



**U.S. DEPARTMENT OF STATE
U.S. CONSULATE GENERAL HO CHI MINH CITY, VIETNAM
Public Affairs Section
Notice of Funding Opportunity**

Funding Opportunity Title: The 2024 Young Southeast Asian Leaders Initiative (YSEALI) Regional Workshop
Funding Opportunity Number: SVM700-23-PAS-003
Deadline for Applications: 11:59P.M., Monday, July 31, 2023 (GMT+7)
CFDA Number: 19.040
Total Amount Available: \$250,000

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact HCMCGrants@state.gov.

A. PROGRAM DESCRIPTION

The Public Affairs Section of the U.S. Consulate General Ho Chi Minh City, Vietnam of the U.S. Department of State announces an open competition for a cooperative agreement to develop and implement a six-day (inclusive of arrival and departure days) Young Southeast Asian Leaders Initiative (YSEALI) Regional Workshop on climate change adaptation in the Mekong Delta in Can Tho City, Vietnam pending the availability of funding. Please carefully follow all instructions below.

Priority Region: Brunei, Cambodia, Indonesia, Malaysia, Myanmar, Philippines, Laos, Singapore, Thailand, Vietnam, and Timor-Leste.

Program Objectives:

YSEALI (yseali.state.gov) is the U.S. government's signature initiative to engage emerging leaders in Southeast Asia. The program aims to create a network of young Southeast Asian leaders who work across national borders to solve common problems. Through a variety of programs and engagements, YSEALI seeks to build the leadership capabilities of youth in the region, strengthen ties between the United States and Southeast Asia, and nurture a community of leaders who work across borders to solve shared issues.

YSEALI is open to young leaders ages 18-35 who are both citizens and residents of the Association of Southeast Asian Nations (ASEAN) member countries (Brunei, Burma, Cambodia, Indonesia, Laos, Malaysia, the Philippines, Singapore, Thailand, and Vietnam) or Timor-Leste. Responding to priorities from youth in the ASEAN region, YSEALI programs focus on four themes (Civic Engagement, Economic Empowerment and Social Entrepreneurship, Education and Environmental Issues).

One component of YSEALI is the annual Regional Workshops held across Southeast Asia on strategic topics.

This regional workshop will advance the YSEALI theme of Climate Change and Environment and the U.S. Consulate General Ho Chi Minh City, Vietnam strategic goal(s) of strengthening Vietnam's ability to foster an environmental and economic sustainability by creating a platform for youth in Southeast Asia to come together and tackle this crisis in the Mekong with regional impact.

The 2024 YSEALI Regional Workshop: **From Local to Global: Steps Toward the Mekong Delta's Sustainable Development** will bring together 100 YSEALI members from across ASEAN countries and Timor-Leste to Can Tho City, Vietnam from June 16-21, 2024 (location/timing to be confirmed) who have demonstrated leadership skills and are committed to protecting the environment. This workshop will enable the participants to study and observe the latest consequences of climate changes in the Mekong Delta, including landslides, salinization, river flooding, sea level rising, over-pumping of groundwater, unsustainable sand mining for construction, degradation of water resources, and the effects of building hydropower plants – all of which directly affect people's livelihoods as well as economic development of the region. Through presentations, case studies, site visits, and interactive activities, participants will explore and implement short- and long-term solutions to addressing climate changes and environmental issues in the context of a regionalized and globalized society. During the workshop, participants will work together to create a social media campaign to raise awareness about climate change. On the final day of the workshop, participants will present their ideas in groups through a pitch competition for their follow-on projects. Participants will also have the opportunity to meet with community leaders and representatives of non-profit organizations working on environmental issues.

The proposal should include workshop follow-on activities such as virtual collaborative work, projects funded through small seed grants, or ongoing mentorship. The follow-on activity should be included in the monitoring and evaluation plan.

The proposal should include a pre and post workshop survey to measure the overall effectiveness of the workshop as well as any changes to the participants' knowledge of the workshop topic.

The concepts of leadership, giving back, and strengthening a Southeast Asian/ASEAN identity based on shared values and shared challenges should be integrated into the program. Consideration to integrating diversity, equity, inclusivity, and accessibility should be made throughout the program, from recruiting participants to monitoring the follow-on activities.

Workshop speakers/facilitators/mentors should be citizens of the United States, an ASEAN member country, or Timor-Leste.

The recipient is expected to develop syllabus materials and an event program with participant and speaker biographies, as well as design banners, backdrops, and other printed materials. The recipient is expected to design a digital engagement strategy for workshop participants and social media audiences, including live video or live online engagement during the program, and to promote #YSEALI10 celebration campaign in general.

No new website specific to the event should be created or launched. Domain, hosting and build costs will not be covered.

Participants and Audiences:

The recipient will coordinate with U.S. Consulate General Ho Chi Minh City, Vietnam and with the U.S. embassies in ASEAN and Timor-Leste to recruit and select 100 participants.

Participants will be between the ages of 18-25 and should have demonstrated strong community leadership skills as well as a drive to make impactful changes in their communities.

All participants must be proficient in written and spoken English. All programs must include participants from all ten ASEAN member countries and Timor-Leste.

The workshop will be conducted in English.

The recipient will be responsible for arranging and using cooperative agreement funds to cover all elements related to participant and staff travel including international and domestic flights, visas, travel to and from airports, visas, accommodations, per diem, meals during the program, insurance, etc.

B. FEDERAL AWARD INFORMATION

Length of performance period:	up to 20 months
Number of awards anticipated:	one
Award amounts:	award may range from a minimum of \$150,000 to a maximum of \$250,000
Total available funding:	\$250,000
Type of Funding:	FY20 Public Diplomacy Funds

Anticipated program start date: October 15, 2023

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative Agreement

The U.S. Consulate General Ho Chi Minh City, Vietnam will have substantial involvement in the development, content, and schedule of the workshop. In consultation with the coordinating U.S. Consulate General Ho Chi Minh City, Vietnam, the award recipient must actively engage all relevant U.S. embassies related to the recruitment and selection process as well as communication with the participants.

Working closely with U.S. Consulate General Ho Chi Minh City, Vietnam, the recipient of this cooperative agreement shall develop a robust program for the workshop; schedule the event at a mutually agreed upon location; manage the application and selection process through a secure portal; develop the agenda and content for the workshop; recruit speaker(s); manage all travel logistics for participants and speakers; and generate content for social media and other publicity. The recipient is expected to provide all design files, photos and video recorded, as well as a promotion-ready, U.S. Consulate-approved photo album and a video series of the workshop after completion.

Regular, transparent communication via email, phone and video conference calls and face-to-face meetings (as appropriate) with the Grants Officer, Grants Officer Representative, and Program Officer throughout the period of performance is critical to the success of this cooperative agreement.

All major elements of the program and its content require advance approval by U.S. Consulate General Ho Chi Minh City, Vietnam, including, but not limited to:

- Choices of dates, venue, accommodations, and menus;
- Final selection of participants, mentors, and speakers (from the United States, an ASEAN member country, or Timor-Leste);
- Titles, format, and content of workshop sessions and other program activities;
- Design and content of all marketing materials, publicity, and media products.

Program Performance Period: Proposed programs should be completed in 20 months or less. The workshop must be a minimum of four full days not including travel days.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- U.S. public and private educational institutions
- U.S. not-for-profit organizations, including think tanks
- Foreign public and private educational institutions
- Foreign not-for-profit organizations, including think tanks

2. Cost Sharing or Matching

Cost Sharing is encouraged, but not required.

3. 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. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms and templates are available at <https://vn.usembassy.gov/education-culture/grants-and-scholarship-opportunities/> and <https://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.

3. 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)
https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf
- SF-424A (Budget Information for Non-Construction programs)
<https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>
- SF-424B (Assurances for Non-Construction programs)
<https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>
(note: the SF-424B is only required for individuals and 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 (15 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 program, including program objectives and anticipated impact.
- **Introduction to the Organization Applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the 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 (including post workshop follow-up).
- **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:** 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.
- **Budget Justification Narrative:** Describe each of the budget expenses in detail. The budget should not exceed \$250,000USD. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

4. Budget: Download the template here:

<https://app.box.com/s/53dw42dc0dvyecxts0vebqqmkmkuxh5bo>

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 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

6. 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 2022 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”) 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 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.”

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):

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 14 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.

7. Submission Dates and Times

Applications are due no later than **11:59P.M., Monday, July 31, 2023 (GMT+7)**.

8. Funding Restrictions

The U.S. Department of State will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. Federal awards generally will not allow reimbursement of pre-Federal award costs; however, the grants officer may approve pre awards cost on a case by case basis. Generally, construction costs are not allowed under U.S. Department of State awards.

9. Other Submission Requirements

All application materials must be submitted by email to HCMCGrants@state.gov by **11:59P.M., Monday, July 31, 2023 (GMT+7)**. Late submissions will not be considered.

DO NOT WinZar or WinZip your application otherwise it may not be reviewed.

DO include “**Application for the 2024 YSEALI Regional Workshop**” in the subject of your email. If you have any questions about the grant application process, please contact: HCMCGrants@state.gov with subject “**INQUIRIES – YSEALIWORKSHOP**”.

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** – 25 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** – 15 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** – 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 program includes output and outcome indicators, and shows how and when those will be measured.
- **Sustainability** – 10 points: Program activities will continue to have positive impacts after the end of the program.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

3. 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

1. Federal Award Notices

The 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 by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer. Unless otherwise stipulated, the recipient may request payments on a reimbursement or advance basis.

2. 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 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](#)

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:

- President’s September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (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).

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

Additional branding requirements will be provided after award.

3. Reporting

Reporting Requirements: The recipient will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

Program reports should reflect the focus on measuring the project's effect on the overarching goals and objectives and should be compiled according to the goals, objectives, outcomes, and outputs as outlined in the award's terms and in the Monitoring and Evaluation (M&E) Statement. An assessment of the project's overall progress toward goals should be included in each progress report. Where relevant, progress reports should include the following sections:

- Relevant contextual information (limited);
- Explanation and evaluation of significant activities of the reporting period and how the activities reflect progress toward achieving objectives, including meeting benchmarks/targets as set in the M&E plan. In addition, attach the M&E plan, comparing the target and actual numbers for the indicators;
- Any tangible impact or success stories from the project, when possible;
- Copy of mid-term and/or final evaluation report(s) conducted by an external evaluator; if applicable;
- Relevant supporting documentation or products related to the project activities (such as articles, meeting lists and agendas, participant surveys, photos, manuals, etc.) as separate attachments;
- Description of how the Recipient is pursuing sustainability, including looking for sources of follow-on funding;
- Any problems/challenges in implementing the project and a corrective action plan with an updated timeline of activities;
- Reasons why established goals were not met;
- Project Indicators or other mutually agreed upon format approved by the Grants Officer;
- Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, if applicable. A final narrative and financial report must also be submitted within 90 days after the expiration of the award. Please note: delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipient's ability to receive future U.S. government funds. The U.S. Department of State reserves the right to request any additional programmatic and/or financial project information during the award 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:

HCMCGrants@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 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 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.

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