

Federal Award Application
STEP-BY-STEP GUIDE FOR INDIVIDUALS (Revised July 2020)

1. To prepare a proposal, review the [Proposal requirements and guidelines \(pdf 209kb\)](#) and the [budget template \(xlsx - 22kb\)](#).
2. Once approved, fill in the Request for Federal Assistance form [SF-424I \(pdf-95kb\)](#) - [Filling Instructions \(pdf-310kb\)](#).
3. Email the proposal, the budget, and the SF424i to grantsnicosia@state.gov.
4. The Embassy will send you the Federal Assistance Award (grant contract). Review the document and regulations, sign and date the award, and return it to the Public Affairs Section via email to grantsnicosia@state.gov within 10 days.
5. Review the [U.S. Department of State Standard Terms and Conditions \(pdf-545kb\)](#) for Federal Awards.
6. Request the award funds using the [SF-270 form \(pdf-185kb\)](#) - [Filling Instructions \(pdf-329kb\)](#). For long-term projects (longer than 3 months) it is best that funds are requested and disbursed in installments.
7. Proceed to implement the program. Check with your program officer in Public Affairs regularly, providing updates and discussing any issues.
8. Keep records and receipts to justify expenses funded by the award.
9. At the interim reporting date(s), submit a [Performance Progress Report \(pdf-178kb\)](#) on the project or program.
10. At the end of the program period, submit a [Performance Progress Report \(pdf-178kb\)](#) on the project or program, along with a [Program Evaluation form \(docx-13k\)](#).