

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY HONDURAS, PUBLIC AFFAIRS SECTION
Annual Program Statement**

Funding Opportunity Title: U.S. Embassy Honduras - PAS Annual Program Statement
Funding Opportunity Number: PAS-Honduras-FY21-02
Deadline for Applications: June 11, 2021
CFDA Number: 19.040 – Public Diplomacy Programs
Type of Funding: Fiscal Year 2020-2021 Public Diplomacy Funds
Funding Contact: TGGPASGrants@state.gov

THIS NOTICE IS SUBJECT TO AVAILABILITY OF FUNDING.

The Public Affairs Section reserves the right to award less or more than the funds described under such circumstances as it may deem to be in the best interest of the government of the United States.

This funding opportunity may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this Annual Program Statement.

A. PROGRAM DESCRIPTION

The U.S. Embassy Honduras Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce an open competition for organizations to submit applications to carry out a program or project through its Public Diplomacy Small Grants Program. This is an Annual Program Statement outlining our funding priorities, strategic themes, and procedures for submitting requests for funding. ***Please carefully follow all instructions below. Submissions that do not adhere to these instructions will not be considered.***

The Public Affairs Section is particularly interested in artistic projects that support Hondurans in building a more peaceful, prosperous, and democratic future in Honduras.

Preference will be given to proposals that demonstrate the long-term sustainability of the project, in-kind and/or in-cash financial commitments from other funding sources, and impact evaluation components.

Priority Program Areas:

- Countering root causes of irregular migration
- Economic growth and recovery
- Press freedom and countering disinformation
- Transparency, rule of law, and civic engagement
- Empowering underserved communities
- Improve teaching and learning of the English language
- Build long-term relationships between U.S. and Honduran higher education institutions.

- *PLEASE NOTE: All programs must include a clear connection to the United States, such as an American cultural element or participation of an American expert(s), organization(s), or institution(s), in order to promote increased understanding of U.S. policy and perspectives.*

B. FEDERAL AWARD INFORMATION

- **Program Period of Performance:** Priority will be given to projects that are completed in one year or less. PAS Honduras may contemplate 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.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Public Affairs Section encourages applications from U.S. and international:

- Registered nonprofit organizations; and
- Public and private educational and cultural institutions.

For-profit or commercial entities and government institutions (other than educational and cultural institutions) are not eligible to apply.

2. Cost Sharing or Matching

Cost sharing is not required. However, preference will be given to proposals that include a credible and sustainable cost-sharing component.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, as well as a valid registration on SAM.gov. Please see Section D.2 for information on how to obtain these registrations.

D. APPLICATION AND SUBMISSION INFORMATION

1. Content and Form of Application Submission

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

Content of Application:

Please ensure that your proposal complies with the following requirements:

- ☐ Clearly addresses the goals and objectives of this funding opportunity;
- ☐ Written in English;
- ☐ Budget in U.S. dollars;
- ☐ Does not exceed six (6) pages, including budget;
- ☐ Saved as one (1) PDF document;
- ☐ Pages are letter sized with no less than 1-inch margins; font is Times New Roman, size 12;
- ☐ Uses the Funding Opportunity Number as the email's subject when proposal is sent.

The following documents are **required**:

- A. **Proposal:** 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 detailed below in Section E.
- B. **Attachments:**
 - Letters of support from program partners describing the roles and responsibilities of each partner
 - Official permission letters, if required for program activities

2. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

All organizations applying for grants must obtain these registrations. All are **FREE** of charge:

- NCAGE/CAGE code
- Unique Identifier Number from Dun & Bradstreet (DUNS number)
- SAM.gov registration

Please see the following for additional information and instructions on how to register:

- [Quick_Guide_for_International_Entity_Registration](#)
- [SAM_International_Helpful_Hints](#)
- [SAM - System for Award Management - Additional Tips](#)

Step 1: Apply for an NCAGE number and a DUNS number (these can be completed simultaneously).

NCAGE application: Application page here

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

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For help from within the U.S., call 1-888-227-2423
For help from outside the U.S., call 1-269-961-7766
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

Step 2: After receiving the NCAGE Code and DUNS number, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>.
SAM.gov registration must be renewed annually.

All three databases interface with each other, so the information you input in NCAGE should match **exactly** with your DUNS and SAM.gov applications.

3. Submission Information

- The Public Affairs Section will evaluate proposals for this funding opportunity as they are submitted.
- **Proposals must be submitted via email to the Public Affairs Section at TGGPASGrants@state.gov**
- **Include the Funding Opportunity Number (PAS-Honduras-FY21-02) in the email's subject line.** Only proposals sent to this email address will be considered. Applicants will be contacted via email once funding decisions are made.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated based on the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application. **Reasons for non-selection and any rankings of projects by the review panel will not be shared.**

- **Embassy priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Honduras' priorities, outlined in section A of this document.
- **Goals and Objectives:** Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.
- **Organizational capacity and record on previous grants:** The organization has expertise in its stated field and PAS Honduras is confident of its ability to undertake the program. This includes a financial management system and a bank account.

- **Quality and Feasibility of the Program Idea:** The program idea is well developed, with detail about the program activities proposed and how they will be carried out. The proposal includes a reasonable implementation timeline.
- **Budget:** 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:** Applicant demonstrates ability to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.
- **Sustainability:** Program activities will continue to have positive impact after the end of the program. Applicant addresses potential sustainability of the program once U.S. Embassy funding has ended.

2. Review and Selection Process

A Grants Review Panel will review and evaluate all eligible applications.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

a. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email.

The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer. No actions or costs can be incurred before the grant is approved and 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 Annual Program Statement 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.

Payment Method: Payments will be made through an Electronic Funds Transfer (EFT) upon receipt of the **SF270** (Request for Advance of Reimbursement), available at [Grants.gov](https://www.grants.gov). Once the SF270 is received, our Financial Office begins the transfer process and funds are disbursed within the next two to three weeks. Timeframe is subject to change.

b. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications that will apply to this award to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

Please note the U.S. flag branding and marking requirements in the Standard Terms and Conditions.

c. Reporting

Reporting Requirements: Recipients will be required to submit financial reports (SF425 – Federal Financial Report), available at [Grants.gov](https://www.grants.gov), and program reports ([Performance Narrative Report Guidance](#)). The award document will specify how often these reports must be submitted.

The disbursement of funds may be tied to submission of these reports in a timely manner.

Failure to comply with the reporting requirements may jeopardize eligibility for future awards or will result in suspension of any future payments under the award granted until grantee compliance.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact PAS Honduras at: TGGPASGrants@state.gov.

Please Note: We do not provide any pre-consultation for application-related questions that are addressed in this document. Once an application has been submitted, State Department officials and staff may not discuss this competition with applicants until the entire proposal review process is completed.

Thank you for your interest in the U.S. Embassy Honduras Public Affairs Section Grants Program.