

U.S. DEPARTMENT OF STATE
U.S. Embassy Lilongwe
Notice of Funding Opportunity

Funding Opportunity Title:	U.S. Ambassador's Special Self-Help Fund
Funding Opportunity Number:	DOS-MWI-ASSHF-FY22
Deadline for Applications:	10 April 2023
Assistance Listing Number:	19.700
Total Amount Available:	\$60,000

A. PROGRAM DESCRIPTION

U.S. Embassy Lilongwe announces an open competition for organizations to submit applications to carry out a program to improve basic economic and social conditions at the community level. Please follow all instructions below.

Program Objectives:

U.S. Embassy Lilongwe will partner with community organizations to complete small scale projects that create income, improve health, and expand educational opportunities. All projects will be initiated and administered at the local level and will include significant community contributions. Activities funded by the program should be completed in one year. After funding ends, Self-Help projects must continue to be viable and sustainable in terms of finance, personnel support, and necessary expertise and services.

Example Projects:

1. Income Creation:
 - a. Purchase of income generating and value addition equipment such as looms, tools, oil processing machines, milling machines, or similar for existing co-operatives and non-profit organizations.
 - b. Expansion, improvement, diversification, and commercialization of agricultural and aquacultural production for existing co-operatives and non-profit organizations.
 - c. Create ongoing vocation training opportunities
2. Health:

- a. Increase access to clean water such as construction of shallow wells or boreholes or expansion of water supply infrastructure such as pumps and distribution systems.
 - b. Increase access to health services such as construction of under-five clinics.
3. Education:
- a. Increase access to basic education such as classroom blocks or library construction.
 - b. Increase access to basic education for girls such as construction of a hostel or water and sanitation facilities.

To be eligible for funding your project must meet the following criteria:

1. The applicant must be a non-profit organization either based in the community where the project will be implemented or partnered with an organization based in that community.
2. Substantial community contribution is required. Contributions may include labor, materials (bricks, sand, gravel, seeds, etc.), land, buildings, or money.
3. Funding is limited to one project which should be completed within twelve (12) months or less.
4. Projects must be self-sustaining upon completion. The U.S. Embassy's support for the project must be one time only. No future grant from any source should be needed.
5. Projects must be within the community's ability to maintain and operate after grant funding ends.
6. Project managers must show that they are financially responsible and will be able to account for funds sent to them.
7. The requested amount for implementing activities cannot exceed \$12,000. Project budgets generally range from \$5,000 to \$10,000.

Limitations/Exclusions from Eligibility

Ineligible Project Types

1. Village savings and loan start up, seed, or expansion
2. Business seed money
3. Any for-profit or personal businesses
4. Completion of incomplete or partially completed projects

5. Individual phases of multi-phase projects. Projects must be complete and usable at the end of the grant period
6. Projects that are partially funded by another donor or the Government of Malawi. Funds cannot be commingled with funds from other donors, international organizations, or other U.S. government programs
7. Remodel or renovation of an existing facility that is in disrepair because of neglect or lack of money
8. Projects that are the responsibility of the Government of Malawi
9. Projects that focus on refugees or displaced persons. There are specific U.S. bilateral or multilateral assistance programs designed to address these needs
10. Projects that have a police, military, or cultural emphasis
11. Religious projects unless they assist the whole community without regard to religious affiliation

Ineligible Project Costs/Budget Items:

1. Salaries, travel, fuel, meals, refreshments, snacks, airtime, or hall, room, or office rental for the grantee organization.
2. Any costs associated with the project manager and project management.
3. Costs associated with stakeholder meetings or engagement meetings with the District Executive Committee or any traditional or civil leaders.
4. Office supplies for the project manager or supervising organization such as pencils, pads, paper, forms, pens, pencils, and folders.
5. Previously owned equipment
6. Items that are not permanent in nature
7. Scholarships, donations, or honorariums
8. Contingency estimates
9. Land
10. Pesticides or herbicides
11. Equipment such as vehicles, office equipment, copiers, stereos, luxury goods, or gambling equipment.

Applications that include ineligible items may be disqualified.

We encourage you to contact us with questions about eligible costs as you develop your proposal.

B. FEDERAL AWARD INFORMATION

Length of performance period:	12 months
Number of awards anticipated:	8 awards
Award amounts:	Up to \$10,000
Total available funding:	\$60,000
Type of Funding:	FY22 Economic Support Funds under the Foreign Assistance Act
Anticipated program start date:	1 October 2023
Funding Instrument Type:	Grant

This notice is subject to availability of funding.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

All citizens of Malawi representing a civilian, religious, social, community development, special interest, disability, or advocacy group or organization may request funding for a community activity. Groups must be registered with the proper authorities.

2. Cost Sharing

Applications must show the community contribution in the budget and budget narrative. The value and quality of the community contribution will be used in choosing which projects will be funded. Community contribution can be in cash or in-kind. Examples of in-kind contributions are labor, food, accommodation for qualified labor, sand or gravel, bricks, water supply, transportation costs, donations of materials, etc.

D. APPLICATION 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 may be ineligible.

1. Content of Application

- a. Proposal:** The proposal should contain sufficient information that anyone not familiar with the project will understand exactly what you are

proposing to do with the grant funds. The proposal must include all the items below.

- 1) Summary Page:** On a cover page or on the first page of the application, make a summary of the proposal including:
 - Organization name
 - Project manager name, phone/WhatsApp number, email address
 - Project Title
 - Project location, including a Google Maps Plus Code address or coordinates if possible
 - Date the proposal was completed
 - Total project cost, with:
 - Total grant request
 - Total value of the community contribution
 - A short description of the project
- 2) Introduction to your organization:** This section should show that your organization can complete the project as proposed. Tell us who your organization is and what work you do. Include information about organization leaders, membership, structure, certifications, and past and present operations. Also include information on previous U.S. government grants, if any.
- 3) Problem Statement:** This section tells us why a Self Help project is needed in your community. Write a clear, concise, and well-supported statement of the problem. Describe the problem using information about the current conditions in the community. Use data and numbers from the community if available.
- 4) Project Goal:** This section tells us the impact the project will have on the community. The project goal should be related to solving the problem described in the first section. Show how conditions in the community will be improved when the project is complete. Use data and numbers to show direct and indirect beneficiaries.
- 5) Project Design:** This section tells us what project you are proposing, why you decided on this project, and how the project will address the problem in the community. Tell us what the project will be and describe why this solution was selected and other possible solutions were not selected. Describe how the community, traditional leaders,

and project beneficiaries were engaged to decide to implement this project.

- 6) **Project Activities:** This section tells us what your organization and the community will do to complete the project. Show who will be responsible for completing and monitoring each activity. Activities should be related directly to items in the budget and described in the budget narrative. The cost of every activity should be shown as a cost for the grant or as a community contribution. Every item in the budget should be needed for a specific project activity.
- 7) **Project Timeline:** This section tells us which activities will be completed in which month during the project. Consider things like rain, transportation of materials, and times when community members are available for in-kind contribution. Payments from the grant fund are made in tranches based on the project timeline.
- 8) **Program Monitoring and Evaluation Plan:** This section tells how your organization will ensure that the project will be completed on time and correctly.
- 9) **Sustainability:** This section tells us how the community will continue to benefit from the project after the grant funding ends. All projects must continue to have value in the future. The project cannot rely on future grant funds from any source. Sustainability can include things like training beneficiaries to use and maintain new equipment, using new or existing community organizations to manage the completed projects, or showing income or user fees that will generate funds to maintain the project. Projects that do not show a good sustainability plan in the application will not be funded.
- 10) **Key Personnel:** This section tells us the names, titles, roles, and experience/qualifications of key personnel involved in the project. CVs or resumes for key personnel should be added as attachments.
- 11) **Program Partners:** This section tells us what other organizations will be involved in completing the project if applicable. List the names and type of involvement of partner organizations.

12) Budget: This section tells us how the grant money will be spent. List all expenses needed for completion of the project by line and show what will be provided by the community and what will be charged to the grant. The budget should be as detailed as possible. All items in the budget should be related to the activities needed to complete the project. See **Limitations/Exclusions from Eligibility** in Section A for a list of things that are not eligible to be paid with grant funds. Including items on this list your budget under grant funds may disqualify your entire grant proposal. Please contact us to ask if you are unsure if any cost in your budget is eligible.

13) Budget Justification Narrative: This section tells us why each item is included in the budget and how the item will be used. Describe each of the budget expenses in detail. Include estimates from local suppliers of materials and estimates from local builders and craftsman that will be needed to complete the project.

b. Attachments:

- 1-page CV or resume of key personnel
- Letters of support from program partners describing the roles and responsibilities of each partner
- Signed statements from traditional authorities showing support for the project.
- Official permission letters, if required for project activities
- Other relevant letters of support or recommendation

c. Forms

- **SF-424 (Application for Federal Assistance – organizations)**

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

2. Required Registrations:

All organizations must obtain these registrations as a condition of funding. Registrations are free of charge:

- NCAGE/CAGE code
- www.SAM.gov registration which will generate a UEI

Any applicant with an exclusion 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.”

Foreign-based organizations: Must apply for a NCAGE code before registering in SAM.gov. Go to: <https://eportal.nspa.nato.int/AC135Public/CageTool/home> to apply for a NCAGE code. NCAGE codes must be renewed every 5 years.

US-based organizations: A CAGE code will be automatically assigned when the U.S. organizations registers in www.sam.gov. CAGE must be renewed every 5 years. Site for CAGE: <https://cage.dla.mil/Home/UsageAgree>. Grantees may be asked for more information to finalized and must comply.

The Unique Entity Identifier (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. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

The UEI will be assigned when an organization registers or renews it's registration in SAM.gov at www.SAM.gov. To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at <https://login.gov/>. As a reminder, organizations need to renew sam.gov registration annually.

It is in the organization's best interest to check if their CAGE/or NCAGE codes are active. Organizations are required to register/or renew their CAGE or NCAGE codes **prior** to registering or renewing www.sam.gov. Both registration and renewals for both CAGE and NCAGE can take up to 10 days. Organization's legal address in NCAGE/CAGE must be the same in www.sam.gov.

www.sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov.

3. Submission Dates and Times

Applications are due no later than 10 April 2023. All application materials must be submitted by email to self-helpmalawi@state.gov or submitted by hard copy to the U.S. Embassy in Lilongwe.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Community Need: The proposal thoroughly describes the challenge or need in the community that will be addressed by the proposed project.

Quality and Feasibility of the Project Idea: The proposal shows how the project will address the community need. The project is well designed and within the ability of the applicant organization and community partners to implement. The proposal has a thorough description of how the project will operate and how the community will benefit.

Impact: The project will benefit many people in relation to the amount of funding requested.

Budget: The budget is complete, costs are reasonable, and budget items are eligible, appropriate, and relevant to the project.

Organizational Capacity and Record on Previous Grants: The organization has the knowledge and experience needed to complete the project and has the internal controls in place to manage U.S. grant funds.

Monitoring and evaluation plan: The project has observable and measurable outcomes/impact. Applicant demonstrates they can measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal.

Sustainability: Program activities will continue to have positive impact after the end of the program.

Community Contribution: The budget shows community contribution. Projects where community contribution is a high percent of the total project cost are more likely to be funded.

2. Review and Selection Process

All applications will be reviewed by the Small Grants Office staff for eligibility and scored on general criteria. The top applications will be further reviewed by a committee of U.S. Embassy personnel and ranked according to funding priority. The Small Grants Office will conduct a due diligence visit or call with the recommended applicants to address questions raised by the review committee. Projects will be funded according to priority and availability of funding.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. 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.

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.

2. Payment Method:

Funds will be dispersed by electronic funds transfer (EFT) in tranches to a project dedicated bank account. The account must be with a formal bank such as Standard Bank, National Bank, First Capital Bank, First Discount House (FDH), New Building Society (NBS), or MyBucks. There can be no comingling of Self Help funds with any other funds in the account. Bank statements must be kept and available for inspection.

3. 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:

- [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](#)

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 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - 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 in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

4. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports as a condition of continued funding. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

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