

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

1. To prepare a proposal, review the [Proposal requirements and guidelines \(pdf 209kb\)](#) and the [budget template \(xlsx - 22kb\)](#).
2. Fill in the application form [Request for Federal Assistance SF-424 \(pdf-144kb\)](#) - [Filing Instructions \(pdf-327kb\)](#) and [SF-424B \(pdf-72kb\)](#) - [Filing Instructions \(pdf-268kb\)](#).
3. **If you are a first-time grantee**, register for a [Data Universal Number System \(DUNS number\)](#) - [Filing Instructions \(pdf-205kb\)](#).
4. Email the proposal, the budget, and the SF424 form to grantsnicosia@state.gov.
5. **If you are a first-time grantee**, register on the [NATO Commercial And Governmental Entity \(NCAGE\)](#) - [Filing Instructions \(pdf-205kb\)](#).
6. **If you are a first-time grantee**, register on the System Award Management [SAM.gov](#) - [Filing Instructions \(pdf-205kb\)](#).
7. The Embassy will email 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.
8. Review the [U.S. Department of State Standard Terms and Conditions \(pdf-545kb\)](#) for Federal Awards.
9. Request the award funds using the [SF-270 form \(pdf-185kb\)](#) - [Filing Instructions \(pdf-329kb\)](#). For long-term projects (longer than 3 months) it is best that funds are requested and disbursed in installments.
10. Proceed to implement the program. Check with your program officer in Public Affairs regularly, providing updates and discussing any issues.
11. Keep records and receipts to justify expenses funded by the award.
12. At the interim reporting date(s), submit a [Performance Progress Report \(pdf-178kb\)](#) on the project or program, along with a [Federal Financial Report SF425 \(pdf-75kb\)](#).
13. 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 \(docx-13k\)](#) and a [Federal Financial Report SF425 \(pdf-75kb\)](#).