US Department of State
BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS
PROPOSAL SUBMISSION INSTRUCTIONS (PSI)
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Proposals must be submitted to the Bureau of Educational and Cultural Affairs (ECA) by two methods: 1) a hard copy proposal submitted to ECA by the established deadline and 2) an electronic submission through Grants.gov by the same established deadline. The following provides guidelines for both submissions. Distinctions are made between paper and electronic submissions when necessary.

I. TECHNICAL ELIGIBILITY REQUIREMENTS AND GENERAL GUIDELINES

A. TECHNICAL ELIGIBILITY
Technically eligible submissions are those which: 1) arrive at the Bureau of Educational and Cultural Affairs ("the Bureau" or "ECA") per the deadline requirements established in the solicitation; 2) have heeded all instructions contained in the solicitation documents, including required formatting and completeness of submission; and 3) do not violate any of the guidelines stated in the solicitation and this document. **Please Note: Applications for open competitions, which are announced as Request for Grant Proposals (RFGPs) on the Grants.gov and ECA websites, must be submitted electronically through Grants.gov with a hard copy version submitted to:**

> Bureau of Educational and Cultural Affairs
> Cultural Programs Division
> ATTN: Biennales
> ECA/PE/C/CU, SA-5
> U.S. Department of State
> 2200 C Street, NW
> Washington, D.C. 20037

Both electronic and hard copy applications must be received by the due date indicated in the RFGP. Those applications received after the due date will be considered ineligible. Because of lengthy mail delays to many government agencies and security screening that may harm support materials, it is recommended that applicants use a commercial delivery service to submit the hard copy application. Applicants should notify the Biennales office when their proposal has been sent for delivery.

B. TECHNICAL FORMAT
1. Provide double-spaced Executive Summary and Proposal Narrative;
2. Provide proposal budget per RFGP or solicitation letter guidelines and Proposal Submission Instructions (PSI);
3. Mandatory - Provide completed SF-424 "Application for Federal Assistance," SF-424A "Budget Information – Non-Construction Programs," and SF-424B, "Assurances - Nonconstruction Programs;"
4. Number all pages, including proposal narrative, budget and attachments;
5. Use 8 ½" x 11" paper format.
6. Include other attachments, if applicable, i.e., indirect agreements, form 990, SF-LLL etc.

NOTE for Applications Submitted through WWW.GRANTS.GOV

In order to apply for a grant through Grants.gov you and/or your organization must complete the Grants.gov registration process. The registration process for an Organization or an Individual can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. So please register early! Visit http://www.grants.gov/applicants/get_registered.jsp for registration information.

The following link offers an overview of the process to apply for grant opportunities through Grants.gov: http://www.grants.gov/applicants/apply_for_grants.jsp

Proposals submitted through Grants.gov must be submitted in any combination of the following formats:
- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- JPEG images

It is recommended that applicants merge/consolidate as many of the files as possible into a single Microsoft Word or Adobe Acrobat file.

C. TABLE OF CONTENTS

The following is a list of standard attachments for proposal submissions (both electronic and paper). For paper submissions, the original proposal and the required number of copies indicated in the solicitation document should be arranged in the following order.

NOTE: All organizations submitting a proposal must read, sign and retain in their main administrative offices the forms and/or certificates listed below. The "Assurances - Nonconstruction Programs" (Form SF-424B) must be signed and inserted in the proposal under TAB F (or uploaded for electronic submissions through grants.gov); this form indicates that the applicant is in compliance with all applicable requirements of Federal laws, executive orders, regulations, and policies.

TAB A   SF-424, "Application for Federal Assistance"

TAB B   Abstract/Executive Summary. The abstract is limited to 300 words in length. It must provide a summary of the identified project, proposed activities, and expected results.

TAB C   Narrative/Project Goals/Implementation Plan: (Not to exceed eight pages)

Calendar of activities/itinerary, if applicable

TAB D   Budget Information – Non-Construction Programs (SF-424A)
Detailed Budget
Copy of indirect (NICRA) agreement, if applicable
Most recent A-133 or other financial audit of the organization

TAB E   Resumes and CVs (Project staff; not to exceed two pages each)
Letters of Endorsement
Organizational Capability

TAB F   SF-424B, "Assurances - Nonconstruction Programs"
Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, Letter of Authorization, etc.

TAB G   Work Sample(s); Work sample Sheet; Additional Materials

TAB H   First Time Applicant Attachments, if applicable.

D. RECIPIENT ORGANIZATIONS

Pursuant to the Mutual Educational and Cultural Exchange Act of 1961, as amended (Fulbright-Hays Act) the Bureau of Educational and Cultural Affairs of the U.S. Department of State awards grants and cooperative agreements to educational and cultural public or private nonprofit foundations or institutions. If your organization is a private nonprofit which has not received a grant or cooperative agreement from the Bureau in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status. ***Failure to do so will cause your proposal to be declared technically ineligible and will receive no further consideration in the process.***

First Time Applicants: First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to the application the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. **Note:** The Bureau retains the right to ask for additional documentation of those items included on this form.

Please note: All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information under Tab F in one of the following ways:

1.) Those who file Internal Revenue Service Form 990 or 990-EZ, "Return of Organization Exempt from Income Tax," must include a copy of relevant portions of this form.

2.) Those who do not file IRS Form 990 or 990-EZ must submit the information above in the format of their choice.

3.) Include other attachments, if applicable, i.e., SF-LLL form, indirect cost rate agreements, etc.

4.) In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

II. GUIDELINES FOR FORMATTING THE BUDGET

In addition to the budget information required on the SF-424A, applicants must provide the following three elements as part of the budget submission:
- A. Summary Budget (using the OMB cost categories, see SF-425A)
- B. Detailed Line Item Budget (Direct and Indirect Costs)
- C. Budget Narrative

Summary Budget

Your Organization's Name

Project Title: Official U.S. Presentation at the 14th International Architecture Exhibition, Venice, Italy, June 7 through November 23, 2014

Project Duration: June 1, 2013 through December 31, 2014

		Requested Federal Funds from ECA	Cost-Share by Applicant	Program Total
A	**Personnel**	0.00	0.00	0.00
B	**Fringe Benefits**	0.00	0.00	0.00
C	**Travel**	0.00	0.00	0.00
D	**Equipment**	0.00	0.00	0.00
E	**Supplies**	0.00	0.00	0.00
F	**Contractual**	0.00	0.00	0.00
G	**Construction**	0.00	0.00	0.00
H	**Other Direct Costs**	0.00	0.00	0.00
I	**Total Direct charges**	0.00	0.00	0.00
J	**Total Indirect costs**	0.00	0.00	0.00
K	**Total Project Cost**	**0.00**	**0.00**	**0.00**

Detailed Line Item Budget
Applicants must provide a detailed line-item budget (in Microsoft Excel or similar spreadsheet format) outlining specific cost requirements within each of the summary budget categories.
- 10 font or larger; must fit on 8x11 letter sized paper, not legal size
- Any cost sharing should be included in a separate column. See Section A1.6D for more details on Cost Share.
- The budget should be for the entire project period. Successful applicants may be asked to provide a year-by-year budget after the award is signed.
- All sub-award costs should be listed under Line F, Contractual, and should also be broken out and organized according to the subcategories. All sub-awardees must be organizations with DUNS numbers (certain exceptions apply).
- All line items must be described in the budget narrative.

The budget sample below is an example of the required format, but is not exhaustive: your budget might have additional items not listed here. Please edit it to reflect your planned expenditures.

Include a budget narrative (preferably in Microsoft Word format) to explain each line-item and how the amounts were derived, as well as the source and description of all cost-share offered.

Your Organization's Name
Project Title: Official U.S. Presentation at the 14th International Architecture Exhibition, Venice, Italy, June 7 through November 23, 2014
Project Duration: June 1, 2013 through December 31, 2014

		Unit Cost				Requested Federal Funds from ECA	Cost-Share by Applicant	Program Total
		Unit	Number	Amount	Rate			
A	**Personnel**	months or years		salary (month or year)	% effort			
A.1	*US-Based personnel*							
A.1.1	Project Manager					0.00		0.00
A.1.2	Project Officer, etc.			-		0.00		0.00
A.2	*Field Personnel*							0.00
A.2.1	ie , etc.					0.00		0.00
A.2.2	ie , etc.					0.00		0.00
Subtotal Personnel						**0.00**	**0.00**	**0.00**
B	**Fringe Benefits**							
B.1	US-Based Personnel Fringe Benefits							0.00
B.2	Field Personnel Fringe Benefits							0.00
Subtotal Fringe Benefits						**0.00**	**0.00**	**0.00**
C	**Travel**	# people	# days	Cost	% effort			
C.1	Airfare international (from…to…, one way/RT?)					0.00		0.00
C.1.1	Per diem (Country/City)				100%			0.00
C.2	*Domestic Travel Only*							
C.2.1	ie local staff per diem for monitoring				100%			0.00
Subtotal Travel						**0.00**	**0.00**	**0.00**
D	**Equipment** (> $5,000 per unit)		# units	unit cost				
D.1	(description, ie generators)					0.00		0.00
D.2	(description)					0.00		0.00
Subtotal Equipment						**0.00**	**0.00**	**0.00**
E	**Supplies** (< $5,000 per unit)		# units	unit cost				
E.1	(description)					0.00		
Subtotal Supplies						**0.00**	**0.00**	
F	**Contractual** (Consultant fees)							
F.1	*Contractual Sub grantee #1 (NAME)*							
F.1.1	Personnel							0.00
F.1.2	Fringe Benefits (if applicable)							0.00

		# people	# days	Cost			
F.1.3	Travel (if applicable)						0.00
F.1.3.1	Airfare (from/to, one way/RT)				0.00		0.00
F.1.3.2	Per diem (Country/City)				0.00		0.00
F.1.4	all else that applies, expenses separately						0.00
	Subtotal sub grantee #1 *(NAME)*				0.00	0.00	0.00
	Subtotal Contractual (all sub grantees)				**0.00**	**0.00**	**0.00**
G	**Construction**						
G.1	(description)				**0.00**	**0.00**	**0.00**
H	**Other Direct Costs**						
H.1	All else that does not fall into above categories						0.00
H.2	Insert indirect/overhead costs here if organization does not have a NICRA						0.00
	Subtotal Other Direct Costs				**0.00**	**0.00**	**0.00**
I	**Total Direct Costs**				**0.00**	**0.00**	**0.00**
J	**Indirect Costs (NICRA %)**	(indirect costs should be based on a NICRA rate accompanied with a copy of a valid NICRA agreement)			**0.00**	**0.00**	**0.00**
K	**Total Project Cost**	(must match award amount)			**0.00**	**0.00**	**0.00**

Personnel – Identify staffing requirements by each position title and brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project (e.g., Administrative Director: $30,000/year x 25% x 8.5 months; calculation: $30,000/12 = $2,500 x 25% x 8.5 months = $5,312).

Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

Travel - Staff and participant travel, including international and in-country travel, domestic U.S. travel, if any, and per diem/maintenance: includes lodging, meals and incidentals for both participant and staff travel. Per diem rates may not exceed the published U.S. government allowance rates (available from the www.gsa.gov website); however, applicants may use per diem rates lower than official government rates. http://www.gsa.gov/portal/category/100000

Explain differences in fares among travelers on the same routes: e.g., project staff member traveling for three weeks whose fare is higher than that of staff member traveling for four months. All travel must be in compliance with the Fly America Act.

Equipment –provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of $5000 or more.

Supplies - list items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: $50/month x 50% = $25/month x 12 months).

Contractual – For each sub grant/contract please provide a detailed line item breakdown explaining specific services. In the sub award budgets, provide the same level of detail for all line items (personnel, travel, supplies, direct costs, etc) required of the direct applicant.

Other Direct Costs - these will vary depending on the nature of the project. Justify each in the budget narrative.

Indirect Charges - See OMB Circular A-122, "Cost Principles for Non-profit Organizations" for non-profit organizations; Federal Acquisition Regulation (FAR) 48 CFR part 31 for commercial firms.
- If your organization has an indirect cost-rate agreement (NICRA) with the U.S. Government, a copy must be included with the application.
- If your organization does not have a NICRA, you may not claim indirect charges in this field -- all indirect charges must be listed in Field H, Other Direct Costs.
- Indicate how the rate is applied--to direct administrative expenses, to all direct costs, to wages and salaries only, etc.
- If sub-Grantees are claiming indirect costs, they should have an established NICRA that is also submitted with the proposal package
- Do not include indirect costs against participant expenses in the budget.

 The Educational and Cultural Affairs Bureau (ECA) WILL CONSIDER budgeted line items for:

 Independent evaluations to assess the project's impact (costs must be built into the overall original budget proposal and must be reasonable);
.
 Costs associated with an internal evaluation conducted by the applicant (costs must be built into the overall original budget proposal and must be reasonable).
.
Visa Fees and Immunizations associated with program travel.

The Bureau WILL NOT CONSIDER budgeted line items for:
- Any unallowable costs, as described in OMB cost principle circulars
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Entertainment expenses, including alcoholic beverages;

Before grants are awarded, the Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the Bureau's program needs and availability of funds.

Cost Share

 Cost sharing is the portion of program cost not borne by Dept of State. Refer to the RFA to determine whether cost sharing is required or encouraged; in general, applications that include in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost-sharing demonstrates a strong commitment to the activities and greater cost effectiveness.

If cost share is included, it should be listed as a separate column in the budgets. Cost share can be either cash or in-kind; assign a US dollar monetary value to each in-kind contribution. If the proposed project

is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding amount to be provided by those sources.

Applicants should consider all types of cost sharing. Examples include the use of office space owned by other entities; donated or borrowed supplies and equipment; (non-federal) sponsored travel costs; waived indirect costs; and program activities, translations, or consultations. The values of offered cost share should be reported in accordance with OMB Circular A-110 (Revised). **Other federal funding does not constitute cost sharing.**

The recipient of an assistance award must maintain written records to support all allowable costs which are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110 (Revised). In the event the recipient does not meet the amount of cost-sharing stipulated in their application, the Bureau's contribution may be reduced in proportion to the recipient's stated contribution.

Office of Management and Budget (OMB) Circulars
Organizations should be familiar with OMB Circulars A-110 (Revised) 22 CFR 145 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations), A-122/A-21 (Cost Principles for Nonprofit Organizations; Indirect Costs), and A-133/A-128 (Audits of Institutions of Higher Education and Other Nonprofit Organizations) on cost accounting principles. OMB circulars are available at:
http://www.whitehouse.gov/omb/circulars_default

III.   OTHER GUIDELINES AND REQUIREMENTS

A. DIVERSITY, FREEDOM AND DEMOCRACY GUIDELINES

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should he balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including but not limited to ethnicity, race, gender, religion, geographic location, social-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the Support for Diversity section for specific suggestions on incorporating diversity into the total proposal. Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau, "shall take appropriate steps to provide opportunities for participation in such program to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of this goal in their program contents, to the full extent deemed feasible.

Suggested elements may include:

1. **Program Administration:**
   a. Selection of the U.S. and foreign program participants should reflect all relevant forms of diversity (ethnicity, gender, geographic regions, etc.) to the extent possible;

b. Program locations should reflect geographic diversity and, where relevant, social-economic diversity;
c. Program evaluation should incorporate an examination of the program from a variety of perspectives, including the establishment of diversity criteria and how the program meets these criteria/goals.

2. **Program Content:**
   a. Orientation should include a session on multi-ethnicity and multiculturalism for in-bound participants as well as for participants going abroad;
   b. Through seminars, workshops, meetings and other forms of interaction, relevant diversity issues should be addressed either directly (as a topic) or indirectly (through contact with individuals of diverse backgrounds);
   c. Wrap-up and re-entry sessions should include a component on diversity issues observed in the U.S., and, if relevant, a comparative world-wide view of diversity;
   d. Resource lists and research material should contain a broad representation of subjects, authors and titles reflecting diversity in the U.S.;
   e. Program follow-up should ensure mechanisms for the continual promotion of diversity issues.

B. ECA's COMMITMENT TO PUBLIC PRIVATE PARTNERSHIPS (PPPs)

ECA is reaching out to the private sector to engage in collaborative public-private partnerships that align with ECA's mission of building mutual understanding around the world. While there is a tremendous demand for ECA programs, meeting these demands and the challenges of the 21st century must come from collaboration between the public and private sectors. This tremendous demand, coupled with our past successes in developing public/private partnerships, has led us to look for ways to further increase the effectiveness of our programs. We know that our educational, cultural and sports activities align strategically with the corporate social responsibility goals of corporations and the mission of many foundations.

Public/private partnership furthers the social responsibility goals of private sector philanthropy through focused investments in educational and cultural exchanges while amplifying the expanse and reach of ECA's programs. These programs build human potential and local capacity, highlight talent and can identify potential employees and consumers. Multinational companies are increasingly interested in human capacity building and being good global corporate citizens. Foundations have had a long track record of philanthropic work around the world. As a result, we launched a significant initiative in 2008 to further engage the private sector.

The Bureau of Educational and Cultural Affairs strongly encourages applicant organizations to consider developing sustainable public private partnerships in an effort to expand and increase the number of program participants and the overall impact and reach of ECA funded exchange programs and activities. Proposals should demonstrate a firm commitment to the advancement of PPPs in their proposal narrative and when possible, include letters of commitment from the organizations/companies with whom they are proposing to partner. Please note: Any/all proposed partnering relationships will be vetted with ECA's Office of Private Sector Exchanges and the Department's Office of the Legal Advisor to ensure there is no conflict of interest.

Proposal narratives should also demonstrate a willingness to coordinate closely with the program office(r) assigned to this project in collecting data and highlighting and publicizing successful public private partnerships that result from ECA funded assistance awards (grants and cooperative agreements).

C. ACKNOWLEDGEMENT OF ECA's FINANCIAL SUPPORT AND USE OF THE DEPARTMENT SEAL

Crediting Language: The grantee is required to include language crediting the U.S. Department of State, and an approved Department of State logo, which currently is the U.S. flag, in all print and electronic materials related to the grant. Specific crediting language will be stipulated in the grant agreement.

D. ADDITIONAL RESOURCES AND GUIDANCE
   1. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS
   Organizations should be familiar with:
   a. OMB Circulars A-110 (Revised) (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations); and
   b. A-122/A-21 (Cost Principles for Nonprofit Organizations; Indirect Costs); A-133 (Audits of Institutions of Higher Education and Other Nonprofit Organizations) on cost accounting principles.

   For a copy of the OMB circulars cited, please contact Government Publications or download from http://www.whitehouse.gov/omb/circulars_default.

   2. FUNDING OPPORTUNITIES AND FREQUENTLY ASKED QUESTIONS
   For advice on funding opportunities and general information regarding grant opportunities please visit http://exchanges.state.gov/pro-admin.html. Frequently asked questions for programs located in the Bureau of Educational and Cultural Exchanges can be located at http://exchanges.state.gov/grants/faqs.html.

DIVERSITY

Bureau of Educational and Cultural Affairs

The Bureau of Educational and Cultural Affairs of the United States Department of State strives to ensure that all programs conducted under its mandate reflect the diversity of the intended audiences. The Bureau aggressively seeks and actively encourages the involvement of U. S. and international participants from traditionally underrepresented audiences in all its grants, programs and other activities. These audiences include, but are not limited to women, racial and ethnic minorities, people living in underserved geographic locations, religious minorities, people of lower socio-economic status and people with disabilities.

The Diplomacy of Inclusion