

FY2022 Annual Program Statement Frequently Asked Questions



1. Eligibility

Q: Can I apply for funding to conduct projects in the United States or Third Countries?

A: No, as the Public Diplomacy Section of the U.S. Embassy in Germany, our audience is the German public in Germany.

2. Application Logistics

Q: I noticed that your grant announcement states that the program is subject to 'funds availability'. I would like to know if funds are still available.

A: Since we have a limited amount of funding for grants we are required to include this statement on the grant announcement. Once our grant funding runs out, a notice is posted on the grant announcement that the program is closed.

Q: When should I submit a grant proposal?

A: The Embassy Public Diplomacy Section requires at least eight weeks before the start date of a program to draft relevant grant documents for awardees.

Q: What do I need to have ready before I apply for a grant?

A: Organizations will need a Dun and Bradstreet Universal Numbering System (DUNS) number to apply (individuals do not need a DUNS number). Your application will be considered incomplete unless you have a valid DUNS number. You can apply for the DUNS number free of cost at DUNB.CA. It can take 24 to 48 hours for DUNS to issue you a number. For organizations only, in the event your application is approved for funding you will need to create an account with SAM.gov. SAM.gov is also free of charge.

Q: Can the SAM.gov registration be obtained after the application deadline?

Yes, this is possible. However, issuance of this federal award is conditional on the applicant having an active SAM.gov registration. The registration must be obtained before obligation of the award funds. The U.S. Embassy cannot lend any assistance in the registration process.

Q: When can I expect to hear if my grant application has been approved?

A: Once the Grant Committee has met and reviewed the submissions, you should be notified within seven working days.

3. Budget

Q: Can you clarify which cost items are permissible?

A: We prefer to identify and strike out non-permissible cost items after assessing all applications' merits. Including such cost items will not disadvantage the applicant in the evaluation of their proposal provided they do not make up a majority of the funds requested.

Q: What is the currency conversion rate for conversions from local currencies to USD to be used in the budget?

A: You may select a conversion rate that is reasonably close to the current market exchange rate.

Q: For budget purposes, do you want our full budget for the program or only the part that we would like funding for?

A: If you are only asking us to fund partial costs please submit the full cost rundown and identify or highlight the cost items you are requesting Embassy funding for.

Q: How are indirect costs budgeted when the applicant does not have a NICRA?

A: We will budget the de minimis rate of 10% of the modified total direct cost. Modified total direct cost is the total award cost excluding equipment expenses, capital expenditures, rental costs, scholarships and fellowships, and subawards in excess of \$25,000. The sum of modified total direct costs and indirect costs must not exceed the maximum award amount.

Q: Is it possible to reallocate funds from one position to another?

A: It is possible to be flexible with award funds if the conditions necessitate. Reallocations must be reasonable and justifiable and must be communicated to the grants officer in advance.