Proposal Submission Instructions (PSI)

U.S. Department of State
Bureau of Democracy, Human Rights and Labor
Room 7802, 2201 C Street, NW
Washington, D.C. 20520
http://www.state.gov/g/drl/

Updated: October 2010

PLEASE REFER TO THIS DOCUMENT WHEN PREPARING A FULL PROPOSAL.

PLEASE NOTE: The Bureau of Democracy, Human Rights and Labor (DRL) revised its PSI most recently in October 2010. Please refer to the solicitation to ensure that your organization uses the appropriate PSI.

TECHNICAL ELIGIBILITY

Technically eligible submissions are those which: 1) arrive electronically via www.grants.gov by the designated due date before 11:59 p.m. Eastern Standard Time (EST); 2) have heeded all instructions contained in the solicitation document and Proposal Submission Instructions (PSI), including length and completeness of submission; and 3) do not violate any of the guidelines stated in the solicitation and this document.

The information contained herein is to assist you as a general reference for completion of the proposal submission. It is the sole responsibility of the applicant to ensure that all of the material submitted in the grant application package is complete, accurate, and current.

PROPOSAL SUBMISSION INSTRUCTIONS

As of October 1, 2005 the State Department requires proposals be submitted electronically via www.grants.gov.

Please note: In order to safeguard the security of applicants' electronic information, www.grants.gov utilizes a credential provider to confirm, with certainty, the applicant organization's credentials. The credential provider for www.grants.gov is Operational Research Consultants (ORC). Applicants MUST register with ORC to receive a username and password, which you will need to register with www.grants.gov as an authorized organization representative (AOR). Once your organization's E-Business point of contact has assigned these rights, you will be authorized to submit grant applications through www.grants.gov on behalf of your organization.

Each organization will need to be registered with the Central Contractor Registry (CCR), and you will need to have your organization's DUNS number available to complete this process. After your organization registers with the CCR, you must wait 3-5 business days before you can obtain a username and password.

PLEASE be advised that completing all the necessary steps for obtaining a username and password from www.grants.gov **can take two full weeks**. DRL strongly urges applicants to begin this process on www.grants.gov well in advance of the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps to post applications on www.grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via www.grants.govcan take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through www.grants.gov.

The www.grants.gov website includes extensive information on all phases/aspects of the www.grants.gov process, including an extensive section on frequently asked questions, located under the "For Applicants" section of the website. DRL strongly recommends that all potential applicants review thoroughly the www.grants.gov website, well in advance of submitting a proposal through the www.grants.gov system.

Direct all questions regarding www.grants.gov registration and submission to:
www.grants.gov Customer Support Contact Center Phone: 800-518-4726
Business Hours: Monday – Friday, 7AM – 9PM Eastern Standard Time
Email: support@grants.gov

Applicants have until 11:59 p.m., Washington, D.C. time of the closing date stated on the solicitation to ensure that their entire application has been uploaded to the www.grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after 11:59 p.m. of the application deadline date will be automatically rejected by the www.grants.gov system and will be technically ineligible.

Please refer to the www.grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from www.grants.govupon the successful submission of an application. Again, validation of an electronic submission via www.grants.gov can take up to two business days. DRL will not notify you upon receipt of electronic applications. Faxed, couriered, or emailed documents will not be accepted at any time. Applicants must follow all formatting instructions in the applicable request for proposals (RFP) and these instructions.

It is the responsibility of all applicants to ensure that proposals have been received by www.grants.gov in their entirety. DRL bears no responsibility for data errors resulting from transmission or conversion processes.

PROPOSAL REVIEW PROCESS

DRL strives to ensure each application receives a balanced evaluation by the Department of State Review Committee. All proposals for a given solicitation are reviewed against the same six criteria, which are all equally weighted. These criteria are: (1) Quality of Program Idea, (2) Program Planning/Ability to Achieve Objectives, (3) Multiplier Effect/Sustainability, (4) Program Evaluation Plan, (5) Institution's Record and Capacity, and (6) Cost Effectiveness. Details for the criteria, Program Evaluation Plan and Cost Effectiveness, are described under the sections "Program Monitoring and Evaluation" and "Cost-Sharing and Cost-Effectiveness," respectively. Details regarding the other four criteria are described under Proposal Narrative. Additionally, the Committee will evaluate how the proposals meet the solicitation request, U.S. foreign policy goals, and the priority needs of DRL. Panelists review each proposal individually against the evaluation criteria, not against competing proposals.

In most cases, the DRL Review Committee includes representatives from DRL, the appropriate Regional Bureau, as well as USAID Washington. In addition, DRL requests feedback on the proposals from the appropriate U.S. Embassies and USAID Missions for the panelists' consideration. Panelists may make conditions and recommendations on any given proposal in order to enhance the proposed program. At the end of discussion on a proposal, the Committee votes on recommending the proposal for the DRL Assistant Secretary's approval.

For further information on the DRL grants process, please see the DRL website: http://state.gov/g/drl/p/c23187.htm. Given the limited nature of DRL funds and the frequent receipt of a large number of competitive proposals, DRL provides the following guidance.

TECHNICAL FORMAT REQUIREMENTS

For all application documents, please ensure:

1) **All pages are numbered, including budgets and attachments,**
2) **All documents are formatted to 8 ½ x 11 paper, and**
3) **All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.**

Complete applications should include the following for proposal submission:

1. Completed and signed SF-424, SF-424a and SF424b, as directed on www.grants.gov. Completed and signed SF-LLL, "Disclosure of Lobbying Activities" and the "Certification Regarding Lobbying Activities," which can be found with the solicitation on www.grants.gov and on the DRL website at: www.state.gov/g/drl, and your organization's most recent A133 audit.

2. Table of Contents (not to exceed one [1] page in Microsoft Word) that includes a page-numbered contents page, including any attachments.

3. Executive Summary (not to exceed one [1] page in Microsoft Word) that includes:
a) the target country(ies),
b) name and contact information for the project's main point of contact,
c) a one-paragraph "statement of work" or synopsis of the program and its expected results,
d) a concise breakdown of the project's objectives and activities,
e) the total amount of funding requested and program length, and
f) a brief statement on how the project is innovative, sustainable, and will have a demonstrated impact.

4. Proposal Narrative (not to exceed ten [10] pages in Microsoft Word). Please note the ten page limit does not include the Table of Contents, Executive Summary, Attachments, Detailed Budget, Budget Narrative or NICRA. Applicants may submit multiple documents in one Microsoft Word file, i.e., Table of Contents, Executive Summary, Proposal Narrative, and Budget Narrative in one file or as separate, individually-submitted files. Submissions should address the four specific criteria outlined in the solicitation described below:

a) **Quality of Program Idea:** Proposals should be responsive to the solicitation and appropriate in the country/regional context, and should exhibit originality, substance, precision, and relevance to the Bureau's mission of promoting human rights and democracy. The bureau typically does not fund programs that continue an organization's ongoing work (funded by the Bureau or other sources), but prioritizes innovative, stand-alone programs. In countries where similar activities are already taking place, an explanation should be provided as to how new activities will not duplicate or merely add to existing activities.
b) **Program Planning/Ability to Achieve Objectives:** A strong proposal will include a clear articulation of how the proposed program activities contribute to the overall program objectives, and each activity will be clearly developed and detailed. A relevant work plan should demonstrate substantive undertakings and the logistical capacity of the organization. The work plan should adhere to the program overview and guidelines described above. Objectives should be ambitious, yet measurable and achievable. For complete proposals, applicants should provide a monthly timeline of project activities. Proposals should address how the program will engage relevant stakeholders and should identify local partners as appropriate. If local partners have been identified, the Bureau strongly encourages applicants to submit letters of support from proposed in-country partners. Organizations also should identify and address gender considerations in all proposed program activities, and must provide specific means, measures, and corresponding targets to address them. As appropriate, organizations should also explain how the program plan addresses the participation and needs of people with disabilities. Additionally, applicants should describe the division of labor among the direct applicant and any local partners. If applicable, proposals should identify target areas for activities, target participant groups or selection criteria for participants, and purpose/criteria for sub-grantees, among other pertinent details. In particularly challenging operating environments, proposals should include contingency plans for overcoming potential difficulties in executing the original work plan.
c) **Multiplier Effect/Sustainability:** Proposals should clearly delineate how elements of their program will have a multiplier effect and be sustainable beyond the life of the grant. A good multiplier effect may include but is not limited to, plans to build lasting networks for direct and indirect beneficiaries, follow-on training and mentoring, and continued use of project deliverables. A strong sustainability plan may include demonstrating capacity-building results or garnering other donor support after DRL funding ceases.
d) **Institution's Record and Capacity:** The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposals should demonstrate an institutional record of successful programs, including responsible fiscal management and full compliance with all reporting requirements for past grants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project's objectives.

5. Budget Narrative (preferably in Microsoft Word) that includes an explanation/justification for each line item in the detailed budget spreadsheet, as well as the source and description of all cost-share offered. For ease of review, it is recommended that applicants order the budget narrative as presented in the detailed budget. Primarily Headquarters- and Field-based personnel costs should include a clarification on the roles and responsibilities of key staff and percentage of time devoted to the project. In addition, cost-effectiveness is one of the key criteria for rating the competitiveness of a program proposal. It is recommended that budget narratives address the overall cost-effectiveness of the proposal, including any cost-share offered (see below for more information on cost-sharing and cost-effectiveness).

6. Detailed Line-Item Budget (preferably in Microsoft Excel or similar spreadsheet format) that includes three [3] columns including DRL request, any cost sharing contribution, and total budget (see below for more information on budget format). A summary budget should also be included using the OMB approved budget categories (see SF-424 as a sample). Costs should be in U.S. Dollars.

7. Attachments (not to exceed seven [7] pages total, preferably in Microsoft Word) that include the following in order:

a) Pages 1-2: Monitoring and Evaluation Plan (see below for more information on this section).
b) Page 3: Roles and responsibilities of key program personnel with a short bio that highlight relevant professional experience. This is being considered as part of the organization's record and capacity. Given the limited space, CVs are not recommended for submission.
c) Page 4: Timeline of the overall proposal. Components should include activities, evaluation efforts, and program closeout.
d) Page 5-7: Additional optional attachments. Attachments may include further timeline information, letters of support, memorandums of understanding/agreement, etc. For applicants with a large number of letters/MOUs, it may be useful to provide a list of the organizations/government agencies that support the program rather than the actual documentation.

8. If your organization has a negotiated indirect cost rate agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be sent as a .pdf file. This document will not be reviewed by the panelists, but rather used by program and grant staff if the submission is recommended for funding. Hence, this document does not count against the submission page limitations. If your proposal involves subgrants to organizations charging indirect costs, and those organizations also have a NICRA, please submit the applicable NICRA as a .pdf file (see below for more information on indirect cost rate).

Note: To ensure all applications receive a balanced evaluation, the Department of State Review Committee will review the first page of the requested section up to the page limit and no further. DRL encourages organizations to use the given space effectively.

INFORMATION ON STANDARD FORMS

Organizations must also fill out and submit SF-424, SF-424A, and SF-424B forms as directed on www.grants.gov.

Please fill in the highlighted yellow fields and use the following guideline for the SF-424:

1. Type of Submission: Application
2. Type of Application: New

5b. Federal Award Identifier: Please enter zeros or leave blank
8a. Please enter name of applicant (organization)
8b. Please enter the organization's EIN or TIN number
8c. Please enter the organization's DUNS number (without dashes)
8d. Please enter the organization's address
8f. Please enter the name, telephone number and e-mail address of the primary contact person for this proposal
9. Please select type of applicant from pull down list
11. The CFDA number is 19.345
12. Please enter the Funding Opportunity Number (similar to DRL-07-GR-018-MW-010101) and Title (similar to Global Request for Statements of Interest).
15. Please enter descriptive title of project
16a. Please enter congressional district of applicant organization
16b. Please enter N/A or zeros
17. Please enter the approximate start and end dates of the proposed activities
18. Please enter the amount requested from the USG under "Federal," any cost-share under "Applicant," fill in the total, and otherwise use zeros.
19. Please enter "c"
20. Complete as indicated
21. Complete as indicated

Please fill in the highlighted yellow fields of the SF 424A with information from your proposed budget.

Please fill in the highlighted yellow fields of the SF-424B: Page 2 - Complete applicant organization and title of authorized official sections.

OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

Organizations should be familiar with OMB Circulars A-110 (Revised) 22 CFR 145 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations), A-122/A-21 (Cost Principles for Nonprofit Organizations; Indirect Costs), and A-133/A-128 (Audits of Institutions of Higher Education and Other Nonprofit Organizations) on cost accounting principles. For a copy of the OMB circulars cited, please contact Government Publications or download from http://www.whitehouse.gov/omb/circulars/index.html.

AUDITS

The recipient's proposal should include the cost of an audit that:

1) Complies with the requirements of OMB Circular No. A-133, "Audits for Institutions of Higher Education and Other Nonprofit Institutions";

2) Complies with the requirements of American Institute of Certified Public Accountants (AICPA) Statement of Position (SOP) No. 92-9, "Audits of Not-for-Profit Organizations

Receiving Federal Awards";
3) Complies with AICPA Codification of Statements on Auditing Standards AU Section 551, "Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents," where applicable. When U.S. Department of State is the largest direct source of Federal financial assistance (i.e., the cognizant Federal Agency) and indirect costs are charged to Federal grants, a supplemental schedule of indirect cost computation is required.
4) Organizations that receive more than $500,000 in U.S. government funds are required to have an A-133 audit.

The audit costs shall be identified for: the audit of the basic financial statements, and supplemental reports and schedules required by A-133.

INDIRECT COST-RATE
An organization with a negotiated indirect cost rate agreement (NICRA) negotiated with a cognizant federal government agency other than the U.S. Department of State should include a copy of the cost-rate agreement. Applicants should indicate in the proposal budget how the rate is applied and if any of the rate will be cost-shared. DRL generally does not pay indirect costs against participant expenses, but each case may vary. Organizations claiming indirect costs should have an established NICRA. If subgrantees are claiming indirect costs, they should have an established NICRA that is also submitted with the proposal package.

PROGRAM MONITORING AND EVALUATION
A monitoring and evaluation plan (M&E plan) is a systematic and objective approach or process for monitoring project performance toward its objectives over time. Complete proposals should include a detailed plan on how the project's progress and impact will be monitored and evaluated throughout the project. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and potential success of a program. Successful monitoring and evaluation depend on the following:

- Setting strategic objectives that are clear, specific, attainable, measurable, results-focused, and placed in a reasonable time frame;
- Linking program activities to stated strategic objectives;
- Developing key performance indicators that include baselines and benchmarks or targets and measure realistic progress towards all strategic objectives and program activities.

Strong monitoring and evaluation plans incorporate performance indicators for *all* program objectives and activities and include baselines and targets for each indicator. Performance indicators are ways to objectively observe program progress and measure the degree of success a program's planned activities has had in achieving its stated objectives. Performance indicators should address the direct products and services delivered by a program (defined as outputs), and the results of those products and services (defined as outcomes). Findings on outputs and outcomes should both be reported.

Outputs, which are products and services delivered from the program activities, are often stated as an amount. Output data show the scope or size of project activities, but they cannot replace information about progress towards outcomes or the project's impact. Examples of program outputs include: 100 civil society organization members trained in organizational fundraising and 60 radio programs produced.

Outcomes, in contrast, represent the specific, realistic results of a project and are usually measured as an extent of change. Outcomes may include progress toward expected program objectives or other results of the program. For example, a program's objective could be to increase the participation of female candidates in elections. One outcome of the program would be that after receiving training on effective engagement in the political process, 40% of the female participants ran for a seat on the Parliament.

The Bureau recommends that applicants include a clear description of the methodology and data collection strategies/tools to be employed (e.g. pre- and post-test surveys, interviews, focus groups) and, where feasible, samples of evaluative tools such as draft survey questionnaires. The Bureau expects that the grantee will track participants or partners as appropriate and be able to respond to key evaluation questions, including satisfaction with the program/training, information learned as a result of the program/training, changes in attitude, behavior, or skills as a result of the program, and effects of the program on institutions or organizations where participants work. To address gender consideration, applicants should also track and disaggregate data of participants by sex, where applicable. Last, applicants should include the monitoring and evaluation process in their timeline.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it incorporates the abovementioned components. Since a quality evaluation should be as objective and unbiased as possible, DRL highly encourages all applicants to include a mid-term and final independent evaluation. Ideally the outside evaluator should be involved with the program evaluation from the program's inception. Costs for an outside evaluation may be charged to the DRL grant.

Grantees will be required to provide reports with an analysis and summary of their findings, both quantitatively and qualitatively, in their quarterly progress and final reports to the Bureau. It is recommended that grantees refer back to their M&E plan in these reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request. DRL conducts quarterly reviews of every program in order to meet OMB reporting requirements and to ensure that grants are being administered and implemented successfully. During these reviews, DRL uses the M&E plan as one way to compare the actual progress and impact of a program against the proposed activities and objectives.

In summary, it is recommended that an M&E plan should include output- and outcome-based indicators; baselines and targets for each indicator; type of data disaggregation for the indicator, if applicable (disaggregation by sex is required where applicable); monitoring and evaluation data collection tools; data source; and frequency of monitoring and evaluation. For a more detailed explanation of what DRL is looking for in the M&E plan, please review the DRL Monitoring and Evaluation Primer.

*Note: Beginning with FY2008 funds, the Office of the Director of Foreign Assistance (F) requires all DRL grantees to report on standard indicators at the appropriate F Framework Governing Justly and Democratically (GJD) Element level. Therefore, applicants are requested to review a set of F Framework GJD Indicators selected by DRL and to include in the M&E plan any of these indicators, which are relevant to their program. The list of standard indicators is provided below. Please denote these indicators in the M&E plan with an asterisk.

List of Standard Indicators

1. Number of domestic human rights NGOs receiving USG support
2. Number of legal aid groups and law clinics assisted by USG
3. Number of Justice Sector Personnel Who Received USG training
4. Number of individuals who received USG support to remedy human rights violations
5. Number of individuals/groups who received legal aid or victim's assistance with USG support
6. Number of local CSOs strengthened that promote political participation and voter education
7. Number of groups trained in conflict mediation/resolution skills with USG assistance
8. Number of political parties and political groupings receiving USG assistance to articulate platform and policy agendas effectively
9. Number of domestic election observers training with USG assistance
10. Number of USG-assisted political parties implementing programs to increase the number of candidates and members who are women
11. Number of civil society organizations using USG assistance to improve internal organizational capacity
12. Number of non-state news outlets assisted by USG
13. Number of journalists trained with USG assistance
14. Number of USG-assisted CSOs that engage in advocacy and watchdog functions

COST – SHARING AND COST – EFFECTIVENESS

DRL strongly encourages applicants to clearly demonstrate program cost-effectiveness in their proposal submissions, including examples of leveraging institutional and other resources. Additional information on cost-effectiveness as a review criterion can be found in the Request for Statements of Interest/Proposals.

Cost-sharing is the portion of program cost not borne by the sponsor. DRL encourages cost-sharing, which may be in the form of allowable direct or indirect costs, and offered by the applicant and/or in-country partners. Applicants should consider all types of cost-sharing. Examples include the use of office space owned by other entities; donated or borrowed supplies and equipment; (non-federal) sponsored travel costs; waived indirect costs; and program activities, translations, or consultations conducted by qualified volunteers. The values of offered cost-share should be reported in accordance with (the applicable cost principles outlined in) OMB Circular A-110 (Revised) Subpart C (23) "Cost-sharing or Matching." **Other federal funding does not constitute cost-sharing.**

The recipient of an assistance award must maintain written records to support all allowable costs which are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110 (Revised), Subpart C (23) “Cost-sharing or Matching.” In the event the recipient does not meet the minimum amount of cost-sharing as stipulated in the recipient’s budget, the Bureau’s contribution will be reduced in proportion to the recipient’s contribution.

All organizations, including those not offering any cost - sharing, should submit a budget, preferably in Excel or similar spreadsheet format, formatted to include three columns for each line item: DRL funding request, cost-share offered, and total funding. Sources of all cost-share offered in the application should be identified and explained in the budget narrative. When organizations have made a reasonable, good-faith effort to obtain cost sharing or are pursuing avenues to cost share, DRL encourages applicants to note this in the proposal.

Budgets should be arranged according to the format below to clearly delineate cost-share:

	DRL Request	**Cost Share**	**Total**
A. Personnel			
B. Fringe Benefits			
C. Travel			
D. Equipment			
E. Supplies			
F. Contractual			
G. Construction	N/A		
H. Other			
I. Total Direct Charges (sum A-H)			
J. Indirect Charges			
K. Total (sum I-J)			

BUDGET GUIDELINES

Applications will not be considered complete unless they include budgets that respond to the solicitation guidelines. Complete budgets will provide a detailed line-item budget outlining specific cost requirements for proposed activities. A minimum of three columns should be used to delineate the bureau funding request, cost-share by applicant, and total project funding. Complete applications will include a budget narrative to clarify and justify individual line-items (i.e., calculations of how the costs were derived per month or year, their necessity, and overall contribution to the program’s cost-effectiveness).

The three-column proposal line item budget should include the following components, in the suggested format below:

1. Summary Budget
2. Line-Item Budget

		DRL Request	**Cost Share**	**Total**
A. PERSONNEL				

a) Primarily Headquarters-Based Personnel				
-H.Q.-based project -dedicated staff salary (X months) -H.Q.-based administrative staff salary (X months)	X% of $X/yr X% of $X/yr			
b) Primarily Field-Based Personnel				
-Field-based Country Director salary (x months or year) -Field-based Program Assistant salary (x months or year)	X% of $X/yr X% of $X/yr			
Subtotal Personnel				
B. FRINGE BENEFITS				
a) Primarily H.Q.-Based Fringe Benefits	fringe=X% salary			
-H.Q.-based project -dedicated staff fringe (X months) -H.Q.-based administrative staff fringe(X months)	X% fringe X% fringe			
b) Primarily Field-Based Fringe Benefits	fringe=X% salary			
-Field-based Country Director fringe (x months or year) -Field-based Program Assistant fringe (x months or year)	X% fringe X% fringe			
Subtotal Fringe Benefits				
C. TRAVEL				
a) Monitoring Travel				
-Monitoring Trip: H.Q. to field (X) -Per diem (X days)	$X/RT flight $X/day			
b) Field Travel				
Activity 1: Workshop -Staff Travel (# staff) -Staff Per Diem (X days) -Participant Travel (# participants)	 $X/RT flight/# staff $X/day/# day/# staff $X/trip/# pax			
-Participant Per Diem (X days)	$X/day/# day/# pax			
Activity 2: Town Hall Meeting -Staff Travel (# staff) -Staff Per Diem (X days) -Participant Travel (# participants) -Participant Per Diem (X days)	 $X/RT flight/# staff $X/day/# day/# staff $X/trip/# pax $X/day/# day/# pax			
Subtotal Travel				
D. EQUIPMENT				
a) Primarily H.Q.-Based Equipment (if applicable)				
-H.Q.-equipment (if applicable)	$X/unit			
d) Primarily Field-Based Equipment				
-Field-equipment	$X/unit			
Subtotal Equipment				
E. SUPPLIES				
a) Primarily H.Q.-Based Supplies (if applicable)				
-Printing and Photocopying (X months)	X% of $X/yr			
b) Primarily Field-Based Supplies				
-Markers and dry erase board -Telephone (X months) -Office Supplies (X months)	$X/set X% of $X/yr X% of $X/yr			
Subtotal Supplies				

F. CONTRACTUAL				
a) Subgrants				
-Local Subgrantees (X subgrants)	$X/unit			
b) Consultant Fees				
-Media Specialist/Honoraria (X days/hours) -Independent M & E specialist -Translation Fees (X pages)	$X/consult $X/unit $X/page			
Subtotal Contractual				
G. CONSTRUCTION	**N/A**			
H. OTHER				
a) Other Direct Costs				
-Field Office Rent (X months)	X% of $X/mo			
Subtotal Other				
I. TOTAL DIRECT CHARGES (Sum of A-H Subtotals)				
J. INDIRECT CHARGES				
a) Indirect Costs/NICRA (X% of costs)				
Subtotal Indirect Charges				
K. TOTAL COSTS (Sum I-J)				

Note: This budget is designed to serve as an example of the format for complete budget submissions and is NOT exhaustive. Individual line items included in each applicant's budget should reflect specific program activities. (pax = participants)

Before grants are awarded, the Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the Bureau's program and availability of funds.

1. SUMMARY BUDGET:
Please include the applicant organization name, title and duration of the project, and the following:

A. Personnel
B. Fringe Benefits
C. Travel
D. Equipment
E. Supplies
F. Contractual
G. Construction
H. Other
I. Total direct charges (sum a – h)
J. Indirect Charges
K. Total

2. LINE-ITEM BUDGET:

A. Personnel – Identify staffing requirements by each position title and brief description of duties. For clarity, please list the annual salary of each position, percentage of time and number of months devoted to the project. (e.g., Administrative Director: $30,000/year x 25% x 8.5 months; calculation: $30,000/12 = $2,500 x 25% x 8.5 months = $5,312.).

B. Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

C. Travel - Staff and any participant travel:

1) international airfare
2) in-country travel
3) domestic travel in the U.S., if any
4) per diem/maintenance: includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: http:/www.policyworks.gov/. Per diem rates may not exceed the published U.S. government allowance rates; however, institutions may use per diem rates lower than official government rates.

Please explain differences in fares among travelers on the same routes: e.g., project staff member traveling for three weeks whose fare is higher than that of staff member traveling for four months. Please note that all travel, where applicable, must be in compliance with the Fly America Act.

D. Equipment – please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of $5000 or more.

E. Supplies - list items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: $50/month x 50% = $25/month x 12 months).

F. Contractual –
a) Subgrants. For each subgrant/contract please provide a detailed line item breakdown explaining specific services. In the subgrant budgets, provide the same level of detail for personnel, travel, supplies, equipment, direct costs, and fringe benefits required of the direct applicant.
b) Consultant Fees. For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x $150/day x 2 days).

G. Construction – Due to the nature of DRL programs, construction costs are not applicable.

H. Other - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative.

J. Indirect Charges - See OMB Circular A-122, "Cost Principles for Non-profit Organizations"

1) If your organization has an indirect cost-rate agreement with the U.S. Government, please include a copy of this agreement. This does not count against submission page limitations.
2) If your organization is charging an indirect rate, please indicate how the rate is applied--to direct administrative expenses, to all direct costs, to wages and salaries only, etc.
3) Do not include indirect costs against participant expenses in the Bureau budget, as it generally does not pay for these costs.

Cost Share/Cost-Effectiveness - Explanation of contributions should be included, whether cash or in-kind. Assign a monetary value in U.S. dollars to each in-kind contribution. If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding amount to be provided by those sources. In addition, it is recommended that budget narratives address the overall cost-effectiveness of the proposal, including leveraging of institutional or other resources.

The Bureau of Democracy, Human Rights and Labor will consider budgeted line-items for the following:

- Independent evaluations to assess the project’s impact (costs must be built into the overall original budget proposal and must be reasonable);
- Costs associated with an internal evaluation conducted by the grantee (costs must be built into the overall original budget proposal and must be reasonable).
- Visa Fees and Immunizations associated with program travel.

The Bureau of Democracy, Human Rights and Labor does not pay for the following under any circumstances:

- Publication of materials for distribution within the U.S.;
- Administration of a program that will make a profit;
- Expenses incurred before or after the specified dates of the grant (unless prior approval received);
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Entertainment expenses, including alcoholic beverages;
- Contingency funds.

The Department of State Review Committee Panels may make conditions and recommendations on proposals to enhance proposed programs. Conditions and recommendations are to be addressed by the applicant before approval of the award. To ensure effective use of limited DRL funds, conditions or recommendations may include requests to increase, decrease, clarify and/or justify costs.

ADDITIONAL INFORMATION

Once the Request for Statements of Interest or Request for Proposals deadline has passed,

State Department staff in DC and overseas at U.S. Embassies/Missions may not discuss competing proposals with applicants until the review process has been completed.