U.S. DEPARTMENT OF STATE
U.S. Embassy Belgrade, Serbia
Public Diplomacy Section (PDS)
Notice of Funding Opportunity (NOFO)

Funding Opportunity Title (Grant Program): English Language Small Grants (FY2022)
Funding Opportunity Number: SRB10022FO003
Deadline for Applications: April 1, 2022*
Assistance Listing Number: 19.900
Total Amount Available: $160,000 (To be confirmed)

Please note that this notice is subject to availability of funding.

* <u>Note</u>: Proposals will be reviewed and grants issued on a rolling basis, so please do not wait until the deadline to submit your application.

A. PROGRAM DESCRIPTION

The Public Diplomacy Section (PDS) of the U.S. Embassy in Belgrade announces an open competition for individuals and organizations from Serbia or the U.S. to submit applications for the **English Language Small Grants Program**.

Please check for information on other PDS funding opportunities on the U.S. Embassy website at: https://rs.usembassy.gov/education-culture/grants-programs/.

Priority Region: Serbia.

Program Objectives:

The U.S. Embassy recognizes that knowledge of the English language offers opportunities to improve job prospects for Serbia's citizens, expand access to information and knowledge, and promote critical thinking and media literacy. Proposals should use English to address problems or challenges faced by your community, such as brain drain, limited job opportunities, or the spread of disinformation. Proposals may also utilize English as a bridge for increased communication and cooperation among neighbors within the Western Balkans, between citizens of Serbia and the United States, or between people from Serbia and EU member states.

Grant activities may take any number of forms, including English language camps, academic competitions, cross-border exchanges, conferences, workshops, courses, exhibits, app development, hackathons, online projects, simulations, role-playing activities, performances, or other activities.

English language small grants proposals should be crafted with a S.M.A.R.T. logic model. The objective of your activity should be: <u>S</u>pecific, <u>M</u>easurable, <u>A</u>chievable, <u>R</u>elevant to the problem or challenge, and <u>T</u>ime-based, meaning that you will meet them by a certain date.

In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](#), proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

In light of social distancing measures, and to limit the spread of COVID-19, we welcome proposals that utilize video conferencing, distance learning tools, etc. If your proposal includes in-person activities, please consider the inclusion of contingency plans, if the health situation requires that social distancing measures be implemented during the grant period.

Grantees are expected to publicize project activities, including through social media and/or traditional press outlets; and highlight U.S. Embassy support, with our logo included on project-related materials.

Program Themes: The Embassy seeks applications that use English language to focus specifically on the themes below. We have included ideas about what your project could do, but we welcome creative approaches and activities.

1. **IMPROVING INSTRUCTION.** Strengthen English language teaching at all educational levels (K-12 and university), including through curriculum development, distance learning, new methodologies, new technologies, etc.
2. **ENGAGING STUDENTS IN ENGLISH (HIGH SCHOOL OR UNIVERSITY LEVEL):** Strengthen critical thinking and/or media literacy skills of students through English language activities; prepare students for participation in international academic competitions conducted in English, e.g., Model UN (Model United Nations), moot court, etc.; or explain American society, culture, and values to students through English language activities.
3. **SUPPORTING PERSONS WITH DISABILITIES (PWDs).**
   a. Develop and improve English language teaching (either inside or outside the formal educational system) for PWDs and learning difficulties, including through development of curriculum, educational websites and applications, and other educational tools; expanding access to current/innovative trends and methodologies, including those that assist with distance learning.
   b. Establish or strengthen connections between U.S. and Serbian and/or Serbian and regional (Western Balkan) groups – students, teachers, businesses, civil society organizations – using English as the common language to promote equality of PWDs in all aspects of life.
4. **IMPROVING JOB PROSPECTS & PROMOTING ECONOMIC DEVELOPMENT.**
   a. Help citizens of Serbia develop English language skills to find jobs, with a focus on participants or beneficiaries who are economically disadvantaged students and adults, residents of rural communities, persons with disabilities (PWDs), or members of other vulnerable populations.

b. Assist cultural and historical sites to attract more English-speaking visitors and thereby promote local tourism and economic development.

5. **USING ENGLISH FOR SPECIFIC PURPOSES (ESP).**
    a. Support entrepreneurship and innovation among high school and university studies, including in STEAM fields (science, technology, engineering, arts and mathematics) through English for Specific Purposes (ESP) programs.
    b. Provide ESP instruction to individuals (university students, recent graduates, and professionals) in certain professions (including government, civil society, academia), academic fields (including science and technology, business, etc.), or other areas of interest related to U.S. Embassy objectives in order to help them find jobs; communicate and engage with counterparts in other countries; improve the quality of writing to improve the chances their research papers will be published in academic or professional journals; draft well-written grant proposals to seek funding for scientific or academic research projects; etc.

6. **MAKING PROGRESS TOWARD EU ACCESSION / WESTERN INTEGRATION.**
    a. Improve Serbian officials' English language skills to communicate with EU counterparts and accelerate Serbia's progress toward EU membership and western integration.
    b. Help Serbian civil society organizations engage with EU counterparts to make progress toward EU membership and western integration, including in the areas of human rights protection, media freedom, environmental issues, rule of law, combating corruption, etc.
    c. Help Serbian journalists strengthen their English language skills to conduct interviews and read primary source materials to cover stories on Serbia's path toward EU membership and western integration, including in the areas of human rights protection, media freedom, environmental issues, rule of law, combating corruption, etc.

7. **PROMOTING REGIONAL COOPERATION AND STABILITY.**
    a. Establish or strengthen connections among English language teaching professionals and institutions from countries of the Western Balkans to promote cooperation in strengthening English language instruction within the region.
    b. Promote mutual understanding, tolerance, and respect among peoples of the Western Balkans – including young people – through English language activities.
    c. Identify joint approaches to solving problems or challenges facing the Western Balkans using English as the common language.
    d. Expand and strengthen ties of Serbian professional societies and civil society organizations with their English-speaking counterparts in the Western Balkans, using English as the common language.

8. **STRENGTHENING U.S.-SERBIAN CONNECTIONS.** Inform and educate audiences in Serbia about historical and cultural Serbian-U.S. ties, common

attitudes and values, cooperation in different sectors (economic, political, security, health, science), and the intersection of national interests.

Participants and Audiences: Primary audiences for proposals should be youth, students, teachers and administrators, young professionals, and/or others related to your program theme.

Depending on focus, projects may have secondary audiences or beneficiaries including media, civil society organizations or wider professional audiences, which you may note in the proposal.

Participants or audiences for the proposal should be citizens or legal residents of Serbia. If your project idea might involve citizens of other countries, please see C.4. below, to understand restrictions on funding.

B. FEDERAL AWARD INFORMATION

Length of performance period: Any length of time up to a maximum of 18 months (including the evaluation period).
Number of awards anticipated: 10-15 awards (dependent on dollar amounts of the grants)
Award amounts: awards may range from a floor (minimum) of $2,000 to a ceiling (maximum) of $30,000.
Total available funding: $160,000.
Type of Funding: FY22/23 Economic Support Funds under the Foreign Assistance Act.
Anticipated program start date: Your project should start no earlier than May 1, 2022 and no later than May 1, 2023.

This notice is subject to availability of funding.

Funding Instrument Type: Grant or Fixed Amount Award

Program Performance Period: Proposed programs should be completed in 18 months or less (including the time you have built in for project assessment and evaluation).

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

C. ELIGILIBITY INFORMATION

1. Eligible Applicants.

The following organizations are eligible to apply:

a. Not-for-profit organizations, including think tanks and civil society organizations or non-governmental organizations, which are registered in Serbia and/or the U.S.
b. Public and private educational institutions in Serbia and/or the U.S.
c. Individuals from Serbia and the U.S., including alumni of U.S. Government (USG) exchange programs, who have a demonstrated capacity and proven track record to carry out the proposed activities.
d. International organizations and institutions of the Government of Serbia.

To be eligible for consideration, Serbia-based applicant organizations must be registered in the territory of the Republic of Serbia with the *Agencija za privredne registre* (APR).

2. Cost Sharing or Matching. Cost sharing is allowed but <u>not</u> required and will <u>not</u> impact funding decisions.

While filling out the application, you will be required to tell us whether you are also receiving funding from other donors for your project. Please be aware, however, that you must be able to carry out all the activities described in your application with the funding you receive, even if the contributions from other donors or other funding sources fail to materialize.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must receive a unique entity identifier (UEI) from Dun & Bradstreet called Data Universal Numbering System or DUNS number, 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.

<u>Individuals</u> are <u>required</u> to submit only one proposal, and PDS <u>prefers</u> that <u>organizations</u> submit one proposal under this NOFO.

If an applicant (either individual or organization) has already received a grant from the U.S. Embassy and the grant period for the new project will overlap with the existing one, or if an organization has submitted more than one project proposal, please use section "y" in the application form to explain how you will manage more than one project and describe capacity to do so.

4. Funding Restrictions.

You may NOT apply for a grant from PDS if your project:
  • involves partisan political activity;
  • involves charitable activities and/or the distribution of humanitarian aid;
  • is a fundraising campaign;
  • is commercial in nature, i.e., you or a project partner are making money from this project, or the activity supports a current or future business or entrepreneurial venture.

- involves the provision of health care or services, childcare, food subsidies, or other social services to populations.

This funding opportunity aims to support specific projects with objectives which can be achieved within a set timeframe. We will <u>not</u> accept applications which are aimed more broadly at supporting your organization's usual or typical daily activities and operations. Those will be deemed <u>technically ineligible</u> and will not be considered for funding by the review committee.

For this particular NOFO, grant funding can be used to cover the cost of travel within the region or between the United States and Serbia for program participants if that is an essential part of the project.

As a general rule, participants or audiences should <u>not</u> be charged for taking part in any PDS-funded activity. If you envisage that your project activity will <u>not</u> be free for some reason, please contact PDS while you are in the process of completing the application to see whether that could be allowed. Depending on the funding source, PDS <u>might</u> be able to support your project, but only if you can demonstrate how the revenue generated will be used to support the larger objectives and explain that your organization will profit from the modest entrance fee.

See also "Guidelines for Budget Justification" under Section H below for more information on budget items.

D. APPLICATION AND SUBMISSION INFORMATION

1. **Requesting the Application Package**

   All the mandatory application forms required below are available online at https://rs.usembassy.gov/english-language-programs-funding-opportunity-2022/. We do not send out hardcopy versions of the application packages.

2. **Content and Form of Application Submission**

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

   Please ensure that:
   - 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 either to A4 or 8 ½ x 11 paper.

The following documents are **required**:

    a. One of the following two forms:

- **SF-424** *(Application for Federal Assistance – organizations)* <u>if</u> the applicant is an organization; or
- **SF-424-I** *(Application for Federal Assistance --individuals)* <u>if</u> the applicant is an individual person;

    b. **SF-424A** *(Budget Information for Non-Construction programs)*

    c. **SF-424B** *(Assurances for Non-Construction programs)* <u>if</u> the applicant is:

- an individual;
- an organization whose registration in SAM.gov is still pending.

    d. **Grant Application Form for FY2022 (Fiscal Year 2022).** <u>Note</u>: Detailed directions for filling out the form may be found in <u>Appendix A</u>.

    e. **Budget Justification Narrative (Excel Spreadsheet)**: After filling out the SF-424A Budget (above), use the Excel spreadsheet template to describe and explain each of the budget expenses in detail. See *section H. Other Information: Guidelines for Budget Submissions* below for further information.

    f. **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 applicable.
- 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.
- If you still have <u>not</u> completed SAM.gov registration, a screenshot from SAM.gov reflecting that you have started the process.

Again, please do follow all the instructions in Appendix A when filling out the Application Form.

3. **Required Registrations:** Registration for a Unique Entity Identifier (UEI), obtaining an NCAGE/CAGE code, and registering within the System for Award Management (www.SAM.gov) is <u>not</u> optional for organizations, i.e., it is <u>mandatory</u>. Individuals applying under this NOFO, however, can skip this section.

Please be aware that SAM registration must be renewed <u>annually</u>.

If an applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management (SAM)](#), the individual or organization is <u>not</u> eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (but not individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier (UEI) from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number, which is a Unique Entity Identifier (UEI), and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (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

NCAGE application: Application page here: https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

Instructions for the NCAGE application process: https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf

For NCAGE help from within the U.S., call 1-888-227-2423
For NCAGE help from outside the U.S., call 1-269-961-7766
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: https://www.sam.gov. SAM registration must be renewed annually.

IMPORTANT NOTE: The registration process can take some time and past applicants have, in fact, run into difficulties. Please do not wait until the last minute to start the registration process. If in the end you are unable to complete the SAM registration by the application submission deadline, check the appropriate box in section "h" of the application form after "SAM.gov Registration," and attach a screenshot from SAM.gov as proof that you have started the registration process. Let us know as soon as you have completed your SAM registration. Until that step is complete, the review panel will not read or consider your application. If you are unable to finish the SAM registration process, we unfortunately will be unable to support your project.

4. Submission Dates and Times

Applications are due April 1, 2022.

5. Other Submission Requirements

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

If PDS does not receive a complete project proposal at the above address by the deadline, it will be considered technically ineligible and will not be considered for funding.

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

- **Quality of the project proposal.** The proposal is well-developed, clear, and innovative. It offers a creative approach and/or solutions to deal with the stated problem or challenge, focused on specific audiences or participants, with an approach that is likely to achieve results and have an impact. The application includes sufficient details that spell out exactly what the project activities will entail, and how and when elements will be carried out, with a reasonable implementation timeline and clear milestones provided. Appropriate partners, if applicable, have been identified and have agreed to take part in the activity. **(40 points)**

- **Organizational capacity and (if applicable) record on previous grants.** The individual or organization submitting this application has the qualifications, skills, talent, drive, and/or demonstrated ability, perhaps with the assistance of an identified partner organization or contractor, to carry out the grant activities (outputs) with the participants, which will provide a good chance of achieving the goals and objectives laid out in the proposal. Applicant has sufficient internal controls in place to monitor activities, track spending, etc. If the applicant has received a grant (or grants) in the past from PDS or others, those were carried out in line with the project proposal[s], reports were filed in a timely manner, etc. **(20 points)**

- **Monitoring and Evaluation (M&E) Plan.** The project has a clearly identified, S.M.A.R.T. objectives (in addition to outputs), with a good approach to measure the impact of the grant activity on target audiences and/or to bring about some change. (S.M.A.R.T. stands for: Specific, Measurable, Achievable, Relevant, and Time-bound.) The proposal outlines in sufficient detail how activities will be monitored or tracked. The applicant also has a plan for how to measure or evaluate impact or results, giving the organization the ability to explain in a report or what has changed as a result of the project, where the project succeeded, where it might have fallen short, and to discuss lessons learned. **(15 points)**

- **Support of Underserved Communities.** The proposal should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation. **(5 points)**

- **Budget.** The figures, narrative, and justification are complete and reasonable in relation to the proposed activities and anticipated results. The budget accounts for all necessary expenses and the justification is detailed. Costs are reasonable and realistic in relation to the proposed activities and anticipated results. **(20 points)**

- **Potential for Multiplier Effect/Longer-term Impact/Sustainability.** The proposal includes a discussion of the follow-on impact of the funded activity even after the end of the program through the multiplier effect or through expected follow-on activities by the applicant and/or partners and/or primary or secondary audiences. **(Up to 10 points <u>extra</u>)**

2. **Review and Selection Process**

   A grants review committee will evaluate all eligible applications. You <u>may</u> be asked to submit additional information and/or a revised budget. Please also be aware that, depending on the availability of funding, PAS might be able to fund only <u>part</u> of the budget you have requested.

3. **Federal Awardee Performance & Integrity Information System (FAPIIS).** Please follow these instructions if the grant amount is <u>$250,000</u> or more.

   For any Federal award under a notice of funding opportunity (NOFO), 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), i.e., $250,000 or more, this section must also inform applicants:

   a. 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);

   b. 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;

   c. 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 §200.206 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates

PDS anticipates that funding decisions will be made by April 30, 2022.

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: PDS will discuss payment method and frequency with you before issuance of the award.

2. 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
- 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:

- [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).

3. **Reporting**

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

The final report to PDS must be submitted no later than 120 after the project end date.

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: BelgradeEL@state.gov .

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the fees -- 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. Total fees for any staff who might be engaged in the implementation or execution of the project (e.g., project manager, project assistant, accountant, etc.) cannot exceed 30% of the total project budget. Fees should be reasonable, in accordance with expected levels in the locality where the grant activity is taking place.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. Costs for international travel, including within the Balkans, can be included in the budget only if that travel is essential to the implementation of the project. Please make sure the project proposal makes clear why international travel is necessary. If you are proposing a visit to Serbia by a subject matter expert, trainer, instructors, performer, or anyone else from the U.S., please contact PDS to check whether that would be an allowable expense.

Honorarium: Honorarium is limited to a maximum of $250 per day. Compensation for time spent preparing for a presentation, workshop, or other activity, however, can be included in Personnel and Fringe Benefits, including hours spent in preparation based on a realistic hourly rate.

Equipment: The budget cannot include purchase of any equipment, which is defined by the USG as property costing $5000 or more with a useful life of one year (or longer than the duration of the grant). Only rental of equipment is allowed. The rental should be listed under "Other Direct Costs."

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, see entry for "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, such as rent, salaries for personnel not directly involved in the project, etc. 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. If you do this, you are obviously not allowed to include itemized indirect costs in your budget request.

Cost Sharing. The term "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.

Food and Beverages: Costs for food and other drinks cannot exceed 10% of the total amount of the award. This includes meals for organizers, experts, and participants during in country travel.

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