

methods of publicizing the program are welcome, within funding limitations. Organizations are encouraged to utilize their volunteer networks and alumni to promote the program.) The "administrative" organization will coordinate data/input from the high school organizations for production of the promotional materials. The organization will set up and maintain a web-based listing of CBYX participants/alumni designed to centrally harness alumni and encourage activities beyond their participation in the program.

Each year all grantee organizations will submit to the Department of State program office, at least 30 days after departure/arrival data lists of all current American and German participants with U.S. addresses and corresponding Congressional representatives/districts, and update the information periodically throughout the year.

Please see the POGI (Project Objectives, Goals, and Implementation) for further details and guidance regarding each of the program components and the administrative supplemental.

Guidelines: Prior German language skills are not required for American participants. The German partner organizations will provide up to two months of intensive language training, which is covered by German Government funds, to American participants upon their arrival in Germany. German participants are expected to be sufficiently proficient in English and therefore will not require (but may elect) an English language course as part of their regular studies. (No Bureau funding will be provided for English training under this program.)

Organizations must provide comprehensive pre-departure preparation and orientations that will thoroughly prepare American students for their year abroad. The pre-departure orientation for American students and the debriefing for German students normally take place in Washington, DC and include CBYX students only. The Washington orientations are designed to introduce the participants to the Federal government and issues in the U.S.-German relationship, and may be subcontracted out by the grantee organizations.

If organizations opt to conduct the American students' pre-departure orientation in another state, the orientations must include materials and activities that will provide the students with a thorough knowledge of the program and role of the scholarship as it relates to U.S.-German relations. The program guidelines are highlighted in

the POGI section of the solicitation package.

Applicants may include other program elements such as mid-year enrichment and follow-on activities in their proposals, but should bear in mind that funding is limited. Mid-year enrichment activities may include informal local or regional gatherings, volunteer community projects, and volunteer internships in local congressional offices.

For follow-on activities organizations are encouraged to involve former participants in the organization's alumni activities as well as CBYX-specific activities by volunteering in various capacities such as promoting the program in their communities and/or serving on the selection committees or as local or regional representatives. Organizations should also utilize their individual web sites and newsletters to track and/or keep in touch with alumni.

To be eligible for consideration in this competition an organization must:

1. Be legally incorporated in the U.S. as described in Internal Revenue Code section 26 U.S.C. 501(c)(3), and identify a legally incorporated affiliate in Germany and/or indicate its willingness to be partnered with a German organization approved by PB4 and the Bureau.

2. Have a not-for-profit status 501(c), as determined by the Internal Revenue Service; the German affiliate must also be not-for-profit (*gemeinnuetzige*).

3. Be financially solvent, have a demonstrated track record of responsible fiscal management and be able to meet the accounting and reporting requirements for Bureau grants.

4. Have a minimum of four years of experience in conducting long-term exchange programs (of at least nine months duration) between the United States and Germany.

5. Have well-established volunteer and host family networks to carry out various aspects of the program; regional representatives must be situated in such a way to handle expeditiously any problems that arise regarding host family accommodations, schooling and language problems, and difficulties concerning internships.

Programs must comply with J-1 visa regulations. Please refer to Solicitation Package for further information.

Budget Guidelines

Applicants must submit a comprehensive budget projection for academic year 2005-06. 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. Costs for U.S. and German students are to be listed separately.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

Announcement Title and Number: All correspondence with the Bureau concerning this RFGP should reference the above title and number *ECA/PE/C/PY-04-14*.

FOR FURTHER INFORMATION CONTACT: The Office of Citizen Exchanges, Youth Programs Division, ECA/PE/C/PY, Room 568, U.S. Department of State, SA-44, 301 4th Street, SW., Washington, DC 20547, (202) 619-6299, fax: 619-5311, sjones@pd.state.gov, to request a Solicitation Package. The Solicitation Package contains detailed award criteria, required application forms, specific budget instructions, and standard guidelines for proposal preparation. Please specify Bureau Program Officer Shalita Jones on all other inquiries and correspondence.

Please read the complete **Federal Register** announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

To Download a Solicitation Package Via Internet

The entire Solicitation Package may be downloaded from the Bureau's Web-site at <http://exchanges.state.gov/education/RFGPs>. Please read all information before downloading.

New OMB Requirement

An OMB policy directive published in the **Federal Register** on Friday, June 27, 2003, requires that all organizations applying for Federal grants or cooperative agreements must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for all Federal grants or cooperative agreements on or after October 1, 2003. The complete OMB policy directive can be referenced at http://www.whitehouse.gov/omb/fedreg/062703_grant_identifier.pdf. Please also visit the ECA Web site at <http://exchanges.state.gov/education/rfgps/menu.htm> for additional information on how to comply with this new directive.

Deadline for Proposals: All proposal copies must be received at the Bureau of Educational and Cultural Affairs by 5 p.m. Washington, DC time on Friday, November 7, 2003. Faxed documents will not be accepted at any time.