



### ADDITIONAL APPLICANT ORGANIZATION INFORMATION

**Please supply the following information:**

1. Does the applicant organization currently have J-1 Visa Designation?

Yes

No

2. Congressional District Number \_\_\_\_\_

Member of the House of Representatives: \_\_\_\_\_

Senators: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Travel Policy Option Statement: \_\_\_\_\_

Indicate your choice of options for processing domestic U.S. air travel

Organization's own travel agent \_\_\_\_\_

TMC - American Express (NOTE: Travel budget must be a minimum of \$20,000 to use this option.)

4. Check the applicable category

a. Non-profit organization (501 (c) status)

b. For profit organization

c. Private individual

d. Other (explain) \_\_\_\_\_

If you checked (a) or (b) above, what is your organization's fiscal year or tax reporting year? \_\_\_\_\_

5. If you checked (a) or (b) in number 4, attach a copy of Internal Revenue Service notification of current tax-exempt status. If your organization has received an assistance award (grant or cooperative agreement) from the U. S. Department of State (including those formerly approved by USIA) within the past three (3) years no submission is required.

Attached

Previously submitted

6. Accounting system

Describe in the space below the organization's accounting system. Is it manual, automated, or a combination of both?

Does the organization employ a double entry system? Does the accounting system allow grant funds and expenditures to be readily identified?

## 7. Indirect Cost Rate

For organizations with an audited indirect cost rate from other than U. S. Department of State, (including those formerly approved by USIA) include as an attachment to his form the agreement prepared by the cognizant Federal government agency. If the applicant organization currently has an assistance award from U. S. Department of State, the agreement does not need to be submitted at this time unless the applicant organization has negotiated a new indirect cost rate with a cognizant agency other than U. S. Department of State, (including those formerly approved by USIA) during the past 12 months.

- Attached  
 Not applicable

## 8. Financial Statement and Certified Annual Audit Report

Private non profit 501 (c) applicant organizations must include the organization's most recent financial statement and certified annual audit report unless it will be submitted to the Bureau's Executive Office, Grants Division (ECA/EX/G) as part of the reporting requirement of a current Bureau assistance award. If the most recent reports have been previously submitted, please include a cover statement explaining when the next financial statement and audit will be issued.

- Financial statement/audit report attached  
 Statement indicating issue date of next audit

To be submitted to the Bureau's Grant's Division (ECA/EX/G). Please indicate the name and number of the assistance award.

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## 9. For first time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years.

Private non-profit organizations which derive their status from 501 (c) must submit as an attachment to this form the following (a) one copy of their Charter OR Articles of Incorporation; and (b) a list of the current Board of Directors.

Note: Public institutions (*state, city, town, etc.*) and Institutions of Higher Education need not submit the documents in 8 and 9.

For renewal applicants: It is assumed that the applicant organization will continue to process all travel and insurance issues in the manner described in the current grant. If the application organization wishes to deviate from the established norm, the changes must be described in the narrative of the application.

\*Public reporting burden for this collection information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and the respondent is not required to respond to, a collection of information unless it displays a valid OMB control number.

U. S. Department of State's Bureau of Educational and Cultural Affairs (ECA) has well-established procedures for internal Bureau grant review. The procedures respond to the need to provide consistent, fair, and quality decision-making regarding the relatively high volume of funding requests submitted to the Bureau. Information concerning grant requests is also essential in view of the Bureau's interest in the integrity of the review process. This information collection is intended to assist in compliance with goals established for the Bureau by the Fulbright-Hays Act, P.L. 87-256, to increase mutual understanding between the peoples of the United States and peoples of other countries by means of educational and cultural exchange. The Bureau reviews each grant application for compliance with established procedures. The applications are then screened by a panel for approval or disapproval for funding. Grants are not given to projects that essentially for research, to fund publications, or finance the policy views of foreign governments. This information collection is necessary to maintain the grant application process for ECA programs.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: A/RPS/DIR, U. S. Department of State, Washington, DC 20520.