



**U.S. Embassy Montevideo  
Public Affairs Section  
SMALL GRANT APPLICATION**

**Note:** Application should be filled out in English and typed directly into the form provided.  
Please use at least a size 11 font and adhere to the length limits of each section.

**A. Application Information**

Date of this application

Project title

Project total cost *(in U.S. dollars)*

Amount requested from U.S. Embassy *(in U.S. dollars)*

Project duration and approximate start and end dates

Organization's name and brief description of organization's mission *(maximum half page)*

**B. Applicant's Information**

Name of Applicant

Position in Organization

Address (Street, City, State, Postal Code)



Telephone

Email

Mobile

Citizenship(s) of the Applicant

**C. Project Information**

**What do you want to do with the US Embassy funds?** *(maximum half page)*

*(See our Grants Application Information Page on our website for more detail on the restrictions regarding what kind of projects we can support with U.S. Embassy Montevideo Public Affairs grants funding.)*

**Who is your target audience for this project?** *(maximum half page)*



**What results do you expect from this project?** *(maximum half page)*

**How does your project connect to the United States?** *(maximum half page)*

**How does your project support one of the following themes: development of civil society; educational development; increased social inclusion; promotion of safe and secure communities; expand knowledge of the English language and/or greater exchange between Uruguay and the United States?** *(maximum half page)*



## Budget Summary

Please provide detailed budget including different lines under each category. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the below budget categories. (See Budget Expenses Categories Summary description on last page)

<p style="text-align: center;"><b>Item</b> (Add as many as you need) Explain type, <b>quantity</b> and costs</p>	<p style="text-align: center;"><b>Cost Sharing (Contributions provided by yourself or other organizations)</b></p>	<p style="text-align: center;"><b>Requested from US Embassy</b></p>	<p style="text-align: center;"><b>Total Cost</b></p>
<p><b>1 Personnel</b> (Directly employed by the organization for the project) Specify position, honorarium daily rates, how many days, salary %, etc.)</p>			
<p><b>2 Fringe Benefits</b> (For personnel directly employed by the Recipient organization)</p>			
<p><b>3 Travel</b> (Example: air fares, bus fares, daily per diem, lodging) Provide rates, destinations, tentative dates)</p>			
<p><b>4 Equipment</b> (property required and directly charged to the project)</p>			
<p><b>5 Supplies (expendable supplies under \$5,000.00)</b> (Example: printed or training material, pens, folders, DVDs, paper, etc.)</p>			
<p><b>6 Contractual</b> (Example: Speaker's fees, interpretation services, rental of equipment, space rental, etc.)</p>			
<p><b>7 Construction</b> (Non-major costs for rearrangement and alteration or reconversion or renovation of facilities Example: painting doors or walls, adding a window, replacing flooring)</p>			
<p><b>8 Other Direct Costs</b> (Example: small equipment under \$5,000.00 or other specific costs directly charged to the project)</p>			
<p><b>9 Total Direct Costs (lines 1-8)</b></p>			
<p><b>10 Indirect Costs</b></p>			
<p><b>Total Costs (lines 9-10)</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.
- Be very specific and provide a detailed breakdown of how costs are determined.
- Account for all proposal activities and be careful to ensure that each budget category matches exactly.
- Ensure that the budget reflects contributions from donors supporting the project (when applicable).
- Ensure that all numbers add up correctly



**Project Sustainability and Long-Term Impact** *(maximum half page)*

*Please provide an explanation 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? Is this a one-time event or a long-term project?*

**Q. Are you seeking funding or other forms of support from other organizations to support this project?**

- No**
- Yes** *(If Yes, please list partner organizations below and the type of support they are providing):*

I understand that if my project is chosen for consideration, I/my organization will be required to fill out other forms, and that there will be some reporting required at the end of my project on its outcomes in order to receive the final disbursement payment. I also understand that organizations applying for Federal Financial Assistance may be required to obtain a DUNS number, request an NCAGE code and register with CCR (information and links provided below) **prior** to receiving an award from the Department of State.

\_\_\_\_\_  
*Signature*

*Public Law 109-282 (FFATA- Federal Funding Accountability and Transparency Act of 2006) requires public disclosure of data on all acquisition and assistance awards within 30 days of award. The DUNS (Data Universal Numbering System) number is one of the data elements mandated by the FFATA for all awards. The CCR (Central Contractor Registration) is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated the CCR as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to obtain a DUNS number.*

*Foreign Organization must obtain a DUNS number in <http://fedgov.dnb.com/webform/searchAction.do> and register in the CCR system through [www.sam.gov](http://www.sam.gov)).*

*Foreign Organization Registrants **must** have a NATO Commercial and Governmental Entity (NCAGE) Code assigned **before** registering in the System for Awards Management (SAM). Applicants will need to request an NCAGE code <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>*



**NOTE:** There are **NO charges** for acquiring a **DUNS** Number, obtaining an **NCAGE** code or registering in [www.sam.gov](http://www.sam.gov) to apply for Federal Assistance.

**DUNS** stands for Data Universal Numbering System, which is a unique nine digit identification number provided by the Dun & Bradstreet (D&B) Credibility Corp. The DUNS Number identifies a single business entity. This number can be used to access a database which details the name of the company, its address, telephone number, line of business and number of employees — along with other pertinent information. Adopted as a Department policy on August 2007, **Mandatory Collection of the Data Universal Numbering System (DUNS) and the Central Contractor Registration (CCR)** applies to both domestic and overseas posts. **This policy requires all recipient organizations to acquire a DUNS Number to register in [www.sam.gov](http://www.sam.gov).**

**CCR** or Central Contractor Registration is the official database for the U.S. Federal Government that collects, validates, stores, and disseminates data in support of agency acquisition and assistance awards. To be awarded federal assistance funds, potential applicants are required to register in CCR, and this registration must be updated or renewed annually to maintain an active status. The CCR database validates the registrant information, electronically sharing secure and encrypted data with federal agencies.

The NATO Codification System (NCS) was established in 1958. In order to differentiate between the U.S. and NATO systems, CAGE was referred to as NATO COMMERCIAL and GOVERNMENTAL ENTITY CODE (**NCAGE**) in the NCS community. When a business/organization is assigned a CAGE/NCAGE, they are in fact the same type/structure of code but identifies which nation or if NATO Support Agency (NSPA) assigned the CAGE/NCAGE. This code is a five number character identification number CCR uses to identify foreign vendors. **Foreign registrants must have an NCAGE Code when registering in [www.sam.gov](http://www.sam.gov).**

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is **NO** fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab in [www.sam.gov](http://www.sam.gov)

**SEE Budget Expenses Categories Description on following pages**



## **Budget Expenses Categories Description**

### **Authorized Budget**

Due to the variety and nature of various costs, there is no universal solution as to which items would be placed into which categories. In all cases, costs should be reasonable, allowable and allocable to the project. Placement of individual costs however relies on the judgment of the grants officer based on government-wide cost guidance.

#### **1. Personnel**

An organizations FTE's, (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 that work for the organization, but not on the grant. It could also include percentages of FTE's as long as that percentage is directly attributed to the grant. This could include project directors who administer several grant programs, persons hired to work on several different programs or 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 organizations established policy. Again, fringe benefits would be for personnel directly working on the project. Often, this is shown as a percentage of salary or wages and would conform to the organizations established policy.

#### **3. Travel**

All travel costs that are directly attributable to a grant project. Travel costs must be itemized by the grantee and conform to the test of reasonableness: domestic, international air fares, per diem rates, hotel costs, local travel

#### **4. Equipment**

Equipment means tangible nonexpendable personal property including exempt 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 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 in this part 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 would include conference room rental, speaker's fees, including but not limited to per diem and/or travel, security guard service, payroll services, accounting services and audits.



## **7. Construction**

Non-major costs for rearrangement and alteration or reconversion or renovation of facilities.

Construction would include ordinary or normal alterations, restoration or rehabilitation such as any work that modifies buildings and/or grounds. This includes but is not limited to adding, replacing, modifying, relocating, removing, or painting doors, walls, windows, flooring or the alterations of ceilings, adding on to or dividing existing space or work on any building utility system, including electrical, plumbing, ventilation, air conditioning, controls systems, fire alarms, fire sprinklers, security systems and telecommunication equipment.

## **8. Other Direct Costs**

Direct costs are those costs that can be identified specifically with a particular final cost objective or activity of the award. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect (F&A) costs. Other direct costs include but are not limited to participant support costs, educational, cultural and training allowances. 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. Further examples include postage, telephone, internet charges, printing and publishing materials, utilities, space rental, or insurance.

## **10. 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, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. 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.

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

Cost sharing refers to that portion of the project or program costs not borne by DOS or other federal agency, which includes cash and third party in-kind. These costs must reflect the realistic capacity of the applicants and any third party contributions.