grants.gov.

2. Content and Form of Application Submission:

Applications must be submitted **no later than December 30, 2022, 11:59 pm (Uruguay time),** via e-mail to MontevideoGrants@state.gov **only,.** All required documents must be attached to the e-mail.

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

Technical Requirements
Please ensure that:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- The proposal includes the Funding opportunity number and title
- All documents are in English
- Do NOT translate the organization's legal name
- All mandatory forms are completed and signed
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to A4 or 8 ½" x 11" paper; and
- All Microsoft Word, or Adobe PDF documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.
- All documents must be readable on a Microsoft Windows 10 computer.

Note: Documents submitted by disc, portable hard drive, cloud-based file sharing service, or other mechanisms will not be reviewed.

Required Documents

1) **Mandatory Application Forms are found in www.grants.gov**

- SF-424 (Application for Federal Assistance – Organizations)
- SF424A (Budget Information for Non-Construction programs)

2) **Summary Page:** Cover sheet stating:
   a. Organization's legal name **and**
   b. Organization's *Doing Business As* name **if** different from legal name
   c. Organization's address, telephone, and website
   d. Organization type (See Section C.1)
   e. Organization's valid UEI
   f. Organization's valid CAGE or NCAGE codes
   g. Applicant's name and role in the organization
   h. Applicant's contact info (e-mail and telephone)
   i. Proposal date
   j. Program title
   k. Program period proposed starting and ending dates; and
   l. Brief purpose of the program.

3) **Proposal (15 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 follow and include all the items below:

   - **Introduction to the Organization**: A description of past and present operations, demonstrating the ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or other U.S. government agencies.
   - **Proposal Summary:** A short narrative that outlines background and justification for the proposal, including relevant experience, program objectives, and anticipated impact.
   - **Program Statement:** A clear, concise, and well-supported statement of the program to be developed.
   - **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
   - **Program Activities**: Detail program activities and describe how they will help to achieve the objectives.
   - **Program Methods and Design:** A description of how the program is expected to work and what the project is expected to achieve in terms of effects on the intended audience.
   - **Proposed Program Schedule and Timeline:** A proposed timeline for the program activities that includes the dates, times, and locations of planned activities and events. Since federal assistance awards are contingent on the availability of funds from the U.S. Department of State, applicants are encouraged to submit proposals with flexible start dates.
   - **Promotion and Communications Plan:** Include a suggested communications plan that will give visibility to your project. Ideal plans would indicate the preferred target audience, the platforms you will use, and an estimated frequency of posting. Suggestion can include engagement with traditional media (such as TV, Radio or Print), use of your own social media platforms (Instagram, Twitter, Facebook, YouTube), or a combination of both.

- **Program Partners:** A list of the names of key partner organizations and sub-awardees and how they will be involved in the project.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful cooperative agreements. Throughout the timeframe of the cooperative agreement, the application should indicate what results do they expect of the program, how the activities will be monitored to ensure they are occurring in a timely manner and that the activities are meeting the goals of the cooperative agreement. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and potential success of a program. Successful monitoring and evaluation depend on the following:
  - Setting SMART (specific, measurable, attainable, results-focused, and placed in a reasonable time frame) objectives
  - Linking project activities to stated objectives; and
  - Developing key performance indicators that measure realistic progress towards the objectives.
- **Risk Assessment:** This section should identify any possible risk that would keep the organization from concluding the project as described, as well as a plan for mitigating and addressing those risks.
- **Sustainability:** Applicant's plan for continuing the program beyond the cooperative agreement period, if applicable.

4) **Budget Justification Narrative:** Aside from filling out the SF-424 A budget form, applicants must use a separate Excel spreadsheet to itemize and describe each of the budget expenses. See Section ***H. Other Information: Guidelines for Budget Submissions*** for further information.

5) **Attachments (*suggested examples*):**
   - 1-page CV or resume, including the relevant experience and capabilities of the project manager
   - 1-page CV or resume of each key personnel who are proposed for the program (if already identified)
   - Key Contacts: If already known, please include names, titles, roles, and experience/qualifications of key personnel involved in the programs, including what proportion of their time will be used in support of these programs.
   - Letters of support from program partners describing the roles and responsibilities of each partner (when applicable)
   - Official permission letters, if required for program activities; and
   - A brief description of the applicant organization's procurement procedures and financial policies. The description should include the institution's standard accounting procedures and any relevant information regarding its financial situation.

3. Required Registrations:

All organizations must have a valid Unique Entity Identity (UEI) and validated registration in SAM.gov when submitting their application.

- www.SAM.gov registration which will generate a UEI
- NCAGE/CAGE code *

Note: Please note that as of December 2022, 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 CAGE (NCAGE) code to apply for non-DoD foreign assistance funding opportunities.

All organizations applying for grants must obtain and/or update these registrations, free of charge.

Fraud Alert: No payment is required. Any website requiring payment for these registrations is NOT endorsed or required by the U.S. Government.

The *Unique Entity Identifier* (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. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

Starting April 2022, the UEI's are assigned when an organization registers or renews it's registration in SAM.gov at www.SAM.gov. To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at https://login.gov/. As a reminder, to keep their registration valid, organizations need to renew its SAM.gov registration annually before its expiration.

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), a Commercial and Government Entity (CAGE) code, and a UEI number prior to registering in SAM.gov. CAGE codes must be renewed every 5 years (https://cage.dla.mil/Home/UsageAgree)

Foreign-based organizations that do not pay employees within the United States do NOT need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov. As of December 2022, organizations based outside the United are no longer required to apply for a NCAGE code before registering in SAM.gov. **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 **to seek guidance on how to do so**

Information is included on the SAM.gov website to help international registrations, including "Quick Start Guide for International Registrations" and "Helpful Hints." Navigate to www.SAM.gov, click "HELP" in the top navigation bar, then click, "Explore" and "New to

SAM.gov?" for general information. Please note, guidance on SAM.gov and the guidance on GSA's website about requirement for registering in SAM.gov is subject to change. Applicants should review the website for the most up-to-date guidance.

It is in the organization's best interest to check if their CAGE codes are active. Organizations based in the United States are required to register/or renew their CAGE code **prior** to registering or renewing www.sam.gov .

www.sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov.

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number). Those entities can register for an UEI only at SAM.gov.

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."

Note: As of April 2022, a DUNS number is no longer required.

A quick guide can be found at:
https://www.fsd.gov/sys_attachment.do?sys_id=b6bc51711baac554cc45ea04bc4bcb20

Please read here before you get started.

4. Funding Restrictions

These funds **cannot** be used for:

- Food or alcohol for social events or entertainment purposes
- Organizations fixed budget
- Infrastructure/construction
- Individual's scholarships
- International travel, unless specifically justified within the project
- Personal development
- Gifts or prizes without a programmatic linkage
- Citizen exchange programs with foreign countries
- Charitable or social welfare projects
- Funds to complete activities begun with other funds
- Projects that are inherently political in nature or that contain the appearance of partisanship or support of individual or single party electoral campaigns
- Projects that support specific religious activities

- Fund-raising campaigns or programs charging a fee for participation
- For profit endeavors; or
- Scientific research projects.

5. Other Submission Requirements

All application materials must be submitted **in English** via email to MontevideoGrants@state.gov **only**, no later than **date and time specified**.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application under this announcement will be evaluated and rated based on the evaluation criteria outlined below:

Embassy Priorities: Applicant has clearly described how stated goals are related to and support the priority program areas outlined in **section A** (Program Description)

Quality and Feasibility of the Program Idea: The program idea is well-developed and includes details on how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Program Planning/Ability to Achieve Objectives: The capacity of the organization to successfully implement the program. Goals and objectives are clearly stated, and the program approach is likely to provide maximum impact in achieving the proposed results.

Budget: 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: The organization demonstrates that it can measure program success against key indicators and to provide 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: Long-term sustainability of program, including whether it is a repeatable or scalable initiative after receiving embassy support. Program activities will continue to have a positive impact after the end of the program. The project will help build the capacity of Uruguayan civil society.

Support of Equity and Underserved Communities: Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

Applications will be reviewed based on their completeness, coherence, clarity, and attention to detail.

The Grants Committee will only review application materials submitted as directed in this program announcement.

Note: Unqualified or incomplete applications will NOT be reviewed by the evaluation panel.

2. Review and Selection Process

An impartial evaluation panel composed of US Embassy Montevideo officer's and personnel will review all eligible applications received under this NOFO within 30 days following the closing date.

Successful applicant will be notified in writing within the following ten days and once a Grants Officer Representative (GOR) is designated.

U**nsuccessful** applicants will be notified **within 50 days** of the application deadline.

Ineligible or **unqualified** applicants will be informed once the initial screening has been completed.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

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

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

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

Payment Method:
Payments will be made in at least three installments, as needed, to carry out the program activities. Payments will be disbursed in US dollars, via EFT (electronic funds transfer) to the recipient's bank account.

Requests for advance and/or reimbursement payments must be submitted in **form SF-270** with sufficient time to allow at least ten (10) working days for processing. Advance payments are to cover immediate cash needs in order to commence the program but will not exceed the quarterly estimates and in no case will exceed the **80%** of the award total amount.

In all cases, subsequent and final payments must be previously approved by the Grants Officer after reconciliation of advances and review of all reporting requirements according to the terms and conditions of the award (e.g., financial and performance reports).

All other details related to award administration will be specified in the award agreement as well.

2. Administrative and National Policy Requirements

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

- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

The recipient is responsible for ensuring the terms and conditions flow down to the subrecipient organization and are included in the subaward agreement. The flow down of terms and conditions will depend on the type of subrecipient. 2 CFR §200.101 contains a guide to applicability and flow-down to different types of awards.

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 85 FR 49506 on August 13, 2020, particularly on:
    - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
    - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),

- Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
- Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
- Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

In accordance with the Executive Order on Advancing Racial Equity and Underserved Communities, proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

3. Reporting Requirements

Reporting Requirements: Recipient will be required to submit program and financial reports signed and certified by an authorized representative of the recipient organization

In general, quarterly reports are required, and these should be submitted within the 30 days following each calendar year quarter endings on: March 31st, June 30, September 30, and December 31.

Required reporting forms may be found in https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html

The award document will specify required forms, formats, and how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

INQUIRIES (updated deadlines)
If you have any questions about the grant application process, please send your inquiries no later than December 5, 2022, to MontevideoGrants@state.gov. Inquiries on proposed programs specifics will not be addressed.

The PD section will host a virtual question and answer session for potential applicants on *December 8, 2022 at 11:00 am (Uruguay time).* To register for this event, organizations must send participant's e-mail with their inquiries **before** December 6, 2022, so that these may be addressed during the ZOOM meeting. A recording of the Q&A sessions will be shared afterwards.

Due to the volume of applicants and inquiries, Public Diplomacy (PD) section does not accept letters of intent, concept papers, or requests for meetings or phone calls prior to application.

It is the responsibility of the applicant to ensure that the application package has been received in its entirety. Incomplete applications will be considered ineligible. Applicants are urged to begin the application process well before the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps.

H. OTHER INFORMATION:

Guidelines for Budget Justification

- **Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of the organization's temporary or permanent staff who will work directly and the percentage of their time that will be spent on the program. This category includes the salaries and wages for all non-Federal entity personnel who will be working on the project if the time charged to the program is deemed reasonable. The budget narrative should indicate the base salary and time each person will spend on the project.
- **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 explaining how the project's goals cannot be met without the proposed international travel.
- **Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.
- **Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item's cost is more than $5,000 per unit, include it in the budget under Equipment.
- **Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor, and any sub-awards to non-profit partners that will help carry out the program activities.

  A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship. A consulting agreement with a consultant or contractor is generally considered a contract.

  A subaward is provided to a subrecipient to carry out a portion of the Federal award. A beneficiary of a program is not considered a subrecipient. A subaward may be provided through any form of legal agreement, including an agreement that the prime recipient entity considers a contract. All sub awardees must obtain a Unique Entity Identifier (UEI) in www.sam.gov

  Note: If the budget or subaward agreement is not available, or the subrecipient has not yet been selected at the time the prime award is signed, the prime award may be signed with the requirement that the subaward budget and agreement be submitted for the Grants

Officer review prior to work commencing under the subaward. The recipient is responsible for ensuring that subaward is administered in accordance with the relevant terms outlined in the 2CFR §200.

- **Other Direct Costs:** Describe other costs directly associated with the program that do not fit in the other categories, such as shipping costs for materials and equipment or applicable taxes. This category may include the entity's operating expenses that are directly linked to the award but not included as an indirect cost. All "Other" or "Miscellaneous" expenses must be itemized and explained.
- **Indirect Costs:** These are costs for common or joint objectives which cannot be readily identified with a final cost objective. These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. Indirect costs do not generally include the costs of personnel who work for the recipient organization and are working directly on the project. Indirect costs, often called overhead, or facilities and administrative costs, may only be charged to a Federal Award if the organization has either:

  a) Negotiated Indirect Cost Rate (NICRA Federal Agency (and needs to attach a copy of their latest NICRA) or

  b) Organizations that have never had a NICRA may request indirect costs of 10% of the **modified total direct costs** as defined in 2 CFR 200.1.

  Note: If the recipient does not have a NICRA and elects not to use the de minimis rate, identified "overhead costs" may be broken out by individual line item (e.g., electricity, accountant fees, etc.) and charged as direct costs. However, these must be on a cost allocated basis. For example, if the award project accounts for 20% of the organization's work, only 20% of the electricity, accountant fees, etc. should be charged as a direct cost to the grant.
- **"Cost Sharing":** This refers to contributions from the organization or 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.

Branding Requirements

As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Note: Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.