



Notice of Funding Opportunity (NOFO)

# Tech Innovation Lab

NEA/Morocco, Department of State

Opportunity number: PAS-MOROCCO-FY26-03

Application deadline: Monday July 13, 2026

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**U.S Department of State**  
*NEA/Morocco*  
**Notice of Funding Opportunity**

**A. Basic Information**

*1. Overview*

<b>Funding Opportunity Title</b>	Tech Innovation Lab
<b>Funding Opportunity Number</b>	PAS-MOROCCO-FY26-03
<b>Announcement Type</b>	Initial
<b>Deadline for Applications</b>	July 13, 2026 at 23:59 GMT+1
<b>Assistance Listing Number</b>	19.040
<b>Length of performance period</b>	12 to 18 months
<b>Number of awards anticipated</b>	1 award
<b>Award amounts</b>	Awards may range from a minimum of \$150,000 to a maximum of \$200,000 (approximately)
<b>Total available funding</b>	\$200,000 pending availability of funds
<b>Type of Funding</b>	FY26 Smith Mundt Public Diplomacy Funds
<b>Anticipated project start date</b>	October 2026

**Funding Instrument Type:** Cooperative agreement.

**Project Performance Period:** Proposed projects should be completed in 18 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.**

*2. Executive Summary*

The Tech & Innovation Lab is a national program that equips participants in two to four Moroccan cities with practical skills to use American technology and business practices to solve real-world challenges. The program focuses on applying U.S.-developed tools, including artificial intelligence (AI), to priority sectors such as agriculture, fisheries and the blue economy, logistics, tourism, and services, while introducing participants to U.S. technology platforms and companies operating in these sectors.

The Lab aims to strengthen participants' ability to build solutions that are market-relevant, and scalable, using American products. Through hands-on workshops, mentorship from American experts, and applied project work, participants will learn how to design, test, and improve solutions using proven U.S. approaches in innovation, product development, and technology adoption. The program will also highlight U.S. commercial models and create exposure to American products and services, encouraging participants to integrate U.S. technologies and AI into their solutions.

The target audience includes university students, recent graduates, and individuals with technical or business backgrounds who demonstrate strong potential to apply American technology products and services in their fields. Participants will be selected through an open, merit-based process that prioritizes motivation, foundational technical or business knowledge, and the ability to apply learning in a practical context. Eligible recipients may include U.S. and Moroccan non-profit organizations or educational institutions with the capacity to implement training programs, engage local stakeholders, and facilitate linkages with U.S. companies and experts.

The program will be delivered through a cohort-based model (per city/region) over approximately 3 to 4 months. It will combine in-person workshops in selected cities with virtual engagement, mentorship, and project development. Participants will work in teams to develop solutions tailored to local economic needs, with a final presentation or demo day. Where feasible, the program will facilitate connections between participants and U.S. firms, including guest speakers, product demonstrations, and potential partnership or market-entry discussions.

This program supports U.S. foreign policy objectives by promoting economic growth, strengthening digital and technological capacity, and advancing the adoption of trusted American technologies. It directly contributes to commercial diplomacy goals by increasing awareness of U.S. products and services, creating pathways for future business partnerships, and positioning U.S. companies as preferred partners in Morocco's digital and innovation sectors. By connecting Moroccan participants with U.S. expertise and commercial ecosystems, the Lab helps build long-term economic ties that make the United States safer, stronger, and more prosperous, while supporting a stable and opportunity-driven environment in Morocco.

## **B. Eligibility**

### ***1. Eligible Applicants***

The following organizations are eligible to apply: *Moroccan and U.S. non-profit organizations, educational institutions, and civil society organizations with demonstrated experience in STEM programming, youth engagement, and innovation.*

#### ***Cost Sharing or Matching***

*Not required*

### ***2. 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 D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

## **C. Program Description**

### ***1. Goals and Objectives***

Morocco is undergoing rapid digital and economic transformation, with increasing demand for advanced technical skills, innovation capacity, and private sector–driven solutions across key sectors such as agriculture, fisheries and the blue economy, logistics, tourism, and services. At the same time, there is a growing need to strengthen the adoption of trusted, high-quality technology platforms and business practices that support sustainable growth and economic resilience.

The United States is a global leader in artificial intelligence, digital innovation, and entrepreneurship. Expanding access to U.S. technology ecosystems and business methodologies presents a strategic opportunity to support Morocco’s development priorities while advancing U.S. foreign policy and commercial diplomacy objectives. By connecting Moroccan participants with U.S. expertise, platforms, and companies, this program will promote the adoption of American technologies, foster long-term economic ties, and position the United States as a preferred partner in Morocco’s digital economy.

#### **Goal:**

To advance U.S. leadership in innovation and technology, and promote market access for American products by equipping participants with practical skills to apply American technologies and business practices to develop scalable, market-relevant solutions in priority sectors in Morocco.

#### **Objectives:**

1. Promote the adoption and integration of trusted American technologies and platforms.
2. Increase participants’ technical capacity to apply U.S.-developed tools, including artificial intelligence, to real-world challenges.

3. Strengthen understanding and application of U.S. best practices in product development, innovation, and business models.
4. Facilitate connections between Moroccan participants and U.S. companies, experts, and innovation ecosystems.
5. Support the development of solutions that contribute to local economic growth and job creation.

### **Program Activities and Components**

Applicants should propose a cohort-based program implemented in two to four Moroccan cities, with each city hosting a dedicated cohort over a period of three to four months per cohort. Programming may be sequenced or partially overlapping across locations, depending on implementation capacity.

Key components should include:

- **Technical Workshops:** In-person and virtual sessions on AI tools, digital platforms, and sector-specific applications (e.g., agri-tech, logistics optimization, fisheries monitoring).
- **Business and Innovation Training:** U.S.-style approaches to product development, user-centered design, market validation, and scaling.
- **Mentorship:** Engagement with U.S. experts, industry practitioners, and diaspora professionals to guide participant projects throughout the cohort duration.
- **Applied Project Development:** Participants work in teams over the full 3–4 month period to design, test, and refine solutions addressing local challenges.
- **U.S. Commercial Engagement:** Guest speakers, product demonstrations, and structured exposure to U.S. companies and platforms.
- **Demo Day:** Final presentations in each city to showcase solutions and facilitate connections with potential partners, investors, and industry stakeholders.
- **Communications and Outreach Campaign:** Applicants should design and implement a communications campaign to amplify program visibility and highlight U.S. leadership in technology and innovation.

### **Expected Results and Performance Measurement**

Applicants must include a Monitoring and Evaluation (M&E) plan with clear indicators and data collection methods.

#### **Expected Outcomes:**

- Increased participant knowledge of U.S. technologies and innovation practices
- Increased use or intention to use U.S. technology platforms
- Development of viable, market-relevant solutions
- Strengthened linkages between Moroccan participants and U.S. companies or experts

#### **Illustrative Indicators and Targets:**

- Number of participants trained: 30 participants per city
- Percentage of participants demonstrating increased knowledge of U.S. technologies
- Number of solutions/prototypes developed
- Percentage of teams incorporating U.S. technology platforms into solutions
- Number of engagements with U.S. experts/companies
- Percentage of participants reporting intent to use U.S. technologies post-program

**Baseline Data:**

- Pre-program surveys assessing participant knowledge, skills, and familiarity with U.S. technologies

**Participant Eligibility**

Participants should meet the following criteria:

- Moroccan citizens residing in target cities
- University students, recent graduates, or early-career professionals
- Background in technology, business, or related fields (preferred but not mandatory)
- Demonstrated interest in applying technology to solve practical challenges
- Basic proficiency in English (preferred)

**Budget Guidance**

Applicants should submit a detailed budget that may include:

- Participant Costs: Travel, lodging (if needed), and per diem for participants attending in-person sessions
- Venue and Logistics: Workshop space, equipment, internet access
- Trainer and Speaker Costs: Honoraria, travel, and accommodation for American and local experts
- Program Materials: Software licenses (U.S.-based platforms), training materials, supplies
- Communications and Outreach: Recruitment, visibility, and program branding
- Monitoring and Evaluation Costs

**Limitations and Regulations**

All proposed activities must comply with U.S. government regulations and public diplomacy guidelines. Funds may not be used for construction, major equipment purchases not directly tied to program delivery, or activities that are purely academic or research-focused without a clear public diplomacy component.

Applicants are expected to demonstrate the capacity to manage an 18-month, multi-phase program and deliver measurable outcomes that advance U.S. leadership, visibility, and partnerships in space and technology.

**2. Substantial Involvement**

The Public Affairs Office will be actively involved in the award implementation. U.S. Embassy staff will:

- Provide standardized logos/branding guidelines for promotional materials.
- Approve marketing materials and participate in promotional activities of the program, utilizing the U.S. Mission's social media platforms and media contacts.
- Approve proposed venues.
- Approve participant and trainer recruitment and selection plans.
- Assist in identifying and contacting alumni of U.S. government exchange programs, representatives of U.S. companies, and enlisting U.S. Mission personnel as potential speakers or trainers.

- Review and approve proposed program speaker and trainer rosters and activity/workshop/site visit content and formats.

## D. Application Contents and Format

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

### Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to fit 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)

SF-424A (Budget Information for Non-Construction programs)

#### 2. *Proposal (10 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 State Department 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
- **Project 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.

### 3. *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.

### 4. *Attachments*

- 1-page Curriculum Vitae (CV) or resume of key personnel who are proposed for the program
- Letters of support from program 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 U.S. embassy website and grants.gov.

### 2. *Department of State Contacts*

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

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:

Step 1: 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 a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

### **4. *Submission Dates and Times***

Applications are due no later than **July 13, 2026 at 23:59 GMT+1**

### **5. *Funding Restrictions***

i. **Funding Restrictions for the United Nations Relief and Works Agency (UNRWA)**

None of the funds awarded resulting from this Notice of Funding Opportunity may be made available for subawards, direct financial support, or otherwise used to provide any payment or transfer to United Nations Relief and Works Agency (UNRWA).

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

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:

- 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. 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 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:

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- 1) 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\(a\)](#);

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\(b\)\(5\)](#).

- 2) 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.

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 their website and at the workplace. Recipients must re-certify on an annual basis for the entire award period of performance.

iv. 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.].

## 6. *Other Submission Requirements*

All application materials must be submitted by email to [Rabatgrants@state.gov](mailto:Rabatgrants@state.gov)

## F. Application Review Information

### 1. *Review Criteria*

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

### 1. *Review Criteria*

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

**Quality and Feasibility of the Program Idea – 30 points:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline. The proposal does not include any activities contrary to any standing Executive Orders. For a full list, see <https://www.federalregister.gov/>.

**Organizational Capacity and Record on Previous Grants – 20 points:** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account. If sub-awards are proposed, applicant demonstrates experience managing subawards.

**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.

**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.

**U.S. Component - 10 points:** There is strong participation of trainers with a connection to the United States, application of U.S. models, or approaches typically applied in the United States.

## ***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 review committee will evaluate all eligible applications.

## ***4. 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

## 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.

**Unsuccessful applicants:** Unsuccessful applicants will be notified by email.

### Payment Method:

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

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 quarterly financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted.

**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.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

### **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/>

## **I. Other Information**

### **Guidelines for Budget Justification**

**Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

**Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

**Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$10,000 per unit.

**Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$10,000 per unit, then put it in the budget under Equipment.

**Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 15% of Modified Total Direct Costs as defined in 2 CFR 200.1.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

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