

**U.S. Embassy Honduras  
Public Affairs Section  
GRANT PROPOSAL GUIDELINES**

**Note: Proposals must be in English and contain a maximum of six (6) pages and be one (1) PDF document (including budget).**

**Please use at least a size 12 font.**

**A. Proposal Information**

- Date of this proposal
- Project title
- Total Project cost (*in U.S. dollars*)
- Amount requested from U.S. Embassy (*in U.S. dollars*)
- Project duration
- Approximate start and end dates (mm/dd/yyyy)

**B. Applicant's Information / *One (1) Page Max.***

- If applicant is an organization - organization's name, brief description of organization's mission, and Resume for project lead
- Main point of contact's Name and Position in organization
- If applicant is an individual – individuals name and resume
- Address (Street, City, Country, etc.)
- Telephone & Mobile
- Email
- If applicant is an individual – Citizenship(s) of the Applicant
- If applicant is an organization – UEI (12 characters)
- If applicant is an organization – confirm SAM.gov registration (Active, Not Active, or Other)
- Grantee Background Information

**C. Project Information / *Two (2) Pages Max.***

- Project Description, Goals & Objectives
- If project includes participation of experts, provide experts' brief resumes
- Who is the target audience for this project?
- Areas affected by project
- What results do you expect from this project?
- Explain your monitoring and evaluation plan
- Description of project activities, timeline and how will you amplify or promote your project? (example: social media, newspaper ads, etc.)
- How does your project connect to the United States?
- Project Sustainability and Long-Term Impact  
*Is this a one-time event or a long-term project? Please provide an explanation of how this project will continue and sustain itself logistically and financially after the U.S. Embassy-provided grant term is over. Will there be an outside or project-generated source of income in the future that will help sustain the program?*
- Will this project be cost-shared (No, Yes (list partner organizations and amounts *in U.S. dollars*)?)
- How does your project support one of the themes of this call for applications.

### D. Budget Summary

*Provide detailed budget divided by category. The budget must identify the total amount of funding requested (in U.S. dollars), with a breakdown of amounts to be spent in each category.*

<p style="text-align: center;"><b>Item</b> (Add as many as you need) <i>Explain type, quantity and costs</i></p>	<p style="text-align: center;"><b>9. Cost Sharing (Contributions provided by yourself or other organizations)</b></p>	<p style="text-align: center;"><b>Requested from U.S. Embassy</b></p>	<p style="text-align: center;"><b>Total Cost</b></p>
<p><b>1 Personnel</b> <i>(Directly employed by the organization for the project) Specify position, honorarium daily rates, how many days, salary %, etc.)</i></p>			
<p><b>2 Fringe Benefits</b> <i>(For personnel directly employed by the Recipient organization)</i></p>			
<p><b>3 Travel</b> <i>(Example: air fares, bus fares, daily per diem, lodging Provide rates, destinations, tentative dates)</i></p>			
<p><b>4 Equipment</b> <i>(Tangible non-expendable property directly charged to the project. \$5,000 or more per unit)</i></p>			
<p><b>5 Supplies</b> <i>(expendable supplies under \$5,000.00) (Example: printed or training material, pens, folders, DVDs, paper, etc.)</i></p>			
<p><b>6 Contractual</b> <i>(Example: Speaker's fees, interpretation services, rental of equipment, space rental, etc.)</i></p>			
<p><b>7 Other Direct Costs</b> <i>(Example: small equipment under \$5,000.00, evaluation costs)</i></p>			
<p><b>Total Direct Costs (lines 1-7)</b></p>			
<p><b>8 Indirect Costs</b> <i>(NICRA or the de minimis rate of 10% of the modified total direct costs)</i></p>			
<p><b>Total Costs</b></p>			

### **Attach the detailed budget narrative**

*A well-prepared Project Budget justifies all expenses and is consistent with the proposal narrative.*

*When determining your Project Budget:*

- *Cover all expenditures that will be made with assistance award funds for the life of the project.*
- *Account for all proposal activities.*

- *Ensure that the budget reflects contributions from donors supporting the project (when applicable).*
- *Ensure that all numbers add up correctly*

### ***Budget Expenses Category Description***

#### **Authorized Budget**

There are no universally accepted cost categories, please use your best judgement as to where items should fit. Grants officers will evaluate whether expenses are listed under the correct category based on government-wide cost guidance. In all cases, costs should be reasonable, allowable and allocable to the project.

#### **1. Personnel**

An organization's FTE, (Full Time Equivalency) includes any personnel directly employed by the recipient organization that can be directly attributed to the grant. It does not include personnel that indirectly work on the grant such as financial administration, secretarial or maintenance staff. A percentage of FTE's may be calculated and included as long as that percentage is directly attributed to the grant. This might include project directors who administer several grant programs or persons hired to work on several different programs or who work only part time on grant related activities.

#### **2. Fringe Benefits**

Fringe benefits include cost items such as pension plans, health benefits, or other benefits that conform to an organization's established policy. Similar to FTE's, fringe benefits may only be applied for personnel directly working on the project. Often, this is shown as a percentage of salary or wages and would conform to the organization's established policy.

#### **3. Travel**

All travel costs that are directly attributable to a grant project. Travel costs must be itemized by the grantee and must be reasonable: economy class domestic and international airfare, per diem rates, and other local travel (bus, train, etc.).

#### **4. Equipment**

Equipment refers to tangible nonexpendable personal property including information technology systems) charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established. This category would include vehicles, computer equipment valued over \$5,000, specialized equipment, air conditioning / heating equipment, installation, maintenance and anticipated repair costs.

#### **5. Supplies**

Supplies means all tangible personal property other than those described under Equipment. A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life. Materials and supplies used for the performance of a Federal award would include general office supplies, computer software, consumable automotive supplies, small equipment such as adding machines, calculators, or other expendable supplies.

#### **6. Contractual**

Contract means a legal instrument by which a non-Federal entity purchases goods or services needed to carry out the project or program under a Federal award. The term as used here does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance

of the transaction meets the definition of a Federal award or sub-award. Contractual expenses include conference room rental, speaker's fees, including but not limited to per diem and/or travel, security services, payroll services, accounting services and audits.

### **7. Other Direct Costs**

Other direct costs include but are not limited to participant support costs, educational, cultural and training allowances. They could also include furniture and furnishings, rugs, draperies, mirrors, lamps, etc.; small equipment with a value of less than \$5,000 such as adding machines, calculators, copying, and other machines used in an office; or items such as postage, telephone, internet charges, printing and publishing materials, utilities, space rental, or insurance. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect (F&A) costs.

### **8. Indirect Costs (*facilities & administrative (F&A)*)**

Indirect (F&A) costs means those costs incurred for a common or joint purpose benefitting more than one cost objective. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived. Indirect costs are incurred for a common or joint purpose and therefore cannot be identified readily and specifically with a particular sponsored project or other institutional activity. In general, all costs should be represented, whenever feasible, as direct costs. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect (F&A) costs.

### **9. Cost-Sharing (Contributions on 1<sup>st</sup>. Budget Summary column)**

Cost sharing refers to that portion of the project or program costs not covered by the Embassy/U.S. Department of State or other federal agency, including cash and third party in-kind support. These costs must reflect the realistic capacity of the applicants and any third party contributions.

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