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U.S. DEPARTMENT OF STATE
U.S. EMBASSY BELGRADE
Annual Program Statement (APS)
Public Diplomacy Small Grants

THIS GRANTS OPPORTUNITY IS SUBJECT TO THE AVAILABILITY OF FUNDS

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Funding Opportunity Title (PROGRAM): *Annual Program Statement (Public Diplomacy Small Grants)*
Funding Opportunity Number: SRB10020FO004
Deadline for Applications: 8/30/2020 *(applications will be accepted on rolling basis until that date)*
CFDA Number: 19.040
Total Amount Available: $325,000 - Amount is subject to the availability of funds.
Expected Number of Awards: 35

A. PROGRAM DESCRIPTION

The Public Affairs Section (PAS) of the U.S. Embassy in Belgrade is pleased to announce this call for proposals in support of projects and activities funded through Public Diplomacy Small Grants. We will accept applications on a rolling basis until the deadline. Support for projects proposals submitted in response to this Annual Program Statement (APS) is subject to the availability of funds. Please visit https://rs.usembassy.gov/education-culture/grants-programs/ for information on other grant opportunities.

Please carefully follow all instructions and make sure your application is complete. Otherwise, your proposal will be considered technically ineligible and will not be considered for funding by the review committee. Please do contact PAS if you have questions.

1. **Program Objectives.** The purpose of APS-funded projects is to strengthen ties between American and Serbian citizens as we work together to make progress toward the goals outlined below. (See A.2. immediately following this section.)

- Grant projects can take any number of forms, including conferences, workshops, courses, public debates, role-playing exercises or simulations, TED Talks, summer camps, festivals, master classes, hackathons, online projects, etc.

- In light of social distancing measures and to limit the spread of COVID-19, we welcome creative proposals that utilize video conferencing, distance learning tools, etc.

- Projects should include an American element and/or connection with an American expert, organization, or institution. Activities might also highlight shared Serbian-American values, national interests, etc.

- Activities should focus on audiences in Serbia, but we also suggest applicants consider putting together regionally-focused proposals that include participants or partners from neighboring nations.

- If you are successful and secure funding and launch your project, you should publicize your activities through both social media and traditional press outlets.

2. **Priority Areas.** PAS welcomes ideas for creative, engaging projects aimed at Serbian audiences that address the Embassy's main objectives. The U.S. is striving to strengthen the Serbian-U.S. relationship and explain U.S. culture, society and values to Serbian audiences. We also want to lend assistance to the Serbian people through: promoting economic development; strengthening democracy; protecting human rights; advancing regional stability and cooperation; and making progress towards accession into the European Union.

This year, PAS Belgrade in particular is seeking proposals focusing on the following areas.

- **Responding to COVID-19.** PAS welcomes projects that focus on:
  - o practical, helpful, and realistic strategies and approaches to assist Serbian businesses and communities to recover economically in the post-coronavirus period. (Note: That could be based on American experiences in responding to crises in the U.S., including natural and/or manmade disasters.)
  - o promotion of the exchange of academic and scientific expertise on COVID-19 and other public health issues between U.S. and Serbian institutions.

- **Economic Resilience, Entrepreneurship, and Innovation.** PAS welcomes projects that focus on:
  - o promotion of entrepreneurship, innovation, the study of STEM subject (science, technology, environment, and math), and business development skills for women, youth, minorities, members of other disadvantaged groups, and underserved communities, including in smaller towns and in rural areas.
  - o leverage Serbia's historic and cultural sites, including past beneficiaries of Ambassadors Fund for Cultural Preservation (AFCP) grants, and/or its natural resources (e.g., parks, rivers, mountains, farmlands, vineyards, etc) to attract more tourists and promote local economic development.

- **Disability Issues.** This year the United States is marking the 30th anniversary of the U.S. Congress' passage of the Americans With Disabilities Act (ADA), signed into by President George H. W. Bush in 1990. To commemorate this landmark in the struggle for equality for People With Disabilities (PWDs), PAS is interested in proposals that generate broader awareness and promote a discussion within Serbia about the situation of the disabled community. Your project might address one or more of these questions:
  - o How can the activities and success of the disabled community in Serbia be publicized more widely? What are the best practices of NGOs, government offices, schools, institutions, and unions that should be showcased?

- What are challenges PWDs in Serbia still face? How can they get greater access to opportunities in all fields: education, employment, sports, civic engagement, public policy debates, culture, etc? How can society ensure teachers and schools are able to provide quality instruction to children with learning disabilities? How can communities minimize or remove physical barriers to PWDs? How can the deaf/hard of hearing and the blind/visually impaired get easier access the same information on matters of public interest as the rest of the population in Serbian society?
- Are there further lessons to be drawn from the struggle to expand the rights of and opportunities for PWDs that can be applied in Serbia?
- What kind of measurable impact have past U.S. Embassy programs on disability issues had in Serbia?
- What are the opportunities for regional cooperation in this field?

- **Serbian-American Connections.** PAS welcomes projects that: inform and educate audiences in Serbia about historical, cultural, scientific, and people-to-people ties between our two countries; underscore our common attitudes and shared values, including our faith in democracy and commitment to academic inquiry; cooperation in different sectors (economic, governance, security, health, science, etc); explaining and debating current U.S. policies toward Serbia, the region, and Europe, as well as the intersection of Serbia's and America's national interests; examining the benefits of past and current cooperation and coordination with the U.S. and western institutions (including the EU); or evaluating the benefits of U.S. assistance to and investments in Serbia.
  - Applicants might want to consider some key anniversaries this year and next which offer interesting jumping off points for activities.
    - For example, 2020 marks: the reestablishment of diplomatic relations between the U.S. and Yugoslavia (2000); U.S. Congress' passage of the Yugoslav Emergency Relief Act (1950); and the end of the Second World War and the beginning of the Cold War period in U.S-Yugoslav relations (1945).
    - Next year (2021) marks: 20 years of the reestablishment of U.S. assistance and exchange programs (2001); George Kennan becoming U.S. Ambassador to Yugoslavia (1961); the beginning of U.S. military assistance to Yugoslavia (1951); and the opening of the Svetozar Markovic Library at Belgrade University, constructed through a donation from the Carnegie Foundation (1926).

- **Confronting Global Challenges.** PAS welcomes programs or activities that focus on U.S.-Serbian cooperation in keeping their citizens safe.   That includes:
  - efforts to combat common challenges such as human trafficking, other international crime, terrorism, disease, etc.
  - Serbian diplomatic and military cooperation with the U.S., other countries, and international organizations, including in peacekeeping missions around the globe.

- **Joining the EU.** PAS welcomes programs or activities that would help Serbia make further progress toward integration into the European Union (EU).

- **Regional Stability.** PAS welcomes programs focused on peace-building, ethnic reconciliation, and/or regional integration activities that aim to:
  - support the normalization of relations between Pristina and Belgrade;
  - promote mutual understanding, tolerance, and respect among peoples of the Western Balkans;
  - identify joint approaches to solving problems or challenges currently facing the Balkan region;
  - expand and strengthen ties of Serbian professional societies and civil society organizations with their counterparts in the Balkan region.

- **Education.** PAS welcomes programs focused on:
  - Ensuring children from vulnerable populations have equal educational opportunities. That should include support for inclusive education, ensuring the People With Disabilities (PWDs) receive high quality instruction.
  - Establishment or strengthening of linkages between American and Serbian academic institutions, including faculty, staff, and/or students. The focus might be on curriculum development, lectures and seminars (including virtually), or joint research projects. Activities can also include moot court competitions, college bowl competitions, and other academic activities that promote critical thinking and the free exchange of ideas.
  - Promotion of innovative or interactive teaching methods, student-based or project-based education, inside or outside the classroom, and/or development of educational TV, radio, online, and video game programs, that focus on:
    - Holocaust education, historical memory, and the promotion of tolerance.
    - civic education:
      - expanding students' understanding of government, policy-making, and representational government in a democracy;
      - involving them in debates on matters of public interest;
      - promoting active engagement by citizens, no matter what their age, in a democratic society;
    - the role Serbia does or can play in diplomacy, promoting regional and global stability, and/or combating global problems, such as crime, terrorism, human trafficking, disease, etc.
  - Strengthening academic integrity and combating corruption in education.
  - Please do consider opportunities for regional cooperation.

- **Cultural Dialogue.** PAS is interested in proposals that foster a cultural dialogue with Serbian audiences about American contributions in the musical, dance, theater, literature (including graphic novels and comics), visual art (including street art), film, radio (including podcasts), television, video games (aimed at education or social change), and other fields. Programs could fund exhibits, securing the rights to show American works, festivals of American culture, development of educational

curriculum for museums and other cultural institutions, training for Serbian artists how to protect their Intellectual Property Rights (IPR), etc.

- o Applications related to sites in Serbia preserved through past Ambassadors Fund for Cultural Preservation (AFCP) projects will receive special consideration.
- o Please do think about reaching locations beyond Belgrade, including those with fewer cultural opportunities. and about how to use culture as a form of outreach to disadvantaged groups in society, including the disabled.
- o Please do consider opportunities for regional cooperation.

- **Outreach Through Sports.** PAS is interested in sports-related programs in support larger U.S. Embassy goals, such as promoting tolerance, respect for diversity, civic engagement, regional reconciliation, or academic achievement. These should be aimed at key groups, such as minorities, people with disabilities, underserved or at-risk youth, and members of other disadvantaged groups.
  - o Please do consider opportunities for regional cooperation.
  - o PAS will consider proposals that bring together athletes, coaches, and/or trainers from the U.S. and Serbia (and/or neighboring countries), but these activities <u>must</u> serve one of the larger goals mentioned above and have a positive impact on the Serbian participants and on Serbian society more broadly.

3. **Project Participants/Audiences:**

The participants or audiences for the proposed activity:
  - o should be citizens or legal residents of Serbia, though if the project has a regional focus, a number of participants might come from neighboring countries, too.

Please <u>be specific</u> in your application about the target audience for your project. (See instructions below under D.5.d.)

As a general rule, participants or audiences should not be charged for taking part in a PAS-funded activity. If you envisage that your project activity will <u>not</u> be free, please contact PAS to discuss your concept. We might be able to support the project if you can demonstrate how the revenue generated will used to support the larger objectives.

B. FEDERAL AWARD INFORMATION

- Length of Performance Period: Up to 18 months
- Award Amount: The review committee will generally fund activities up to $25,000. In rare instances, however, we will consider funding larger projects, but only if the justification is very strong and assuming the applicant also has a proven track record of handling larger, more complex activities.
- Type of Funding: FY20 D&CP Funds
- Anticipated Program Start Date: Depending on availability of funds, but no sooner than July 1, 2020.

- Funding Instrument Type: Grant, Fixed Amount Award (FAA), or Cooperative Agreement.

C. ELIGILIBITY INFORMATION

1. **Eligible Applicants.** The following Serbian and American entities are eligible to apply:

   - not-for-profit organizations, including civil society organizations/non-governmental organizations (NGOs), think tanks, libraries, museums or other cultural institutions, etc.;
   - governmental institutions;
   - individual citizens, assuming they have a demonstrated capacity to carry out the proposed activities laid out in the application.

   Note: A Serbian not-for-profit organization submitting an application must be registered in the territory of the Republic of Serbia with the Agencija za privredne registre (APR).

2. **Cost Sharing or Matching Funds:**

   Cost sharing is allowed but not required and will not impact funding decisions. You must specific in the application whether you are also receiving funding from other donors for your project.

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 or DUNS number) and valid registration on file on the U.S. Government's System for Award Management (SAM) website (www.sam.gov). Please see Section D.8 for information on how to register.

   Individuals involved in the project, however, are not required to have a unique entity identifier or be registered in SAM.gov.

   Any applicant organization listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) system is not 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 should review the EPLS in SAM to ensure that no ineligible entity is included in their project activities as a partner, contractor, or subgrantee.

4. **Number of Applications**

PAS suggests that the applicant, whether an organization or individual, submit only <u>one</u> proposal during each fiscal year (defined as lasting from October 1 of one year to September 30 of the following year).

If an individual or organization submits more than one proposal, or currently has another grant from the U.S. Embassy under this or any other program and the two projects would overlap, the review committee will determine whether the applicant has provided adequate proof of the capacity to handle both grants concurrently.

5. **Funding Restrictions:**

You CANNOT apply for a grant from the Public Affairs Section of the U.S. Embassy in Belgrade if your project:
- involves partisan political activity;
- involves charitable giving or humanitarian aid;
- involves fundraising or raising money for charity;
- is commercial in nature, i.e., you are making money from this project.

See also "Section H" below regarding restrictions related to the project budget.

D. APPLICATION AND SUBMISSION INFORMATION

1. **General Instructions**:

Application forms required below are available in the "Grants" section of the U.S. Embassy Belgrade website: https://rs.usembassy.gov/education-culture/grants-programs/.

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 considered technically ineligible and will not be considered for funding.

Please ensure that:
- all documents are in English;
- the proposal clearly addresses the goals and objectives of this funding opportunity;
- all budget items are in U.S. dollars.

2. **Submission Dates and Times**: PAS will be accepting proposals on a rolling basis until the <u>August 30, 2020</u>. However, please <u>do not wait</u> until end of August.

PAS will review submissions received at the end of each month and will make a decision on whether to fund within two weeks.

If you have submitted a proposal and the review committee does not approve it on the first look, it may consider the application again the following month. There is <u>no need</u> to resubmit your application.

3. **Submission Instructions**: Applications must be submitted <u>by email</u> to the following address: BelgradePASGrants@state.gov.

4. **Mandatory Application Forms.** The following documents are **required**:

    a. Either the **SF-424** *(Application for Federal Assistance – organizations)* <u>or</u> **SF-424-I** *(Application for Federal Assistance – individuals)*
    b. **SF424A** *(Budget Information for Non-Construction programs)*
    c. **SF424B** *(Assurances for Non-Construction programs).* However, the SF-424B is required <u>only</u> for those applicants who:
    d. --have never registered in SAM.gov;
    e. **U.S. Embassy Belgrade's Grant Application Form.** SEE INSTRUCTIONS BELOW.
    f. **Budget Justification Narrative (Excel spreadsheet).**
    g. **CV:** Most recent curriculum vitae (CV) or résumé for the applicant**.**

5. **Instructions for Filling Out U.S. Embassy Belgrade's Grant Application Form**:
The grant application submitted to PAS Belgrade should contain sufficient information and be explained clearly enough (in English) so that anyone not familiar with it would understand exactly what the applicant wants to do. It must include all the elements below.

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 considered technically ineligible and will not be considered for funding.

    a. EXECUTIVE SUMMARY: Briefly and clearly explain the proposed project, including objectives, participants/audience, activities/output, and anticipated impact and outcomes. Feel free to provide a very brief justification. THIS SECTION IS VERY, VERY IMPORTANT. The reader should be able to understand the whole project from reading the Executive Summary.
    b. **Problem Statement**: Briefly explain what problem or challenge this project addresses. Feel free to provide some basic background and/or appropriate links.
    c. **Overall Approach / Justification for the Project:** How will this project help solve this problem or address this challenge? Are you going to provide training, run workshops, develop curriculum, create opportunities of some sort for participants, create a traveling exhibit or a website, host a conference (real or virtual), organize a performance or other event, etc? How will this help your community or society? Some other questions you might want to think about while putting together your proposal are:
        1. Why is this a good, effective approach? Are there other, better ways?

2. Should you partner with any other organizations or institutions to help you succeed with your project?
3. What's the American element of your project? Have you consulted with American counterparts? Are you using an approach used by American organizations in similar circumstances? Does your project connect in some way to shared Serbian-American values?

d. **Project Beneficiaries, Audiences, or Participants.** Who is the specific target audience for your project? People of a certain age, gender, profession? Students, civil society activists, officials, academics, young leaders, decision-makers? Members from disadvantaged or minority groups? <u>Why</u> are you focusing on this group or these groups? In what cities, towns, or communities will the project take place? Why did you select these locations? How will you choose the individuals who will take part in the project?

e. **Description of Project Activities.** What specific activities will take place during the course of your project? What is the project schedule or timeline? More specifically:

1. What are going to be your specific "outputs," i.e., what specific activities will take place and how many times will you carry out? How many individuals will be directly involved in program activities?
2. What is the project schedule? What are the milestones you will reach during the lifetime of the project?
3. What is the role that your partners -- other organizations, institutions, government offices, and/or individuals -- will play?
4. How will you publicize what you are doing through public events, press coverage, media interviews, social media, or other means of communication?

f. **Intended Outcome (General).** Are you trying to: Promote or raise awareness? Shift attitudes? Generate action (to help improve a community solve a problem)? Strengthen the capacity of a group or organization? Create or strengthen linkages between two (or more) groups or institutions?

g. **Defining Anticipated Outcomes/Impact More Narrowly.**

1. What are your larger goals or objectives? What are the specific anticipated outcomes you hope to achieve? What is the impact you hope to have on the participants?

2. Make sure your objectives are **S.M.A.R.T.** In other words, they should be: <u>S</u>pecific, <u>M</u>easurable, <u>A</u>chievable, <u>R</u>ealistic, and <u>T</u>ime-bound.

3. Think about the impact you hope to achieve <u>by the end of the project period</u>. What do you want the participants to have learned, produced, analyzed, publicized, experiences, etc? What changes or shifts in attitude or perceptions or awareness about an issue or problem are you seeking? What connections do you want to build? What institutional capabilities do you want to strengthen?
4. <u>After the project is completed</u>, what actions (if any) do you want or expect individuals to take to address the original problem? How will they fix a problem or improve the situation in their home communities? What do you hope the participants will be able to do as a result of the skills or knowledge

gained during your project? What longer-term impact will your activity have, on the participants themselves and/or on others?

h. Measuring Outcomes/Impact. What is your plan to measure your outcomes or the impact of your project?

    1. Will you conduct a before and after survey?

    2. Can you perhaps measure success through press coverage or social media metrics?

    3. Will you use an outside organization to help you evaluate the success of your project?

    4. Do you have some other plan to track activities by participants after the main activities are completed and/or a few months afterwards?

    5. Make sure you work the evaluation process into your timeline and include any expenses involved in evaluation in your budget.

i. Sustainability/Multiplier Effect.

    1. What longer-term effects do you predict your project will have? What actions do you predict the participants or audiences will take <u>beyond</u> the period covered by your project and your evaluation?

    2. Related to that, what kind of "multiplier effect" might this project have? (For example, if your participants include instructors, journalists, youth leaders, or others with significant reach into their communities or professions, they could potentially share their experiences in some way with others and magnify the impact of your project.)

    3. How might this activity continue in some form or fashion even after the grant project formally comes to an end? Do you have an idea for ways to make sure further progress is made – by you, your partners, or other like-minded organizations – to solve the problem or challenge you are addressing in this proposal, even after your project finishes? What further activities would you recommend governmental, educational, cultural, or other institutions take to build upon your activity?

j. Background on the Applicant.   Please provide a short introduction, of two or three sentences, to the individual or organization applying for grant funding.

k. Key Personnel and Partners.

    1.   Give the names, titles, roles of key personnel in this project, including any organizational staff and trainers, and one-sentence describing the person's qualifications.

    2.   Provide information on your partner organizations and, if already known, whichever contractors you will use.

l. Past and Present Activities. What past experience and/or current activities demonstrate your ability to carry out the proposed project? Please be sure to include information on any previous grants -- from the U.S. Embassy, other U.S. government agencies, and other donors or sponsors -- including the project name, the amount of grant, name of donor, contact information for the donor, description of activity, and results. If there were press reports or social media postings, please feel free to include those.

m. If You Are a Past Recipient of a U.S. Embassy Grant. What was the longer-term impact or results of each grant, beyond what you wrote in your final report?

What are the most important lessons learned you can draw from the grant? Also, more broadly, what is your most compelling argument why your current project merits the receipt of additional funding from the U.S. Embassy, at the expense of other activities by new partners?

6. Budget Justification Narrative:

- After filling out the SF-424A Budget form (mentioned above) and filling out the Basic Budget in the application form, use the Excel spreadsheet on the website to fill out the **Budget Justification Narrative**, describing each of the budget expenses in more detail.
- See section *H. Other Information: Guidelines for Budget Submissions* below for further information on what can and cannot be funded.

7. Attachments: Please include the following:

- A recent curriculum vitae (CV) or résumé of each of the key personnel who will be involved in the program
- Official permits, licenses, and/or letters of support, if required, for project activities.
- If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file (See Section H below)

8. Required Registration for Organizations: Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)

- **Required Registrations:** As mentioned above, in order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System, or DUNS number), as well as have a valid registration on file on the U.S. Government's System for Award Management (SAM) website (www.sam.gov).

  Individuals applying for a grant are not required to have a unique entity identifier or be registered in SAM.gov.

  The applicant's partner organizations in the project, whether the applicant is an organization or an individual, will need DUNS numbers, too.

  Contractors delivering goods or services required in the implementation of this project – including suppliers, trainers, web developers, etc – will not need a DUNS number.

  Again, these registrations are required for organizations applying for funding. It is not optional.

All registrations are free of charge.

All organizations applying for grants must undergo the following registration:

- Duns & Bradstreet: to obtain a Unique Entity Identifier (UEI) or Data Universal Numbering System (DUNS) number.
- NCAGE Code Request Tool website: to obtain an NCAGE/CAGE code.
- System for Award Management (SAM) website (www.sam.gov): to register with the U.S. Government.

NOTE: SAM registration must be renewed annually.

- **Registrations Instructions:**

Step 1: Apply for a DUNS number.

- Go to http://fedgov.dnb.com/webform to complete a DUNS application.
- You can also call +1-866-705-5711.

Step 2: Complete the NCAGE application:

- Go to https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx to complete the application.
- Instructions are available at: https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf
- For assistance in filling out the form:
    - call +1-888-227-2423 from within the U.S.
    - call +1-269-961-7766 from outside the U.S.
    - send an email to NCAGE@dlis.dla.mil

Step 3: Register on the System for Award Management (SAM) website .

- Go to: https://www.sam.gov.

E. APPLICATION REVIEW INFORMATION

1. **Criteria:** Project proposals that meet the basic criteria as outlined in this NOFO will be considered for funding through the Alumni Small Grants Program. Projects will be evaluated and scored based on the following:

- **Quality of the project proposal.** The proposal is well-developed, innovative, and offers a creative approach and/or solutions to deal with the stated problem or challenge, focused on specific audiences or participants, with sufficient details that spell out what the project activities are and how they will be carried out, with clear

milestones provided. Appropriate partners, if applicable, will take part in the activity. (40 points)

- **Capacity.** The individual or organization submitting this application—and, if applicable, any partner organization—has the qualifications, skills, talent, and demonstrated ability to achieve the goals and objectives laid out in the proposal. (15 points)
- **Clarity of Outcomes and Objectives.** The project has a clearly identified, S.M.A.R.T. objectives, with a good approach to measure impact on target audiences. Once again, S.M.A.R.T. stands for: Specific, Measurable, Achievable, Relevant, and Time-bound. (15 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. (10 points)
- **Measuring the Impact.** The proposal outlines in sufficient detail how success, impact, or progress will be measured with a plan (even a basic one) on how to evaluate impact upon conclusion of the grant activity. (10 points.)
- **Sustainability/Multiplier Effect:** 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 participants/audience. (10 points)

2. **Review and Selection Process:** A grants review committee will evaluate all eligible applications. You may be asked to submit additional information.

> Important Note: As mentioned previously, PAS will be accepting applications on a rolling basis. We urge applicants not to wait until the final deadline to submit proposals. The Embassy will gather submissions received by the end of each month and will aim within two weeks to review them together and make a decision on whether to fund each one. If you have submitted a proposal and the review committee does not approve it on the first look, it may consider the application again the following month. There is no need to resubmit your application.

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.

2. **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.

G. FEDERAL AWARDING AGENCY (U.S. EMBASSY) CONTACTS: If you have any questions about the grant application process, please contact: BelgradePASGrants@state.gov.

H. OTHER INFORMATION

1. **Guidelines for Budget Justification**

   a. Personnel:

   1. 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.
   2. 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.

   b. Travel:

   1. Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries.
   2. 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.

   c. Equipment: The budget cannot include purchase of any equipment, which is defined 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."

   d. Supplies: List and describe all the supply items and materials that are needed for the program.

e. 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.

f. Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, include shipping costs (for materials and equipment), applicable taxes, etc.

g. Indirect Costs:

1. Indirect costs are expenses that cannot be linked directly to the proposed program activities, but are overhead costs needed to help keep the organization operating, such as rent, salaries for personnel not directly involved in the project, etc.
2. If your organization has a Negotiated Indirect Cost Rate (NICRA), include NICRA charges in the budget and attach a copy of your latest NICRA.
3. Organizations without a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

h. Cost Sharing: This refers to contributions from the applicant organization, partners, donors, or other entities other than the U.S. Embassy.   It may also include in-kind contributions such as volunteers' time, donated venues, etc.

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

2. Before You Submit Your Application.

Read once again the Guidelines which describe the Small Grant Program. Make sure you understand those guidelines and that your proposal fits the purposes it discusses.

Carefully review the application to make sure it is complete and free of errors.

Ask someone who does not know anything about your project to read your proposal to determine if it is understandable. Remember that the members of the review committee will not know anything about your proposal until they read it. If they cannot understand it simply by reading what you have written, it will not be approved.

Ask someone with experience applying for grants to look at the application and provide advice on improving it.

Make sure the application is neatly typed and easy to read in English. (Perfect English is not required but the proposal must be understandable to an English speaker.)

Applications which do not include the required information or do not comply with the requirements of the Program guidelines will not be reviewed.