U.S. DEPARTMENT OF STATE
U.S. EMBASSY Budapest
Notice of Funding Opportunity

Funding Opportunity Title:	Academy for Women Entrepreneurs Hungary 2021
Funding Opportunity Number:	PAS-BUD-FY21-NOFO-AWE
Deadline for Applications:	**January 17, 2020 (11:59 p.m. CET)**
CFDA Number:	19.022; 19.040
Total Amount Available:	up to $66,600 (Subject to availability of funds)

Contact information:

For assistance with the requirements of this solicitation, contact: BudapestGrants@state.gov

Please note that the Embassy cannot provide additional guidance or preliminary feedback on concept notes that may give or be construed to give any one applicant a distinct advantage over other in the application process.

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A. PROGRAM DESCRIPTION

The U.S. Embassy Budapest, Public Affairs Section (PAS Budapest) of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program for the Academy of Women Entrepreneurs (AWE) 2021 program for participants from Hungary.

The State Department's Bureau of Educational and Cultural Affairs (ECA) has established the Academy for Women Entrepreneurs (AWE), as a program supporting women entrepreneurs around the world. AWE uses DreamBuilder, an online training program for women entrepreneurs that was developed through a partnership between Arizona State University's Thunderbird School of Management and global copper mining company Freeport-McMoRan, which teaches women to create their own business plans, understand how to raise capital, and connect with networks of successful business owners.
Additional information is available at the following link:
https://eca.state.gov/awe

Please carefully follow all instructions below.

Priority Region:
Project activities must take place in Hungary and be directed at Hungarian audiences/participants.

Program Objectives:
The goal of the project is to empower women in Hungary to fulfill their economic potential, and in doing so, create conditions for a more stable, secure, and prosperous society. The objective of the project is to engage a maximum of 30 Hungarian women entrepreneurs in an educational program designed to equip them with skills for successful development of their business ideas. The distribution of participants engaged should be a maximum of 5 from Pest county and 25 from the countryside.

The awardee will develop a program aimed at increasing entrepreneurial capacity of AWE beneficiaries that will integrate the DreamBuilder (dreambuilder.org) online course as one of its key components. The program will encompass facilitated viewing sessions that will provide the participants an opportunity to discuss the topics and to network. The modules may be augmented to localize the context, and to accommodate the topics of guest speaker talks.

Applicants are encouraged to build a comprehensive program in support of the skills gained through the sessions, which may include mentorship activities, partnerships with business incubators, speed-networking, and/or pitch competitions. Participants of this program should be comfortable taking a course and completing assignments in the English language. Awardee should be able to demonstrate extensive experience in organizing entrepreneurship or business programs and should have an established network of entrepreneurs, businessmen, and investors throughout the country.

Responsibilities of Awardee:

The awardee will be responsible for recruitment of AWE participants aged between 25 and 45, who have demonstrated interest in developing an entrepreneurial idea, or have recently started a business. The participants should feel comfortable speaking in English, have computer literacy, and be willing to commit up to 7 hours a week for participation in the AWE Hungary 2021. The awardee will promote the call for participants through traditional and/or social media platforms and organizational networks that would maximize the number of women reached. In consultation with the awarding agency, the awardee will determine additional selection criteria beyond the basic eligibility parameters, and devise an application form. The awardee will review and pre-select program participants and in close collaboration with PAS Budapest will organize and conduct final interviews to select the 30 participants and 5 alternates.

The selection process is to be in close collaboration with PAS Budapest, who will approve the methods of application publication and sit on the selection committee for participants.

The awardee will be responsible for structuring partnerships with entities, experts, NGOs, academic institutions for delivery of the program. The awardee will work closely with PAS

Budapest to maximize joint programming opportunities where available and consult with PAS Budapest regularly on progress of the program.

The awardee will be responsible for securing data cards to ensure participants' internet connectivity and to take care of program-related coordination and logistics. The awardee will be encouraged to use the network of American Corners across Hungary as venues, where appropriate, upon prior coordination with PAS Budapest. The awardee will be responsible for adequate staffing of facilitated AWE events and relevant travel arrangements.

The awardee will monitor attendance and participation of AWE beneficiaries, maintain regular communication with them and provide ongoing support and troubleshooting. The awardee will be responsible for timely reporting of the program's progress to the awarding agency, per guidelines and reporting periods identified in the Cooperative Agreement.

The awardee will propose five additional, country-specific fields that would be beneficial for participants. Awardee will recruit, pre-select and select with the supervision of PAS Budapest additional experts to become mentors and trainers of AWE participants. Awardee can contract 10 entrepreneurs to conduct the five additional modules and will be in charge of logistics.

The awardee will execute a comprehensive Monitoring and Evaluation Plan consisting of a series of data collection and assessment activities during the program, and after the program completion to evaluate the effectiveness of AWE Hungary 2021.

Participants and Audiences:

Target audience for the program should be women from geographically diverse areas in Hungary, aged between 25 and 45, with good English skills and computer literacy. The women must have a demonstrated interest in developing a business idea. Depending on the chosen online course, participants may not need to be in business already or have developed a business plan. The participants must be energetic and available to commit up to seven hours a week for studying the course content, discussions, networking and other events as part of the program.

The participants must have access to a computer workstation and stable internet connection for the duration of the program. Data cards/modems will be provided by the program.

The number of participants of the program is 30 women.

B. FEDERAL AWARD INFORMATION

Length of performance period:	12 months
Number of awards anticipated:	1 award
Award amounts:	up to a maximum of $66,100.00
Total available funding:	$66,100.00 (Subject to availability of funds)
Type of Funding:	FY2021, funding authority rests in the Fulbright-Hays Act
Anticipated program start date:	February 2021

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement. Cooperative agreements are different from grants in that bureau/embassy staff are more actively involved in the grant implementation.

PAS Budapest will exercise significant involvement in selecting participants, conducting classes and other learning activities, and determining appropriate follow-up engagements.

Program Performance Period: Proposed programs should be completed in 12 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. ELIGILIBITY INFORMATION

1. Eligible Applicants

The following organizations registered in Hungary are eligible to apply:

- Not-for-profit organizations, including associations, civil-society, non-governmental organizations
- Public and private educational institutions

U.S. or third-country organizations are not eligible for cooperative agreement under this program unless in partnership with a Hungarian entity.

Applicants must have organizational representation (i.e. an existing office) in Hungary.

Organizations with extensive experience in business or entrepreneurship and with an established network, all preferably in Hungary, will have priority among applicants.

2. Cost Sharing or Matching

Inclusion of cost share is not a requirement of this opportunity.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations.

Only organizations having valid SAM.gov registration will be considered as eligible applicants.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

Applications are accepted in **English only**, and final grant agreements will be concluded in English.

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.

D.1. Application Submission Deadline:

All applications must be received by **January 17, 2021 (11:59 p.m. CET)**. This deadline is firm and is not on a rolling deadline. If organizations fail to meet the deadline noted above their application will be considered ineligible and will not be considered for funding.

D.2. Application Submission Process:

Applicants have to submit all application materials directly to the following email: BudapestGrants@state.gov

Applicants **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of their email.

After submission applicants will receive an email, confirming their application has been received.

1. Address to Request Application Package

Application forms required below are available at U.S. Embassy Budapest website.

2. Content and Form of Application Submission

Content of Application

Applications must contain the following attachments:
- Summary page in PDF clearly indicating the organization DUNS number
- Proposal form in PDF (sample form is available at U.S. Embassy Budapest website)
- Budget in EXCEL, and
- Budget narrative in PDF (sample form is available at U.S. Embassy Budapest Website)

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

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

2. Proposal (based on sample proposal form, 12 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed 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.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities**: Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design**: A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program 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 program be evaluated to make sure it is meeting the goals of the grant?
  Include indicators the award will track to report on the program's progress. At minimum, a monitoring and evaluation plan for an AWE Hungary 2021 award must include the following: the number of participants, demographic information of those participants, the number, type, and location of viewing sessions offered, course enhancement activities and meet-ups, routine follow-up surveys and, in some instances, follow-up calls/meetings to determine programmatic effectiveness as well as how program participants applied information gained through AWE Hungary 2021 program.

3. Proposed Budget: Please see *H. Other Information for Guidelines for Budget Justification* for further information.

4. Budget Justification Narrative: After filling the sample Budget form (available at U.S. Embassy website), use a separate sheet of paper to describe each of the budget expenses in detail.

5. Other Attachments*:*

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities

Please note:

1. Other items NOT required/requested for submission, but which may be requested if your application is approved for funding include:

a. Copies of an organization or program audit within the last two (2) years
b. Copies of relevant human resources, financial, or procurement policies
c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas.

2. PAS Budapest reserves the right to request any additional programmatic and/or financial information regarding the proposal.

After the review and selection process only the selected Applicant will have to submit the following required documents:

Mandatory application forms

- **SF-424** ***(Application for Federal Assistance)***
- **SF-424A** ***(Budget Information for Non-Construction programs)***
- **SF-424B** ***(Assurances for Non-Construction programs)***

These forms can also be found at https://www.grants.gov/web/grants/forms.html
You may also request an application package by emailing BudapestGrants@state.gov.

D.3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:
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.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

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

Step 1: Apply for a DUNS number

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

Step 2: Request for an NCAGE Code

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 3: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: https://www.sam.gov.

System for Award Management Non-Federal User Guide is available here.

Please note that your registration in www.sam.gov must be renewed annually.

To finalize your registration or if you need further assistance in connection with registration in www.sam.gov, you may contact the Federal Service Desk at https://www.fsd.gov/fsd-gov/home.do

D.4. Funding Restrictions

1. **Construction:** This award does not allow for construction activities or costs.

2. **Pre-award Costs**: Pre-award costs are not an allowable expense for this funding opportunity.

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

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

Quality and Feasibility of the Program Idea – 25 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants – 30 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.

The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project.

The organization demonstrates that it has a clear understanding of the underlying issue that the project will address.

The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system and a bank account.

Applicants who have received grant funds previously have been compliant with applicable rules and regulations.

Where partners are described, the applicant details each partner's respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate.

Organizations with extensive experience in business or entrepreneurship and with established network, all preferably in Hungary, will have priority among applicants.

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

Monitoring and evaluation plan – 15 points: 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.

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.

If a proposal is selected, PAS Budapest reserves the right to reduce, revise, and/or increase the proposal budget in accordance with the needs of the program and availability of funds.

Payment Method: all payments against the cooperative agreement will be made by Electronic Funds Transfer (EFT) and will be made according to the payment schedule as determined in the award document, based on Recipient's request.

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, and the Department of State Standard Terms and Conditions which are available at: https://www.state.gov/about-us-office-of-the-procurement-executive/.

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 quarterly financial reports and program reports. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days after the close of the project period. All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high risk designation has been removed.

Applicants should be aware of the post award reporting requirements reflected in 2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact:

BudapestGrants@state.gov

H. OTHER INFORMATION

H.1. 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.

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

H.2. Branding Requirements:

As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or

greater than) any other logo or identity. Note: Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

H.3. Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.

H.4. Additional information:

Interested applicants before submitting the application can join an online Q&A, provided by PAS Budapest.

Please check U.S. Embassy website (https://hu.usembassy.gov/education-culture/embassy-funding/) and Facebook page (https://www.facebook.com/hungary.usembassy) for the date and time.

Please send an email to the BudapestGrants@state.gov to register in advance to this meeting. The meeting will be held via Zoom, event link will be provided upon registration.