**U.S. DEPARTMENT OF STATE
Embassy of the United States in New Delhi, India**

**Notice of Funding Opportunity**

**Funding Opportunity Title:**A Climate Action Podcast

**Funding Opportunity Number:**ND-NOFO-23-102

**Deadline for Applications**: July 16, 2023 [11:59 pm Washington DC]

**Assistance Listing Number:**19.040

**Tentative Amount Available:** $50,000

Mission Objective 1.4: Enhance India’s commitment to combating climate change through collaboration on developing and deploying clean technologies, curbing emissions, mobilization of investment capital to support clean energy transition, and building capacity to adapt to climate risks and build resilience.

**A. PROGRAM DESCRIPTION**The U.S. Embassy in New Delhi of the U.S. Department of State announces an open competition for organizations to submit applications to in support of India, on climate action. Please follow all instructions below.

**Priority Region:**India

**Background:**

Young entrepreneurs and innovators make decisions every day that have long-term consequences. Individuals need good information to do a cost/benefit analysis and make informed decisions on things like fuel sources, product packaging and delivery, and workplace furnishings. This podcast will provide inspiration from entrepreneurs who have developed their businesses around environmentalism as well as address the trends and choices that young leaders want to hear more about. Each podcast episode will feature a particular call to action- a step that an individual can take or can lead their office/community in taking.

The podcast should feature a popular host with Indian and American expertise in climate change who introduces and frames each episode. Examples of previous successful U.S. Mission podcasts may be seen in [Women in Labour](https://hubhopper.com/podcast/women-in-labour/308959) and [What’s a Man – Masculinity in India](https://hubhopper.com/podcast/whats-a-man-masculinity-in-india/317412).

Each episode should incorporate an interview with an alum of a U.S. government-funded program (such as Climate Action Champions Network, Nexus startup incubator, Academy for Women Entrepreneurs, and Fulbright-Nehru. A list of alumni will be provided by the PD section of the Embassy) who has demonstrated leadership and innovation/entrepreneurship in taking action to combat climate change and an American expert who can talk about innovation in the climate sector.  The episode should share related information about current research, trends, policy, activism, invention, etc.

A sample episode about emissions reduction might begin with a snapshot of emissions reduction goals and steps the United States and India are taking to achieve them. It could feature a U.S. social entrepreneur who developed a solution to charge e-vehicles in rural areas. It could host an Indian business that found a green energy source for cookstoves that replaces fossil or carbon-emitting fuels. It could feature a discussion about telework trends and profile the practice of rooftop gardening as a way to reduce building HVAC costs.

An episode about recycling could include a jewelry designer whose handbags with recycled sari silks are sold at high end department store in the United States. It could contain a segment about waste management and how more can be recycled depending on how the individual/business handles its disposal. It could share one business’s journey in joining a recycling standard program and what that designation has meant for their bottom line. It can also feature the CEO of the American startup changing the toothbrush industry by producing plastic-free toothbrushes.

Proposals should articulate how the grantee organization will:

* Develop tailored content for the identified audience
* Identify a trusted and well-known host
* Recruit experts and influencers to feature as guests
* Distribute and publicize the podcast to reach the largest number of members of the identified audience
* Monitor and evaluate grant performance (additional information below)

Please include an outline of a sample episode.

**Project Audience(s):** The primary audience is Indian entrepreneurs, innovators, and changemakers between the ages of 17-45. They should have an interest in climate change and how India can use innovation and technology to solve the climate crisis. Participants should be globally aware and intellectually curious.

**Project Goal:** To raise awareness among young entrepreneurs and innovators of opportunities to enrich their businesses, institutions, and lifestyles with more sustainable choices. Listeners will be inspired by stories of others, get practical information and “myth busting” about the environmental impact of everyday decisions, and will see the United States as a source of partnership and leadership in protecting the planet.

**Program Objectives:**

Six months post-launch, the climate action podcast will reach at least half a million listeners across various podcast streaming platforms. At least 10% of listeners will participate in a survey that measures their interest. The link of this survey will be made available in the episode description, as well as through various social media platforms. At least 10% should engage in a dialogue on social media through a dedicated hashtag committing to a sustainable lifestyle - the call to action will be provided in every episode by the host to participate in the survey, and use a dedicated hashtag to engage on social media.

**B. FEDERAL AWARD INFORMATION**

Length of performance period: 12 months

Number of awards anticipated: One award

Award amounts: awards may range from a minimum of $30,000 to a maximum of $50,000

Total available funding: $50,000

Type of Funding: FY23 Fulbright-Hays Public Diplomacy Funds

Anticipated program start date: September 30, 2023

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

**Funding Instrument Type:**Grant

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

The Public Diplomacy Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

**C. ELIGILIBITY INFORMATION**

1. Eligible Applicants

The following organizations are eligible to apply: include all that apply, and indicate U.S., foreign, or both. For example:

* Not-for-profit organizations, including think tanks and civil society/non-governmental organizations.
* Public and private educational institutions
* Individuals
* Public international organizations and governmental institutions
1. Cost Sharing or Matching: Cost sharing or matching is not required for this funding.
2. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via [www.SAM.gov](http://www.SAM.gov) as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

**India based organization should be F.C.R.A. compliant.**

Applicants should be familiar with India’s Foreign Contribution Regulation Act (FCRA) and confirm their ability to meet all proposed program requirements and expectations.

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

**D. APPLICATION AND SUBMISSION INFORMATION**

1. Application forms required below are available at www.grants.gov
2. Content and Form of Application Submission

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

**Content of Application**

Please ensure:

* The proposal clearly addresses the goals and objectives of this funding opportunity
* All documents are in English
* All budgets are in U.S. dollars. Use USD 1 = INR 80 for conversions, where required.
* All pages are numbered
* All documents are formatted to 8 ½ x 11 paper, and
* All Microsoft Word documents are single-spaced, 12 point Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

**1. Mandatory application forms**

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

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

**3. Proposal (10pages maximum):**The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

* **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
* **Introduction to the Organization or Individual Applying**: A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
* **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
* **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve.  The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
* **Program Activities**: Describe the program activities and how they will help achieve the objectives.
* **Program Methods and Design**: A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
* **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
* **Key Personnel:**Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
* **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
* **Program Monitoring and Evaluation Plan:** Proposals must include a draft Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP).  The M&E PMP should show how applicants intend to measure and demonstrate progress towards the project’s objectives and goals.  Attachment 4 of this funding opportunity contains a template that may be used to fulfill this requirement.  While the grantee is free to create their own template, completing Attachment 4 will ensure a thorough PMP.

The key components to the PMP are as follows:

**1. Monitoring and Evaluation Narrative:** In narrative form, applicants should describe how they intend to monitor and evaluate the activities of their award and collect data that tracks award performance. In addition, the applicant should describe any M&E processes, including key personnel, management structure (where M&E fits into the overall program’s staff structure), technology, and as well provide a brief budget narrative explaining any line-item expenditures for M&E listed in the program’s budget. Submission should demonstrate an ability to adjust project activities based on new information. If the proposal is from a prior grantee, the proposal discusses how the grantee has adapted, improved or otherwise modified their approach based on learning from previous experience. This narrative is limited to two pages.

**2. Theory of Change Diagram:** Applicants will be expected to submit either a Theory of Change diagram or an If-Then Statement that illustrates how project activities will lead to intended outcomes.  Attachment 4 includes a suggested format for these requirements.

**3. Monitoring and Evaluation Datasheet:** The applicant must include their proposed activities and their expected outputs and outcomes as well as the goals and objectives as written in the NOFO. The datasheet’s purpose is to explicitly illustrate how a project’s activities lead to tangible results (such as increased beneficiary skills, knowledge, or attitudes) that ultimately address a PAS objective. For more information, please see Attachment 4.1: Instructions.

The selected applicant’s M&E PMP is subject to review and approval before any award will be issued under this NOFO.  The selected applicant will be required to work with PAS Monitoring and Evaluation Specialist to ensure the applicant’s M&E PMP achieves an expected level of expertise and meets PAS objectives.

Expenses directly associated with monitoring and evaluation are considered allowable.  The suggested template includes a space to list the portion of the total budget amount directly associated with monitoring and evaluation activities.

* **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

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

**5. Attachments:**

* 1-page CV or resume of key personnel who are proposed for the program
* Letters of support from program partners describing the roles and responsibilities of each partner
* If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
* Official permission letters, if required for program activities
* Proposed Project Monitoring Plan
1. **Unique Entity Identifier** and System for Award Management (SAM.gov)

**Required Registrations:** All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

***Note:  As of April 2022, a DUNS number is no longer required for federal assistance applications.***

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

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

* Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI number prior to registering in SAM.gov.

* Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov.
* **Please note that as of November 2022 and February 2023 respectively, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code or CAGE code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove a CAGE or NCAGE code from their SAM.gov registration, the applicant should [submit a help desk ticket (“incident”)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fsd.gov%2Fgsafsd_sp%3Fid%3Dgsafsd_kb_articles%26sys_id%3Dc81018e71b1601d0937fa64ce54bcb57&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=W2ShcazZBQbanYGj0cLOTnUJwv%2BGL4xfwr83%2BycQY2E%3D&reserved=0) with the Federal Service Desk (FSD) online at [www.fsd.gov](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.fsd.gov%2F&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=t32ANWzgpiB93pMWoq%2BFCSHz4YJY9QF1S1iQzCsS6RM%3D&reserved=0) using the following language: “I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

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**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](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Feportal.nspa.nato.int%2FAC135Public%2Fscage%2FCageList.aspx&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=v3TLT8F%2FNfk5SuTcI2zw7SMhV4HK542OhP9XDx4ln%2BY%3D&reserved=0)

NCAGE Code Request Tool (NCRT):

**Exemptions**

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis if:

* An applicant’s identity must be protected due to potential endangerment of their mission, their organization’s status, their employees, or individuals being served by the applicant.
* For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

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

1. Submission Dates and Times

**Submission Deadline:** All applications must be received by July 16, 2023[11:59 pm Washington DC]. For the purposes of determining if an award is submitted on time, PDS will utilize the timestamp provided by Grants.gov. This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above their application will be considered ineligible and will not be considered for funding.

1. Funding Restrictions

Pre-award costs are not an allowable expense for this funding opportunity.

1. Other Submission Requirements
* **Submission Method A**: Submitting all application materials through Grants.gov.  For those opting to apply through Grants.gov, thorough instructions on the application process are available at [http://www.grants.gov](http://www.grants.gov/). For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or go to <https://www.grants.gov/support.html>. Please note that ND\_GrantApplications@state.gov is unable to assist with technical questions or problems applicants experience with Grants.gov.
* **Submission Method B**:  Submitting all application materials directly to the following email address: ND\_GrantApplications@state.gov

Applicants opting to submit applications via email to **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.

**E. APPLICATION REVIEW INFORMATION**

1. Criteria

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

**Quality and Feasibility of the Program Idea** **– 30 points:** The program idea is well developed, with detail about how program 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.

**Program Planning/Ability to Achieve Objectives – 25 points:** Goals and objectives are clearly stated and program 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 – 10 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 program includes output and outcome indicators, and shows how and when those will be measured.

1. Review and Selection Process

A review committee will evaluate all eligible applications. **If a submission is missing any required forms/documents listed above in Section D, it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review eligible proposals based upon the criteria noted in this NOFO.

**F. FEDERAL AWARD ADMINISTRATION INFORMATION**

* 1. 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 program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

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

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

**Payment Method:** The Recipient must request payment under this award using SAMS Payment Portal (https://mygrants.servicenowservices.com/payments). Contact Portal Helpdesk or Grant Officer Representative for any SAMS Payment Portal issues.

* 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:

* [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.25&rgn=div5)
* [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.170&rgn=div5)
* [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.175&rgn=div5)
* [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.182&rgn=div5)
* [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.183&rgn=div5)
* [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&tpl=/ecfrbrowse/Title02/2chapterVI.tpl)
* [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](https://www.state.gov/about-us-office-of-the-procurement-executive/)

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

* [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.200&rgn=div5) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
	+ Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
	+ Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
	+ Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
	+ Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
	+ Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).
	1. Reporting

**Reporting Requirements:** Recipients are required to submit quarterly program progress and financial reports throughout the project period. The quarterly progress report should include an up-to-date copy of the PMP datasheet. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days after the close of the project period.

**Foreign Assistance Data Review:** As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

**G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact: ND\_GrantApplications@state.gov

Questions and Answers or FAQ will be posted on [www.GRANTS.gov](http://www.GRANTS.gov)

**H. OTHER INFORMATION**

**Guidelines for Budget Justification**

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

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

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.

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

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

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

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of modified total direct costs as defined in 2 CFR 200.68.

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

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