



BRAZIL SMALL GRANTS PROGRAM
NOTICE OF FUNDING OPPORTUNITY SPECIFIC PRIORITY INITIATIVE

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Section A. Funding Opportunity Program Description

Announcement Type: Grant, Fixed Amount Award or Cooperative Agreement

Funding Opportunity Title: Brazil Small Grants Program

Funding Opportunity Number: PAS-BRAZIL-FY23-APS01

Catalog of Federal Domestic Assistance Number: 19.040

Funding Amount: US\$ 215,000.00 - Amount of award and number of awards will depend on availability of funds.

Deadline for Applications: July 31, 2023

Proposals are accepted on a rolling basis throughout the application period and will be reviewed accordingly.

Executive Summary:

The Public Affairs Section at the U.S. Embassy and Consulates in Brazil, announces the Notice of Funding Opportunity (NOFO) for its Small Grants Program. This solicitation package outlines the steps for submitting proposals.

The Public Affairs Section will award grants, fixed amount award or cooperative agreements up to \$5,000.00 (US dollars) for projects that advance strategic policy objectives and initiatives, while highlighting shared values or best practices and strengthening ties between Brazil and the United States. All projects must include an American element, such as, but not limited to, connections with American experts, organizations, or institutions that promote an increased understanding of U.S. policy and perspectives, as well as incorporate a cross-cutting approach to diversity, equity, inclusion, and accessibility (DEIA).



PAS encourages applications from eligible individuals. Please keep in mind that while an applicant may submit multiple proposals, each proposal must address only one of the initiative areas listed in the NOFO.

The Embassy and each one of the Consulates will be responsible for assessing and selecting projects for implementation in their respective regional jurisdictions.

Proposals intended for implementation in more than one consular district will be reviewed by the U.S. Embassy in Brasilia in collaboration with the respective consulates.

A.1 Program Initiatives

The following are the primary programming objectives for public affairs. Your project and activities must correspond to one of the initiatives:

1. Initiative: Build Capacity for Brazilian Civil Society Groups Defending Human Rights

The objective of this initiative is for the US Embassy and Consulates in Brazil to collaborate with local partners who serve underrepresented communities to develop and strengthen civil society organizations so that they may advocate for and support human rights more effectively.

Project ideas under this initiative include, but are not limited to:

- a. Projects that strengthen institutional capacity of organizations in areas such as strategic planning, fundraising and diversifying revenue streams, proposal writing, communication, etc. - particularly among organizations serving marginalized and/or underrepresented communities.
- b. Projects that promote the exchange of best practices and/or partnerships between Brazilian and American civil society organizations defending human rights.



- c. Projects that encourage and/or facilitate multi-stakeholder partnerships and/or networks to advance human rights.

2. Initiative: Expand Brazilians' Access to Fact-Based Reporting to Counter Misinformation

The goal of this initiative is for the U.S. Embassy and Consulates in Brazil to collaborate with local organizations to provide training opportunities or capacity building programs for local Brazilian media and journalists, with particular emphasis on news desert - a community, either rural or urban, with limited access to the sort of credible and comprehensive news and information that feeds democracy at the grassroots level.

Project ideas under this initiative include, but are not limited to:

- a. Projects that strengthen institutional capacity of traditional and emerging media outlets to counter dis and misinformation.
- b. Projects that increase fact checking skills among journalists, influencers, and other key stakeholders.
- c. Projects that promote innovative solutions to combat dis and misinformation.

3. Initiative: Promote Entrepreneurship to Expand Economic Opportunities

This initiative's goal is to provide entrepreneurs, particularly those who work with underserved communities, with the resources, innovative techniques, and other training tools they need to strengthen and grow their businesses while expanding their network and business opportunities.

Project ideas under this initiative include, but are not limited to:

- a. Projects that strengthen business skills among entrepreneurs from marginalized and/or underrepresented communities.
- b. Projects that promote the exchange of best practices and/or partnerships among entrepreneurial ecosystems in Brazil and the U.S.;



- c. Projects that encourage and/or facilitate multi-stakeholder partnerships and/or networks to expand opportunities for entrepreneurs – particularly those from marginalized and/or underrepresented communities.

4. Initiative: Build Capacity for Brazilian Civil Society Groups Protecting Environment

The initiative's goal is to identify key participants who are already working with communities in areas critical to biodiversity and environmental protection and provide them with resources and capacity building opportunities, as well as connect them with other key players in the United States and other Western institutions, allowing Brazilian CSO partners to amplify their work.

Project ideas under this initiative include, but are not limited to:

- a. Projects that strengthen institutional capacity of organizations in areas such as strategic planning, fundraising and diversifying revenue streams, proposal writing, communication, etc.
- b. Projects that promote the exchange of best practices and/or partnerships between Brazilian and American civil society organizations fostering environmental protection.
- c. Projects that encourage and/or facilitate multi-stakeholder partnerships and/or networks to protect critical biomes while also considering the needs of groups that are more vulnerable to extreme climate events and environmental risks.

Target Audience:

Please note that while the initiatives in section A1 do not specify target audiences, proposals should do so and provide a justification for why selected audiences are appropriate for proposed interventions and how they contribute to overall objectives. PAS encourages applicants to consider representativity, as well as diversity, equity, inclusion, and accessibility (DEIA) elements when determining target audiences.



SECTION B. Federal Award Information

B1. Funding Instrument Type:

Grant to an Individual

B2. Funding and Authorization Legislation:

The total amount available for this opportunity is US\$ 215,000.00, subject to funds availability. In the absence of worthy applications or under other circumstances deemed to be in the best interests of the United States government, the Public Affairs Section in Brazil reserves the right to award less or more than the funds described.

The funding allotment for public diplomacy in the fiscal year 2023 is the origin of the financial support. The Smith Mundt Act is the source of this project's overall grant-making authority.

B3. Expected Number of Awards:

The expected number of awards under this Notice of Opportunity is subject to the availability of funds and the viability of the applications received, under the discretion of each jurisdiction. As a result, the United States Embassy and Consulates reserve the right to award multiple awards or none through this Notice.

B.4. Eligibility Information

The United States Embassy and Consulates encourage applications from eligible individuals. All applicants must be capable of receiving and managing grant funding.

In accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR 1986 Comp., p. 189) and 12689 (3 CFR 1989 Comp., p. 235),



"Debarment and Suspension," no applicant listed on the Excluded Parties List System in the System for Award Management (SAM) is eligible for any assistance or can participate in any activities under an award.

B.5 Payment Method:

The U.S. Embassy and Consulates in Brazil reserve the right, in its sole discretion, to distribute the funding in several distinct installments, depending on the nature of the project. The most suitable payment schedule will be chosen by the Grants Officer in consultation with the recipient at the time of the award.

B.6 Cost-Sharing

This application does not require a cost share. Applications including cost share, should clearly explain other sources of funding, whether cash or in-kind. Additionally, when cost sharing is offered, the applicant is expected to contribute the amount specified in the proposal.



SECTION C: Application and Submission

C1. General Application Guidelines

Before sending inquiries or submitting proposals, please read the entire announcement carefully and follow the guidelines below. Applicants are only permitted to submit one proposal per initiative. Re-submissions of proposals submitted in the previous 12 months to another notice of funding opportunity will not be considered.

The proposal submission procedure will be divided into three phases, starting with the submission of an online form for competitive evaluation. The Grant Review Committee (GRC) of the United States Embassy and Consulates will evaluate the conformance of submitted forms with the requirements outlined in this document. Successful Phase 1 candidates will then be invited to participate in an online interview with members of the Grant Review Committee by the US Embassy and Consulates. If Phase 2 is successful, candidates must submit a full application in accordance with the requirements outlined in this Notice.



Not every online application submitted in response to this Notice will be automatically selected for following phases.

C2. Content and Form of Application Submission

Phase 1: Online Form Submission



The first step in this three-step application process is to fill out the online form available at https://webportalapp.com/sp/usebr_pas_application. Applicants who are unable to submit proposals via the platform should contact the United States Embassy in Brasilia at brazilgrants@state.gov.

The online form consists of an average of 15 questions divided into 3 sections. All required fields must contain comprehensive and clear responses to the questions



asked. Forms must be filed in English, and requests for funding must be made in US dollars. Forms that are not completed in English and are not estimated for in US dollars will be deemed invalid.

1. Executive Summary
2. Past Performance
3. Program Strategy
4. Performance Management, Project Assessment, and Evaluation
5. Communication and Outreach Plan
6. Management Assessment
7. A 30-seconds video in which the applicant describes the project or up to 5 images. The video can be made in either English or Portuguese.

Phase 2: Interviews and Presentations Conducted Online

Applicants selected to advance to Phase 2 will have the opportunity to discuss their proposal and respond to questions from members of the Grants Review Committee in their preferred language (English or Portuguese). This meeting will be convened by the Embassy, Consulate, or Branch Office that is evaluating the project.

The following are some of the topics that applicants should be prepared to discuss during the online interview:

Credibility statement	Who are you? What is your project about? Who is your target audience? How are you going to measure the success of your project?
Opportunity / Problem	Explain what opportunities you have or what problem you are trying to solve
Proposed Solution	Explain how the funding would help the project. It should be realistic and implementable and include specifications on what the results will be.



Phase 3: Full Proposal Package Submission

Applicants whose project proposals are invited to advance to Phase 3 will receive a notification and invitation to submit a full proposal application within two weeks of the notification. Qualified full applications will go through a final merit review.

Full applications must be submitted via the online platform.

Full proposals must include ALL the below required information and supporting documents, in same order and format.

1. Mandatory application forms:

- SF-424I (Application for Federal Assistance – Individuals)
- SF-424A (Budget Information for Non-Construction programs)
- SF-424B (Assurances for Non-Construction Programs)

2. Revised Program Proposal, if applicable. Suggested grant proposal template will be available on our website.

3. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail.

C.3 Submission Dates and Times

Applicants are strongly advised to begin the application process well in advance of the submission deadline. There will be no exceptions for organizations that have not completed the necessary steps. Proposals will be accepted on a rolling basis until July 31, 2023 at 11:59 p.m. Brasilia time.



C.4 Funding Restrictions

The following expenses and activities are not covered by this notice:

- paying to complete activities initiated by other sources (however, new activities that build on lessons learned as the result of an earlier project are acceptable)
- Social welfare initiatives
- Trading programs (however, reasonable international travel incidental to the accomplishment of project objectives will be considered)
- One-time gatherings, such as one-off conferences and round tables (however, a series of workshops within a larger programmatic concept are acceptable)
- Medical investigation and clinical trials
- Programs relating to partisan political activity
- charitable or development activities
- Construction programs.
- Programs that support specific religious activities
- Fund-raising campaigns
- Scientific research
- Programs primarily intended for the growth or institutional development of an organization; or
- Programs that duplicate existing programs.



Section D. Application Review Information

Eligible proposals will be evaluated and rated based on the evaluation criteria listed below, which are designed to assess proposed project's alignment with strategic priorities and likelihood of its success:

- **Strategic Fit:** Applicant has clearly articulated how the proposed project support PAS priority areas and contributes to evidence U.S.-Brazil partnership in the context of the selected priority initiative.
- **Quality and feasibility of project idea:** The project idea is well developed, with clear objectives and detail about how project activities will be executed. Expected results (outputs and outcomes) are realistic and measurable and the project also incorporates a cross-cutting approach to diversity, equity, inclusion, and accessibility (DEIA).
- **Sustainability:** Proposed project has sustainability potential and/or its results have long lasting positive effects.
- **Budget:** Requested budget is reasonable and adequate to the proposed scope.
- **Capacity:** Applicant has the appropriate expertise to implement the project.

Criteria listed above are closely related and considered as a whole in judging the overall quality of an application.



Section E. Key Dates

Event	Dates
Funding Opportunity Published	May 22, 2023
Webinar Series	June 01, June 06, June 20 and June 28, 2023
Technical Q&A Sessions *	June 13, 29, July 7 and July 21, 2023
Deadline for Applications	July 31, 2023
Notification of Unsuccessful Candidates	October 31, 2023

* Technical Questions and Answers Sessions

All questions for the Technical Q&A sessions must be submitted in advance via Slido:

1st Technical Q&A Session: <https://app.sli.do/event/9zRjwKggEkST5ksDkz1aZd>

2nd Technical Q&A Session: <https://app.sli.do/event/dhmzo1VigLddeZFsqoGHXk>

3rd Technical Q&A Session: <https://app.sli.do/event/to9ALcrKjYQHmVsSV5mUG5>

4th Technical Q&A Session: <https://app.sli.do/event/nYk8YUEyfkMJkPL33AMprK>

The sessions will be recorded and made available on the Embassy's website.

We ask that you keep in mind that we will not be able to answer any questions about the application's programmatic content or any specific program because we want to ensure that all applicants receive consistent and equivalent information.

We will do our best to answer all questions submitted up until noon (local time) the day before the session. All of the questions submitted on the day of the Q&A Sessions will be addressed in the subsequent webinar.



Section F. Federal Award Administration Information

F1. Federal Award Notices

The award shall be written, signed, awarded, and administered by the Grants Officer subsequent to the panel review and selection of proposals. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document, and it will be provided to the Recipient electronically through SAMS Overseas. Organizations whose applications will not be funded will also be notified in writing by October 31, 2023.

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

F2. Administrative and National Policy Requirements

Prior to 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 2 CFR 200, 2 CFR 600, as well as the certifications and assurances and the Department of State Standard Terms and Conditions, all of which are available through the State Department's procurement website at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>

F.3 Branding Requirements:

Grantees must adhere to the U.S branding and marking requirements, as described in the Standard Terms and Conditions. The Department of State requires that all programs, projects, and assistance activities, partially or fully funded by the Department, be marked appropriately overseas with the standard U.S. flag in a size



and prominence equal to (or greater than) any other logo or identity. All publicity and promotional materials (such as flyers, posters, website, etc.) should underscore the sponsorship by or partnership with the U.S. government or the U.S. Embassy with a standard rectangular U.S. flag in conjunction with the U.S. Embassy logo.

F.4 Reporting

The Recipient, at a minimum, shall provide the U.S Embassy and Consulates in Brazil with the following reports. All data collected, supporting documentation, and contact information must be maintained for a minimum of three years and provided to PAS upon request.

Financial Reports.

The Recipient is required to submit financial reports throughout the project period, using Form FFR SF-425, the Federal Financial Report form. Frequency of report will be determined by the Grants Officer in Connection with the Grants Officer Representative.

Program Reports.

All Federal Assistance Awards funded by the United States Government are required to submit timely and detailed reports. The report submission deadlines will be specified in the award specifics. It is crucial to meet these deadlines, as the reporting history will be considered when awarding future grants and will influence the grantee's Risk Assessment.

The grantees are expected to describe and assess the activities outlined in the award proposal and awards specifics. The narrative section of the report should include, but is not limited to, the following:



a description of the activities carried out during the reporting period which outlines:

- Progress made toward the expected outcomes of the grant and other noteworthy achievements.
- Any setbacks or challenges. Significant board, management, or staff changes pertinent to the project.
- Suggestions for improvements.
- A list or description of any recent evaluations, publications, news articles, or other materials related to the grant.
- Any additional pertinent information pertaining to the project's activities.

The final report will be due no later than 120 days after the end date of the award or termination of all project activities.



Section G. Federal Agency Contact

Any prospective applicant who has questions concerning the contents of this NOFO should email them to

U.S. Embassy in Brasilia

brazilgrants@state.gov

U.S. Consulate General in Porto Alegre

portoalegregrants@state.gov

U.S. Consulate General in Recife

recifepa@state.gov

U.S. Consulate General in Rio de Janeiro

grantsrio@state.gov

U.S. Consulate General Sao Paulo

saopaulogrants@state.gov

U.S. Embassy Branch Office in Belo Horizonte

belohorizontepa@state.gov

Section H. Other Information

H1. Conflict of Interest

In accordance with applicable Federal awarding agency policy, applicants must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity.

H2. Guidelines for Budget Justification

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

Fringe benefits: Calculate any allocable fringe benefits for personnel to be working directly on the project. Fringe benefits must be justified by an organization's written HR policies or NICRA.

Travel: Estimate the costs of travel and per diem for this project. If the project 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 project, which has a useful life of more than one year (or a life longer than the duration of the project), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the project. If an item costs more than \$5,000 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. This includes independent consultants. Also describe any sub-awards to partners that will help carry out a substantial portion of the scope of work.

Other Direct Costs: Describe any other costs directly associated with the project, 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 project 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 10% of the modified total direct costs as defined in 2 CFR 200.68. For-profit entities with a formally established overhead rate may apply that rate.

“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.



Section I. Frequently Asked Questions

AMERICAN ELEMENT, DEIA, AND INITIATIVES

- **What is the American Element mentioned in the notice?**

All projects must include an American element, such as, but not limited to, connections with American experts, organizations, or institutions that promote an increased understanding of United States (U.S.) policy and perspectives. It is a component that must mandatorily be included in the project and that concerns the strengthening of ties between the U.S. and Brazil and the promotion of shared values, such as democracy, transparency, accountability, diversity, social inclusion, human rights etc.

The proposal should detail how the project will:

- *Promote values and norms shared by the United States and Brazil;*
- *Explain U.S. policy approaches to issues of mutual interest;*
- *Amplify experts, opinion leaders, institutions, or informational content that contributes to greater understanding in Brazil of the United States, its citizens, culture, and values.*

Here are a few examples: U.S. specialist/speaker invited to speak virtually or in person; direct link between U.S. and Brazilian youth; English language teaching or programs that help people in Brazil understand U.S. values such as culture, history, foreign policy and/or explain the U.S. to the Brazilian people.



- **Is it mandatory that the proposed project incorporates a cross-cutting approach to Diversity, Equity, Inclusion and Accessibility (DEIA)?**

Yes, all proposals must include details of how the project will integrate DEIA issues into its objectives and activities. Proposals may advance equity and social justice by supporting populations who are vulnerable or marginalized due to characteristics such as (but not limited to): national origin, language, race, color, disability, ethnicity, age, religion, sexual orientation, gender identity, socioeconomic status, etc. Proposals should consider local conditions and identify potential inequities in various aspects of the project, including target audiences, participant recruitment, program content, and intended implementing partners/stakeholder engagement.

- **Should the proposal correspond to a specific initiative? Should the proposed project be on a specific topic?**

Yes, in addition to the American Element and promoting Diversity, Equity, Inclusion and Accessibility (DEIA), the proposal must correspond to one (and only one) of the initiatives established by the U.S. Embassy and Consulates in Brazil in section A.1 of this notice.

- **Will a proposal be eligible if it address more than one initiative? If it is in the nature of the project, can we put different initiatives together?**

No, projects must not correspond to more than one of the initiatives nor put different initiatives together.



ELIGIBILITY

- **Who can apply? Which institutions are eligible?**

Individuals and non-profit institutions are eligible. Committed and organized civil society organizations, think tanks, non-governmental organizations, non-profit academic institutions, governmental institutions, international organizations. All applicants must be capable of receiving and managing grant funding. Individuals and institutions may be Brazilian, American or of any other nationality if the project is implemented in Brazil and meets the other requirements of this notice.

- **Who can NOT apply? Which institutions are NOT ELIGIBLE?**

Commercial, for-profit companies, U.S. Embassy and Consulates employees and family members of employees are not eligible to apply.

- **I've had a project approved before. Can I submit a new project? If the institution already has a funded project in progress, is it possible to apply for a new project?**

Yes, individuals or institutions that have had projects funded by the U.S. Embassy and Consulates in Brazil before are eligible to submit new projects if they meet all other requirements of this notice. However, please note that re-submissions of proposals submitted in the previous 12 months to another notice of funding opportunity will not be considered.



- **Does the applicant (individual or institution) need to be Brazilian, or can be American? Are there any requirements related to applicant's nationality?**

It can be Brazilian, American or of any other nationality, if the program is carried out in Brazil and that it meets the other requirements of this notice.

- **Is it possible to apply without having a U.S. citizen on the team?**

Yes, if the program is executed in Brazil and meets the other requirements of this notice.

- **Do proposals have to be submitted by alumni? Do I need to be enrolled in Alumni Exchange to be able to submit projects?**

No.

- **Can an individual submit a proposal on behalf of a larger team or on behalf of a group of individuals?**

No. Grants should not be issued to one individual with the purpose of disseminating funding to other individuals. The regulation states that the amount received by an individual is not passed on to other individuals even for income tax reasons, since the entire amount will be deposited in an individual's account. Individuals are allowed to buy goods and hire services from a legal entity. For example, an individual can rent a space for the program or hire a company for translation or any other type of service. The individual will not be able to hire other individuals to develop the project, but may hire support services (publications, dissemination, etc.).



- **Can individuals and institutions submit a project that is going to be carried out in partnership with a private for-profit company?**

Yes. The proposing institution/individual that, if selected, will receive funding from the U.S. government must be non-profit, but may have one or more implementation partners and these may be for-profit.

- **Does the institution need to have a CNPJ? Does the institution need to be formalized?**

Yes, and it must be an active CNPJ.

- **Is it possible for higher education institutions/academic institutions to apply to this notice?**

If the institution is non-profit, yes.

- **Can Federal Universities submit projects?**

Yes.

- **Can foundations of federal institutions submit proposals?**

Yes. In this case, the foundation must submit it and, if selected, the award will be on behalf of the foundation and must be signed and managed by it. The disbursement of funds will be made to an account in ownership (CNPJ and company name) of the foundation.

- **Are there any specific requirements for private universities?**

It needs to be a non-profit institution.

- **Can academics/undergraduates participate?**

Yes.



- **Up to how many people can participate in the same project?**

For institutional projects, there is no such predetermined limit. Now, for projects to be submitted by individuals, according to the regulation, grants should not be issued to one individual with the purpose of disseminating funding to other individuals, therefore, they must be proposed by a single person. Please note that the individual will not be able to hire other individuals to develop the project, but may hire support services (publications, dissemination, etc.).

- **What is an entity with ability to receive and manage grant funding?**

A solid institution, which has established processes in the financial/accounting area and whose employees are able to implement the proposed project.

- **Is it possible for an institution based in one state apply to implement the project in another state?**

Yes.

- **Who can and should be the institution's representative in the documentation?**

Someone with legal responsibility to represent the institution.

- **Does the institution have to have a minimum period of establishment?**

No.



- **Can I submit projects to be implemented in more than one state? Can projects to be implemented in Municipalities, Cities or States of more than one regional jurisdiction or consular district participate?**

Yes. Proposals intended for implementation in more than one regional jurisdiction or consular district will be reviewed by the U.S. Embassy in Brasilia in collaboration with the respective consulates.

- **Can nationwide projects participate?**

Yes.

- **Is it possible to submit more than one project per individual or institution?**

Yes, and please keep in mind that while an applicant may submit multiple proposals, each proposal must address only one of the initiative areas listed in this NOFO. Applicants are only permitted to submit one proposal per initiative. As we intend to diversify our partners, we recommend that applicants focus on fewer and better projects.

APPLICATION/PROPOSAL

- **How should the application/proposal be submitted?**

The proposal submission procedure will be divided into three phases.

In the first phase, applicants will fill out and submit an online form. All questions are mandatory and must be answered in English and amount in U.S. dollars. Applicants who are unable to submit proposals via the platform



should contact the United States Embassy in Brasilia at brazilgrants@state.gov.

Those who pass the first phase will be notified and will move on to the second phase, which consists of an online interview and presentation in their preferred language (English or Portuguese).

Those who pass the second phase will be notified and will move on to the third phase for submission of the complete proposal including SF-424 forms available at <https://www.grants.gov/> and active registration on SAM.gov (institutions only).

- **Can the form be answered in Portuguese? Can the proposal be submitted in Portuguese?**

No. The form must be responded and submitted in English.

- **Will the virtual interview and presentation (phase 2) be in English or Portuguese?**

It will be in English or Portuguese - as the applicant prefers. Applicants whose project proposals are invited to advance to Phase 2 will have an opportunity to discuss their proposal and respond to questions in their preferred language (English or Portuguese).

- **Is it possible and allowed to attach a document to the registration form?**

Yes. Applicants can attach a 30 seconds video in either English or Portuguese or up to 5 pictures that illustrate the proposed project.



- **What would be the difference between the interview process (phase 2) for an individual and for an institution?**

There's no difference. The presentation will follow the same structure.

- **Will unselected proposals be notified?**

Yes.

- **My proposal was not approved. Will I receive any brief feedback on the reason for the denial?**

If requested, yes, but please note we will not go into details about any of the approved projects.

- **If the submitted proposal is incomplete or in Portuguese, will you notify the applicant to submit it correctly?**

No.

- **Is it possible and permissible to ask more specific questions about the project via email? For example, can the applicant explain the type of project to check if it is feasible?**

Even by email, it is not possible or allowed to enter this level of detail for reasons of transparency, as we must treat all possible partners in the same way. We will answer more general and non-specific questions about the project.

- **Is it possible to have access to previously approved proposals?**

For reasons of confidentiality, we cannot share proposals from other people/institutions in the same way that we will not share proposals received under this notice. However, if applicant would like to check projects



previously funded, please refer to the U.S. Embassy and Consulates social media.

- **What is the project duration?**

Maximum 12 months. Note that this is a maximum and projects can last less than 12 months.

- **If approved and funded, can the project implementation timeline be revised if necessary and due to unforeseen events?**

Yes, if the project cannot be carried out within the originally planned timeframe. This type of review must be formally and previously approved by the official of the Embassy or Consulate responsible for the project.

- **What is the main difference between proposals from individuals and from institutions/organizations?**

The main difference is the award amount ceiling. For individuals, we will accept projects up to US\$ 5,000.00. For institutions/organizations, we will accept projects up to US\$ 25,000.00.

- **Is there a preference for projects submitted by institutions over individual submissions? Are the chances of approval the same, or are the institutional proposals more likely to be accepted?**

No, there is no such preference. The chances of being selected are the same.

- **Can the project be online/virtual?**

Yes.



- **Will the projects have to be fully funded by the U.S. or can they be split (funded from other sources)?**

Sharing costs or funding by other institutions is acceptable and permitted.

- **Can projects that have already started to be funded participate? Can a proposal be submitted to expand an existing project? Can projects already started, but without formal funding, participate?**

No.

- **What is the difference between outcome indicators and output indicators?**

Outcomes are what you want or need to achieve while outputs are the means necessary to achieve outcomes. The first are long-term indicators, such as behavioral changes, and the second are short-term indicators, such as the number of participants in a workshop.

BUDGET

- **Should the budget be submitted in U.S. dollars or in Brazilian reais?**

In U.S. dollars.

- **Should costs be rounded up, approximate or accurate?**

The initial budget must have rounded up values, but once approved, the report values must be accurate.



- **Can people involved in the project be paid for their services?**

Yes, the people involved in the project can be paid for their services as long as funding is allocated within one of the budget categories and value is compatible with the market. The amount must be defined and specified in the proposal.

If there is an employment relationship between the person and the institution, it is possible to include the hours dedicated to the project as personnel and its fringe benefits are allowable as well. If there is no employment relationship, this cost falls into the category of contracts as outsourced services.

- **Is it possible to pay per diem for project participants?**

Yes, it is possible to pay this allowance so that, for example, the participant can go to the place where the project is implemented or to have lunch at the project.

- **Can computers, notebooks, tablets, smartphones, and mobile data be paid for? Do they need to be returned to the Embassy at the end of the project?**

Yes, they can be paid for. No, they do not need to be returned and can remain with the institution.

- **What is the difference between supplies and equipment?**

A unit of an item or good whose purchase price is equal or greater than US\$ 5,000.00 and has a useful life greater than 1 year must be classified as equipment. If an item is less than US\$ 5,000.00 it is classified as supply.



- **What is the difference between personnel and contractual?**

Personnel costs refer to the salaries of the employees of the institution who will work on the project. The budget should indicate the base salary and the time each person will spend on the project. Personnel costs can be for current and new employees hired specifically to work on the program.

The contract category refers to costs whose purpose is to obtain goods and services to be used in the implementation of the project, such as translation, transportation, platform for virtual transmission, costs of advertising in social media, etc.

- **Is it possible to give prizes with grants funds?**

It is an allowable cost under certain circumstances. For example, when the prize is a step to fulfilling a larger objective of the project it is possible to reward a book, a tablet, a course, a scholarship etc. Cash or vouchers are prohibited. An award to fund prizes alone is not allowed.

- **Can I allocate funds to translate reports? Can I allocate funds to pay for an accountant, for example? Are supplies, goods, third-party services, travel expenses included? Should the amount of any bank transfers and fees be included in the operating costs?**

Yes.

- **Can part of the budget be allocated to project management? Can be part of the budget be allocated to monitoring and evaluation?**

Yes.



- **Are expenses for support foundations, such as federal educational institutions, allowed?**

Yes.

EXCHANGE RATE

- **What exchange rate may be used?**

The Central Bank of Brazil exchange rate or any other reliable exchange rate found on the Internet.

- **Is there any exchange rate to be considered when converting the budget from Brazilian reais to U.S. dollars?**

No. We recommend the use of the exchange rate of the Central Bank of Brazil or some other reliable rate found on the Internet.

- **What can be done if there is a difference in the exchange rate at the time the money is received and this has an impact on the project?**

Cost increases for fluctuations in exchange rates are allowable costs.

Therefore, you must notify the person responsible for your project at the U.S. Embassy and Consulates to proceed with an adjustment. It is subject to the availability of funding and prior approval from the Grants Officer.

For more information on exchange rate and fluctuations, see

[https://www.ecfr.gov/cgi-bin/text-](https://www.ecfr.gov/cgi-bin/text-idx?SID=813bd738f00a7f69978fb3f48da763fb&mc=true&node=se2.1.200_1440&rgn=div8)

[idx?SID=813bd738f00a7f69978fb3f48da763fb&mc=true&node=se2.1.200_1440&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=813bd738f00a7f69978fb3f48da763fb&mc=true&node=se2.1.200_1440&rgn=div8).



Unique Entity Identifier (UEI) and SAM.GOV

- **Should institutions obtain a UEI and register on SAM.gov before submitting the proposal in Phase 1?**

No.

- **Should institutions obtain a UEI and register on SAM.gov before submitting the proposal in Phase 3?**

Yes, because, if the project is chosen, we will only be able to proceed with the issuance of the award for institutions that have an active registration on SAM.gov.

- **Do individuals also need to obtain a UEI and register on SAM.gov?**

No.

- **Will the institution be charged to obtain a UEI and register on SAM.gov?**

No, it is free. Note that we have received some reports that institutions are being contacted by organizations that offer a renewal or registration service for a fee. These emails are not from the U.S. government and should be ignored and marked as spam.

- **Do institutions already registered need to make a new registration?**

No, just make sure the registration is active. If expired, renewal is required.

- **How long does it take until an entity registration is considered active?**

The timeframe for validating your entity and submitting a registration depends on whether there is a match for your entity information in SAM.gov



and what additional steps you need to take to validate your entity. This can take 10 to 15 business days.

- **Does every institution, whether an NGO, a non-profit educational institution, or a federal university, need to obtain a UEI and register on SAM.gov?**

Yes. Note only non-profit institutions are eligible, and individuals do not need this registration.

- **Do partners need active registration on SAM.gov?**

No, but subrecipients must have a UEI.

- **What is the SAM.gov support desk contact? Who should I contact if I need help to register an institution?**

Please refer to the Federal Service Desk (FSD) at

https://www.fsd.gov/qsafsd_sp to access several articles and instructions. It is also possible to “create an incident” to solve a more specific issue.

More help is available at <https://sam.gov/content/help>.

- **How to change the multifactor authentication for logging into SAM.gov?**

Go to <https://www.login.gov> > click on “Sign in with Login.gov” > add the registered email and password > click on “Sign In”. In the left corner, there is a menu that reads “Your authentication methods”. In this menu, select which method you want to modify and/or add.



- **Can a person who is not the legal representative of the institution (ex: assistant director) create an account on SAM.gov to manage the institution's account and include the legal representative?**

Yes.

- **Who should be the legal representative on SAM.gov?**

Any person in the institution who has legal responsibility to sign on behalf of the institution.

- **Do I need to have a UEI and register on SAM.gov for each project?**

No, registrations are per institution, not per project. Also, if the institution already has an active registration on SAM.gov, this must be used. If the institution has an inactive registration on SAM.gov, just update it to reactivate it.

MANDATORY FORMS

- **There are several SF424 forms on grants.gov, which ones are needed in phase 3?**

For institutions: SF-424, SF-424 A, SF-424 B

For individuals: SF-424 I, SF-424 A, SF-424 B

Remember that these forms should only be completed and submitted by proposals selected in previous phases.



PAYMENTS AND FINANCIAL REPORTING

- **How will individuals receive funds if selected?**

It will be transferred/deposited to the individual's checking account. The account must be linked to the CPF of the person.

- **How will institutions receive funds if selected? Will it be deposited to the institution's account or to an account of a project coordinator?**

It will be transferred/deposited to the institution's checking account. The account must be in ownership and linked to the CNPJ of the selected institution. If there are partners or contractors, any transfer will be made by the institution. The U.S. Embassy and Consulates in Brazil transfer funds to the selected institution, which makes payments to partners or contractors or any other payments as in the approved budget.

- **If the applicant has an account in the USA, can funding be disbursed in U.S. dollars?**

Yes, you can receive the payment in U.S. dollars in a U.S. bank account. Note that as the expenses will take place in Brazil, we do not pay a conversion fee.

- **Will funding be disbursed in a single or in multiple installments?**

In multiple installments. Usually, we disburse in at least 2 installments, with the final one disbursed after submission and evaluation of final reports.



- **How is financial reporting done?**

Depending on the instrument, institutions or individuals will be required to submit a financial form (SF-425) but will not be required to submit receipts. These, however, need to be kept for at least 3 years after the project ends. In addition, financial management can follow the rules and procedures that already exist in the institution. If individual, as you see fit.

- **Can receipts be digital?**

Yes.

- **Can receipts for products and services be manually prepared or made by an individual who provides service informally, or do they need to be formal invoices?**

Formal invoices.

TAXES

- **Does the U.S. Embassy and Consulates help with the institution's or individual's income tax return?**

No, the U.S. Embassy and Consulates does not provide documents nor any statement or advice other than the award. We suggest that you look for an accountant of your choice or contact the Federal Revenue Service of Brazil.



- **Can expenses with taxes be included in the budget? Can we include taxes as our costs?**

In general, yes, except income tax and taxes where exemptions are available. More information is available at:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.470>

- **In the case of an individual, is the grant amount deposited in full or will income tax be withheld at source?**

We don't withhold tax at source.

- **How does Brazilian Income Tax retention and declaration work for Brazilian individuals who apply for projects?**

The U.S. Embassy and Consulates does not provide documents nor any statement or advice other than the grant agreement. We suggest that you look for an accountant of your choice or contact the Federal Revenue Service of Brazil. The costs of hiring an accountant can be included in the budget, but income tax cannot be included in the budget.

BRANDING

- **Is prior approval from the U.S. Embassy and Consulates required for disclosure material?**

Yes.



OTHERS

- **Does the project need to maintain itself after the end of the grant?**

It is not mandatory, but desirable.

- **In addition to the financial resource, is there support from the U.S. Embassy and Consulates in the implementation of the project?**

Yes. Depending on the instrument we will use, the U.S. Embassy and Consulates may have substantial involvement in project implementation.



APPENDIX 1- REGIONAL JURISDICTIONS



- **The U.S. Embassy in Brasilia is responsible** for the Brazilian states of Acre, Amapá, Amazonas, Goiás, Mato Grosso, Pará, Rondônia, Roraima, and Tocantins, and the Federal District.
- **The U.S. Consulate General in Porto Alegre is responsible** for the Brazilian states of Rio Grande do Sul and Santa Catarina.
- **The U.S. Consulate General in Recife is responsible** for the Brazilian states of Alagoas, Ceará, Maranhão, Paraíba, Piauí, Rio Grande do Norte, Pernambuco, and Sergipe.
- **The U.S. Consulate General in Rio de Janeiro is responsible** for the Brazilian states of Rio de Janeiro, Espírito Santo, and Bahia.



- **The U.S. Consulate General in São Paulo** is responsible for the Brazilian states of São Paulo, Paraná and Mato Grosso do Sul.
- **The U.S. Embassy Branch Office** in Belo Horizonte is responsible for the Brazilian state of Minas Gerais.



APPENDIX 3 - MONITORING & EVALUATION DEFINITIONS

Potential Goals

A goal is a concise description of the desired outcome to be achieved over an extended period of time. It is a broad statement that focuses on the desired outcomes without describing the methods used to achieve them.

Potential Objectives

Objectives are measurable, actionable goals that must be attained within a limited amount of time in order to achieve a desired outcome. The actions necessary to achieve a goal are described by objectives. Most goals are connected to several objectives.

Potential Outcomes:

An outcome is the result, change, or effect that is caused by or attributable to project activities implemented and their outputs. Outcomes describe the changes in participants' knowledge, attitudes, behaviors, and beliefs that are necessary preconditions for the objective to be realized. Each objective listed will have its own unique outcomes that are required to achieve the objective. Applicants should propose specific outcomes that logically align to the objective they are meant to help achieve in line with their theory of change. Outcomes should be SMART (see definition in Appendix 3). The following outcomes are illustrative of the potential changes that may result from implementing your proposed project activities and of the projects GEC implements.



Potential Outputs:

An output is a short-term, immediate result of a program, project, or process that leads to a longer-term outcome. Outputs are the products, goods, and services which result from activities. There can only be one output that results from an activity. Applicants should propose specific outputs that will contribute to achieving the outcomes above in line with their theory of change.

Potential Activities:

An activity is an action undertaken over a period to produce a specific output. Each activity should be aligned to only one output and its associated outcome and objective. In your proposal, you will list and describe the proposed activities that you plan to implement, and how each activity will produce the expected output and outcome. Applicants should propose specific activities that will produce their desired outputs in line with their theory of change. However, some example activities:



APPENDIX 4 - LINKS FOR WEBINARS AND TECHNICAL SUPPORT

Webinars

1. An Overview of the Application Process for the 2023 Small Grants Program.

Date: June 01, 2023

Time: 11:00 through 12:30

Link (Pre-Registration required): https://statedept.zoomgov.com/webinar/register/WN_keVU6nGdSBmGxW1tKVd-WQ

2. Comprehending the Program Initiative Areas for FY 2023. What areas are of interest to the U.S. Embassy and Consulates.

Date: June 06, 2023

Time: 14:30 through 16:00

Link (Pre-Registration required): https://statedept.zoomgov.com/webinar/register/WN_lwye_hGS_emptaBC5UtWQ



3. Why is it necessary to conduct monitoring and evaluation? What are the Embassy and Consulates of the United States of America in Brazil expecting from my project?

Date: June 20, 2023

Time: 14:30 through 16:00

Link (Pre-Registration required):

https://statedept.zoomgov.com/webinar/register/WN_ERHMk2L8QX6LVK_SgZzY4Q

4. What information should I have about the grant's budget before submitting my proposal? What am I allowed to include and what am I not allowed to include?

Date: June 27, 2023

Time: 14:30 through 16:00

Link (Pre-Registration required):

https://statedept.zoomgov.com/webinar/register/WN_vhLG9W6kQU6nvjc_gQwN2jw