

SF424-V2 - Organizational form

You do not have to complete the whole application. Complete only the following slots.

- Items 8 – starting from applicant information
- Legal Name is the name of your organization.
- Leave out - b.
- c should be organization’s duns number.
- Your organization address should come in - d.
- Leave out – e
- Details of the person responsible for this project should come in – f. and complete up to the end of this page
- Item 9 select type of applicant – if the required category is not in the drop down, mark ‘other’ and type in the category
- Item – 14 geographical/physical areas you will be working in
- 15 – Summary of the program
- Item 17 – start and end dates of the program
- Item 18 – complete this section with requested funding ‘state’ and other
- Item 19 – mark ‘c’ - Program is not covered by E.O. 12372.
- Item 21 – mark “I agree” and sign with details of authorized representative (usually the head of organization)

SF424B Assurance form

Please sign on this form on the blank space at the end of the second page of the form with your organization’s details.

SF-424A – Budget form for non-construction programs:

Item	Information
General Instructions	This form is designed so that application can be made for funds from one or more grant programs. Sections A, B, C, and D should include budget estimates for projects whose duration is one year or less. If the duration if more than a year, Sections A, B, C, and D should provide a budget for the first time period (usually a year), with subsequent time periods described in Section E. If the project duration is one year or less, then leave Section E blank. All applications should contain a breakdown according to the

	budgetary line items shown in Lines a-k of Section B.
Section A.	Budget Summary Lines 1-4 Columns (a) and (b)
	<p>For applications pertaining to a single Federal grant program that do not require a functional or activity breakdown, enter on Line 1, Column (a) "Public Diplomacy Programs" and "19.040" in Line 1, Column (b). If you are applying for funds in response to a Request for Proposals other than the U.S. Embassy Public Affairs Section's Notice of Funding Opportunity, please check with the PAS Grants Officer or Grants Officer Representative to ensure you are entering the correct title and code number in these sections.</p> <p>For applications pertaining to a single program requiring budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the appropriate Catalog of Federal Assistance Number in Column (b).</p>
Lines 1-4, Columns (c) through (g)	<p>For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the amounts of funds needed to support the project for the initial funding period (usually a year).</p> <p>Federal (e) means the amount of funds requested from the U.S. government. Non-Federal (f) means the amount of funds contributed by the grantee, often referred to as "matching" or "in-kind funds," toward the project. Total (g) is the sum of e + f.</p>
Line 5	Show the totals for all columns used.
Section B.	Budget Categories
	In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1- 4, Column (a), Section A. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.
Line 6a-i	Show the totals of Lines 6a to 6h in each column.
Line 6j	Show the amount of indirect cost, if any.
Line 6k	Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5.
Line 7	Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Describe the source of any such income in the program narrative statement. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.
Section C.	Non-Federal Resources
Lines 8-11	Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.
Column (a)	Enter the program titles identical to Column (a), Section A.
Column (b)	Enter the contribution to be made by the applicant.

Column (c)	Leave blank.
Column (d)	Enter the amount of cash and in kind contributions to be made from all other sources.
Column (e)	Enter totals of Columns (b), (c), and (d).
Line 12	Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.
Section D.	Forecasted Cash Needs
Line 13	Enter the amount of cash needed during the first year, followed by each quarter of that year from the U.S. Federal grantor agency.
Line 14	Enter the amount of cash from all other sources needed during the first year, followed by each quarter of that year.
Line 15	Enter the totals of amounts on Lines 13 and 14.
Section E.	Budget Estimates of Federal Funds Needed for Balance of the Project
Lines 16-19	Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.
Line 20	Enter the total for each of the Columns (b)-(e).
Section F.	Other Budget Information
Line 21	Use this space to explain amounts for individual direct object class cost categories (Section B. 6a-6h) that may appear to be out of the ordinary or to provide additional details requested by the Federal grantor agency.
Line 22	Enter the type of indirect rate (provisional, predetermined, final or fixed), if any, that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense. If no indirect charges leave blank.
Line 23	Provide any other explanations or comments as requested.