U.S. DEPARTMENT OF STATE
AF / U.S. EMBASSY LOME – TOGO
Notice of Funding Opportunity

Funding Opportunity Title: *Filling the educational gap in the fight against violent extremism in Togo: Design, Adoption, and Implementation of a dedicated Curriculum.*
Funding Opportunity Number: *PDS-Lome-FY2022-03*
Deadline for Applications: *August 15, 2023*
Assistance Listing Number: *19.979 (Regional Peace and Security)*
Total Amount Available: *$250,000.00*

A. PROGRAM DESCRIPTION

U.S. Embassy Lome, of the U.S. Department of State, announces an open competition for organizations to submit applications to carry out a program to develop a preventative curriculum approach to counter violent extremism through education in Togo. Please follow all instructions below.

Priority Region: *All the 5 regions of Togo*

Program Objectives:
Togo, despite its proximity to countries affected by violent extremism, is one West African country that has experienced relative peace and security, until recently.
The escalation in violence in Burkina Faso has spread to neighboring countries, with Togo and Benin recording their worst Global Terrorist Index (GTI) scores on record. According to country officials, as of today, violent extremist attacks have led to 40 military casualties and more than 100 civilians were killed and 2,000 Togolese have taken refuge outside the country.

The need to carry out a curriculum development program to address the escalation in violence arose during the Togolese government's validation workshop of the National Strategy for the Prevention of Violent Extremism (SNAPLEV), where it was noted that prevention through education (including education in prisons) was totally neglected in Togo. This program should fill that gap and should be fully in line with the spirit of Togo's national strategy.

The main objective of this NOFO is to leverage and highlight U.S. expertise and the growing U.S.-Togo relationship to help launch the teaching of prevention of violent extremism in schools and prisons through the development of a teaching manual for schools and the establishment of training and awareness clinics for prisons in Togo.

Performance Indicators
The project implementer should monitor and report on performance indicators that are specific, measurable, achievable, relevant, and time bound. Establish, where possible,

performance baseline data and expected performance targets for each expected result and include details on what sources of data will be used to document performance, how the indicators will be measured, frequency of measurement, and units of measure. Where possible, indicators should also allow for sex disaggregation. Indicators should reflect key project outputs or outcomes that reflect on the primary goals or objectives of the project and that the implementer can collect with high quality data.

Applicants must insert the table below into the proposal document. Additional non-Department of State (DOS) indicators may be added that are relevant to the project by adding rows to the chart.

The implementer will be responsible for quarterly reporting on each performance indicator included in the grant agreement as well as analysis of progress or impediments to reach indicator targets.

Outputs	**Outcome Indicators**	**Targets**
Output 1	Development of the manual	-
Output 2	Testing of manual in pilot schools	**6**
Output 3	Teacher trainings (6)	**600**
Output 4	Deployment of the manual in selected schools for a trial	**6**
Output 5	Development of a handbook for the prevention of violent extremism in prisons	**-**

The State Department takes into consideration the quality of data reported by recipients as part of the award activities, therefore applicants should be aware that recipients will be subject to data quality assessments.

Expected Outcomes:

Specific outcomes should include one or more of the following:

1. *Development of a teaching manual to prevent violent extremism in Primary and Secondary Schools in Togo.*
2. *Development of a handbook for the prevention of violent extremism in prisons.*
3. *Teachers are equipped with knowledge and understanding of the drivers of violent extremism in Togo, including the importance of tolerance and social cohesion.*
4. *Teachers have confidence in their knowledge and understanding of PVE terminology and language.*

5. *Ministry of primary and secondary Education adopts the use of the manual into Togolese education curriculum to prevent violent extremism.*

The Project Implementer should demonstrate how the desired outcomes overlap with the audience's motivation and interest and mention which tools and resources will resonate with the audiences to lead them to the desired outcomes. Most importantly, the Project Implementer should clearly explain how they will assess or measure project success.

Togo's Ministry of Primary and Secondary Education is the mandated body that initiates and implements national education Policy in Togo. The Project Implementer is required to collaborate with the ministry in developing the curriculum and should encourage the use of U.S.-based refence materials for the content of the handbook.

Curriculum should cover but not be limited to topics such as:

- Civic education, civic responsibility, and human values
- Providing mechanisms for addressing grievances of students in an open and safe way
- Train teachers on how to understand and manage their own inherent biases (made aware of the messages they are conveying to students, including unintentional messages).
- Train teachers on behaviors, words, and practices for reducing a propensity for violence
- Train teachers to detect early signs of radicalization to violence
- Consider semantics when labeling educational programs as "countering violent extremism" to avoid securitizing the education sector
- Encourage the use of games to promote social cohesion

Participants and Audiences:
The Ministry of Primary and Secondary Education, the Interministerial Committee to Prevent and Fight Violent Extremism (CIPLEV), and public primary and secondary schools. The Project Implementer is required to identify, select, and segment relevant, reachable, and persuadable audiences to the program. The target audience selected from these institutions should have significant influence in addressing the issue.

B. FEDERAL AWARD INFORMATION

Length of performance period: *12 months*
Number of awards anticipated: *01* awards (dependent on amounts)
Award amounts: awards may range from a minimum of *$100,000* to a maximum of *$250,000*
Total available funding: *$250,000*
Type of Funding: *FY22 Economic Support Funds under the Foreign Assistance Act*
Anticipated program start date: *September 20, 2023*

This notice is subject to availability of funding.

Funding Instrument Type: Grant

Program Performance Period: Proposed programs should be completed in *12 months*.

C. ELIGILIBITY 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*
- *Individuals*
- *Public International Organizations and Governmental institutions*

NOTE: U.S. NGOs should demonstrate in-country local expertise and have local experts to assist in project implementation.

Applicants are responsible for negotiating prior agreements with Togolese state institutions for the implementation of the program. The Public Affairs Section reserves the right to request evidence of such agreements.

2. Cost Sharing or Matching

Cost is not required for this opportunity.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a 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 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

Organizations must have a commitment to equal opportunity employment practices and to non-discrimination practices with regard to beneficiaries, without regard to race, religion, ethnicity, gender, sexual orientation, or political affiliation.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at *Embassy Lome website* from *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 Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- **SF-424** ***(Application for Federal Assistance – organizations)*** or **SF-424-I** ***(Application for Federal Assistance --individuals)***
- **SF-424A** ***(Budget Information for Non-Construction programs)***
- **SF-424B** ***(Assurances for Non-Construction programs)*** ***(note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov)***

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 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 program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying**: A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.

- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities**: Describe the program activities and how they will help achieve the objectives.
- **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.
- **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 and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate file to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:

- 1-page 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, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities

3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov. A UEI is one of

the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

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 an award is processed and/or directed to a sub-grantee.

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 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 November 2022 and February 2022 respectively, 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 or CAGE code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove a CAGE or 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 using the following language: "I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain a CAGE or 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 proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis 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 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 *August 15, 2023*

5. Funding Restrictions

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

- *Construction is not an allowable activity under this award.*
- *Activities that appear partisan or that support individual or party electoral campaigns.*
- *Direct support or the appearance of direct support for any religious organization, to include repair or building of structures used for religious purposes.*
- *Military assistance of any kind, including weapons buy-back or rewards programs.*
- *Purchase of firearms, ammunition, or removal of unexploded ordnances.*
- *Payments for any partner government, military, or civilian government employee salary or pension.*
- *Duplication of services immediately available through municipal, provincial, or national government.*
- *Funds for market research, advertising (unless public service related to grant program), or other promotional expenses.*
- *Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.*
- *Fund-raising campaigns;*
- *Lobbying for specific legislation or projects;*
- *Projects intended primarily for the growth or institutional development of the organization;*

- *Projects seeking funds for personal use;*
- *Projects that require a participation fee.*
- *Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction: In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that – Was "convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government"; or*
- *Has any "unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government."*
- *For the purposes of Section 7073, it is the Department of State's policy that no award may be made to any organization covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government*

6. Other Submission Requirements

All application materials must be submitted by email to *LomePDGrants@state.gov* (*or:* Applications may be submitted electronically through www.Grants.gov

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

Quality of Project Design (30 points)

- The applicant presents innovative ideas that will maximize the program's desired impact.
- The applicant describes how each proposed project activity will address the Program Objectives outlined in this announcement.

- The applicant acknowledges if activities similar to those proposed are already taking or have taken place previously and provides an explanation as to how proposed new activities will not duplicate existing/recent activities.
- The applicant clearly explains why the proposed project design is feasible and articulates how potential challenges or delays to project implementation will be mitigated.

Ability to Achieve Results (20 points)

- The applicant describes how the expected results will be accomplished within the timeframe of the proposed award as well as anticipated long-term impacts:
- The applicant clearly explains how they will plan and complete the required activities.
- The applicant provides realistic milestones to indicate progress toward expected results and indicators as described in the program announcement.
- The applicant explains how monitoring and evaluation activities will be carried out and who will be responsible for them.
- Analysis of applicant's selected indicators and how realistic/feasible are they to the project and what are the expected project results.
- The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. Capacity development, new trainings, and any tools or methods must be sustainable and last beyond this initial investment.

Organizational Capacity and Record on Previous Grants (10 points)

- The applicant demonstrates technical experience (e.g., has previously worked and/or has established contacts/partners) in the area of fighting violent extremism.
- The applicant demonstrates access to local NGOs that could be mobilized to meet the unique needs of the project.
- The applicant includes letters of intent/commitment/agreement from proposed partners that detail concrete plans for partner involvement.

Staff and Position Specifications (10 points)

- Pre-identified key staff members, including volunteers, demonstrate an understanding of the project and possess the technical skills appropriate for their role, including, where appropriate, experience and knowledge with program topics.
- The roles and qualifications of each key person, whether staff, partner, consultant, or volunteer, are described in a biographical sketch.

Budget Narrative (10 points)

- The costs proposed are reasonable in relation to the proposed activities and anticipated results, which are clearly explained in the budget narrative.

- The budget provides details of calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
- The preponderance of the budget is spent on supporting the project participants/activities in country and includes costs dedicated to management, monitoring, and evaluation.
- Adequate travel costs are proposed using reasonable estimates of international and ground travel needs and costs.
- The budget demonstrates a reasonable cost per participant.

American Content (10 points)

- The use of any American resources, toolkits and or experts to carry out the program and to showcase American culture and values.
- Activities will promote mutual understanding specifically between the United States and Togo

Support of Equity and Underserved Communities (10 points)

- Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

2. Review and Selection Process

   A Grants Review Committee will evaluate all eligible applications based on the criteria listed in E1.

3. Responsibility/Qualification Information in SAM.gov (formerly, 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 over the period of performance (see §200.01 Simplified Acquisition Threshold), this section must also inform applicants that:

   i. 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 U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313);

   ii. An applicant, at its option, may review and comment on any information about itself that a Federal awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov;

iii. 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. A Grants Review Committee will evaluate all eligible applications based on the criteria listed in E1.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant 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:
Request for Payment will be submitted through a SF-270. Payments shall be disbursed via EFT upon receipt of a signed SF-270 form and required reporting.

2. 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:

- 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:

- 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

Reporting Requirements: Recipients will be required to submit quarterly program and financial reports. The award document will specify how often these reports must be submitted. Progress Reports will compare actual to planned performance and indicates the progress made in accomplishing each assistance award tasks/goals noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative, for key indicators. Financial Reports provide a means of monitoring expenditures and comparing costs incurred with progress. Failure to submit reports on time will result in payment delays.

Recipients must report immediately when a program faces unplanned delays in implementation, fails to meet program targets or milestones, or costs increase. Any changes or revisions to the approved budget require prior approval from the Grants Officer.

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: *LomePDGrants@state.gov*

Questions and Answers or FAQ will be posted on www.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 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.