

proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from: United States Department of State, Office of Exchange Coordination and Designation, ECA/EC/ECD—SA-44, Room 734, 301 4th Street, SW., Washington, DC 20547, Telephone: (202) 401-9810, Fax: (202) 401-9809.

Program Data Requirements

Organizations awarded grants will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau of Educational and Cultural Affairs as required. As a minimum, the data must include the following:

Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the grant or who benefit from the grant funding but do not travel.

Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place.

Budget Guidelines and Cost-Sharing Requirements

Grant awards to eligible entities will range from \$170,000 to \$200,000. Grants awarded to eligible organizations that have been registered for less than four years will be limited to \$60,000.

Applicants must submit a comprehensive budget for the entire program, including program budget, administrative budget, and summary budget. Budget notes should be included. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

All proposals should present evidence of cost sharing, in cash or kind, representing at least 50% of the amount requested. For example, an organization requesting \$150,000 should demonstrate the ability to provide at least an additional \$75,000 in cost sharing. Allowable costs include the following:

(1) Direct Program Expenses

These include general program expenses (e.g., orientation and program-related supplies, educational materials, traveling campaigns, consultants, interpreters, and room rental) and participant program expenses (e.g.,

domestic and international travel and per diem).

(2) Administrative Program Expenses
These may include salaries, telephone/fax charges, and other direct administrative costs.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions. Instructions for downloading the Solicitation Package are provided below.

Announcement Title and Number

All correspondence with the Bureau concerning this RFGP should reference the above title and number: ECA/PE/C/NEA-AF-04-02.

To Download a Solicitation Package Via Internet

The entire Solicitation Package (Request for Grant Proposal and Proposal Submission Instructions) may be downloaded from the Bureau's Web site: <http://exchanges.state.gov/education/rfgps>.

Please read all information before downloading. If you are unable to download the Solicitation Package from the Department of State ECA website, you may request a copy, which contains required application forms, specific budget instructions, and standard guidelines for proposal preparation, from the Office of Citizen Exchanges.

FOR FURTHER INFORMATION, CONTACT:
Office of Citizen Exchanges, ECA/PE/C/NEA-AF, U.S. Department of State, 301 Fourth St., SW., Room 216, Washington, DC 20547, Attention: Susan Krause, Telephone Number: (202) 619-5320, Fax: (202) 619-4350, Internet E-mail Address: skrause@pd.state.gov.

Organizations planning to submit proposals are strongly encouraged to contact the program office for consultation. Before doing so, applicants should read the complete **Federal Register** announcement and be ready to discuss a concrete concept specific to the guidelines set forth in this request for grant proposals (RFGP). Once the deadline for submission of proposals has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

Deadline for Submission of Proposals

Applicants must follow all instructions in the Solicitation Package. The original and ten (10) copies of the proposal should be sent to: U.S. Department of State, Bureau of Educational and Cultural Affairs, Program Management, ECA/EX/PM, SA-44 Room 534, 301 Fourth St., SW., Washington, DC 20547, Ref.: ECA/PE/C/NEA-AF-04-02.

All proposal copies must be received at the Bureau of Educational and Cultural Affairs by 5 p.m. Washington, DC time on August 15, 2003. Faxed documents will not be accepted at any time. Documents postmarked by the deadline date but received on a later date will not be accepted. Each applicant must ensure that proposals are received by the above deadline.

Applicants must also submit the "Executive Summary" and "Proposal Narrative," and "Budget" sections of the proposal on a 3.5" diskette, formatted for DOS. These documents must be provided in ASCII text (DOS) format with a maximum line length of 65 characters. ECA will transmit these files electronically to reviewers including the Public Affairs Sections of relevant U.S. Embassies. Again, once the deadline for submission has passed, Bureau staff may not discuss this competition in any way with applicants until the proposal review process has been completed.

Diversity, Freedom and Democracy Guidelines

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to ethnicity, race, gender, religion, geographic location, socio-economic status, and physical challenges. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the 'Support for Diversity' section for specific suggestions on incorporating diversity into the total proposal. Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106-113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

Review Process

The Bureau will acknowledge receipt of all proposals and will review them for technical eligibility. Proposals will be deemed ineligible if they do not fully