

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY LUANDA PUBLIC DIPLOMACY SECTION**

Notice of Funding Opportunity (NOFO)

U.S. Embassy Luanda Public Diplomacy Section, Department of State

Opportunity number: [DOS-PAS-ANG — FY25-01]

Application deadline: [May 30, 2025]

Contents

A. Basic Information	3
B. Eligibility	4
C. Program Description.....	4
D. Application Contents and Format.....	7
E. Submission Requirements and Deadlines	9
F. Application Review Information.....	11
G. Award Notices	12
H. Post-Award Requirements and Administration	13
I. Other Information	15

**U.S Department of State
AF/ Luanda Angola
Notice of Funding Opportunity**

A. Basic Information

1. Overview

Funding Opportunity Title	U.S. Embassy Luanda Public Diplomacy Section Request for a Full Proposal Application
Funding Opportunity Number	DOS-PAS-ANG-FY25-01
Announcement Type	(Initial announcement for Funding Opportunity).
Deadline for Applications	May 30, 2025 (11:59 p.m. W.A.T)
Assistance Listing Number	19.040 19.022 Education and Cultural Exchange Programs Appropriation Overseas Grants
Length of performance period	3 to 18 months
Number of awards anticipated	Varies (dependent on amounts)
Award amounts	awards may range from a minimum of \$10,000 to a maximum of \$50,000 (approximately)
Total available funding	\$140,000 pending availability of funds
Type of Funding	FY25 Smith Mundt Public Diplomacy Funds and FY25 Fulbright-Hays Public Diplomacy Funds
Anticipated projects start date	December 2025

Funding Instrument Type: Grant, fixed amount award (FAA), or cooperative agreement. Cooperative agreements include substantial involvement of the bureau or embassy in program implementation of the project. An FAA can also include substantial involvement. Examples of substantial involvement are included in section C below.

Project Performance Period: Proposed projects should be completed in 18 months or less.

The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

This notice is subject to availability of funding.

2. Executive Summary

The Public Diplomacy Section (PDS) of the U.S. Embassy in Angola is pleased to request proposals for funding under the Embassy's Public Diplomacy Grants program. Please read and follow all instructions carefully.

B. Eligibility

1. Eligible Applicants

The following organizations are eligible to apply:

- *Not-for-profit organizations, including think tanks and civil society/non-governmental organizations.*
- *Public and private educational institutions.*
- *Individuals*
- *Public International Organizations and Governmental Institutions*

2. Cost Sharing or Matching

No Cost share or Matching is required.

3. Other Eligibility Requirements

All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration in SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

- *Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.*
- *The target audience for the proposed Program must be selected based on the Priority Program Areas that strengthen ties and build prosperity and security between the United States of America, Angola and São Tomé and Príncipe. The U.S. Government **will not fund** programs that prioritize **equality-based** audience selection, but rather those that are merit-based.*

C. Program Description

The U.S. Embassy Luanda Public Diplomacy Section of the U.S. Department is pleased to announce this Request for Notice of Funding Opportunity (NOFO) from organizations interested in applying for funding of program proposals that strengthen ties between the people of the United States of America and Angola, through education, cultural and exchange programs that support U.S.

priorities, highlight our shared values and promote bilateral cooperation. This is an Annual Program Statement, outlining our funding priorities and the procedures for submitting requests for funding. Please carefully follow all instructions below.

1. Goals and Objectives

Program Objectives: These small grants intend to strengthen ties and build relationships between the United States, Angola, and São Tomé and Príncipe through activities that highlight shared values, goals, and cooperation. All proposals must have a strong American cultural element, or a connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives. Some examples of U.S. Policy include, but are not limited to, ensuring fair economic and trade relationships, curbing illegal immigration, and celebrating American innovation in energy, science, technology, cybersecurity, and AI.

Examples of PAS-funded programs include, but are not limited to:

- Academic and professional lectures, seminars, and speaker programs.
- Artistic and cultural programs, joint performances, and exhibitions involving the work of American artists or American subjects.
- Cultural heritage conservation and preservation programs.
- Programs that expand PDS American Corners and American Spaces activities.
- Professional and academic exchanges and programs.
- Programs developed by an alumnus/a of a U.S.-government sponsored educational or professional exchange program.
- Experiential learning activities (e.g. Model UN, Model Government).

Note: Proposed programs may take place virtually or in-person with public health protocols in place, or a combination of both.

Priority Program Areas for Angola:

U.S.- Angola Partnership: Activities to promote a deeper understanding of the United States' long support for Angola's development, prosperity, security and strengthen our bilateral relationship. Target audiences include Organizations and Individuals who may be unaware of U.S. initiatives in Angola.

Skills for Success: Activities to promote professional skills such as resume writing, digital literacy, basic financial literacy, public speaking, communication skills, and entrepreneurship drawing on American and Angolan examples, to encourage successful participation in the global economy. Applicants are strongly encouraged to partner with English Clubs, American Spaces, or U.S. exchange alumni to conduct these activities. Target audiences include but are not limited to: Individuals who will soon complete or have completed formal education; and/or graduate/undergraduate students in Science, Technology, Engineering, or Math with a strong interest in improving their English or pursuing graduate study in the United States.

Priority Program Areas for São Tomé and Príncipe:

Improve Economic Growth: Activities that connect and sustain networks between small to medium sized businesses, to promote local entrepreneurial growth to advance competitiveness and job creation and improving the business environment for potential U.S. investment.

Reinforce Mutual Understanding between the U.S. and São Tomé and Príncipe: Present accurate information on the U.S. and build connections between American and Santomean institutions at all levels; support the promotion of American cultural heritage; and foster English language proficiency for strategic audiences, entrepreneurs, and mid-career professionals in government service.

Participants and Audiences:

Proposals must identify a clearly defined target audience that the project seeks to influence. Well-defined audiences are countable and accessible through the project's activities. Proposals should specify the changes in knowledge, understanding, attitudes, or behavior change in attitudes or behavioral action that they seek with the project – and how they plan to measure these outcomes.

The following types of programs are not eligible for funding:

- Programs relating to partisan political activity.
- For-profit programs.
- Charitable or development activities.
- Construction programs.
- Programs that support specific religious activities.
- Fund-raising campaigns.
- Lobbying for specific legislation or programs.
- Scientific research.
- Programs intended primarily for the growth or institutional development of the organization; or
- Programs that duplicate existing programs.
- Programs that support or promote DEIA

2. Substantial Involvement

The U.S. Embassy will not provide Substantial Involvement except in the case of Cooperative Agreements. *The Recipient acknowledges that the Department of State may make site visits as determined by the Grants Officer.*

D. Application Contents and Format

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Proposals should be submitted via email in English to the U.S. Embassy in Angola Public Diplomacy Section at the following email address: LuandaPDGrants@state.gov

Proposals are accepted in English and all final grant agreements will be concluded in English. Please note that we cannot guarantee the return of original documents; copies should be provided, if appropriate.

Proposals must include a detailed budget in U.S. dollars. Applicants are encouraged to provide cost-sharing from additional sources in support of proposed projects; proposals should explain clearly other likely sources of funding or in-kind participation. Please use the official currency exchange rate while developing your proposed budget.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to fit 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance – individuals) at <https://grants.gov>;
- SF-424A (Budget Information for Non-Construction programs) at <https://grants.gov/forms/forms-repository/sf-424-family>;
- SF-424B (Assurances for Non-Construction programs) at <https://grants.gov/forms/forms-repository/sf-424-family>; (note: the SF-424B is only required for individuals, organizations exempt from registration, and for organizations not required to fully register in SAM.gov)

2. Summary Page

Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (5 pages maximum)

The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the State Department and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
- **Project Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities:** Describe the program activities and how they will help achieve the objectives.
- **Project Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Project Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Project Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Provide a traditional and/or social media plan for amplification and advertisement of the program activities and outcomes.**
- **Include the key audiences, estimated total number of participants and detail how the activity/project will include and/or reach intended audiences.**
- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
- **Identify specific outcomes to be achieved by the end of the grant period.**

4. Budget Justification Narrative

After filling out the SF-424A Budget (above), use a separate file to describe each of the budget expenses in detail. See section *I. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments

- 1-page Curriculum Vitae (CV) or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a PDF file.
- Official permission letters, if required for program activities.

E. Submission Requirements and Deadlines

1. Address to Request Application Package

Application forms required above are available at www.grants.gov/web/grants/forms/sf-424-family.html or ao.usembassy.gov/pt/education-pt/oportunidades-de-financiamento

Department of State Contacts

If you have any questions about the grant application process, please contact:
LuandaPDGrants@state.gov.

2. Unique entity identifier and System for Award Management (SAM.gov)

Required Registrations

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration in SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

The 2 CFR 200 requires subrecipients to obtain a UEI. Please note the UEI for subrecipients is not required at the time of application but will be required before an award is processed and/or directed to a subrecipient.

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI prior to registering in SAM.gov.
- **Organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove an NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket ("incident") with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: "I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain an NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated."

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool \(nato.int\)](https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx)

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis. See [2 CFR 25.110](https://www.ecfr.gov/current/title-25/chapter-I/subchapter-A/part-25.110) for a full list of exemptions.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

3. Submission Dates and Times

Applications are due no later than *May 30, 2025 – 11:59 p.m. W.A.T*

4. Funding Restrictions

- i. Funding Restrictions for the United Nations Relief and Works Agency (UNRWA)

None of the funds awarded resulting from this Notice of Funding Opportunity may be made available for subawards, direct financial support, or otherwise used to provide any payment or transfer to United Nations Relief and Works Agency (UNRWA).

Other Submission Requirements

All application materials must be submitted by email to LuandaPDGrants@state.gov or Applications may be submitted electronically through www.Grants.gov or MyGrants

F. Application Review Information

Each proposal submitted under this announcement will be evaluated and rated based on the evaluation criteria outlined below. The criteria are designed to assess the quality of the proposed project and to determine the likelihood of its success. They are considered in judging the overall quality of a proposal. Proposals will be reviewed based on their completeness, coherence, clarity, and attention to detail.

Applicants must submit a full project description, including a detailed narrative that outlines the deficiency to be addressed, a plan of action, describing the scope of the proposed work and how it will be accomplished. The narrative should be accompanied by a detailed budget that includes all program costs and clearly indicates the proposing organization's cost-share and/or in-kind participation.

1. Review Criteria

Each application will be evaluated and rated based on the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea – 25 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline. The project provides maximum impact in achieving the proposed results among the clearly identified target audience. The proposed project should be well developed and respond to a specific need in the community while addressing one or more of the U.S. Embassy Angola Public Affairs Section priorities outlined previously.

Organizational Capacity and Record on Previous Grants – 20 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes appropriate personnel, a financial management system and a bank account.

Program Planning Strengths and Innovation – 15 points: Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results and articulates an innovative strategy or plan to reach a specific audience.

Budget – 15 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan – 15 points: The proposal realistically indicates how the project will be monitored and evaluated. The program includes output and outcome indicators and shows how and when those will be measured.

Sustainability – 10 points: The proposed project addresses how the project benefits will continue to be realized on a long-term basis after the conclusion of the period of performance of the grant.

2. Risk Review

i. Risk factors

Under the merit review as required by 2 CFR 200.206, prior to making a Federal Award the Department will review and consider the following risk factors:

- a. Financial stability
- b. Management systems and standards
- c. History of performance
- d. Audit reports and findings
- e. Ability to effectively implement requirements

G. Award Notices

The award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The award agreement is the authorizing document, and it will be provided to the recipient for review and counter-signature. The recipient may only start incurring project expenses beginning on the start date shown on the award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Unsuccessful applicants: Unsuccessful applicants will be notified by July 15, 2025 via email.

Payment Method:

Recipients will be required to request payments by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer.

H. Post-Award Requirements and Administration

1. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 89 FR 30046 on April 22, 2024, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and

- Terminating agreements pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).
- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

2. Reporting

Reporting Requirements: Recipients will be required to submit **financial reports** and **program reports**. The award document will specify what reports are required and how often these reports must be submitted.

- All reports must be signed and certified by an authorized representative of the Recipient organization. All performance progress reports must indicate the Federal Number, period of performance, reporting period end date, reporting frequency (quarterly, interim, semi-annual, annual, final) and include a detailed description of program progress.

- Program reports must communicate, when applicable, progress toward achieving program objectives as included in the award provision in a measurable way, referencing specific objectives, indicators, and activities. Reports should share lessons learned, information on improving program outcomes, and how to foster the adoption of promising practices.

Financial reports must be submitted using form SF-425—Federal Financial Report. Financial reports shall be submitted directly to the Grants Officer and Grants Officer Representative.

The form and instructions are available at:

<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>

Performance Reports:

A comparison of actual accomplishments to the objectives of the federal award

established for the period. This should include information relating data and accomplishments to performance goals and objectives, the reasons why established goals were not met, and additional pertinent information including an analysis and explanation of cost overruns or high unit costs. Performance Reports must be submitted to the Grants Officer and Grants Officer Representative via email.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

I. Other Information

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$10,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$10,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 15% of Modified Total Direct Costs as defined in 2 CFR 200.1.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.