



DIPLOMACY BEGINS HERE

2022 Community Partnership Grant Program

GUIDELINES AND INSTRUCTIONS – ROUNDS I & II *(amended Aug. 18, 2022)*

PROGRAM DESCRIPTION

Global Ties U.S. administers its Community Partnership Grants (CPG) program in close cooperation and partnership with the Office of International Visitors, Bureau of Educational and Cultural Affairs, U.S. Department of State (DOS). The Bureau of Educational and Cultural Affairs funds a range of grants that support its prestigious International Visitor Leadership Program (IVLP). The International Visitor Leadership Program is catalogued under the number **19.402** in the Assistance Listings.¹

Global Ties U.S. Community-Based Members (CBMs) that have met the following requirements may apply to receive 2022 Community Partnership Grants to support them in programming for the IVLP:

- Completed and approved FY 2022 Sub-Grantee Eligibility application;
- Submitted the FY 2021 CPG Fiscal Year (through Sept. 30, 2021) Expense Reports, and Mid-Year (through June 30, 2021) Program Performance Report (if applicable)

Community-Based Members receiving 2022 Community Partnership Grants are to abide by prevailing IVLP guidelines and policies. This includes the use of the IVLP Resource Center (IVRC) Web Applications to administer the program.

*****THINGS TO REMEMBER FOR FY 2022*****

1) On April 15, 2020, Community-Based Members were informed of the decision made by the Office of International Visitors and Global Ties U.S. to use the average of their 2018 and 2019 programming year IVLP points as the IVLP point calculation for the 2020 programming year. This point calculation determined their funding amount in 2021, and will continue for 2022.

2) On September 25, 2020, Community-Based Members were informed of their 2018 and 2019 IVLP point average to confirm their 2020 IVLP point total and determine their 2021 grant band. The grant band ranges remain the same in 2022 as in 2020 and 2021, however the funding amounts have changed.

¹ The Assistance Listings (formerly Catalog of Federal Domestic Assistance (CFDA) numbers) are the publicly available listings of Federal assistance programs. Please see <https://eca.state.gov/organizational-funding/applying-grant/assistance-listings>

3) The 2022 IVLP programming period began on January 1, 2022, and will end on **June 30, 2023**.

4) All CBMs applying for grants will have an option of using their 2022 CPG funds to reimburse themselves for costs incurred from January 1, 2022 to the date they ultimately receive their CPG awards. Please note that allocating pre-award costs does not indicate that you will receive additional funds for pre-award costs. Any amount allocated to cover pre-award costs needs to be deducted from the initial disbursement. Global Ties U.S. strongly encourages all CBMs to allocate a portion of CPG funds to pre-award costs in order to make the accounting and financial reporting processes more equitable.

5) On August 11, 2022, the Office of International Visitors and Global Ties U.S. announced the CPG Round II funding addition to the current FY22 CPG. This additional funding is meant to support you with the ongoing return to in-person programming and to support CBMs' efforts for greater diversity, equity, inclusion, and accessibility within your organizations and within your programming. **Additional Allowable Cost Examples for FY22 CPG Round II:**

DEIA work examples:

- professional development trainings and consultants on issues such as implicit bias for staff and Board;
- community outreach activities to engage more under-represented communities;
- staff members or fellows focused on DEIA for their organizations and within programs;
- HR consultants to help with employee manuals and hiring for diversity;
- consulting fees for strategic planning to include DEIA more intentionally.

Return to in-person programming examples:

- meeting and rental space to accommodate resource visits, given that many professional resources now work remotely;
- space for home hospitality, given that some hosts are hesitant to host in their homes;
- cleaning supplies & fees;
- personal protective equipment (i.e., masks, gloves, face shields);
- community health training; technology needs for hybrid programming (i.e., screens for video projection);
- technology needs for staff communication during IVLP implementation (i.e., mobile phones);
- emergency funds for testing, transportation, urgent care fees for participants should they become sick.

ADMINISTERING ORGANIZATIONS

Office of International Visitors, Bureau of Educational and Cultural Affairs, U.S. Department of State

The International Visitor Leadership Program is administered by the Bureau of Educational and Cultural Affairs (ECA) and its Office of International Visitors (OIV), operating under the authority of the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act). The mission of the IVLP is to assist in the development of friendly, peaceful and productive relations between the U.S. and other countries by fostering mutual understanding. The Office of International Visitors works in close cooperation with U.S. embassies overseas to promote personal, professional and institutional ties between private citizens and organizations in the U.S. and abroad, as well as by presenting U.S. values, history, art and culture in all of its diversity to audiences overseas.

Underlying the Office of International Visitors activities is the belief that mutual understanding is of vital importance in an increasingly interdependent world; that person-to-person exchanges are the most effective way to promote mutual understanding; that international exchanges enhance the effectiveness of the United States in dealing with other nations; and that the exchange of persons and ideas is essential to the promotion of democracy, economic prosperity, international cooperation and global peace. A major part of ECA'S mission is to act as a catalyst for cooperation among hundreds of American private sector organizations engaged on the international scene.

Global Ties U.S.

Since our founding in 1961, we have fostered connections that break down borders, shatter stereotypes, and create a more peaceful, prosperous world.

This was President Kennedy's vision for Global Ties U.S. when it was founded by his Administration in 1961, and it remains so today. We believe that international exchanges create the foundation for cooperation, respect, and social trust between leaders in government, business, and civil society. They are a powerful tool to build alliances to tackle our toughest transnational challenges.

We also believe that exchanges enrich U.S. communities, both economically and socially. Through the Global Ties Network, nearly 90 communities across the United States are connected to the world through international exchange programs. By implementing these programs, our U.S.-based members invest in their local economies, advance knowledge, and increase global competencies. International exchanges help our members create new partnerships with the world's emerging leaders, while also deepening their relationships within their own communities. Our Network also includes international members, often representing alumni of U.S. exchange programs, who are eager to sustain the dialogue critical for international collaboration.

Collectively, we are a Network of citizen ambassadors committed to building the social trust that is foundational to peace and prosperity, both globally and locally, through international exchange. Diplomacy begins here.

Global Ties U.S. Community-Based Members

Global Ties U.S. Community-Based Members (CBMs) are global hubs within their communities, connecting local government, nonprofit, business, and academic professionals with their international counterparts through international exchange and other programs. Our Community-Based Members are nonprofit organizations of varying sizes and structures, including all volunteer, university-based, small, and large-staffed organizations. They are the sole implementers of the IVLP in their respective communities.

COMMUNITY PARTNERSHIP GRANT PROGRAM GOALS

- Deepen the understanding of U.S. public diplomacy, U.S. foreign policy and the U.S. Department of State's International Visitor Leadership Program throughout the Global Ties Network;
- Enhance support for and increase visibility of the U.S. Department of State's International Visitor Leadership Program locally through promotional materials and outreach activities;
- Strengthen programming skills of community-based members and ensure that diversity is reflected throughout local program resources, their staff members, volunteers, and their respective boards of directors when coordinating local programs for the U.S. Department of State's International Visitor Leadership Program;
- Encourage the utilization of IVLP related technologies, including the IVLP Resource Center (IVRC), ExchangesImpact, and use of social media to amplify the impact of the IVLP with a broader domestic audience.

The Community Partnership Grant is a federally-funded grant of which the funds are restricted to support the IVLP program based on allowable costs as defined by the 2 CFR 200. Because the funds are restricted, any unspent funds must be returned to the U.S. Department of State.

COMMUNITY PARTNERSHIP GRANT CRITERIA AND REQUIREMENTS:

Community-Based Members of Global Ties U.S. that implement the IVLP and that are deemed eligible through successful completion of the FY 2022 Sub-Grantee Eligibility process are invited to apply for a grant according to the following requirements and guidelines:

Requirements – CPG applicants must:

1. Have successfully completed the FY2022 Sub-Grantee Eligibility process;
2. Have a working understanding of the [OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule](#).
3. Be current, up-to-date on all reports and other deliverables required by Global Ties U.S.;
4. Maintain a commitment to providing high quality programming for the IVLP participants;
5. Maintain accurate, up-to-date contact information for the organization in the IVLP Resource Center (IVRC) and with Global Ties U.S.;
6. Identify a point of contact for the IVLP Resource Center (IVRC);
7. Maintain telephone and electronic systems for interacting with Department of State and the National Program Agencies (NPAs);

8. Indicate the person responsible for maintaining electronic information;
9. Have the capacity to submit local project itineraries electronically to designated NPA;
10. Report statistics on IVLP;
11. Submit the CPG application electronically and on time;
12. Acknowledge the Bureau of Educational and Cultural Affairs, U.S. Department of State on all publications produced with CPG funds and submit a copy of each publication, if requested, to Global Ties U.S.

IVLP POINTS & GRANT BAND DETERMINATION

2022 CPG Application

For 2022, Community-Based Members should apply for the FY 2022 Community Partnership Grant based on the average of IVLP points the CBM earned in 2018 and 2019. The Office of International Visitors and Global Ties U.S. informed each CBM of their 2018 and 2019 IVLP point totals and the average calculation of these point totals.

In past years, CBMs were not asked to submit a Discrepancy Report if the discrepancy would not have affected any change in grant band category. However, on September 25, 2020, the Office of International Visitors and Global Ties U.S. re-opened the discrepancy reporting process via email for three weeks for all CBMs to be able to report on any previously unreported IVLP point discrepancies in their 2018 and 2019 IVLP points that would impact 2022 grant band placement.

If a CBM's IVLP point data was inconsistent with the data that was sent out via the email, a CBM was then able to submit a Discrepancy Report to Amy Carrdus, from the Office of International Visitors, and Ivan Escamilla, from Global Ties U.S., at CarrdusAW@state.gov and iescamilla@globaltiesus.org, respectively. If no Discrepancy Report was issued, or if the issued Discrepancy Report was not consistent with OIV data, then the averaged IVLP point total mentioned in the email would be the number used to determine a CBM's final grant band funding amounts for 2022.

While not applicable for FY 2022 grant band and CPG amount calculations, see below for more information and examples on how 2018 and 2019 IVLP points were calculated:

Note 1: Keeping track of the project numbers for any given fiscal year is key for determining your grant band. The FY 2019 began on January 1, 2019, and ended on December 31, 2019.

However, if for example your IVLP visitors arrived in the U.S. on December 29, 2018, but only arrived in your city on January 3, 2019, they are considered to be a FY 2018 IVLP project, not a FY 2019 project.

Note 2: Interpreters, Liaisons and Foreign Service Nationals do not count towards your IVLP statistics

Counting Individual – IND (1 person) and Individuals Traveling Together – ITT (2 or 3 persons) Visitors: The OIV has weighted IND & ITT projects for the FY 2019 CPG cycle by adding an additional point for those types of projects. If your organization received and programmed INDs or ITTs, you may count an **additional point** in your IVLP statistics; e.g. one IND equals 1 point for the visitor plus 2 points for the project for a total of 3 points; or one ITT project with 3 visitors equals 3 points for the visitors plus 2 points for the project for a total of 5 points.

Counting Global Government-to-Government Partnership (G3P) program participants: The Office of International Visitors programs a small number of “Long-Term Professional Fellowship” participants. These participants may be programmed directly by DOS or an NPA.

If your organization receives a G3P program **individual** and he/she is programmed in your community for 7 or more working days, you may count an **additional 10 points** in your IVLP statistics, e.g.: 1 visitor, plus 10 programs for a total of 11 points.

If your organization receives a G3P program **group** and they are programmed in your community you will be credited the same as any other IVLP group, e.g.: group of 6 = 6 visitors, plus 1 program for a total of 7 points.

The DOS’ Office of International Visitors is aware that G3Ps are often programmed in your community after the fiscal year in which they arrived. The OIV will waive the fiscal year rule for counting the IVLP G3P participants. They will be counted during the fiscal year they were in your community.

Counting Visitors: The total number of FY 2019 IVLP visitors plus the total number of FY 2019 IVLP projects are counted per the example below. A “project” is a single visitor or a group of visitors that travel together.

Examples:	IVLP Visitors	IVLP Projects (Weighted Values)	IVLP Number
NPA#1 Seven separate individual visitors (IND):	7	14	= 21
NPA#2 An ITT program of three visitors:	3	2	= 5
NPA#3 A SCP/RP/MRP project of six visitors:	6	1	= 7
NPA#4 G3P “Short-Term” group	6	1	= 7
Total Number Counted:	22	+ 18	= 40

IVLP Cancellation Policy

A CBM may receive points for a project cancellation if the cancellation occurs with less than three weeks’ notice of arrival to a CBM’s city. Previously, it has been less than three days’ notice. This change comes in recognition of the amount of work involved to “undo” a project and knowing that many CBMs may have turned down other work to take the IVLP. Please note that this specifically pertains to cancelled projects, and not cancelled individuals within a project. Please also note that if a project is postponed and the same CBM is part of the postponed itinerary, the CBM would only receive one set of points.

If a cancellation occurs within a three-week window, you may request credit for the cancelled program by sending the following information to Amy Carrdus from the Office of International Visitors, Community Relations Branch, at CarrdusAW@state.gov:

Project Name:
Project Number:
Project Dates:
Expected Arrival Date at CBM:
Cancellation Date:
of Visitors:
ECA Program Officer:

REVIEW OF CPG APPLICATIONS

Applications for the CPG will be reviewed and evaluated by Global Ties U.S. and the OIV. Applications will be checked against the Grant Criteria and Requirements outlined above. In addition, a programmatic review will be conducted to ensure that applications address the following:

- a. 2022 organizational and program goals;
- b. Proposed use of 2022 CPG funding; and
- c. Budget narrative for 2022.

Your completed application package needs to be submitted in the designated Global Ties U.S. website by close of business on October 31, 2022. Early submission is encouraged. Deadline extensions are considered upon request. If you are unable to make this deadline for reasons outside of your control, please contact Gina Smallwood, Finance Manager at Global Ties U.S., via email at GSmallwood@globaltiesus.org.

INSTRUCTIONS FOR SELECTED AREAS OF THE APPLICATION FORM

Question 10 – Budget Narrative

Follow the format in the sample budget narrative provided in the [Sample Budget Narrative document](#) (also available in the CPG application). List how the requested funding for 2022 will be allocated. Provide sufficient justification for each expense, particularly staff salaries, publications, and small equipment requests such as fax machines and copiers. Please note that all totals per line item in your budget narrative must mirror your Budget Request spreadsheet.

Note: Proposed personnel and institutional resources must be adequate and appropriate to achieve your organizational and program goals. Courier service or other delivery charges for taking program packets (itineraries, maps, brochures and welcome letters) to hotels must include the unit cost per delivery times the number of units with full justification. When requesting support for staff, provide the following information for each employee working on the IVLP. **The following format is required when requesting grant funds for salaries (submission of budgets without this will be returned and may hold up the application approval process):**

- a) Employee name and title;
- b) Brief description of their responsibilities (1 or 2 lines);
- c) The number of hours per employee on the IVLP per week in 2022;
- d) The percentage of time allocated to the IVLP;
- e) The dollar figure allocated from the grant to support the position;
- f) Total salary figure. (Please note that this information is requested by the OIV, and that it is treated as confidential information by Global Ties U.S.)

Please note that requesting and receiving funding for salaries, fringe benefits, consultants, and any other type of hourly service is contingent upon a written Time & Effort Recordkeeping Policy/Procedure adopted by your organization. (You must provide the answer to this question in the FY 2022 Sub-Grantee Eligibility Application.) For interns to be considered employees under the [Fair Labor Standards Act](#), they need to be promised compensation. Make sure you are setting up these expectations in your position post when hiring.

Question 18 - Upload 2022 CPG Budget Request

The CPG Budget Request consists of the following categories:

- Column A lists budget line categories and items;
- Column B represents the funds you will allocate as pre-award costs. Pre-award costs are meant to cover your organization's expenses from the start of the grant period (January 1) through the date you apply for and receive your funding. These funds need to be subtracted from the total CPG amount (Column C);
- Column C represents how you will allocate CPG funds;
- Column D contains a formula that adds the amounts in columns B and C to calculate the total CPG budget. This column should not be edited;
- Column E includes the funds provided by your organization. Use this column when justifying costs that benefit your entire organization in addition to the IVLP;
- Column F contains a formula that adds the amounts in columns D and E to calculate the total IVLP budget.

The CPG is subject to the provisions and governing regulations set out by the Office of Management and Budget (OMB) in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards listed below. Before completing your budget requests, carefully review the allowable and unallowable costs below, as these are the criteria used in reviewing your budgets.

The *Uniform Administrative Requirements* can be found here: [OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule](#)

Definitions under the Uniform Administrative Requirements

Allowable Costs: An *allowable* cost is the cost that meets the criteria for authorized expenditures specified in the cost principles (Subpart E – Cost Principles). To meet federal government standards for allowability, a cost charged to an award must be:

- Allocable to the award under the provisions of the applicable cost principles ([§200.405](#));
- Necessary and reasonable for proper and efficient performance and administration of the award ([§200.404](#));
- Not included as cost or used to meet the cost-sharing or matching requirements of another federal award, unless specifically permitted by federal law or regulation;
- Adequately documented; and
- Adheres to limits or exclusions on types or amounts of costs, as set forth in the applicable cost principles, federal laws, award terms and conditions, or other governing regulations.

Allocable Costs: A cost is *allocable* to an award if it is treated consistently with other costs incurred for the same purpose in like circumstances ([§200.405](#)).

Reasonable Costs: A cost is considered *reasonable* if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost ([§200.404](#)).

Unallowable Costs: A cost is *unallowable* as defined and noted by the section [§200.410](#) of the OMB *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Any allocation of funds shown in your budget, or budget narrative, in support of the following costs will be disallowed. Note: This is not an exhaustive list of unallowable costs. Refer to the proper OMB Circular for additional guidance and information.

- **Activities or products unrelated to the IVLP;**
- **Fundraising activities;**
- **Registration for Global Ties U.S. meetings and trainings (e.g. National Meeting registration, Diplomacy Begins Here Summits registration, etc.);**
- **Global Ties U.S. membership dues;**
- **IVLP costs such as group transportation or accommodation that can be charged to a specific project;**
- **Food, drink or entertainment, except for your organization's per diem expenses while hosting IVLP visitors;**
- **Gifts for visitors;**
- **Honoraria for professional resources²;**
- **Contributions and/or donations to other organizations or individuals;**
- **Outstanding costs or a budget deficit for last fiscal year;**
- **Audit reports and other financial services not directly related to the IVLP;**
- **Any audit costs of a non-Federal entity (CBM) that is exempted from having an audit conducted under the Single Audit Act and subpart F of the 2 CFR 200 because its expenditures under Federal awards are less than \$750,000 during the non-Federal entity's fiscal year.**

² Note that honoraria and speaker fees are not the same; The amount of an honorarium payment is generally determined by the host institution whereas speaker and consultant fees are generally determined by the invited professional.

- "Repeat" equipment previously purchased with ECA and/or federal support (unless adequately justified in writing);
- Losses on other grants or contracts;
- Excessive costs for identified items in the grant request (excessive costs will be measured against current market value for such items/services);
- Bad debts, fines and penalties

Contact Global Ties U.S. if you have questions about allowable or unallowable items, before making the expenditure.

REPORTING REQUIREMENTS

CPG Expense Reporting Requirements

Your organization is required under this grant to maintain accurate information on the use of 2022 CPG funds received. Global Ties U.S. requires all sub-grantees to file a Mid-Year Expense Report, Fiscal Year Expense Report, and a Final Expense Report for the CPG. Those expenses should directly correspond to the line items listed in the columns B (CPG funds) and C (CPG pre-award costs) of your 2022 CPG Budget Request (uploaded to your CPG application). **Please refer to the CPG Budget Request sheet when preparing your mid-year, fiscal year, and final expense reports.**

Budget Adjustments: Reallocation and Realignment

Reallocation

Expense reports may not show any expenditure of funds on line items for which funding was not requested on your CPG Budget Request sheet. You may make adjustments of up to 10% of the total grant funds among the line-item amounts specified in your CPG Budget Request without the need for approval. If your organization needs to make significant changes - more than 10% of the total grant funding amount - to the allocation of funds among line items, you are required to request an amendment to your CPG **in writing, prior to expending the funds.** Funds not expended within the grant period of performance must be returned to Global Ties U.S. with the final expense report.

Realignment

Any new line items, regardless of the amount, that have not been previously budgeted must be **approved in writing prior to expending the funds.** To request approval, please use the same method as above for amendments.

To request an amendment (reallocations and realignments) to your CPG, please send an email to grants@globaltiesus.org with the following information:

- Attached copy of original budget
- Attached copy of updated budget with changes for approval
- Explanation in the email outlining which line items and expenses were changed, alongside an explanation for the changes

2022 CPG Expense Report Deadlines

- Please note the Mid-Year Expense Report and Global Ties U.S. Fiscal Year Expense Report are the same report for expenses from January 1, 2022 through September 30, 2022, which is due **November 30, 2022**.
- Final Expense Report for expenses from January 1, 2022 through June 30, 2023 is due is **August 31, 2023**.

CPG Program Performance Reporting Requirements

According to section [§200.329](#) of the OMB *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Global Ties U.S. is responsible for "...the oversight of the operations of the Federal award supported activities. The non-Federal entity [Global Ties U.S. in this instance] must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved." As such, Global Ties U.S. will require two **2022 CPG Program Performance Reports** from each sub-grantee.

2022 CPG Program Performance Report Deadlines

- Mid-Year Program Performance Report for programming from January 1, 2022 through June 30, 2022 is due **August 31, 2022** (Please note the Final Expense and Program Performance Report for 2021 CPG Funds is also due August 31, 2021).
- Final Program Performance Report for programming from January 1, 2022 through June 30, 2023 is due **August 31, 2023**.

IMPORTANT FACTS

The U.S. Department of State, Office of International Visitors (DOS/OIV) Community Partnership Grant (CPG) Program will not provide emergency grant funds.

All funds not distributed in the CPG Program will be either returned to the DOS/OIV or reprogrammed for the full benefit of the Global Ties Network.

All funds received under the CPG Program are to be used for the IVLP purposes and cannot be applied to or cover expenses for other ECA programs.

Funding under the CPG grant should not be interpreted as "Cost Sharing" for other ECA Programs and/or other federal government grant applications.