



Citizen Diplomacy Action Fund 2022 Funding Guidelines & Template Instructions

As part of your Citizen Diplomacy Action Fund grant application, you will need to submit an itemized budget and a budget narrative describing the purpose of the proposed costs and any sources of cost share.

Use the provided [template](#) to submit your itemized budget. Provide a written budget narrative in the project proposal so that reviewers understand the purpose of the expenses requested in your itemized budget. Budget requests should not be no more than \$10,000.

Recipients of Citizen Diplomacy Action Fund grants will be responsible for reporting expenses covered by the grant to Global Ties U.S. If selected, you will receive more information on how to do so.

How do I fill out the itemized budget template?

List all costs associated with your project in the appropriate categories of the budget template.

Items/activities valued at \$200 or more must be included in the itemized budget. Keep the following in mind when developing your budget:

- All costs should be reasonable and relevant to the project.
- If your project includes costs that are not allowed by the Citizen Diplomacy Action Fund guidelines, you must clearly indicate how these expenses will be covered by cost share.
- All costs must be reported in U.S. dollars and a unit cost breakdown should be provided wherever possible.
- The template includes formulas to automatically calculate totals for you. Find instructions on how to add more rows in the last section of this guide.
- While modifications to your budget are possible after you have signed your contract, they may entail a lengthy approval and administrative process. Please provide the most accurate expenses and cost share for your project.

What is cost share?

Cost share is the contribution of funds or resources from other sources to cover project costs. **Including cost share information is key to creating a competitive proposal.**



Your proposed budget should clearly indicate which costs would be covered by the Citizen Diplomacy Action Fund and which will be covered by other sources. Cost share may be used to cover costs not allowed by the Citizen Diplomacy Action Fund.

Contributions that may be recorded as cost share include, but are not limited to: meeting space, refreshments, supplies, transportation and mileage, media, and volunteer hours/donated time. You can estimate volunteer value based on official [Department of Labor hourly rates](#).

What are the different categories on the budget template?

Speaker Honorarium or Trainer Fees	Honoraria to speakers, trainers, or facilitators may not exceed \$599.99 per person (maximum of \$250 per person, per day) due to IRS tax implications. Project team leads are eligible to receive honorarium. It is highly recommended that applicants seek out fellow alumni or stakeholders in the community to fill speaker, trainer, or facilitator roles for cost share.
Promotional Items and Advertising	Publication costs for electronic and print media, including distribution, promotion, and general handling associated with promoting or raising awareness of the project. Consider cost share or free online tools. In the budget narrative, provide details about what promotional items will be used. Break down promotion and advertising, clearly indicating what you will get in return for the investment of funds.
Supplies, Materials, and Equipment	Supplies include general office supplies, computer software, consumable automotive supplies (i.e. fuel), small equipment and technology, and expendable materials (i.e. paint or paper). Nonexpendable supplies, materials, and equipment should either be rented or there must be a clear plan for how it will be used after the project ends.
Meals and Beverages	Meals and refreshments essential for project activities, such as workshops or conferences. Please note that gift certificates for restaurants or gift cards for food purchases are not allowable. Break down expenses in this category by the cost per person per meal. For additional guidelines, please see the policies listed below this table.
Other	List any costs that do not fit any of the above categories. Be specific and provide cost breakdown.

Travel: Due to the ongoing global pandemic, travel may be considered, though the applicant must provide a strong contingency plan, considering the possibility that travel may not be able to take place due to COVID-19 worsening in the community. If travel is proposed to take place internationally, the U.S. embassy or consulate in that country must review and approve the application.

What costs are not allowed?

The Citizen Diplomacy Action Fund will not cover any of the following unallowable costs:

- i. Costs incurred or expended before the start date or after the end of the grant period. An annual fee can only be expensed for the number of months used within the project's period of performance
- ii. Alcoholic beverages
- iii. Capital expenditures for buildings and land, or infrastructure projects such as construction of streets, dams, roads, schools, or hospitals



- iv. Medical treatment or services to patients
- v. Costs incurred in connection with any criminal or civil litigation, including defense against the U.S. Federal Government claims or appeals
- vi. Costs of entertainment, such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities, unless integral to the project activities
- vii. Cash transfers, small loans, gift cards, or vouchers of any kind
- viii. Costs of participant giveaway items unless directly related to programmatic activities
- ix. Costs of organized fundraising and similar expenses incurred solely to raise capital or obtain contributions
- x. Costs related to political party donations
- xi. Costs of housing and personal living expenses
- xii. Costs of goods or services for personal use
- xiii. Indirect overhead costs, or costs not directly related to the production of goods or provision of services to customers, such as accounting, auditing, legal expenses, or administrative salaries
- xiv. Salaries or fees for trainers, presenters, educators, technicians, etc. This would also include the design or development of materials, such as posters, flyers, training modules, etc. The professional services provided by these individuals should be regarded as “volunteer time” and reported as cost share.

Send questions regarding allowable expenses to CDAF@GlobalTiesUS.org.

What is the budget narrative?

The budget narrative is the portion of the application where applicants justify and explain in detail the proposed costs listed in the itemized budget. The narrative helps the Proposal Review Committee better understand how your budget relates to your project activities. To create a competitive budget narrative, be sure to do the following:

- Be specific in the narrative to explain exactly what the costs are, how you calculated them, and why they are necessary for your project.
- If you convert another form of currency to U.S. dollars, you must include the **conversion rate** when providing explanations of how you calculated costs. Please use the Oanda converter [here](#).
- Explain each line item in each category, including funding requested from the Citizen Diplomacy Action Fund and cost share.
- Double check to make sure all numbers listed in the itemized budget match the budget narrative.

How do I add additional rows to the itemized budget template?

On a PC, right click on the number axis and select “Insert.” Click on the new cell in the column, and then press *Ctrl+D* to add the formula so that the new row will be included in the subtotal and overall total.

On a Mac, move your cursor to the top of the page and click “Insert” and then select “Insert Rows.” Once you have inserted a new row, click on the bottom right corner of the cell above until you see a plus sign. Drag the corner down into the new cell so the formula transfers, and your new amount is reflected in the subtotal and the overall total.

