

**U.S. DEPARTMENT OF STATE**  
**Public Affairs Section, U.S. Embassy Kazakhstan**  
**Notice of Funding Opportunity**

**Funding Opportunity Title:** GoViral Festival  
**Funding Opportunity Number:** DOS-KAZ-AST-AEECA-FY18-004  
**Deadline for Applications:** August 03, 2018 (11:59 p.m., U.S. Eastern Time)  
**CFDA Number:** 19.050  
**Total Amount Available:** \$1,250,000

**A. PROGRAM DESCRIPTION**

The Public Affairs Section (PAS) of the U.S. Embassy and Consulate in Kazakhstan announces a full and open competition for organizations to submit applications to manage ongoing programming for the “Go Viral” Festival and corresponding Network.

The Go Viral Festival was launched in June 2017 in Almaty, Kazakhstan, as an opportunity for innovators in media, culture, business and technology to learn from one another and engage with American and European experts in their fields of interest. The annual Festival is modeled after South by Southwest (SXSW) in Austin, Texas, and includes music, art, TED style talks, and engaging workshops for young innovators.

Following the success of the Go Viral Festival in 2017, the Go Viral Network was established to continue and expand engagement with up-and-coming independent voices in Central Asia, and to provide opportunities for network members to collaborate with each other. The Network includes thousands of innovators from 16 countries who attended the Go Viral Festivals in 2017 and 2018 as well as participants from an annual “48 Hour Film Race” from cities across Kazakhstan and eight countries.

**Priority Region:** Central Asia

**Project Objectives:**

The goals of Go Viral Festival and Network include expanding access to alternative sources of information and diverse viewpoints, supporting economic development through innovation, and enhancing ties with innovators in media, business, culture, and technology.

**Participants and Audiences:**

Digital innovators in business, media, culture, and technology from Central Asia, Europe, and the United States.

**Scope of Work:**

The grantee will be expected to plan, coordinate, and execute a range of activities to run the Go Viral Festival and to further develop the Go Viral Network. U.S. and international applicants should clearly demonstrate their plans to engage and work with local implementing partners as necessary. Proposed activities include the following:

- Ensure that the original purpose and values are maintained, namely: 1) creating a more diverse media/information environment; 2) fostering economic prosperity through innovation; and 3) expanding ties and free exchange of information between Central Asian representatives of media, business, culture, and technology and representatives of the same from the United States.
- Oversee all aspects of the planning for and operation of the annual Go Viral Festival in Almaty, Kazakhstan
- In consultation with U.S. Missions, create a slate of potential speakers and thematic priorities for the event and develop an appropriate recruitment plan for each speaker to ensure invitations are sent at an appropriate level.
- Provide monthly newsletters with updates on membership, upcoming events, Festival planning, and opportunities for in-person and digital engagement.
- Strengthen the Go Viral Steering Committee, engaging the group on decisions related to future events and initiatives such as areas of opportunity for engagement with network members, themes for the Festival, branding and local trends, and the selection process for the small grants program.
- Develop a Go Viral Country Ambassadors Program, which will establish an engaged point of contact in each Central Asian country who will act as the Network's lead representative in the country, manage local events, advise on engagement opportunities, and represent the country as a member of the Steering Committee.
- Select and provide oversight of contractors/subcontractors.
- Maintain a database of network members, festival participants, and potential participants from the Central Asian region.
- Coordinate with Go Viral Country Ambassadors to plan events throughout Central Asia, with a focus on growing the network, engaging existing members, and building up to the next annual Go Viral Festival.
- Appoint a Go Viral Coordinator as the primary liaison between the grantee organization and the U.S. Mission, as well as the primary coordinator of the festival and network. Develop tiered sponsorship packages to supplement U.S. funding for the Festival and other Network activities.
- Recruit local businesses and organizations to sponsor specific events and activities, or provide in-kind contributions.

## **B. FEDERAL AWARD INFORMATION**

Anticipated period of performance: 36 months

Number of awards anticipated: 1

Total available funding: \$1,250,000

Type of Funding: FY17 SAAA Funds

Anticipated project start date: October 1, 2018

**This notice is subject to availability of funding.**

**Funding Instrument Type:** Grant or Cooperative Agreement. Cooperative agreements are different from grants in that bureau/embassy staff are more actively involved in the grant implementation.

**Project Performance Period:** Proposed projects should be completed in *36 months* or less.

## **C. ELIGIBILITY INFORMATION**

### **Eligible Applicants**

This funding opportunity is open to U.S and international not-for-profit and for-profit organizations which have experience working in Central Asia. Joint proposals that include both local and American partners will be viewed favorably. Relevant aspects of such experience should be documented in the organization's proposal.

### **Cost Sharing or Matching**

Inclusion of cost share is not a requirement of this opportunity.

### **Other Eligibility Requirements**

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D.3 for information on how to obtain these registrations.

## **D. APPLICATION AND SUBMISSION INFORMATION**

### **Address to Request Application Package**

Application forms required below are available at *Grants.gov*

### **Content and Form of Application Submission**

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

### **Content of Application**

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and

- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

**1. Mandatory application forms**

- **SF-424** (*Application for Federal Assistance – organizations*)
- **SF424A** (*Budget Information for Non-Construction programs*)
- **SF424B** (*Assurances for Non-Construction programs*)

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

**3. Proposal (30 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 project, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed
- **Project Goals and Objectives:** The “goals” describe what the project 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 project activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the project 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 project 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 project. What proportion of their time will be used in support of this project?
- **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 time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

**Monitoring & Evaluation Plan:**

Applicants must submit a Monitoring and Evaluation (M&E) Plan (the preferred template is the Grantee M&E Tool provided with this funding opportunity on [www.grants.gov](http://www.grants.gov)) (Attachment:

M&E Tool Template). Applicants should complete tab 2. Results Framework and tab 3. Indicator Reference Sheet of the Grantee M&E Tool according to the specifications of their proposal, following its instructions and examples, and developing their own results framework and indicators. In addition, applicants should prepare a narrative M&E Plan to accompany the Grantee M&E Tool. The M&E Plan should describe how applicants intend to systematically plan, collect, analyze, and use performance monitoring data and evaluation to track progress, improve their results, and report achievements and challenges to the Public Affairs Section. Expenses directly associated with M&E are considered allowable.

The applicant's M&E Plan and Grantee M&E Tool should address the following components of program design and performance management:

- **Results framework:** Applicants should develop a logic model that connects beneficiaries' needs with the program's desired outcomes and the Public Affairs Section's objectives. A results framework is a logic model that visually diagrams the causal relationship between a program's outputs, outcomes, and goal. For more information, please see Worksheets 1 and 2 from the Grantee M&E Tool (Attachment: M&E Workbook Applicants should demonstrate in the M&E Plan how their project goals and outcomes link to the objectives of the program described in this NOFO.
- **Outcomes and outputs:** Applicants should include long-term outcomes, short-term outcomes, and outputs in their program's results framework. The M&E Plan and Grantee M&E Tool should clearly distinguish between outcomes and outputs:
  - Outcomes represent specific changes in events, occurrences, or conditions, such as attitudes, behaviors, knowledge, skills, or status. Outcomes are caused by a project (i.e. attributable to outputs or program activities), and are often expressed at an individual level among program participants. It is easier to conduct M&E if outcomes follow the SMART criteria and are Specific, Measurable, Attainable, Results-oriented, and Timely.
  - Outputs are a tangible, immediate, and intended product or result of an activity that is within an organization's control. Program deliverables are generally considered outputs. Examples include: number of journalist trained, number of media articles written, number of manuals distributed
- **Indicators:** Applicants should develop performance indicators to measure intended changes in the M&E Plan and Grantee M&E Tool. Indicators are used to observe progress and measure actual results compared to expected results (targets). They answer "how" or "whether" a project is progressing toward associated objectives and should be objective and measurable (e.g. numeric value, percentages, indices). As described in Worksheets 3 and 4 from the Grantee M&E Tool (Attachment 3), each indicator should:
  - Relate to a program's objective, goals, outcomes, or outputs. The indicator should describe whether and how a program is achieving the given outcome or output.
  - Explain how the applicant will calculate the indicator and when data will be collected and reported to the Public Affairs Section. Consideration should be given to the appropriate timing of data collection. This may also include

describing data collection tools, such as surveys, attendance sheets, questionnaires, etc.

- Have a baseline. A baseline is the value of an indicator before a program begins.
- Have targets. Targets indicate how well you expect the indicator to perform during the program. They should be reasonably achievable yet ambitious enough to meet the program's objectives.
- Have disaggregation. Disaggregation breaks down data by subgroups (e.g. gender, geographic location, education level).
- **Evaluation plan.** Applicants should develop a concise evaluation plan within the M&E Plan. The evaluation plan should demonstrate the applicant's willingness and ability to coordinate with an external evaluation of the program, if the Public Affairs Section commissions one. This section of the M&E Plan should also describe any plans by the applicant to conduct an internal evaluation of the project.

Applicants are encouraged to design M&E Plans and Grantee M&E Tools to assess their progress toward the program objectives set out in the NOFO, including using the following illustrative indicators for programming and training events:

<b>Illustrative Indicators According to Program Areas and Outcomes</b>				
	<b>Participant satisfaction</b> with the program and experience.	<b>Participant learning:</b> increased knowledge, aptitude, skills, and attitude, including substantive learning and mutual understanding.	<b>Participant behavior:</b> actions to apply knowledge, participation in civic organizations, and ongoing contacts with community members.	<b>Institutional changes:</b> increased collaboration and partnerships, policy reforms, and organizational improvements.
<b>Connections-Professional Linkages/Joint Ventures/Promoting Partnerships</b>	<i>Indicator: number and percent of participants who express a high level of satisfaction with the program (Disaggregate by sex, age range, education level, country, and type of activity)</i>	<i>Indicator: number and percent of participants who express a high degree of confidence in their ability to develop professional relationships, establish joint ventures, promote partnerships (Disaggregate by</i>	<i>Indicator: number of participants who have communicated professionally with contacts from countries within the Central Asia region as a result of the program (Disaggregate by sex, age range, education</i>	<i>Indicator: number of professional linkages created between/among Central Asia and U.S. participants (Disaggregate by sex, age range, education level, and country)</i>

		sex, age range, education level, country, and type of activity	level, and country)	
<b>Economic Development</b>	<i>Indicator: number and percent of participants who express a high level of satisfaction with the program</i> (Disaggregate by sex, age range, education level, and province)	<i>Indicator: number and percent of participants who express a high degree of confidence in their ability to promote economic growth</i> (Disaggregate by sex, age range, education level, country, and type of activity)	<i>Indicator: number and percent of participants who have successfully engaged in economic activity as a result of this program</i> (Disaggregate by sex, age range, education level, country, type of activity)	<i>Indicator: number of participants that become involved in economic development on a greater level such as partnerships, or government activities</i> (Disaggregate by age range, education level, country, and type of activity)
<b>Media-</b>	<i>Indicator: number and percent of participants who express a high level of satisfaction with the program</i> (Disaggregate by sex, age range, and province)	<i>Indicator: number and percent of participants who express a high degree of confidence in utilizing the skills they acquired during training events</i> (Disaggregate by sex, age range, education level, and province)	<i>Indicator: number and percent of participants who report successfully engaging in the subject matter related to the training or event</i> (Disaggregate by sex, age range, education level, and province)	<i>Indicator: number of participants who become involved in activities at a higher level such as government and private industry. Activities are related to the subject matter of the training event</i> (Disaggregate by sex, age range, education level, and province)

## **Statement of Work:**

In addition to the Monitoring and Evaluation Plan, applicants must submit a Statement of Work (SOW) that clearly illustrates the timeline of stated activities or inputs being performed during the period of implementation. This illustrated timeline should be established using a list of deliverables that includes, but is not limited to, each of the deliverables listed in the SOW described in this NOFO. Applicants should list each deliverable in the project in order from beginning to end, and should include the deliverable name, start date, duration, and end date. The start date should be the estimated start date listed in this NOFO of October 1, 2018. The illustrated timeline should be updated in each quarterly report that is submitted.

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

## **5. Attachments:**

- 1-page CV or resume of key personnel who are proposed for the project
- Letters of support from project partners describing the roles and responsibilities of each partner
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for project activities

## **Submission Process**

This section provides the application submission and receipt instructions for program applications. Please read the following instructions carefully and completely.

**PAS requires applicants to submit their applications electronically through Grants.gov. Applications submitted via any other means such as email will not be accepted.**

To submit an application via Grants.gov, applicants must have

1. A valid DUNS number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>. Instructions on obtaining a DUNS number can be found at <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.
2. A NATO CAGE/NCAGE. If your organization does not have a CAGE/NCAGE, visit <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx> to start the process. For more information on NATO CAGE/NCAGE, see <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>.
  - For NCAGE help from within the United States, call 1-888-227-2423.



- For NCAGE help from outside the United States, call 1-269-961-7766.
  - Email [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems with obtaining an NCAGE code.
3. An active SAM registration ([www.SAM.gov](http://www.SAM.gov)) with current information at all times during which they have an active federal award or an application under consideration by a federal awarding agency. For information on how to register with SAM, see <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html> and <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx#show-video-popup>. Note that SAM registration must be renewed annually.
  4. A Grants.gov account. Instructions on how to register for a Grants.gov account can be found here: <https://www.grants.gov/web/grants/applicants/registration.html>.

**The registration process can take up to five weeks to complete.** Therefore, registration should be done in sufficient time to ensure it does not affect your ability to meet required submission deadlines.

Grants.gov has a full set of instructions on how to apply for opportunities on its website at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

Grants.gov does not accept all UTF-8 special characters in file attachment names. Please note the file name restrictions at <https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

Grants.gov recommends submitting your application package 24-48 hours prior to the submission deadline to provide you with time to correct any potential technical issues that disrupt the initial application submission.

Grants.gov provides customer support via the toll-free number 1-800-518-4726 and via email at [support@grants.gov](mailto:support@grants.gov). PAS cannot assist with questions on or technical issues with [www.grants.gov](http://www.grants.gov). Applicants experiencing issues with Grants.gov should contact the Grants.gov Help Desk.

### **Timely receipt requirements and proof of timely submission**

All applications must be received by the deadline communicated in this NOFO. Proof of timely submission is automatically recorded by Grants.gov. An electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Applicants will receive an acknowledgement of receipt and a tracking number from Grants.gov with the successful transmission of their application. Applicants should print this receipt and save it as proof of timely submission.

When PAS successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt to the email address of the Authorized Organization Representative. Proof of timely submission shall be the date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding.

Applicants using dial-up connections should be aware that transmission should take some time before Grants.gov receives it. Grants.gov will provide either an error or a successfully received transmission message. The Grants.gov Contact Center reports that some applicants abort the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application. Uploading and transmitting many files, particularly electronic forms with associated XML schemas, will take some time to be

**Applications are due no later than August 3, 2018 (11:59 p.m., U.S. Eastern Time).**

### **Funding Restrictions**

- 1. Construction:** This award does not allow for construction activities or costs.
- 2. Pre-award Costs:** Pre-award costs are not an allowable expense for this funding opportunity.
- 3. Program Activities:** Activities that are not typically funded include, but are not limited to:
  - profit-generating projects;
  - scholarships to support educational opportunities or study for individuals;
  - paying to complete activities begun with other funds;
  - financial support for fundraising or fund development projects;
  - projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns;
  - political party and lobbying activities;
  - projects that support specific religious activities; and,
  - microloans/microfinance projects, distribution of seed money for enterprises, and legal/land rights-focused programs are not allowable.

## **E. APPLICATION REVIEW INFORMATION**

### **Criteria**

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

**Quality and Feasibility of the Program Idea – 25 points:** The program idea is well developed, with detail about how project activities will be carried out. The proposal includes a reasonable implementation timeline.

**Organizational Capacity and Record on Previous Grants – 25 points:** The organization 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.

**Project Planning/Ability to Achieve Objectives – 15 points:** Goals and objectives are clearly stated and project approach is likely to provide maximum impact in achieving the proposed results.

**Budget – 10 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.

**Monitoring and evaluation plan – 15 points:** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The project includes output and outcome indicators, and shows how and when those will be measured.

**Sustainability – 10 points:** Project activities will continue to have positive impact after the end of the project.

### **Review and Selection Process**

A Grants Review Committee will evaluate all eligible applications.

#### **Federal Awardee Performance & Integrity Information System (FAPIIS)**

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

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

when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **a. Federal Award Notices**

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

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

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

### **b. Administrative and National Policy Requirements**

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

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:

<https://www.statebuy.state.gov/fa/pages/home.aspx>

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

### **c. Reporting**

**Reporting Requirements:** Recipients are required to quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 90 days after the close of the project period.

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high risk designation has been removed.

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.

## **G. FEDERAL AWARDING AGENCY CONTACTS**

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

## **H. OTHER INFORMATION**

### **Guidelines for Budget Justification**

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

**Travel:** Estimate the costs of travel and per diem for this project, for both program staff, consultants or speakers, and participants/beneficiaries. If the project 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 project, which has a useful life of more than one year (or a life longer than the duration of the project), and costs at least \$5,000 per unit.

**Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the project. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

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

**Other Direct Costs:** Describe other costs directly associated with the project, 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 project activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

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