

## SF-424 Application for Federal Assistance:

Please refer to the following guidelines as you fill out the SF-424 form. Complete all fields except where noted as "Leave Blank" below.

1. Type of Submission: Application.
2. Type of Application: New.
3. Date Received: Leave blank.
4. Applicant Identifier: Leave blank.
- 5a. Federal Entity Identifier: Leave blank.
- 5b. Federal Award Identifier: Leave blank.
6. Date Received by State: Leave blank.
7. State Application Identified: Leave blank.
- 8a. Enter the legal name of the applicant organization. Do NOT list abbreviations or acronyms unless they are part of the organization's legal name.
- 8b. Employer/Taxpayer ID Number: Non-U.S. organizations that do not have an IRS EIN enter Siret number.
- 8c. Enter organizational Unique Entity Identifier number (UEI) or DUNS Number.
- 8e. Enter the headquarters address of the applicant.
- 8f. Enter the name of the primary organizational unit (and department or division) that will undertake the assistance activity as applicable.
- 8g. Enter the name, title, and all contact information of the person to be contacted on matters involving this application. Please note this is the only person to receive updates on the submitted application.
9. Select an applicant type: Select the type of organization applying.
10. Enter: Department of State.
11. Select: 19.040.
11. CFDA Title: enter Public Diplomacy Programs.
12. Enter the Funding Opportunity Number and title if applying to a NOFO or APS. If not leave blank.
13. Competition Identification Number and title. Leave blank.
14. Areas Affected by Project: Enter country or region intended for project. Multiple countries may be entered for regional programs.
15. Enter the descriptive title of applicant's project. Note, there is a 30 character limit including spaces.
16. (16a) Congressional districts of Applicant: Applicants based in the U.S. should enter congressional district. Foreign applicants should enter "90." (16b) All applicants should enter "70."
17. Enter projected start date and projected end date. Refer to the funding opportunity for guidance on projected start dates.
18. (18a) Enter the amount requested for the project described in the full proposal under "Federal"; (18b) enter any cost-share under "Applicant." If not proposing cost-share, enter zeros. For (18c-f) please enter zeros. For (18g) the total should automatically populate.
19. Select "c. Program is not covered by E.O 12372."
20. Select the appropriate box. If the answer is "yes" to this question, provide an explanation.
21. Enter the name, title, and all contact information of the individual authorized to sign for the application on behalf of the applicant organization. Only handwritten or certified digital signatures are eligible.