The following must be submitted in order to constitute a complete proposal. If you have any further questions, please feel free to email [SGWIProjectProposals@state.gov](mailto:SGWIProjectProposals@state.gov).

**REQUIRED DOCUMENTATION**

Please review the Notice of Funding Opportunity, and subsequent instructional documents associated with each of the materials listed below. A complete Proposal Package must include the following application materials:

* Project Narrative
* Budget
* Budget Narrative (Budget Justification)
* Monitoring, Evaluation, and Learning Plan
* Implementation Timeline
* Gender and Inclusion Analysis
* Safeguarding and Do No Harm Policies
* Risk Assessment

Complete Proposal Packages must include the following supporting application materials:

* SF-424 required forms (SF-424, SF-424A (and SF-LLL, if applicant may engage in lobbying activities)) both via electronic submission and PDF attachment.
* Most recent financial audit

The following documents are optional:

* Resumes or CVs of key personnel , program experience, etc
* Letter(s) of commitment from the applicant institution and sub-award partners
* Organizational chart

**FOR U.S. REGISTERED ORGANIZATIONS**

For U.S. registered organizations, the following documentation is also mandatory:

* A copy of the applicant’s Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. Government should be included. *Note:* If an organization is requesting indirect costs, they must present an approval by NICRA