



Notice of Funding Opportunity (NOFO)

**Building English Teaching Capacity for STEM in Brazil**

**U.S. Embassy Brasília/RELO Office, Brazil**

**Opportunity number: FY26BRAPDS0002**

**Application deadline: July 01, 2026, at 23:59 Brasília Time**

**U.S Department of State  
WHA | U.S Embassy Brasília, Public Diplomacy Section  
Notice of Funding Opportunity**

**1. BASIC INFORMATION**

***1. Overview***

<b>Funding Opportunity Title</b>	<b>Building English Teaching Capacity for STEM in Brazil</b>
<b>Funding Opportunity Number</b>	<b>FY26BRAPDS0002</b>
<b>Announcement Type</b>	<b>New Announcement</b>
<b>Deadline for Applications</b>	<b>July 01, 2026, 23:59 Brasília Time (BRT, GMT-3)</b>
<b>Assistance Listing Number</b>	<b>19.022</b>
<b>Length of performance period</b>	<b>October 1, 2026- October 01, 2027</b>
<b>Number of awards anticipated</b>	<b>One award</b>
<b>Award amounts</b>	<b>One award with a ceiling of \$500,00 and a floor of \$200,000</b>
<b>Total available funding</b>	<b>\$500,000 pending availability of funds</b>
<b>Type of Funding</b>	<b>FY 2026 Fulbright-Hays statutory authority</b>
<b>Anticipated project start date</b>	<b>October 1, 2026</b>

**Funding Instrument Type:** Cooperative Agreement

**Project Performance Period:** Proposed projects should be completed in 12 months or less.

**This notice is subject to availability of funding.** The Public Diplomacy Section reserves the right to award less or more than the funds described under

circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

## **Executive Summary**

The U.S. Department of State's U.S. Embassy/RELO Office in Brasília, Brazil announces an open competition to implement a 2–3-week exchange program to secondary and/or higher education English teachers who teach in the areas of STEM (Science, Technology, Engineering, and Mathematics). The preliminary start date for this professional development program is October 1, 2026, and one award is anticipated as a result of this NOFO. However, should both parties consider the results of this exchange to be positive – and also subject to availability of funds – we may agree to renew this NOFO for up to two additional years.

We are seeking for proposals for the development and implementation of a two-three-week exchange opportunity for up to 30 Brazilian English teachers who focus on English taught in the STEM fields. This will be followed by a two-week online course two months after they return to Brazil. This online portion shall focus on topics dealt during their exchange, so that participants continue with the development/implementation of the action plan started when they were in the U.S. The face-to-face interaction of the project must include (but is not limited to) the following:

- school visits (those that work with speakers of other languages/ESL teaching shall be included);
- classroom observation – learning through observation;
- opportunities to co-teach with a local teacher;
- student-centered activities;
- cultural excursions designed to enhance the participants' knowledge of U.S. culture and values;
- social activities to expose participants to the American way of life;
- a home hospitality dinner.

Grounded in the frameworks of Content-Based Instruction (CBI) and bilingualism, the classes should move beyond general pedagogy and address the unique linguistic demands of technical disciplines. Classes should focus on innovative best practices for teacher English as a foreign language and assessment must be included.

Other general activities shall:

- prioritize English as a Medium of Instruction (EMI) and CLIL (Content and Language Integrated Learning) ensuring teachers can effectively bridge the gap between complex scientific concepts and language acquisition.
- Explore innovation in assessment by using data-driven assessment tools specifically designed for technical English, focusing on “English as an International Language” to facilitate scientific collaboration with U.S. researchers.
- Examine the cognitive and systemic aspects of bilingualism within a STEM context, preparing the teachers to manage classrooms where English is the primary vehicle for technical content.
- Develop leadership skills that will enable participants to share knowledge gained in the program with colleagues through workshops or professional presentations in their local communities.
- Enhance understanding of the U.S. and international cultures through their professional interactions between U.S. and other ESL/EFL educators;
- Develop a professional development plan, including an assessment component with measurable objectives, for the dissemination of best practices uniquely suited to each participant’s local EFL context.

Organizers/coordinators of the program shall also provide:

- Orientation to the community and program activities (e.g., program itinerary, host community overview, transportation, medical care, places of worship, dietary needs, technology access, etc.);
- Meetings with school principals, course coordinators and/or educators, community programs or teachers’ associations focusing on bilingualism, English as the Medium of Instruction, and/or Content Based Instruction, as well as on the Teaching of English as a Second/Foreign Language, also discussing its impact in the local community.

## 2. ELIGIBILITY

### 1. *Eligible Applicants*

The following organizations are eligible to apply:

- U.S.-based Not-for-profit organizations, including think tanks and civil society/non-governmental organizations having a 501©(3) status with the IRS
- Public and private educational institutions

### 2. *Cost Sharing or Matching*

Cost sharing or matching is encouraged but not required for this funding opportunity.

### 3. *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 E.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 under this funding opportunity.

### 4. *This opportunity will not support:*

- Projects relating to partisan political activity;
- Charitable or development activities; including direct social services such as medical, psychological, and/or humanitarian support
- Construction projects;
- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs
- Scientific research or surveys;
- Commercial projects;
- Projects intended primarily for the growth or institutional development of the organization;
- Projects that duplicate existing projects;

- Illegal activities

### 3. PROGRAM DESCRIPTION

#### **Background**

Brazil is currently undergoing significant educational reforms that prioritize STEM education, digital learning, and workforce development, including initiatives such as the Novo Ensino Médio and the National Digital Education Policy. As schools and educational institutions expand their focus on science, technology, innovation, and international collaboration, there is a growing demand for educators who are able to teach technical subjects using English language resources and methodologies.

At the same time, many public-school educators continue to face limited access to specialized training in English as a Medium of Instruction (EMI), particularly in STEM related fields. This gap creates challenges for schools seeking to prepare students for participation in an increasingly global and technology driven economy.

Through this program, the U.S. Embassy seeks to support Brazilian educators by expanding access to professional development opportunities that combine English language instruction, STEM education, and innovative teaching methodologies. By training a cohort of teacher leaders, the program aims to strengthen classroom instruction, encourage academic collaboration, and increase access to international scientific and educational resources.

The initiative also promotes greater educational exchange and cooperation between the United States and Brazil by highlighting American expertise in education, innovation, science, and technology. The program will support long term collaboration between educators, institutions, and communities while encouraging practical approaches to workforce readiness, scientific engagement, and technical learning.

## **PROJECT PURPOSE**

Through this exchange, we want to expose Brazilian educators to the best of the U.S. educational system, focusing on the teaching of English through content (to speakers of other languages) – English as a Medium of Instruction (EMI), the CBI (Content-Based Instruction) / CLIL (Content and Language Integrated Learning) approaches, key institutions and specialists in the field, as well as to key partnership models, synergies and potential areas for collaboration.

### **Project Audience(s):**

- From Technical schools/colleges from across Brazil
- 25-50 years of Age
- English Teachers In the areas of STEM

### **Project Goal:**

By providing Brazilian educators with the opportunity to improve their knowledge of best practices in the U.S. educational system and to build a strong network for future collaboration, we want to highlight our bilateral efforts in the area of Education and, thus, maintain the U.S. as Brazil's most logical and preferred partner in education.

### ***Substantial Involvement***

This award will be administered as a cooperative agreement. Due to the strategic nature of the program and the importance of aligning activities with U.S. government English language teaching objectives, the Regional English Language Office (RELO) anticipates substantial involvement throughout the implementation of the award.

The recipient will be responsible for the overall management and execution of the program; however, RELO is expected to maintain an active advisory and collaborative role during all phases of implementation, including participant recruitment, exchange programming, curriculum development, post-program

engagement, implementation of continuation activities in Brazil, and monitoring and evaluation.

### **RELO Roles and Responsibilities**

- Participate in the development and approval of participant recruitment and selection criteria, ensuring alignment with the program’s goals, target audience, and strategic priorities.
- Review participant applications and participate in the final selection of participants.
- Review and provide input on the academic and technical design of the program to ensure alignment with the project objectives related to STEM education, English language teaching methodologies, EMI, CLIL/CBI, and teacher leadership development.
- Review and approve the final exchange agenda, including workshops, school visits, classroom observations, co-teaching opportunities, leadership sessions, cultural activities, and professional networking engagements.
- Provide technical guidance on the incorporation of innovative STEM-English teaching methodologies, assessment tools, bilingual education frameworks, and action plan development.
- Recommend or facilitate collaboration with U.S. educational institutions, STEM-focused schools, teacher associations, universities, and subject matter experts relevant to the program objectives and activities.
- Participate in selected exchange activities, orientations, virtual sessions, and follow-on engagements, as appropriate.
- Maintain regular coordination meetings with the implementer before, during, and after the U.S.-based exchange portion of the program.
- Review and approve major participant-facing and public-facing materials, including training materials, participant manuals, outreach products, evaluation tools, and branding.
- Provide technical guidance and oversight for the required two-week virtual follow-on training to be conducted approximately two months after participants return to Brazil. This includes reviewing and approving the structure, curriculum, facilitation approach, implementation timeline, and evaluation methods for the continuation phase.

- Collaborate with the implementer to ensure the virtual continuation component reinforces concepts introduced during the U.S.-based exchange, including EMI/CLIL methodologies, STEM-English instruction, leadership development, and action plan implementation.
- Review participant action plans and provide feedback regarding feasibility, dissemination strategies, measurable outcomes, and local implementation approaches in Brazil.
- Monitor participant engagement and progress during the post-exchange continuation phase, including participation in virtual sessions, mentoring activities, workshops, and implementation of local dissemination efforts.
- Review monitoring and evaluation data throughout the life of the project, including participant feedback, implementation progress, output and outcome indicators, and evidence of institutional impact.
- Provide ongoing programmatic guidance to ensure the project continues to support long-term collaboration between Brazilian educators and U.S. educational institutions and advances the broader goals of strengthening STEM education and English language teaching capacity in Brazil.

### **Recipient Roles and Responsibilities**

- The recipient will be responsible for the day-to-day implementation and management of the cooperative agreement, including:
  - Designing and implementing the U.S.-based exchange program and all related programmatic activities in coordination with RELO.
  - Coordinating all participant logistics, including travel, accommodations, local transportation, participant support services, accessibility needs, and health and safety considerations.
  - Developing detailed academic content, training materials, workshops, STEM-focused classroom observations, co-teaching opportunities, and cultural programming aligned with the objectives of the NOFO and subject to RELO review.
  - Coordinating and implementing the required two-week virtual follow-on training approximately two months after participants return to Brazil. The continuation phase should reinforce concepts introduced during the exchange and support participants in refining and implementing their STEM-English action plans.

- Incorporating mentoring, peer collaboration, presentations, implementation discussions, and measurable follow-on activities into the virtual continuation component.
- Supporting participants in the development, refinement, implementation, and dissemination of action plans designed to expand STEM-English teaching methodologies within their schools, institutions, and local educational communities.
- Maintaining regular communication with participants throughout the exchange and post-program implementation period to support continued engagement and project sustainability.
- Collecting monitoring and evaluation data, tracking participant outcomes, documenting implementation progress, and measuring program impact against approved indicators and targets.
- Submitting all required financial, narrative, and monitoring reports in accordance with the award terms and conditions.
- Ensuring compliance with all applicable federal assistance regulations, branding requirements, and award conditions.

### **Project Objectives:**

The project is comprised of the following objectives and corresponding activities:

**Objective 1:** Increase participants’ understanding of U.S. approaches, methodologies, and best practices in English language instruction for STEM and technical education through direct engagement with U.S. educators, institutions, and professional organizations.

- **Activity 1:** Provide a panorama of the U.S. STEM educational system, focusing on how ESL/ESP supports technical literacy. Visits will include associations like the NSTA (National Science Teaching Association) or university-level STEM-English departments.
- **Activity 2:** Conduct specialized sessions on the distinction between General Bilingualism and EMI (English as a Medium of Instruction), ensuring teachers can identify the appropriate framework for their specific STEM subject.

**Objective 2:** Strengthen participants' ability to apply STEM integrated teaching methodologies in English language learning environments through workshops, classroom observations, and practical instructional activities.

- **Activity 1:** Workshops on Scaffolding for STEM, where teachers learn to teach complex technical concepts (e.g., the Scientific Method or Engineering Design) to English learners.
- **Activity 2:** Site visits to STEM-focused schools or Career & Technical Education (CTE) centers that utilize CBI/CLIL approaches.
- **Activity 3:** Hands-on Co-teaching/Observation in STEM labs, focusing on how U.S. teachers facilitate student-centered, inquiry-based learning in English.

**Objective 3:** Improve participants' professional communication and leadership skills in English to support future training, presentations, and knowledge sharing activities within their local educational communities.

- **Activity:** Workshops dedicated to "English for Professional Purposes," focusing on presenting scientific data, leading faculty workshops, and advocating for STEM-Bilingualism to local stakeholders.

**Objective 4:** Enhance their understanding of the U.S. and international cultures through their professional interactions between U.S. and other ESL educators.

- **Activity:** Visits to U.S. elementary and high schools to observe the cultural "Maker Space" and "Inquiry" values, alongside programmed cultural activities to experience the American way of life.

**Objective 5:** Support participants in developing measurable implementation plans to apply and disseminate knowledge gained during the program within their local educational contexts in Brazil.

- **Activity 1:** From Day 1, participants will develop a STEM-Program Journal to document pedagogical tools and technical vocabulary. They will receive guidance on selecting a specific "STEM-English" intervention for their home school.

- **Activity 2: Online Follow-up (2 Months Post-Exchange):** A two-week virtual bridge to finalize the Action Plan, ensuring the transition from U.S. observation to Brazilian implementation is seamless and measurable.

## CROSS-CUTTING AND ADDITIONAL ACTIVITIES

1. Strategic Community and Industry Involvement
2. Utilize U.S.-Aligned Resources and Expertise
3. Program Expansion

Beyond the initial cohort, this project is designed for scalable, long-term impact that reinforces the United States as the partner of first choice for Brazil’s scientific and educational future. In the event of a successful first year and available funding, applicants may include in their proposal a brief section outlining how additional funds could be potentially used to expand work into further activities in future years. Applicants are strongly encouraged to demonstrate how they can leverage external funding from U.S. and Brazilian tech industries, fostering public-private partnerships that link English proficiency directly to commercial diplomacy and shared economic prosperity.

## DESIRED RESULTS AND ILLUSTRATIVE INDICATORS

By the end of the program, participants will be equipped to implement English as a Medium of Instruction (EMI) within STEM fields, serving as credible validators of U.S. educational excellence. As strategic enablers, they will foster a local workforce aligned with U.S. technological leadership and shared prosperity, bridging the gap between Brazilian classrooms and global scientific innovation. To achieve these results, participants will follow a structured implementation roadmap:

- **Phase I: Action Plan Execution:** Participants will implement the specialized STEM-English action plans developed during the U.S. residency, ensuring a direct transfer of U.S. pedagogical standards to their home institutions.
- **Phase II: Institutional Cascading:** Educators will partner with their respective school districts to conduct workshops, utilizing their roles as trusted messengers to share knowledge with the broader teaching community.

- Phase III: Sustained Leadership: Participants will provide ongoing mentorship to colleagues, establishing regional networks that reinforce the United States as the preferred partner for education and technical advancement.

The recipient will develop a project-level Performance Monitoring Plan (PMP) with annual and end-of-project targets and results anticipated for key performance indicators. The following table shows indicators that will be measured, as well as illustrative targets, upon which the recipient will be responsible for monitoring and reporting during and after the project. In addition, U.S. Embassy Brasília-Brazil will regularly monitor the project’s performance to assess whether project activities are on track and targets are being achieved.

Outcome indicators for the project are provided below. The recipient is expected to identify targets for these indicators based on what it can reasonably achieve within the performance period of the project, based on the expected overall project results described above.

<i>Example Outcome Indicators</i>	<i>Illustrative targets:</i>
Number of teachers demonstrating mastery of EMI/CLIL frameworks for STEM disciplines.	TBD
Percent of participants who establish sustainable linkages with U.S. Counterparts or research institutions.	TBD
Percent of students associating English proficiency with access to U.S. technological leadership and career growth.	TBD

Output indicators and illustrative targets for the project are provided below. The recipient should review these and either confirm the illustrative targets or propose alternative targets, as appropriate.

<i>Example Output Indicators</i>	<i>Illustrative targets:</i>
Number of action plans successfully implemented that utilize U.S. aligned STEM curricula.	TBD
Number of local workshops conducted that amplify U.S. narratives of excellence in Science and Tech.	TBD

Number of students utilizing U.S. sourced digital resources for technical learning.	TBD
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The recipient may propose additional outputs, indicators, and/or targets as appropriate. The recipient will be required to collect baseline data for all the PMP indicators during the first year of the project. In addition, certain terms included in the outcomes and indicators will need to be defined at the very beginning of the project so that it is possible to measure the change during and at the end of the project. Examples of such are “capacity”, “spread effect”, etc. Baseline information will be critical for both monitoring and evaluation of project progress and results.

#### 4. 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 applicant authorized signatures are provided where indicated on the various, required forms.

The following documents are **required**:

##### ***1. Mandatory application forms***

- SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals) at [grants.gov](https://www.grants.gov)
- SF-424A (Budget Information for Non-Construction programs) at [grants.gov](https://www.grants.gov)
- SF-424B (Assurances for Non-Construction programs) at [grants.gov](https://www.grants.gov) or Embassy website. (note: the SF-424B is only required for individuals,

organizations exempt from registration, and for organizations not required to fully register in SAM.gov)

## ***2. Proposal (15 pages maximum)***

Applicants must submit a complete narrative proposal in a format of their choice, or they may use the attached proposal template if they like (Attachment insert link). The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. The proposal 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 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 as well as experience with and expertise in areas related to those described in the NOFO. Applicants are encouraged, but not required, to use the attached Applicant Organization Information Survey form to provide this information (Attachment XXX). If the applicant chooses not to use the attached form, all of the requested information from the form will still need to be addressed in the application package.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Methods, Design, Activities, and Deliverables:** 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. Describe the program activities and how they will help achieve the objectives.
- **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 (if applicable).
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

- **Monitoring & Evaluation Plan:** Proposals must include a Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP). The M&E plan should show how applicants intend to measure and demonstrate progress towards the project's objectives and goals. The key components to the PMP are as follows:
  - **Monitoring and Evaluation Narrative:** In narrative form, applicants should describe how they intend to monitor and evaluate the activities of their award. In addition, the applicant should describe any M&E processes, including key personnel, management structure (where M&E fits into the overall program's staff structure), technology, and as well provide a brief budget narrative explaining any line-item expenditures for M&E listed in the program's budget. If the proposal is from a prior grantee, the proposal discusses how the grantee has adapted, improved or otherwise modified their approach based on learning from previous experience. This narrative is limited to two pages.
  - **Theory of Change Diagram:** Applicants are expected to submit either a Theory of Change diagram or an If-Then Statement that illustrates how project activities will lead to intended outcomes.
  - **Monitoring and Evaluation Datasheet:** The applicant must include their proposed activities and their expected outputs and outcomes as well as the goals and objectives as written in the NOFO. The datasheet's purpose is to explicitly illustrate how a project's activities lead to tangible results (such as increased beneficiary skills, knowledge, or attitudes) that ultimately address a PDS objective.
  - The selected applicant's M&E PMP is subject to review and approval before any award will be issued under this NOFO. The selected applicant may be asked to work with U.S. Department of State Monitoring and Evaluation Specialists to ensure the applicant's M&E PMP achieves an expected level of expertise and meets PDS objectives.
  - Expenses directly associated with monitoring and evaluation are considered allowable.

### 3. *Budget Justification Narrative*

- **Detailed Budget** - Applicants must submit a detailed line-item budget. Applicants are encouraged to utilize the template provided with the funding opportunity but are not required to do so. Line-item expenditures should be listed in the greatest possible detail. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. See Annex Section I for a description of the types of costs that should be included in each category. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. If an organization is charging an indirect cost rate without a NICRA, it must apply it to the modified total budget costs (MTDC), refer to 2CFR§200.1. **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.
- **Budget Justification Narrative** – Applicants must submit a budget justification narrative to accompany the detailed line-item budget. The purpose of the budget justification narrative is to supplement the information provided in the detailed budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals. The budget justification narrative is a tool to help Embassy staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the requested costs beyond the constraints of the budget template. Together, the detailed budget spreadsheet, the budget justification narrative, and the SF-424A should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant’s proposal.

Additional Budget Notes:

- Audit Requirements: Please note the audit requirements for Department of State awards in the Standard Terms and Conditions <https://www.state.gov/m/a/ope/index.htm> and 2CFR200, Subpart F – Audit Requirements. The cost of the required audits may be charged either as an allowable direct cost to the award OR included in the organization’s established indirect costs in the award’s detailed budget.

- **Visa Fees:** Include all visa application and related fees in your budget as applicable. Please note DS-2019s for post-funded programs must be submitted directly by the award recipient. If you anticipate your program will include the DS-2019 visa processing, your organization must be a registered Designated Sponsoring Organization. For more information go to: <https://j1visa.state.gov/sponsors/become-a-sponsor/>

#### 4. *Attachments*

- **Key Personnel Resumes:** A résumé, not to exceed one page in length, must be included for the proposed key staff persons, such as the Project Director and Finance Officer, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.
- **Letters of support from program partners:** Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.
- **Indirect Costs:** If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included in the application submission.
- **Proof of Non-profit Status:** Documentation to demonstrate the applicant's non-profit status (e.g., U.S.-based organizations should submit a copy of their 501(c)(3) Internal Revenue Service determination letter, and non-U.S. organizations should provide evidence of non-profit status issued by a government entity).
- **Proof of Registration:** A copy of the organization's registration should be provided with the proposal application. U.S.-based organizations should submit a copy of their IRS determination letter. [Brazil]-based organizations should submit a copy of their certificate of registration from the appropriate government organization.

Other items NOT required/requested with the application submission, but which *may* be requested if your application is approved to move forward in the review process include:

- a. Copies of an organization or program audit within the last two (2) years
- b. Copies of relevant human resources, financial, or procurement policies
- c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas
- d. Documentation that demonstrates the recipients' plan and/or policy to safeguard PII of participants and beneficiaries. It is the responsibility of the recipient to ensure protection of personally identifiable information (PII) and safeguard PII when collecting, maintaining, using and disseminating such information
- e. Information to determine what financial controls and standard operating procedures an organization uses to procure goods and services, hire staff and track time and attendance, pay for grant-related travel, and identify other financial transactions that may be necessary to undertake the project activities
- f. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

## 5. SUBMISSION REQUIREMENTS AND DEADLINES

### *1. Address to Request Application Package*

Application forms required above are available at [www.grants.gov](http://www.grants.gov)

### *2. Department of State Contacts*

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

### *3. Unique entity identifier and System for Award Management (SAM.gov)*

**Required Registration:** 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 also 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.

## **Exemptions**

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis. See 2 CFR 25.110 for a full list of exemptions.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

**Please note:** Any applicant with an exclusion in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.”

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

**Submission Deadline:** All applications must be received by Month, Day, Year at specific time and time zone. For the purposes of determining if an award is submitted on time, PDS will utilize the timestamp provided by Grants.gov. This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above their application will be considered ineligible and will not be considered for funding.

Applicants may submit all application materials electronically to [brazilgrants@state.gov](mailto:brazilgrants@state.gov). Applications submitted via email must include the **Funding Opportunity Title** and **Funding Opportunity Number** in the subject line. Applications received after the deadline specified in this NOFO will not be considered.

## ***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. Prohibition on Funding Activities that Encourage Mass-Migration Caravans towards the United States Southwest Border: None of the funds awarded under this grant may be made available to encourage, mobilize, publicize, or manage mass-migration caravans towards the United States southwest border. Funds may not be made available for legal counseling on the United States asylum process; and/or for referrals to legal representation in the United States.

Funds may only be used for cash cards for use in the country in which they are provided or to facilitate assisted voluntary returns and other purposes that do not encourage, mobilize, publicize, or manage mass migration caravans towards the United States southwest border. The provision of humanitarian assistance is permitted.

- iii. 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:
  - a. 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;
  - b. 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.
- iv. Certification Regarding Compliance with 20 U.S.C. 1011f and any other applicable foreign funding disclosure requirements: Applicants are advised that IHEs must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:
  - a. Its compliance in all respects with section 1011f of title 20, United States Code, and any other applicable foreign funding disclosure requirements is material for purposes of section 3729 of title 31, United States Code, and for receipt of appropriate Federal grant funds.
  - b. Applicants seeking clarification on the reporting requirement are encouraged to review the Frequently Asked Questions resource developed by the U.S. Department of Education.

- v. 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:
- a. 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);
  - b. 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).
  - c. 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.
- i. 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 its website and at the workplace. Recipients must re-certify on an annual basis for the entire award period of performance.
- vi. Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities
- a. (a) *Definitions.*
    - i. *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>
    - ii. *FASC-prohibited unmanned aircraft system* means an unmanned aircraft system manufactured or assembled by an American Security Drone Act-covered foreign entity.

- iii. *Unmanned aircraft* means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.
    - iv. *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. (b) *Prohibition*. Recipients of funding under this Notice of Funding Opportunity (including subawards and subcontracts issued by the recipient) will be prohibited from:
    - i. delivering any FASC-prohibited unmanned aircraft system, which includes unmanned aircraft (i.e., drones) and associated elements
    - ii. Operating a FASC-prohibited unmanned aircraft system in the performance of the award; and
    - iii. Using Federal funds for the purchase or operation of a FASC-prohibited unmanned aircraft system.
  - c. 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.].
- vii. Promoting Human Flourishing in Foreign Assistance (PHFFA)

Applicants for foreign assistance awards should be aware of requirements in 2 CFR Part 602, 603, and 604.

These policies are referred to collectively as the Promoting Human Flourishing in Foreign Assistance (PHFFA) Policy.

602: The award term imposes certain abortion-related requirements on foreign nongovernmental organizations (NGOs), United States NGOs, public international organizations, foreign governments, and parastatals.

603: The award term imposes certain requirements relating to gender ideology on foreign nongovernmental organizations (NGOs), United States NGOs, international organizations, foreign governments, and parastatals.

604: The award term imposes certain requirements relating to discriminatory equity ideology on foreign nongovernmental organizations (NGOs), United States NGOs, international organizations, foreign governments, and parastatals.

The Department recognizes there are costs associated with these policies. Potential one-time and recurring costs the Department identifies for recipients and grantees are for familiarization with the policy, development and delivery of organizational training and implementation guidance, routine compliance monitoring, and recordkeeping and reporting requirements.

- viii. Pre-Award Costs: Pre-award costs are generally not allowable under this NOFO unless approved in advance by the Grants Officer and justified in the proposal.
- ix. Construction: Any award made as a result of this NOFO will not allow for construction activities or costs.
- x. Direct Social Services: Costs that cover and provide direct social services, such as welfare, charity, health or economic relief, are unallowable. Medical assistance, such as costs to include medical professionals, including but not limited to doctors, nurses, and psychiatrists to participate in the project activities are not allowed.

#### ***6. Other Submission Requirements: Copyrights and Proprietary Information***

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.

Applicants must acquire all required registrations and rights in the United States and Brazil. All intellectual property considerations and rights must be fully met in the United States and Brazil.

Any sub-recipient organization must also meet all the U.S. and Brazil requirements described above.

## 6. APPLICATION REVIEW INFORMATION

### 1. *Review Criteria*

Criteria: Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

- **Quality and Feasibility of the Program Idea** – 30 points: The program idea should be innovative and well developed, with sufficient detail about how project activities will be carried out. The proposals should demonstrate originality and outline clear, achievable objectives that align directly with the priorities and requirements of the NOFO. The proposal includes a reasonable implementation timeline, and the project scope is appropriate and clearly defined. Finally, the proposal aligns with the following:
  - The project clearly demonstrates a direct contribution to current U.S. foreign policy priorities.
  - The project will positively impact America’s reputation among foreign government partners.
  - The project will positively impact American’s reputation among foreign publics.
  - The proposal does not include any activities contrary to the following Executive Orders:
    - Executive Order 14173: "Ending Illegal Discrimination and Restoring Merit-Based Opportunity"
    - Executive Order 14287: "Protecting American Communities from Criminal Aliens"
    - Executive Order 14168: Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government
  
- **Organizational Capacity and Record on Previous Grants** – 25 points:
  - The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project, including internal controls in place to manage federal funds. If sub-

awards are proposed, applicant demonstrates experience managing subawards.

- The organization demonstrates that it has a clear understanding of the underlying issue that the project will address.
  - The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system, a bank account, and if applicable, satisfactory audit findings.
  - Applicants who have received grant funds previously have been compliant with applicable rules and regulations, including the Award Provisions and Standard Terms and Conditions.
  - Where partners are described, the applicant details each partner's respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate.
- **Project Planning/Ability to Achieve Objectives** – 20 points: The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
  - **Budget** – 10 points: The budget and narrative justification are sufficiently detailed. The budget demonstrates that the organization has devoted time to accurately determine expenses associated with the project instead of providing rough estimates. Costs are reasonable in relation to the proposed activities and anticipated results. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.
  - **Monitoring and Evaluation** - 10 points: The project proposal includes an M&E plan. The applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals and objectives outlined in the proposal. The proposal includes output and outcome indicators and shows how and when those will be measured. Funded projects will have their plans finalized during the negotiation phase, and monitoring plans may be subject to periodic updates throughout the life of the project.

- **Sustainability** – 5 points: The project proposal describes clearly the approach that will be used to ensure maximum sustainability or advancement of project goals after the end of project activity.

## ***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. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal.
- b. Review. All submissions are screened for technical eligibility. **If a submission is missing any required forms/documents listed above in Section D. Application Contents and Format, it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review eligible proposals based upon the criteria noted in this NOFO.
- c. Follow up notification. Applicants will generally be notified within 120 days after the NOFO deadline regarding the results of the review panel.

## ***2. Risk Review***

- i. 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 project requirements
  - f. If there are any program specific risk factors that will be considered, describe them here.

ii. Responsibility/Qualification Information in SAM.gov

*Include the following language if the total Federal share of any award under this NOFO will be greater than the simplified acquisition threshold (\$350,000):*

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).

An applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov.

Before making decisions in the risk review required by 2 CFR 200.206, the Department will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

iii. High Risk Designation

Awardees that are deemed to be high risk based on the above risk factors will be held to special award conditions. At a minimum, the recipient and/or project designated as High Risk will be required to submit monthly narrative reports and/or quarterly detailed financial reports. Recipients may also be required, upon request of the Grants Officer or Grants Officer Representative, to provide electronic copies of receipts or other supporting documentation (e.g., timesheets, travel documents) for costs incurred. The Grants Officer may withhold 10% of the award amount until final reports have been reviewed and approved by the GO. The recipient may be required to pay all salaries supported by the grant via electronic funds transfer. Other special award conditions may also be included if deemed appropriate by the Grants Officer.

iv. Risk Analysis Management

To qualify for final consideration, certain applicants may be required to undertake the Risk Analysis Management (RAM) vetting process by providing Risk Analysis Information (RAI) about their “key individuals” (i.e., individuals with the ability to control applicant organizations’ funds), including “key individuals” from selected sub-recipients. **Please note: these individuals**

***could*** be different from the key personnel listed in the section 4 of required documents. The purpose of vetting potential contractors and grantees is to reduce the risk that federal assistance funding is provided to terrorists or their supporters. **Potential grantees will be notified separately if RAI is required.** Applicants submit key individuals' RAI by completing the Risk Analysis Information Form, DS-4184, through the secure web portal at <https://ramportal.state.gov>. The DS-4184 requests the following RAI for each key individual: Full Name; Aliases; Gender; Birth Place; Birthdate; Home/Work Addresses; Phone Numbers; Employer; Professional Title; Email Addresses; Skype ID (if included, email address is also required); Numbers from All Official IDs (e.g., passports, ID cards, etc.); Nationalities; and Social Security Number (if U.S. person). Questions about the DS-4184 form may be emailed to [RAM@state.gov](mailto:RAM@state.gov). Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.

## 7. 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.

### **Payment Method:**

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

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.

## 8. 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 financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted. **Note:** most recipients will be required to submit quarterly program progress and financial reports throughout the project period. The quarterly progress report must include updated M&E data for that quarter. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days after the close of the project period.

All reports are to be submitted electronically.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

**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.

*If the federal share of the award will include more than \$500,000 over the period of performance, insert the following language:*

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.

In addition to the Department of State branding guidance referenced above, recipients of new Public Diplomacy awards promoting Freedom 250 activities will also be required to incorporate the Freedom 250 logos in all program materials, activities, and communications.

The recipient will be expected to follow all existing marking and branding requirements in accordance with Department branding guidance. The Freedom 250 logos would be used in addition to, not in place of, these requirements.

## 9. 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 (MTDC) 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 and other entertainment related expenses.