

advance constructive dialog and enhance relationships among experts in the two countries by providing an on-going forum through which they can freely exchange ideas and discuss issues and concerns of mutual interest in the context of the bilateral relationship between the two nations. Of particular interest are key issues that impact Ukraine's democratic and market-oriented development and its eventual integration into the Euro-Atlantic community. Participants should be from a range of organizations and sectors such as business, media, research institutes, as well as government.

Guidelines: Applicants should propose four, one-week working sessions over the two-year grant period. Two should take place in the U.S. and two in Ukraine. They should not be held in the same country two times in a row, but alternate between the U.S. and Ukraine. Up to 30 participants may take part in each working session. Each country should be as equally represented as possible with no more than 15 in attendance from each country. During U.S.-based working sessions, participants will take part in roundtable discussions. Where appropriate, informative lecture-style sessions on U.S.-style think tanks, media outlets, advocacy organizations, and non-governmental organizations may be provided for Ukrainian participants, with an emphasis on the role of these institutions in U.S. civil society, their relationship with the U.S. federal government, and their influence on policy formation. Further, consultative visits to these institutions may also be provided. Ukraine-based working sessions will be composed of roundtable discussions and other exchange activities, as appropriate. The proposal should provide a draft schedule with agenda for each working session. For participant recruitment and selection, a detailed plan should be provided. The Public Affairs Section at the U.S. Embassy in Kiev and the program office at the Bureau reserve the right to approve or disapprove nominated participants. Grantees will be required to provide a list of proposed Ukrainian participants at least eight weeks in advance of travel to the U.S. In the proposal, applicants should describe mechanisms that will be developed to disseminate the findings and recommendations of the participants to a broad audience in the U.S. and Ukraine. Competitive proposals will include a vision for the continuation of this exchange when U.S. government funding is exhausted.

Pending availability of funds, programs should begin in June 2003.

The Executive Summary and Narrative of the proposal should be no more than twenty pages in length, double-spaced, single-sided, and unbound. Lettered tabs should be used to divide proposal sections. Applicants should describe a comprehensive strategy for managing all logistical and substantive aspects of this program. Programs must comply with J-1 visa regulations. In the Solicitation Package, forms required by Federal regulations and Bureau policies are provided for applicants to complete. Please follow the guidelines; complete and return the necessary forms with the submission. Please refer to the *Technical Format and Instructions* page in the Proposal Submission Instructions (PSI) for guidance.

Involvement of the Public Affairs Section (PAS) in Kiev: Though project administration and implementation are the responsibility of the grantee, PAS at the U.S. Embassy in Kiev will provide significant project oversight. As soon as a grant is awarded, the grantee must contact PAS for guidance on moving forward with the project. In addition to evaluating project proposals (for the purpose of awarding the grant) and approving proposed Ukrainian participants, PAS must be consulted on the planning and implementation of both U.S.-based and in-country activities (including identification and selection of participants). PAS will also observe in-country activities, debrief participants, and work with the grantee to evaluate project impact.

Program Data Requirement: The grantee will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with PAS and the program office at the Bureau, as required. As a minimum, the data must include the following:

(1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the grant.

(2) Itineraries of international and domestic travel of all participants, including dates, location, and contact information.

Bureau Acknowledgement: Applicants are required to acknowledge the Bureau of Educational and Cultural Affairs and the U.S. Department of State as the funder of the program in all published and broadcast materials, including public announcements and program schedules. Please note that this will be a formal requirement in all final grant awards.

Budget Guidelines

The Bureau anticipates awarding one grant not exceeding \$231,000, to support program and administrative costs required to implement this program. Bureau grant guidelines state that organizations with less than four years of experience in conducting international exchange programs are limited to \$60,000 in Bureau support. Therefore, organizations with less than four years of experience in conducting international exchanges would not be eligible to apply under this competition. Competitive proposals will provide maximum levels of cost-sharing and funding from private sources in support of this program. Applicants must submit a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification. ECA funding may support the following costs:

(1) **Travel Costs.** International and domestic airfares (per the "Fly America Act"), transit costs, ground transportation costs, and visas for U.S. participants. (Ukrainian participants will be issued J-1 at no charge to the grantee organization.)

(2) **Per Diem.** For U.S.-and Ukraine-based programming, organizations should not exceed the published Federal per diem rates for individual U.S. cities.

(3) **Interpreters.** Salary costs for local interpreters in Ukraine should be included in the budget. Bureau grants do not pay for foreign interpreters to accompany delegations from their home country. U.S. Department of State Interpreters should be used for U.S.-based working sessions. Applicants should budget \$400 per interpreters' r/t transportation from their home base to the program site, for reimbursements for taxi fares, plus any other transportation expenses during the program. Interpreters' per diem should exceed the maximum allowable USG rate. Salary expenses are covered centrally and should not be part of an applicant's proposed budget.

(4) **Book and cultural allowance.** Foreign participants are entitled to a one-time cultural allowance of \$150 per person, plus a book allowance of \$50. Interpreters should be reimbursed up to \$150 for expenses when they escort participants to cultural events. U.S. program staff, trainers or participants are not eligible to receive these benefits.

(5) **Consultants.** Consultants may be used to provide specialized expertise or