



Notice of Funding Opportunity (NOFO)

Alumni Engagement Innovation Fund

U.S. Mission Nigeria Public Diplomacy Section, Department of State

Opportunity number: PDS-AEIF-FY26-01

Application deadline: May 11, 2026

Contents

A.	Basic Information	3
B.	Eligibility	4
C.	Program Description	5
D.	Application Contents and Format.....	6
E.	Submission Requirements and Deadlines.....	7
F.	Application Review Information.....	11
G.	Award Notices	13
H.	Post-Award Requirements and Administration.....	14
I.	Other Information	15

**U.S Department of State
U.S. Mission Nigeria Public Diplomacy Section
Notice of Funding Opportunity**

A. Basic Information

1. Overview

Funding Opportunity Title	Mission Nigeria’s Alumni Engagement Innovation Fund
Funding Opportunity Number	PDS-AEIF-FY26-01
Announcement Type	Initial Announcement
Deadline for Applications	May 11, 2026 11:59pm WAT
Assistance Listing Number	19.022
Length of performance period	6 to 12 months
Number of awards anticipated	3
Award amounts	awards may range from a minimum of \$5,000 to a maximum of \$35,000 per award
Total available funding	\$105,000 pending availability of funds
Type of Funding	FY26 Educational and Cultural Exchanges (ECE)
Anticipated project start date	September 2026

Funding Instrument Type: Grant

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

The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

This notice is subject to availability of funding.

2. Executive Summary

Priority Region: Nationwide in Nigeria

Executive Summary

The Public Diplomacy section of the U.S. Mission in Nigeria announces a limited competition for the Alumni Engagement Innovation Fund (AEIF). AEIF provides funding for alumni of U.S. government-sponsored and facilitated exchange programs to apply the skills gained during their exchanges and implement innovative solutions to global challenges in their communities. Since 2011, AEIF has supported nearly 500 alumni-led projects worldwide through a competitive process.

This year, in recognition of America’s 250th anniversary (Freedom 250), all projects must celebrate this milestone and highlight the United States’ commitment to a safer, stronger, and more prosperous nation while showcasing American excellence. Projects should: honor U.S. Values, Patriotism, and Global Contributions, Promote Global Understanding of U.S. Founding

Principles, and Inspire the Next 250 Years of U.S. Leadership and Innovation. Project can include events separate from celebrating Independence Day.

The U.S. Mission Nigeria will accept AEIF projects that both celebrate America's 250th anniversary (Freedom 250) and support one of the following themes:

- **American Innovation, Global Leadership, and Economic Partnership**
Projects should highlight the United States' achievements in science, technology, energy, artificial intelligence, cybersecurity, education, and culture, while promoting fair, transparent, and mutually beneficial economic and trade relationships. Initiatives may focus on advancing American excellence and competitiveness, supporting entrepreneurship, open markets, and promoting favorable technical infrastructures and policies for economic growth. *Note: Projects under this theme should not include alumni summits, conferences, or similar large-scale gatherings.*
- **Alumni Summit: Celebrating America's 250th Anniversary (Freedom 250)**
This theme invites proposals for projects that bring together alumni of U.S. government-sponsored programs to mark the 250th anniversary of American independence. Summits and related activities should highlight the values of freedom, innovation, and democratic leadership, strengthen alumni engagement, promote continued learning, and amplify the collective impact of alumni in their communities and fields, while honoring America's legacy and advancing global partnerships.

All projects must visibly celebrate America's 250th Anniversary (Freedom 250) by incorporating elements that honor the nation's history, values, and ongoing contributions to global progress.

B. Eligibility

1. Eligible Applicants

- Applicants must be alumni of a U.S. government-funded or sponsored exchange program (<https://alumni.state.gov/list-exchange-programs>) or a U.S. government-sponsored exchange program (<https://j1visa.state.gov/>).

Each AEIF project proposal must also include the involvement of **at least two or more Exchange Alumni from different exchange programs**

- Each AEIF project proposal must be led by a non-U.S. citizen Exchange Alumni.
- All project activities must take place outside of the United States and its territories and preferably take place in Nigeria.

2. Cost Sharing or Matching

Cost sharing is encouraged but not required.

Cost share may be used, during the merit review process, to break ties among applications with equivalent scores after evaluation against all other factors.

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

C. Program Description

1. Goals and Objectives

AEIF is designed to increase the impact of the U.S. government's investment in exchange participants and programs by helping alumni develop and implement projects that support U.S. foreign policy objectives, promote shared interests, and benefit local communities.

All AEIF projects must celebrate America 250th Anniversary and align with administration policy goals such as making the United States safer, stronger, and more prosperous while celebrating American excellence.

In addition, AEIF projects must address at least one of the following:

- Bring alumni together from different exchange programs to build or expand an alumni network capable of working together on common interests and increasing regional and global collaboration of alumni.
- Strengthen the relationship between alumni and the U.S. government to work together on activities that address mutual goals and challenges.
- Support alumni as they develop their leadership capacity and build on their exchange experience.

AEIF 2026 can support the following budget items:

- In-country transportation (air/ground, hotel, per diem) – total travel-related expenses should not exceed 15 percent of requested budget
- Rental of venues for project activities
- Meals/refreshments integral to the project (i.e., working lunch)
- Reasonable costs to support virtual programming (i.e., subscription to Zoom, WebEx, camera/microphones for virtual meetings, mailing services, etc.)
- Reasonable speaker/consultant and training fees – total should not exceed 30 percent of overall budget
- Reasonable equipment and materials

AEIF 2026 does not support the following activities or costs, and the selection committee will deem applications involving any of these activities or costs ineligible:

- Any airfare to/from the United States and its territories (except for U.S. citizen alumni whose travel is integral to project implementation)
- Staff salaries, office space, and overhead/operational expenses
- Large items of durable equipment or construction equipment (vehicles, large mechanical equipment)

- Alcohol, excessive meals, refreshments, or entertainment
- Academic or scientific research
- Charitable or development activities
- Provision of direct social services to a population
- Gifts/prizes or individual scholarships
- Duplication of existing programs
- Institutional development of an organization
- Venture capital, for-profit endeavors, or charging a fee for participation in project
- Support for specific religious activities
- Fund-raising campaigns
- Support or opposition of partisan political activity or lobbying for specific legislation

Applications and budgets must be submitted using the official AEIF 2026 application and budget forms attached to this call for proposals. Application Packages should be submitted to USGNigeriaAlumni@state.gov by May 11, 2026 11:59pm WAT, with the subject line AEIF2026 Proposal_Project title_Project location (e.g. AEIF2026 Proposal_ExchangeAlumni4Freedom250_Abuja).

D. Application Contents and Format

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

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to fit 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals).
- SF-424A (Budget Information for Non-Construction programs)
- SF-424B (Assurances for Non-Construction programs) (note: the SF-424B is only required for individuals, organizations exempt from registration, and for organizations not required to fully register in SAM.gov)

Note: The mandatory forms can be downloaded from www.grants.gov under the ‘Forms’ tab.

2. Proposal (6 pages maximum)

The proposal should contain sufficient information that anyone not familiar with it would

understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the State Department and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Project Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities:** Describe the program activities and how they will help achieve the objectives.
- **Project Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Project Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Project Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

3. Budget Justification Narrative

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

4. Attachments

- 1-page Curriculum Vitae (CV) or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a PDF file.
- Official permission letters, if required for program activities.

E. Submission Requirements and Deadlines

1. Address to Request Application Package

Application forms required above are available at www.grants.gov.

2. Department of State Contacts

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

USGNigeriaAlumni@state.gov.

U.S. Mission Nigeria will host an AEIF information session via Google Meet on March 16, 2026, to answer questions from all potential applicants. Participation details will be shared via email and across all alumni network platforms.

3. Unique entity identifier and System for Award Management (SAM.gov) Required Registrations

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration in SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

The 2 CFR 200 requires subrecipients to obtain a UEI. Please note the UEI for subrecipients is not required at the time of application but will be required before an award is processed and/or directed to a subrecipient.

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI prior to registering in SAM.gov.
- **Organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove an NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket (“incident”) with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: “I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain an NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool \(nato.int\)](#)

Exemptions

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

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

4. Submission Dates and Times

Applications are due no later than *MAY 11, 2026, 11:59pm WAT*

5. Funding Restrictions

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

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

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

If the place of performance or delivery of any award made under this NOFO will be within the United States, applicants are advised that they will be required to certify the following at the time of award:

- 1) Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;

- 2) It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws. A program promoting Diversity, Equity, and Inclusion means a program whose purpose is to promote preferences based on race, color religion, sex, or national origins, such as in training or hiring.

iii. Certification of Trafficking in Persons Compliance and Compliance Plan

Applicants are advised that they will be required to certify the following at the time of award for awards where the estimated value of services to be performed outside the United States exceeds \$500,000:

- 1) To the best of the Recipient's knowledge, neither the Recipient, nor any subrecipient, contractor, or subcontractor of the Recipient or any agent of the recipient or of such a subrecipient, contractor, or subcontractor, is engaged in any of the activities described in 2 CFR 175.105(a);

The recipient has implemented a Trafficking in Persons compliance plan to prevent activities described in 2 CFR 175(a) and is compliant with this plan; and the compliance plan must follow the minimum requirements described in 2 CFR 175(b)(5).

- 2) That the Recipient has and will implement procedures to prevent activities described in 2 CFR 175.105(a) and to monitor, detect, and terminate any subrecipient, contractor, subcontractor, or employee of the recipient engaging in these activities.

Recipients do not need to submit a copy of the plan. However, they must provide it to the Grants Officer upon request, and as appropriate, must post the useful and relevant contents of the plan or related materials on their website and at the workplace. Recipients must re-certify on an annual basis for the entire award period of performance.

iv. Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities

(a) *Definitions.*

American Security Drone Act-covered foreign entity means an entity included on a list developed and maintained by the Federal Acquisition Security Council (FASC) and published in the System for Award Management (SAM) at <https://www.sam.gov>

FASC-prohibited unmanned aircraft system means an unmanned aircraft system manufactured or assembled by an American Security Drone Act-covered foreign entity.

Unmanned aircraft means an aircraft that is operated without the possibility of

direct human intervention from within or on the aircraft .

Unmanned aircraft system means an unmanned aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the operator to operate safely and efficiently in the national airspace system.

(b) *Prohibition.*

Recipients of funding under this Notice of Funding Opportunity (including subawards and subcontracts issued by the recipient) will be prohibited from:

(1) delivering any FASC-prohibited unmanned aircraft system, which includes unmanned aircraft (i.e., drones) and associated elements;

(2) Operating a FASC-prohibited unmanned aircraft system in the performance of the award; and

(3) Using Federal funds for the purchase or operation of a FASC-prohibited unmanned aircraft system .

c) *Exemptions, exceptions, and waivers.* The prohibitions described above will not apply if the agency determines that an exemption, exception, or waiver applies and the award indicates that such a determination has been made. [See sections 1823 through 1825 and 1832 of Public Law 118-31 ([41 U.S.C. 3901](#) note prec.) for statutory requirements pertaining to exemptions, exceptions, and waivers.].

6. *Other Submission Requirements*

All application materials must be submitted by email to USGNigeriaAlumni@state.gov.

Email subject lines should read; AEIF2026 Proposal _Project title. e.g. AEIF2026 Proposal _ExchangeAlumni4Freedom250.

Documents must be labelled with project title as shown below:

- AEIF Application form _ExchangeAlumni4Freedom250
- AEIF Budget form _ExchangeAlumni4Freedom250
- SF-424 _ExchangeAlumni4Freedom250
- SF-424-I _ExchangeAlumni4Freedom250
- SF-424A _ExchangeAlumni4Freedom250
- SF-424B _ExchangeAlumni4Freedom250

F. **Application Review Information**

1. *Review Criteria*

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

below with scores ranging from 0-50.

Relevance to America’s Foreign Policy, Quality, and Feasibility of the Program Idea – 10 points: The program idea is well developed, with detail about how program activities will align with one of the two themes identified in the Executive Summary. Project must be innovative, well-developed, and include details about how the program activities will be carried out. The proposal includes a reasonable implementation timeline. The proposal identifies a specific issue and audience and includes substantive data to support implementing a project to address these elements. The proposal does not include any activities contrary to any standing Executive Orders. For a full list, see <https://www.federalregister.gov/>.

Alumni Team Capacity and Record on Previous Grants – 5 points: The project team has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account. If sub-awards are proposed, alumni demonstrate experience managing subawards.

Program Planning/Ability to Achieve Objectives – 10 points: Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 5 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities. Budget items are reasonable, allowable, and allocable.

Monitoring and Evaluation Plan – 5 points: Applicant demonstrates it can measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

Communication, Media, and Outreach Plan – 5 points

The project should include a clear plan and timeline for how and when the team will share information about the project. It is important to ensure that the U.S. Embassy gets recognition throughout the process, if circumstances permit.

Participation and Support from Local Partners – 5 points

The proposal demonstrates buy-in and support from the community where the project will take place. Local partner involvement is a strong sign that there is community support and that the project will engage a broad array of experts, such as subject matter experts, community centers, academic institutions, businesses, local/national government, non-governmental organizations, American Spaces, etc.

Sustainability – 5 points: The proposal details how program activities will continue to have positive impact after the end of the program.

Cost share may be used, during a merit review process, to break ties among applications with equivalent scores after evaluation against all other factors.

2. *Indirect Costs*

If two or more applications receive equivalent scores based on the evaluation criteria outlined in this NOFO, preference will be given to the applicant with the lower indirect cost rate, as consistent with Executive Order 14332, Section 4(b)(iii). This preference will only be applied as a tie-breaking mechanism and does not supersede the primary evaluation criteria.

3. *Review and Selection Process*

A review committee will evaluate all eligible applications.

4. *Risk Review*

i. Risk factors

Under the merit review as required by 2 CFR 200.206, prior to making a Federal Award the Department will review and consider the following risk factors:

- a. Financial stability
- b. Management systems and standards
- c. History of performance
- d. Audit reports and findings
- e. Ability to effectively implement requirements

G. Award Notices

The award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The award agreement is the authorizing document, and it will be provided to the recipient for review and counter-signature. The recipient may only start incurring project expenses beginning on the start date shown on the award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Unsuccessful applicants: Unsuccessful applicants will be notified by August 2026 via email.

Payment Method

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

Recipients may not draw down funds without the affirmative authorization of the Department of State. In addition, recipients must submit, with each SF-270 payment request, a detailed explanation justifying the request.

H. Post-Award Requirements and Administration

1. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 89 FR 30046 on April 22, 2024, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340). For the avoidance of doubt, the Department has sole discretion over the determination that an award no longer effectuates program goals or agency priorities, and this provision permits awards to be terminated at the Department's convenience, including when it determines that the award no longer advances the national interest.
- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)
- Recipients must comply with all applicable Executive Orders A searchable list can be found in the Federal Register: <https://www.federalregister.gov/>

2. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted. Generally, award recipients are expected to provide information about their progress against the approved proposal, any delays or setbacks, and outputs, outcomes, and impacts from the project activities.

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.

3. Branding and Marking

The Department of State, its programs, and U.S. Government funding and assistance should be easily identifiable to the Department's global audiences.

Recipients of federal assistance awards must follow the branding guidance published at [Guidance for Contracts and Grants - U.S. Department of State Brand System](#). Branding policy exceptions are outlined in the U.S. Department of State Foreign Affairs Manual [10 FAM 416, Policy Exceptions](#).

For more information, visit: <https://brand.america.gov/>.

In addition to the Department of State branding guidance, which requires materials produced under a federal award be marked appropriately to acknowledge U.S. government support, recipients of new Public Diplomacy awards promoting Freedom 250 activities must also incorporate the Freedom 250 logos in all program materials, activities, and communications. The recipient should continue 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.

I. Other Information

Guidelines for Budget Justification

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

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

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

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

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

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

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

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

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