

U.S. Embassy Sofia Grant Application Form

Grant requests should be submitted to: SofiaGrants@state.gov

1. Name of Institution/Organization and certification of its status as NGO, Educational or Local Government Institution (include postal address, ZIP code, website):

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2. Background information on Institution/Organization (main goals, activities and past performance)

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3. Main Contact (the individual within the organization authorized to approve grants or to receive and disburse funds):

Name	Title in the Organization	Address
Phone	e mail	Fax

4. Title and Period of the Project (the period should cover all expected disbursement dates):

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5. Two Sentence Summary of Project:*

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*Summary should include the project's goal and major activities. Please stay under 250 characters. A more complete description should be entered in line item 7 below.

6. Target Audience:

Description of Audience

Expected Number of Individuals Reached	Cities or Regions Reached

PROJECT DETAILS:

Please enter all necessary information regarding the proposed project below. In this part please give as many details as possible.

7. Description:

Please provide a narrative outline of your project, including goals and objectives, expected outcomes, a timeline, monitoring and evaluation criteria, and any plans to continue the program after this grant ends. If appropriate, describe the people who will benefit and how.

8. Statement of Need / BUDGET (for organizations):
 Please state the funding amount requested and break down your budget within the categories below. Each line item can have as much sub items as necessary to provide a clear account of how funds will be spent. Also explain why you are seeking U.S. Embassy funding for this project and what other funding sources, if any, are anticipated. For individual grants, please refer to the categories listed in Appendix 1.

Budget Categories	Amount in U.S. Dollars (USD)
1. Personnel	
2. Travel	
3. Equipment	
4. Supplies	
5. Contractual	
6. Construction	
7. Other Direct Costs	
8. Total Direct Costs (lines 1-7)	
9. Indirect Costs* (reflect provisional, pre-determined rate and allocation base)	
10. Total Costs (lines 1 -10)	

¹ Please see Appendix 1 for definitions of costs

9. Project Partners:
 Please give the name and key function of all partner institutions, if any.

10. Embassy rationale/recognition:

Please explain why the U.S. government should support your proposal and how Embassy or USG support will be recognized in the program.

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BANK ACCOUNT INFORMATION REQUIREMENT

For USD in USA, EFT payments (ACH) for American grantees:

- Name of Bank:
- Bank Code:
- Bank Account Number:
- Routing Number:

For BGN payments:

- Name of Bank Account Holder:
- Name of Bank:
- Bank (SWIFT) Code:
- Bank Account Number IBAN:
- Correspondent Bank in the U.S.:

For USD payments outside US:

- Name of Bank:
- Bank Account IBAN:
- SWIFT Code:
- Name of Correspondent Bank for USD payments:
- SWIFT of Correspondent Bank for USD payments:

Appendix 1 Definitions of Costs

Personnel: This category includes the salaries and wages for all non-Federal entity personnel who will be working on the project. The budget narrative should indicate the base salary and time each person will spend on the project. The narrative should also include any method used to arrive at the requested amount.

Recipient organizations are allowed to include personnel costs to cover salaries of current employees, as long as the time charged to the program is deemed reasonable. Personnel costs included in assistance awards are not limited to new personnel hired specifically to work on the program.

Fringe Benefits: Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. These costs may be derived from historical costs or calculated as a percentage of salaries and wages.

Travel: This category includes both domestic and international travel costs. The budget narrative should indicate who will travel, where, and why, and should include estimated air fare (or other mode of transportation), accommodations, meals and incidental expenses, and other costs such as conference fees, visa expenses, and inoculations. If the travel locations are not yet finalized at the time of application, the GO may use discretion in accepting a notional budget, to be finalized during the period of performance once the locations are identified.

Equipment: Equipment is defined as tangible personal property with a purchase price of \$5,000 or more and having a useful life of more than one year. If equipment is on the proposed budget, it is important to determine if it is necessary to the project, if it is reasonable to purchase instead of rent the equipment, and if the entity has adequate internal property standards.

Supplies: This category includes all tangible personal property other than those described as equipment. A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life. It is important to confirm that the proposed supplies are necessary to the project.

Contractual: This category includes both contracts and subawards. It is necessary to determine that the contracts or subawards are necessary for the award and if the entity has adequate capability and internal policies to manage subawards. It is also important to understand the difference between a contract and a subaward. The recipient should include the budget breakdown for any proposed subawards or contracts for the Grants Officer's review.

- A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the subrecipient. A consulting agreement with a consultant or contractor is generally considered a contract.
- A subaward is provided to a subrecipient for the purpose of carrying out a portion of the Federal award. A beneficiary of a program is not considered a subrecipient. A

subaward may be provided through any form of legal agreement, including an agreement that the prime recipient entity considers a contract.

Construction: Department policy restricts the use of Federal awards for construction purposes.

Other Direct Costs: Other direct costs are any costs not included in the other categories. This category may include the entity's operating expenses that are directly linked to the award but not included as an indirect cost.

INDIRECT COSTS

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Indirect costs are not allowable costs for Federal financial assistance awarded directly to individuals. All allowable costs for awards to individuals must be direct costs only.

Indirect costs do not generally include the costs of personnel who work for the recipient organization and are working directly on the project.

Indirect costs, often called overhead, or facilities and administrative costs, may only be charged at de minimis rate of 10% of modified total direct costs (MTDC)².

If the recipient elects not to use the de minimis rate, identified "overhead costs" may be broken out by individual line item (e.g., electricity, accountant fees, etc.) and charged as direct costs. However, these must be on a cost allocated basis: for example, if the award project accounts for 20% of the organization's work, only 20% of the electricity, accountant fees, etc. should be charged as a direct cost to the grant.

Budget categories for grants to individuals:

Travel
Lodging
Meals & Incidental Expenses
Program Material
Other Costs (Explain)
Honorarium or Stipends

² MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs.