

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY Tbilisi
Notice of Funding Opportunity (NOFO)**

Funding Opportunity Title: FY 2023 Julia Taft Refugee Fund – Georgia
Funding Opportunity Number: DOS-GEO-FY23-001-122022
Assistance Listing Number/Catalog of Federal Domestic Assistance Number (CFDA): 19.520
Deadline for Applications: January 24, 2023, at 11:59pm Georgia Standard Time
Total Amount Available: \$75,000

PROGRAM DESCRIPTION

The U.S. Embassy Tbilisi, Georgia (Embassy Tbilisi), in collaboration with the Bureau of Population, Refugees, and Migration (PRM), is pleased to welcome proposals for projects via the Julia Taft Refugee Fund from potential partners working in the area of refugee protection in Georgia. Please carefully follow all instructions below.

Program Objectives

The U.S. Department of State's Julia Taft Refugee Fund responds to critical gaps in refugee assistance by funding durable solutions to the problems refugees and other displaced persons face. The intent of this initiative is to provide U.S. ambassadors with the means to respond to critical gaps that have not been addressed in larger multilateral refugee programs. The Taft Fund is intended for projects that include a target beneficiary base of at least 50 percent refugees, internally displaced persons, or returned refugees. PRM is also interested in supporting projects to prevent and resolve statelessness and seeks to support local organizations to support equal access to protection, assistance, and other solutions for LGBTQI+ refugees and stateless persons. Consideration for support is also given to projects that benefit both populations of concern and their host communities. The Julia Taft Refugee Fund is not meant as an emergency fund.

FEDERAL AWARD INFORMATION

Length of performance period: 6 to 12 months
Number of awards anticipated: One to three awards (dependent on amounts)
Award amounts: Each may range from a minimum of \$10,000 to a maximum of \$25,000
Total available funding: \$75,000, but limited to \$25,000 per award
Type of funding: FY2023 Julia Taft Refugee Fund under the Migration/Refugee Act
Anticipated Program start date: June 2023
Funding Instrument Type: Grant
Program Performance Period: Proposed programs should be completed in 12 months or less.

ELIGIBILITY INFORMATION

Not-for-profit organizations, including think tanks and civil society/non-governmental organizations (e.g.: international and local non-governmental organizations; community-based organizations; faith-based organization), are eligible to apply. Local non-governmental organizations will be given priority.

APPLICATION AND SUBMISSION INFORMATION

Please submit your applications by email to tbilisipolecon@state.gov. In the subject line, please include the following: *Proposal for the Julia Taft Refugee Fund – [insert the name of the organization]*.

Submission Dates: Applications are due no later than January 24, 2023, at 11:59pm Georgian Standard Time.

Content of Application: Applications must be in English and include **ALL** of the components below:

1. **SF-424** - Application form for Federal Assistance for organizations
2. **SF-424A** - Budget Information form for non-construction programs. The form must be completed in United States dollars.
3. **Budget Justification Narrative** that describes each of the budget expenses listed in the SF-424A form in detail. *See Other Information: Guidelines for Budget Submissions below for further information.*
4. **Project proposal** that clearly addresses the goals and objectives of the project. Proposals may not exceed three pages in length. *See Proposal Components below for further information.*
5. **Resumes/CVs** of team lead and key personnel administering the project.
6. **System for Award Management (SAM) Registration:** The chosen proposal(s) must register with www.sam.gov and receive a **Unique Entity Identifier (UEI)** before receiving the grant funding. If the SAMS.gov registration has not been finalized, applicants must demonstrate proof of their request for registration in SAMS.gov. *See Required Registrations below for further information.*

Proposal Components: The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. Proposals may not exceed three pages in length, but may include optional additional attachments with work plans, activity calendars, and/or logical frameworks. However, attachments cannot be relied upon as a key source of program information. No specific application form is required, but competitive proposals will contain the following elements and the review panel will evaluate proposals based on the following criteria:

- **Proposal Summary:** Short narrative that outlines proposed project and beneficiaries and goals.
- **Introduction to the Organization or Individual 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;

- **Program Activities:** Describe your proposed program activities and how they will help achieve the program objectives;
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.
- **Proposed Program Schedule and Timeline:** The proposed project timeline for key program activities. Include 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 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

Required Registrations: All organizations must register with **System for Award Management (SAM)** to receive a grant. All registrations are free of charge. SAM registration must be renewed annually.

- **NATO Commercial, and Government Entity (NCAGE) Code/CAGE Code:** Foreign based (non-U.S.) organizations must apply for a NCAGE code before registering in SAM. US-based organizations: will be automatically assigned a CAGE code when registering in www.sam.gov.

To apply for an NCAGE code:

<https://eportal.nspa.nato.int/AC135Public/CageTool/home>

- **SAM Registration:** After receiving the NCAGE Code, register with SAM to generate a Unique Entity Identifier (UEI).

To register with SAM:

<https://www.sam.gov/portal/public/SAM/>

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.

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@dliis.dla.mil for any problems in getting an

APPLICATION REVIEW INFORMATION

Each application will be evaluated and rated by an Embassy Tbilisi grants review committee on the basis of the following evaluation criteria listed below. The criteria listed are closely related and are considered holistically in judging the overall quality of an application. The criteria are as follows:

1. **Quality and Feasibility of the Program Idea:** The project idea is well developed, with detail about how project activities will be carried out. The proposal includes a reasonable implementation timeline.
2. **Organizational capacity of the organization:** The organization has experience in implementing activities related to vulnerable groups, is focused on economic and social development, and demonstrates the ability to implement the activities proposed.
3. **Program Planning/Ability to Achieve Objectives:** Goals and objectives are clearly stated and project approach is likely to provide maximum impact in achieving the proposed results.
4. **Budget:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.
5. **Monitoring and evaluation plan:** The monitoring and evaluation plan is clear and includes specific, measurable, and achievable indicators.
6. **Sustainability:** Project activities will continue to have positive impact after the end of the program.

FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices: The grant award or cooperative agreement will be written, signed, awarded, and administered by Embassy Tbilisi's Grants Officer. The assistance award agreement is the authorizing document and 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 notice of funding opportunity 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. Organizations whose applications were not selected for funding will be notified via email.

Payment Method: Payments will be made in at least two installments, as needed to carry out the project activities.

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

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. 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:
tbilisipolecon@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.

Contracts: 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: Detail all cost sharing arrangements. “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: Note that award funds cannot be used to purchase alcoholic beverages.

