

**U.S. DEPARTMENT OF STATE
BUREAU OF COUNTERTERRORISM
Notice of Funding Opportunity**

Funding Opportunity Title: Building Capacity for Investigations of Racially or Ethnically Motivated Violent Extremism (REMVE) in Brazil

Funding Opportunity Number: SFOP0009508

Deadline for Applications: June 9, 2023, 5:00pm EDT

Assistance Listing Number: 19.701

Total Amount Available: \$493,827

Deadline for Receipt of Questions: April 21, 2023, 5:00pm EDT

A. PROGRAM DESCRIPTION

The Bureau of Counterterrorism (CT) of the U.S. Department of State announces an open competition for organizations to submit applications to build the capacity of Brazilian law enforcement to investigate racially or ethnically motivated violent extremism (REMVE). Please follow all instructions below.

In 2021, the United States released its first-ever *National Strategy for Countering Domestic Terrorism*, which includes a focus on transnational Racially or Ethnically Motivated Violent Extremism (REMVE). REMVE is a growing issue with an increase in deadly REMVE attacks globally and an emerging threat in Latin America. Violent white supremacists and like-minded individuals continue to promote violent extremist narratives, recruit new adherents, raise funds, and conduct terrorist activities, both online and offline. Additionally, the December 2021 arrest of four neo-Nazi actors in Brazil for allegedly plotting an attack against Jewish and Black residents on New Year's Eve, and the November 2022 school shooting in Espírito Santo during which the shooter wore a swastika, demonstrate the growing reach and influence of REMVE adherents.

CT seeks to provide REMVE-specific training and education to criminal justice sector actors in Brazil, including but not limited to the Brazilian Federal Police, to improve their capacity to identify, investigate, and prevent the REMVE threat in Brazil. Proposals for this project should include a brief assessment phase that will further define project implementation, and a final written analysis of the REMVE threat in Brazil as identified over the course of the project.

Priority Country or Region: Brazil, especially Espírito Santo

Program Objective(s):

1. Federal and local law enforcement community in Brazil has increased capacity to identify, prevent, investigate, and respond to REMVE threats.

Participants and Audiences: Brazil Federal and local governments (e.g., ministries of law or justice, interior, law enforcement agencies, prosecutors, and/or other criminal justice sector actors)

B. FEDERAL AWARD INFORMATION

Length of performance period: Up to 24 months

Number of awards anticipated: At least 1 award

Award amounts: \$493,827

Total available funding: \$493,827

Type of Funding: FY22 NADR/ATA

Anticipated program start date: 9/30/2023

This notice is subject to the availability of funding.

Funding Instrument Type: Cooperative agreement

Program Performance Period: Proposed programs should be completed in 24 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 the 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.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- Public and private educational institutions
- For-profit organizations (only if allowed by appropriation)
- Public International Organizations (PIOs) and Governmental institutions

2. Cost Sharing or Matching

Providing cost sharing, matching, or cost participation is not an eligibility factor or requirement for this NOFO and providing cost share will not result in a more favorable competitive ranking.

3. Other Eligibility Requirements

In order to apply, each applicant must have a Unique Entity Identifier (UEI), formerly referred to as DUNS, and an active registration with the SAM.gov **before submitting an application**. Please see Section D.8 for information on how to obtain these registrations.

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.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at SAMS Domestic and on grants.gov.

2. Content and Form of Application Submission

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 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman 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*)**
- **SF-424B (*Assurances for Non-Construction programs*)**
- **SF-270 (*Request for Advance and Reimbursement – foreign organizations only*)**

2. Summary Page: Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (10 pages, excluding title page, table of contents, attachments, audit, mandatory application forms): 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.

- **Table of Contents:** Lists application contents and attachments and the page number on which each begins.
- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.

- **Introduction to the Organization Applying:** A brief 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:** The highest-order outcome or end state to which a program, project, process or policy is intended to contribute.
- **Program Objectives:** A statement of the condition or state one expects to achieve toward accomplishing a program, project, or process goal. These should be SMART (Specific, Measurable, Achievable, Relevant, and Timebound).
- **Program Activities:** A specific action undertaken over a specific period of time through which inputs are mobilized to produce specific outputs. An activity can be a sub-component of a program, project, or process.
- **Program 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, which is a rigorous methodology used for program or project design that focuses on the causal linkages between project inputs, activities, outputs, short-term outcomes, and long-term outcomes. It is a visual representation that shows the sequence of related events connecting a planned program's objectives with its desired outcomes. A logic model template will be provided and an example can be made available upon request.
- **Proposed Program 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, responsibilities, and experience/qualifications of key personnel involved in the program. State the proportion of their time that will be used to support the program.
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Gender, Equity, and Inclusion Analysis:** Proposal must include an analysis that is contextualized by the geographic area where the applicant proposes to program; addresses the ways in which the proposed program can allow for safe and meaningful participation of women, gender diverse persons, and members of other marginalized and underrepresented groups; how these groups might affect and be affected differently by the proposed program, ; and identifies challenges and opportunities for narrowing gender inequalities and minimizing identified potential risks. This should be a standalone rather than included within the proposal narrative. Strengthen your proposal by incorporating the results of this gender, equity, and inclusion analysis into your Program Methods and Design (above).
- **Future Funding or Sustainability:** Applicant's plan for continuing the impact of the program beyond the grant period, or the availability of other resources, if applicable.

4. Budget (preferably as an Excel workbook) that includes three (3) columns containing the request to CT, any cost sharing contribution, and the total budget. A summary budget should also be included using the OMB-approved budget categories (see SF-424A as a sample) in a

separate tab. Costs must be in U.S. Dollars. Detailed line-item budgets for sub-grantees should be included as additional tabs within the Excel workbook (if available at the time of submission).

Applicants must submit budget proposals with requested funding broken down by funding type, based on based on (1) the type of funding, (2) the funding year of funds, and/or (3) the number of Foreign Assistance Data Review (FADR) Data Elements. Please reference the “Total Funding Floor” and “Total Funding Ceiling” sections on Page 1 of this NOFO for funding types allocated to this NOFO. Budget proposals must include a separate “Detailed Budget” tab in the Excel budget workbook for each type of funding identified in the NOFO. Please see attached Budget Guidelines for FADR (Dec 2021) for more information.

5. Budget Narrative (preferably as a Word Document): Justify each line-item in the budget and explain how the amounts were derived, consistency with the applicants documented policies, as well as the source and description of all proposed costs (and cost-share, if applicable). The narrative should complement the budget rather than repeat information provided in the budget. For example, the narrative should provide details on the purpose of costs, reasonability of costs, cost price analysis, explain allocations, explain any yearly variances and tie expenses to program activities and/or objectives where appropriate. Sources of all cost-share offered in the application should be identified and explained in the budget narrative. See Tab 1 Budget Guidelines for FADR (Dec 2021) for more information.

6. Audits: Include a copy of your organization’s most recent audit (single or program audit), if applicable, or the annual financial statement audit. Please refer to the 2 CFR 200 for requirements. This document will not be reviewed by the review panel and will not be counted against the page limitations. The applicant’s proposal may include the cost of an audit that:

- Complies with the requirements of 2 CFR 200 Subpart F “Audit Requirements”
- Complies with the requirements of American Institute of Certified Public Accountants (AICPA) Statement of Position (SOP) No. 92-9, “Audits of Not-for-Profit Organizations Receiving federal Awards”
- Complies with AICPA Codification of Statements on Auditing Standards AU Section 551, “Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents,” where applicable. A non-federal entity that expends \$750,000 or more in all USG federal assistance awards during the non-federal entity's fiscal year is required to conduct a single or program-specific audit for that year in accordance with the provisions of 2 CFR 200 subpart F. For more information, see Audit Services, 2 CFR 200.425.

7. Attachments

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners/sub-grantees 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, your latest NICRA should be included as a PDF file
- Official permission letters, if required for program activities
- Risk analysis: Identify the internal and external risks associated with the proposed project, rate the likelihood of the risks, rate the potential impact of the risks on the project, and identify actions that could help mitigate the risks.

8. Unique Entity Identifier and System for Award Management (SAM.gov) Required Registrations

All prime organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI), formerly referred to as DUNS, and an active registration with the SAM.gov **before submitting an application**. CT 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.

Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before the award is processed and/or directed to a sub-grantee.

Note: The process of obtaining 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), a Commercial and Government Entity (CAGE) code, and a UEI number 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 number prior to registering in SAM.gov. **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. 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.**

All prime organizations must also continue to maintain active SAM.gov registration with current information at all times during which they have an active Federal award or application under consideration by a Federal award agency. SAM.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov and to maintain that active registration. If an applicant has not fully complied with the requirements at the time of application, the applicant may be deemed technically ineligible to receive an award and use that determination as a basis for making an award to another applicant.

Note: SAM.gov is not the same as SAMS Domestic. It is free of charge to register in both systems, but the registration processes are different.

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.

Exemptions

An exemption from these requirements may be permitted on a case-by-case basis 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.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM 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 RSOIC 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.

Note: 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.

1. Submission Dates and Times

Applications are due no later than 5:00pm EDT on June 9, 2023.

2. Funding Restrictions

Leahy Law Vetting: Funds provided under this award are subject to Section 620M of the Foreign Assistance Act of 1961, as amended, a provision titled “Limitation on Assistance to Security Forces” (the “Leahy Amendment”). The Department of State implements the Leahy Amendment requirement by vetting units or individuals proposed for training or other assistance to check for credible information of a gross violation of human rights by such units or individuals. “Security forces” personnel include member of a foreign police or military unit who will participate in any activity under this award. This includes both civilian and military employees of security forces participating in any activities funded under this award, including training, workshops or meetings, conferences, or other activities.

3. Other Submission Requirements

All application materials must be submitted electronically through www.Grants.gov or SAMS Domestic.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. Criteria are listed in order of importance.

1. **Quality and Feasibility of the Program Idea:**

- The proposal responds to the NOFO and is appropriate in the context of the proposed country/region.
- The proposal exhibits originality but is feasible.
- 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 directly connects proposed activities with the desired outcomes (goals and objectives).
- The proposal includes a thoughtful gender, equity, and inclusion analysis and reflects its findings in the program design.

2. **Program Planning/Ability to Achieve Objectives:**

- The proposal provides a detailed and logical work plan of proposed project activities and includes a clear articulation of how these activities will contribute to or align with the overall project's goals and objectives.
- The project activities articulated in the proposal are specific, measurable, attainable, relevant, and time bound (SMART).
- The proposal provides a plan to de-conflict (or complement, if appropriate) with other organizations active in the CT/CVE space writ large or in the proposed project country.
- The proposal addresses how the project will engage or obtain support from relevant stakeholders, including host government to obtain access and conduct programming.
- The proposal includes a contingency plan to account for delays in implementation, achieving project objectives, or other timeline issues, that may be a result of the COVID-19 pandemic and associated travel and movement restrictions.

3. Organizational Capacity and Record on Previous Grants:

- The organization has expertise in its stated field and has the internal controls in place to manage federal funds, including a financial management system and a bank account
- The proposal demonstrates an institutional record of previous successfully implemented projects in issues and regions outlined in this NOFO.
- The proposal articulates past performance and experience in working with relevant host governments, local organizations, and communities.
- The proposal clearly defines the roles and responsibilities of primary staff under this project and relevant counterterrorism expertise.
- The proposal describes the division of labor among the recipient organization and potential implementing partner organization(s) and identifies local partner organization(s) that would assist with implementation, where appropriate.

4. Cost Effectiveness:

- The administration of the proposal budget, including salaries and honoraria, are explained and justified for the work involved.
- Proposed costs are reasonable and necessary and linked to program objectives and demonstrate efficient use of U.S. Government funds.
- Contingency plan demonstrates efficient use of U.S. Government funds.
- 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.

5. Program Methods and Design:

- The proposal includes narrative explaining how monitoring will be carried out and who will be responsible for monitoring activities (including potential contracted experts, if applicable).

- The proposal provides realistic methods for measuring changes that can be correlated with project implementation. These methods may include pre/post testing of assistance recipients or target audiences, and public perception polling.
- The proposal includes a logical framework that sequentially maps how project activities are expected to produce results including project inputs, activities, outputs, short-term outcomes, and long-term outcomes
- The proposal includes gender-specific indicators as well as sex and age disaggregation of indicator.

6. Sustainability of Impact:

- Clearly delineates how program will be sustainable with beneficiaries beyond the life of the grant.
- Clearly outlines plan how impact will be maintained by applicant or others after the grant or if follow on engagements will be required.

2. Review and Selection Process

A review committee will evaluate all eligible applications. CT will conduct a merit review of all eligible applications as outlined in this NOFO. Applications will be reviewed by an independent review panel consisting of qualified subject matter experts from other Department of State bureaus and offices, U.S. Embassies, or other U.S. Government agencies. Final approval resides with the Department of State Grants Office.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under

Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates

The successful applicant will receive notification within approximately nine to twelve weeks of the closing of this announcement. Time to award will depend on date of NOFO close and availability of funding. The U.S. Department of State is under no obligation to fund any of the proposals submitted under this funding opportunity.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The cooperative agreement 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. Furthermore, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: The Department has mandated PMS to be the sole electronic payment method for domestically awarded Federal financial assistance to U.S.-based organizations where the recipient is expected to receive multiple payments. PMS is not usually used for awards where the recipient will receive a single lump-sum payment.

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](#)

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:

- President’s September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Combating Race and Sex Stereotyping* (E.O. 13950);
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- [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).

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. At a minimum, written biweekly and quarterly financial and program reports should be sent to CT’s reporting mailbox at ctprogramsreporting@state.gov, the GOR, and uploaded to SAMS. The grant recipient agrees to use CT’s program reporting template, describing key activities undertaken during the reporting period towards accomplishment of the state objectives. The award document will specify how often these reports must be submitted.

Recipients will be required to develop and submit a performance monitoring plan detailing how progress towards program objectives will be measured. The grant recipient agrees to use CT's performance monitoring plan template to indicate the indicator(s) they will use to evaluate program objectives, the target value, and how data will be collected (data source, frequency, and person responsible) to be reported out in quarterly performance reports. A "how to" guide may also be made available upon request.

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.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: Michelle Ballard, ballardm2@state.gov.

Questions and Answers or FAQ will be posted on SAMS Domestic and on grants.gov.

H. 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 \$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 costs more than \$5,000 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 10% of the modified total direct costs as defined in 2 CFR 200.68.

“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.