

**U.S. DEPARTMENT OF STATE  
U.S. EMBASSY SOUTH AFRICA PUBLIC AFFAIRS SECTION  
NOTICE OF FUNDING OPPORTUNITY**

**Funding Opportunity Title:** 2019 Public Diplomacy Small Grants Program  
**Funding Opportunity Number:** DOS-PTA-201903  
**Announcement Type:** Cooperative Agreement  
**CFDA Number:** 19.040  
**Deadline for Applications:** April 23, 2019: 23:59 SAST  
**Total Amount Available:** \$150,000.00  
**Contact:**

For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

For assistance with the requirements of this solicitation, please contact the U.S. Embassy South Africa Grants Administrator: PretoriaGrants@state.gov.

**A. PROGRAM DESCRIPTION**

The Public Affairs Section of the U.S. Embassy South Africa of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a Public Diplomacy Small Grants Program. Please carefully follow all instructions below.

**Priority Region:** Project activities must take place in South Africa. See Part C Eligibility Information for further details about geographic regions.

**Program Objectives:**

In order to enhance the U.S. Mission to South Africa's engagement with South African audiences in support of U.S. foreign policy and public diplomacy objectives, the Public Affairs Section will enter into a cooperative agreement with the award recipient to conduct the FY2019 Public Diplomacy Small Grants Program.

The statutory authority for awards made under this announcement is contained in the Mutual Educational and Cultural Exchange Act of 1961, as amended, popularly known as the Fulbright-Hays Act.

**Background:**

The Public Affairs Section ("PAS") of the U.S. Mission to South Africa leads and coordinates efforts to provide South African audiences with current, accurate information and opportunities for increased understanding of U.S. policies, government, society, history, and culture. These efforts include providing resources to support locally-initiated projects and ideas that build, sustain, and reinforce U.S. foreign policy and public diplomacy objectives.

Key to these efforts is deepening and widening our network of potential recipients of PAS resources that promote this work. However, due to the administrative burden of providing small grants directly to recipients, PAS seeks an implementing partner to help administer these small grants. A single grantee with capacity to work at a national level is preferred.

The small grants program should provide a competitive opportunity for any eligible U.S. or South African citizens who propose projects up to \$25,000 that include an American

component, and promote one or more of the goals outlined below. Project activities must take place in South Africa and must be complete within one calendar year.

#### Goals:

Through the FY2019 Public Diplomacy Small Grants Program, PAS aims to:

1. Counter transnational threats and foster American security
2. Promote prosperity and good governance
3. Advance public health, human rights, and dignity

#### Objectives:

##### **Entrepreneurship & Economic Growth**

A continuum of activities that support innovation and entrepreneurship, in particular startups in the social entrepreneurship space that are sustainable and contribute to job creation; activities that encourage trade and investment and other partner relationships between entities in the United States and South Africa to promote economic growth and prosperity.

##### **Education**

Activities that promote quality higher education, collaboration between U.S. and South African higher educational institutions, skills training, leadership and soft skills development, workforce and technical skills development, sharing of common values and inspiration, Science, Technology, Engineering, Arts and Mathematics (STEAM), and general awareness of international standards and trends in education.

##### **Good Governance / Citizen Participation in Democracy**

Activities aimed at promoting accountability, transparency, efficiency, and effectiveness in local, municipal, provincial, and national governments; freedom of speech; a free and responsible media, voter participation, and civic responsibility.

##### **Urban Planning, Renewal, Development**

Activities that support education and learning about communities' need to provide growing urban populations with opportunities, services, and security.

##### **Human Rights and Dignity**

Activities that encourage women's empowerment and gender equality; respect for "the other," promote inclusiveness, empower marginalized and disadvantaged communities, and encourage social inclusion, access to resources, and opportunities for all.

#### Activity:

In close collaboration with PAS, the recipient of this cooperative agreement should be prepared to develop a small grants management process, oversee application submissions, conduct outreach and networking with potential partner organizations, coordinate a review process and schedule, enter into sub-award agreements, oversee the transfer of funds, and monitor and evaluate the small grants through their project lifecycles.

It is anticipated that the award recipient will administer, in close cooperation with PAS, an average of 20 to 40 small grants of various sub-award amounts, with the average in the \$3,000 - \$8,000 range.

Recipient organization involvement:

- Facilitate a small grants program management process, including developing and implementing the application and review process.
- Conduct outreach in coordination with PAS to possible partner organizations.
- Assist potential partners where necessary to develop competitive proposals.
- Enter into sub-award agreements with selected recipients.
- Oversee the responsible transfer and monitoring of funds to sub-award recipients.
- Establish a reporting plan for sub-award recipients, and regularly update PAS on progress and results.
- Create and implement a process to monitor sub-award expenditures and activities.
- Collaborate with PAS to design and implement an evaluation plan that assesses the impact of the small grants program.
- Prepare and provide to PAS a self-monitoring and evaluation plan, and regular progress and financial reports as agreed.

PAS involvement:

As a cooperative agreement, PAS will be substantially involved in program activities above and beyond routine grant monitoring.

PAS responsibilities are as follows:

- Provide advice and assistance in the execution of all program components.
- Provide clear guidance on themes, priorities, and sub-award agreement text.
- Approve internal timelines to achieve small grants program roll-out, management, and monitoring processes.
- Develop selection criteria for small grants and serve on final selection panel.
- Approve final list of small grant recipients after selection panels.
- Approve promotional materials involving the small grants program.
- Promote the small grants program.
- Monitor and evaluate the small grants program through regular communication with the award recipient, and routine site visits.
- Work closely with award recipient and provide feedback to identify areas of improvement.

Budget:

The total award will include funds intended for small grants (as sub-awards,) so we expect proposed budgets to include the following line items:

Direct Costs:

Personnel

Travel

Contractual [sub-awards] – note this should represent the bulk of the award

Indirect Costs:

Up to 10% de minimis for office overhead

**B. FEDERAL AWARD INFORMATION**

Length of performance period: 18 – 24 months

Number of awards anticipated: Up to 4 awards, depending on geographic spread.  
Award amounts: awards may range from a minimum of \$25,000 to a maximum of \$150,000  
Total available funding: \$150,000  
Type of Funding: FY19 Fulbright Hays Public Diplomacy Funds  
Anticipated program start date: June 30, 2019

**This notice is subject to availability of funding.**

**Funding Instrument Type:** Cooperative agreement. The level of PAS involvement in this program is listed under A. Program Description.

**Program Performance Period:** Proposed program should be completed in 24 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.

## **C. ELIGIBILITY INFORMATION**

### **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

For-profit or commercial entities are not eligible to apply.

### **2. Cost Sharing or Matching**

Cost-sharing is encouraged but not required.

### **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 and CAGE/NCAGE number, as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section IV for information on how to obtain these registrations. For information about SAM registration, please contact SAM supporting Federal Service Desk at [www.fsd.gov](http://www.fsd.gov), or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), for free help. DUNS, CAGE/NCAGE, and SAM registration are all available without a fee.

SAM supporting Federal Service Desk can help with:

- Creating an account
- Assigning roles to an account
- Entity Registrations
- Exclusions
- Searching for data in SAM

Please see Section D.3 for information on how to obtain these registrations.

Applicants are only allowed to submit one proposal per organization.

Applicants must have organizational representation (i.e. a pre-existing office) in at least one of the following cities: Pretoria, Johannesburg, Cape Town, and Durban.

## **D. APPLICATION AND SUBMISSION INFORMATION**

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.

Applications should be submitted by email to [PretoriaGrants@state.gov](mailto:PretoriaGrants@state.gov).

Applications are accepted in English only. Final grant agreements will be concluded in English.

Applications must include a detailed budget spreadsheet and budgets must be submitted in U.S. dollars.

All pages must be numbered, and all Microsoft Word documents must be formatted in single-spaced, 12-point Times New Roman Font, with a minimum of 1-inch margins.

Application forms required below are available at <https://www.grants.gov/>

### **1. Content and Form of Application Submission**

The following documents are **required**:

#### **1. Mandatory application forms**

- **SF-424** (*application for federal assistance – organizations*) at [www.grants.gov](http://www.grants.gov).
- **SF-424A** (*budget information for non-construction programs*) at [www.grants.gov](http://www.grants.gov).
- The **SF-424B** (*assurances – non-construction programs*) at [www.grants.gov](http://www.grants.gov) is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications.

**2. Summary Page:** Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

**3. Proposal:** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. A suggested template is provided. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.

- **Goals and Objectives:** The “goals” describe what the project is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Activities:** Describe the project activities and how they will help achieve the objectives.
- **Project Methods and Design:** A description of how the project is expected to work to achieve the stated goals.
- **Proposed Project Schedule and Timeline:** The proposed timeline for the project 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 project. What proportion of their time will be used in support of this project?
- **Project Partners:** List the names and type of involvement of key partner organizations if applicable.
- **Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the project be evaluated to make sure it is meeting the goals of the grant? A suggested template is provided.

**4. 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. A suggested template is provided. See section H. Other Information: Guidelines for Budget Submissions below for further information.

#### **5. Attachments:**

- 1-page CV or resume of key personnel who are proposed for the project
- Letters of support from project partners describing the roles and responsibilities of each partner, if applicable
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file (this only pertains to U.S. based organizations)
- Official permission letters, if relevant to the project

#### **6. Required Registrations:**

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

- NCAGE/CAGE code
- Unique entity identifier from Dun & Bradstreet (DUNS number)
- www.SAM.gov registration

Step 1: Apply for an NCAGE number

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 NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to the DUNS application.

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 3: Once you have been granted both your NCAGE code and your DUNS number you can register in SAM.gov at: <https://www.sam.gov>. SAM registration must be renewed annually.

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award 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.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

## 2. Submission Dates and Times

Applications are due no later than April 23, 2019.

## 3. Other Submission Requirements

Applications should be submitted by email to [PretoriaGrants@state.gov](mailto:PretoriaGrants@state.gov).

# E. APPLICATION REVIEW INFORMATION

## 1. Criteria

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

**Organizational Capacity and Record on Previous Grants – 40 points:** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Applicants must demonstrate their capacity for:

Project management

Communication – written and oral

Monitoring and evaluation processes

Financial integrity

Appropriate staffing

Capacity to award sub-grants at a national level

**Program Planning/Ability to Achieve Objectives – 20 points:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

**Budget – 20 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 – 20 points:** Applicant demonstrates it is able to measure program success against key indicators and provides 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.

## 2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

## 3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

## 4. Anticipated Announcement and Federal Award Dates

Successful recipient(s) will be notified by May 31, 2019, with anticipated award date to be by June 30, 2019.

## F. FEDERAL AWARD ADMINISTRATION INFORMATION



## 1. Federal Award Notices

The cooperative agreement will be written, signed, awarded, and administered by a 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.

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.

**Payment Method:** Payment will be made by EFT. For South African bank accounts, the exchange rate on the date of the transaction will be used.

## 2. Administrative and National Policy Requirements

**Terms and Conditions:** 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:

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.statebuy.state.gov/fa/pages/home.aspx>

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

## 3. Reporting

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted. It is anticipated that reports will be due within thirty days of each six month period, and within ninety days of the final completion of the award period.

## G. FEDERAL AWARDING AGENCY CONTACTS

For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

For assistance with the requirements of this solicitation, please contact the U.S. Embassy South Africa Grants Administrator: [PretoriaGrants@state.gov](mailto:PretoriaGrants@state.gov).

## H. 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 \$5,000 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 \$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. 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 10% of the modified total direct costs as defined in 2 CFR 200.68.

“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. (There is no cost-sharing required for this award.)

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