### **Additional Guidance**

The Office of Citizen Exchanges offers the following additional guidance to

prospective applicants:

1. Except where noted in the text, the Office of Citizen Exchanges encourages project proposals involving more than one country. Pertinent rationale which links countries in multi-country projects should be included in the submission. Single-country projects that are clearly defined and possess the potential for creating and strengthening continuing linkages between foreign and U.S. institutions are also welcome.

2. Proposals for bilateral programs are subject to review and comment by the USIS post in the relevant country, and pre-selected participants will also be subject to USIS post review.

3. Bilateral programs should clearly identify the counterpart organization and provide evidence of the organization's participation.

- 4. The Office of Citizen Exchanges will consider proposals for activities which take place exclusively in other countries when USIS posts are consulted in the design of the proposed program and in the choice of the most suitable venues for such programs.
- 5. The Office of Citizen Exchanges grants are not given to support projects whose focus is limited to technical or vocational subjects, or for research projects, for publications funding, for student and/or teacher/faculty exchanges, for sports and/or sports related programs. Nor does this office provide scholarships or support for long-term (a semester or more) academic studies.

### Funding

Proposals which request USIA funding of less than \$135,000 and which include significant cost sharing will be deemed more competitive. organizations with less than four years of successful experience in managing international exchange programs are limited to \$60,000. Applicants are invited to provide both an all-inclusive budget as well as separate sub-budgets for each program component, phase, location, or activity in order to facilitate USIA decisions on funding. While an all-inclusive budget must be provided with each proposal, separate component budgets are optional. Since USIA grant assistance constitutes only a portion of total project funding, proposals should list and provide evidence of other anticipated sources of financial and inkind support. Cost sharing may be in the form of allowable direct or indirect

The Recipient must maintain written records to support all allowable costs

which are claimed as being its contribution to cost participation, 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, Attachment E–Cost Sharing and Matching and should be described in the proposal.

# **Eligible Costs**

The following project costs are eligible for consideration for funding:

- 1. International and domestic air fares; visas; transit costs; ground transportation costs.
- 2. Per diem. For the U.S. program, organizations have the option of using a flat \$140/day for program participants or the published U.S. Federal per diem rates for individual American cities. For activities outside the U.S., the published Federal per diem rates must be used.

**Note:** U.S. escorting staff must use the published Federal per diem rates, not the flat rate.

- 3. Interpreters: If needed, interpreters for the U.S. program are provided by the U.S. State Department Language Service Division. Typically, a pair of simultaneous interpreters is provided for every four visitors who need interpretation. USIA grants do not pay for foreign interpreters to accompany delegations from their home country. Grant proposal budgets should contain a flat \$140/day per diem for each Department of State interpreter, as well as home-program-home air transportation of \$400 per interpreter plus any U.S. travel expenses during the program. Salary expenses are covered centrally and should not be part of an applicant's proposed budget.
- 4. Book and cultural allowance: Participants are entitled to and escorts are reimbursed a one-time cultural allowance of \$150 per person, plus a participant book allowance of \$50. U.S. staff do not get these benefits.
- 5. Consultants. May be used to provide specialized expertise or to make presentations. Daily honoraria generally do not exceed \$250 per day. Subcontracting organizations may also be used, in which case the written agreement between the prospective grantee and subcontractor should be included in the proposal.
- 6. Room rental, which generally should not exceed \$250 per day.
- 7. Materials development. Proposals may contain costs to purchase, develop, and translate materials for participants.
- 8. One working meal per project. Per capital costs may not exceed \$5–\$8 for a lunch and \$14–\$20 for a dinner;

- excluding room rental. The number of invited guests may not exceed participants by more than a factor of two to one.
- 9. A return travel allowance of \$70 for each participant which is to be used for incidental expenditures incurred during international travel.
- 10. In most cases, USIA-funded delegates will be covered under the terms of a USIA-sponsored health insurance policy with the premium is paid by USIA directly to the insurance company. For additional information on insurance coverage, contact the E/P program officer.
- 11. Other costs necessary for the effective administration of the program, including salaries for grant organization employees, benefits, and other direct and indirect costs per detailed instructions in the application package.

**Note:** the 20 percent limitation of "administrative costs" included in previous announcements does not apply to this RFP.

Please refer to the Proposal Submission Instructions for complete budget guidelines.

# **Review Process**

USIA will acknowledge receipt of all proposals and will review them for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines established herein and in the Proposal Submission Instructions. Eligible proposals will be forwarded to panels of USIA officers for advisory review. All eligible proposals will also be reviewed by the budget and contract offices, as well the USIA geographic regional office and the USIS post overseas, where appropriate. Proposals may also be reviewed by the USIA's Office of General Counsel or by other Agency elements. Funding decisions are at the discretion of the USIA Associate Director for Educational and Cultural Affairs. Final technical authority for grant awards resides with USIA's contracting officer.

### **Review Criteria**

USIA will consider proposals based on their conformance with the objectives and considerations already stated in this RFP, as well as the following criteria:

- 1. *Quality of Program Idea:* Proposals should exhibit originality, substance, precision, and relevance to the Agency mission.
- 2. Program Planning: Detailed agenda and relevant work plan should demonstrate substance undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.