

Department of State – U.S. Embassy Malabo

PAS MALABO SMALL GRANTS PROGRAM FOR ALL AUDIENCES

NOTICE OF FUNDING OPPORTUNITY (NOFO)

The Public Affairs Section at the U.S. Embassy, Malabo is pleased to announce a **Funding Opportunity**. The Annual Program Statement invites applications for innovative programs. The deadline for applications is **February 15, 2021**.

Funding Instrument Type: Grant

Anticipated period of performance: 1-12 months

Number of awards anticipated: up to 5

Ceiling of Individual Award Amounts: \$10,000

I- AWARD SUMMARY

The U.S. Embassy in Malabo invites all eligible applicants to submit a proposal. This NOFO is soliciting applications for the specific purpose of advancing the objectives outlined below. Applications for renewal or supplementation of existing projects will not be considered under this NOFO.

Goals

Project proposals submitted through this NOFO should address one of the following goals:

1. Motivating and empowering youth.
2. Increasing social inclusion (i.e. equal rights and opportunities for women, LGBT individuals, and people with disabilities)
3. Diversifying the Equatoguinean economy (i.e. training in business development skills, promoting the entrepreneurial spirit, supporting tourism)
4. Promoting the English language (i.e. promoting clubs, forums, social media, education, and arts)
5. Strengthening the media: increasing media professionalism, access to diverse sources of news, and developing savvy consumption of news.

Please follow all instructions below carefully. Failure to present all information or comply with stated requirements will hurt the application's chances. All documents must be in English. All programs must include an element of American culture or values, or connection with American experts, organizations, or institutions in a specific field that will promote increased understanding of U.S. policy and perspectives. Preference will be given

1) to proposals from alumni of U.S. exchange programs and 2) to programs that can be conducted safely during the COVID-19 crisis.

II- ELIGIBILITY INFORMATION

1. Eligibility is open to all individuals; all non-profit, non-governmental organizations whose work directly affects Equatoguinean populations. Organizations may sub-contract with other entities, but only one, non-profit, non-governmental entity can be the prime recipient of the award. For-profit entities are not eligible to be the prime recipient of an award under this NOFO. When sub-contracting with other entities, the responsibilities of each entity must be clearly defined in the proposal.
2. Previous federal award recipients who are not/were not in compliance with the terms of the award, including the financial and program reporting requirements, are not eligible for an award under the NOFO. It is the applicant's responsibility to ensure she or he complies with all applicable terms, conditions, and Office of Management and Budget guidance and requirements.

III- APPLICATION AND SUBMISSION INFORMATION

All application materials must be submitted electronically to MalaboGrants@state.gov. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or send them an email on support@grants.gov. For assistance with the requirements of this solicitation, please email the Grants Team at MalaboGrants@state.gov.

Application packages containing all the information listed in this section can be scanned into pdf format and sent as a single file to the following E-mail address: MalaboGrants@state.gov. Files should not exceed 10 MB or they may be rejected by the Embassy's server.

Please follow all instructions below carefully. Failure to furnish all information or comply with stated requirements will hurt the application's chances. Applicants must set forth accurate and complete information as required by this NOFO. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

Applicants must 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
- All documents and materials should be scanned into pdf format and sent as a single file that should not exceed 10 MB.

SECTION 1 – COVER SHEET

The coversheet is limited to one page in length. It must provide the title of the project, an executive summary of the project, the applicant's capacity to carry it out, expected timeline, and cost.

SECTION 2 – TECHNICAL PROPOSAL

A. Implementation Plan

The applicant must specify the goals and objectives of the project. Goals are general statements of intent. Objectives define a task to be accomplished. The applicant should describe in detail the steps to be taken to achieve these goals. This description should include all components of the proposed project including, as needed, design, procurement, installation, and training. The proposal should clearly demonstrate how each of these project components directly relates to the project's stated goals. The proposal should include information on organizational partners and preferred vendors. In alignment with the Monitoring and evaluation (M&E) plan described below, this section should also describe how success will be measured, and should propose specific performance indicators, which can be used to track progress and determine the project's success. This section must include a time-task plan that clearly identifies the timeline for carrying out the project's major activities.

Applicants are recommended to present the following for each project component:

- An overview of the proposed project component and its respective activities.
- A description of how the project component supports the overall goal of the project.
- A detailed outline of the methodology that will be used to implement the proposed component.
- An analysis of anticipated implementation risks and challenges.
- A summary of expected outputs with their expected impact, using performance indicators that will be used to track progress towards the anticipated results.
- A comprehensive budget submitted in the form of a spreadsheet.

The proposal should also describe the applicant's sustainability plan and what measures will be taken to ensure that the benefits of the proposed project continue to be realized after the completion of award performance.

B. Organizational Description and Capability

This section should detail the applicant's capability to successfully carry out the project. It should include a clear description of the applicant's management structure, experience working in the related thematic/program field, experience with U.S. Government grants, and the organizational experience and background in Malabo related to the proposed activities. The applicant should explain how its previous experience has equipped it to carry out this project. Besides information about the organization, this section must also identify the proposed management structure and staffing plan for the proposed project. Resumes for Key Personnel should be included in Section 4 (Key Personnel Resumes).

A. Monitoring and Evaluation Plan (M&E)

Applications must include a monitoring and evaluation plan (M&E plan), sometimes also referred to as a performance monitoring or performance management plan. The M&E plan is a systematic and objective approach or process for monitoring project performance toward its objectives over time. The plan must consist of indicators with baselines and targets; means for

tracking critical assumptions; plans for managing the data collection process; and regular collection of data. The indicators in the plan should be SMART (Specific, Measurable, Attainable, Realistic, and Time-framed). Applicants must include a detailed M&E plan for the base period and should also describe how the plan would change/be updated should the project continues after the end of the grant.

The M&E plan for this project must include at least two of the following indicators:

- Indicator 1: Number of individuals impacted/trained by the program
- Indicator 2: Number of people taking action to stop and/or raise awareness about the problem
- Indicator 3: Number of people reached via social media (if used)
- Indicator 4: Post and pre-course survey (if applicable)

Monitoring project activities is crucial to measuring progress toward your organization's goal, and it is required for all recipients of U.S. Embassy grants. Please be specific when describing how your organization will report on project activities and results.

1. Describe the objective(s) of the project.
 - What change will be achieved as a result of the project?
 - Who will be affected?
 - Where will the change take place?
 - What is the timeframe of the project?
2. Describe the project activities that must be completed for the project to succeed.
 - Why has your organization chosen these activities?
 - Who will conduct the activities?
 - What materials/resources are necessary for activities?
 - Describe any collaboration(s) with other organizations/groups on your project activities.
3. Describe how your organization will monitor and report on the project's progress.
 - What data will you collect, when, and how?
 - How will you document your project's process and the activities carried out?
 - Who will conduct the program monitoring and reporting?
4. What are the organization's and/or community's contributions to this project? Please be specific and list items and their monetary value.
5. Please describe how the project will be self-sufficient at the end of the funding. How will your project continue once funding from this grant ends?

Applicants are encouraged to include additional indicators they may believe will assess project impact. More information on M&E plans is located <http://www.state.gov/j/drl/p/c35797.htm>

SECTION 3 – BUDGET

A. Budget Details

Applications will not be considered complete unless they include budgets that respond to the solicitation guidelines. Complete budgets will include detailed line-items outlining specific cost requirements for proposed activities.

Detailed Line-Item Budget (in Microsoft Excel or similar spreadsheet format) that delineates funds requested from the Embassy and cost-share (see below for more information on budget format). Costs must be in U.S. Dollars. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. The following provides a description of the types of costs to be included in each budget category.

a. Personnel – Identify staffing requirements by each position title and brief description of duties. For clarity, please list the annual salary of each position, percentage of time and number of months devoted to the project.

b. Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

c. Travel - Staff and any participant travel

1) International Airfare

2) In-country Travel

3) Domestic Travel in the U.S., if any

4) Per diem/maintenance: Includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: http://aoprals.state.gov/web920/per_diem.asp.

d. Equipment – Please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year.

e. Supplies – The specifications and cost of each type of supply proposed (e.g., desktop computer with pre-installed software) must be included in this section. List items separately using unit costs (and the percentage of each unit cost being charged to the award) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: \$50/month x 50% = \$25/month x 12 months).

f. Contractual -

- **Sub-grants and sub-contracts.** For each sub-grant/contract please provide a detailed line item breakdown explaining specific services. In the sub-grant budgets, provide the same level of detail for personnel, travel, supplies, equipment, direct costs, fringe benefits, and indirect costs as required of the direct applicant.

- **Consultant Fees.** For example, lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x \$100/day x 2 days). Translation and accounting costs are accepted in this category if the grantee requires the services of a translation company or an accounting firm to help with the paperwork.

g. Construction – For this solicitation, construction costs are not applicable.

h. Other Direct Costs - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative.

i. Indirect Costs - Organizations claiming indirect costs should have an established NICRA. A copy of the NICRA should be provided with the proposal package. If sub-grantees are claiming indirect costs, they should have an established NICRA should also submitted with the proposal package. **If an organization does not have a NICRA, and the proposal budget has a line item for indirect cost charges, those indirect charges may not exceed 10%.** Information how to obtain a NICRA rate is listed Section G.

B. Budget Narrative

The purpose of the budget narrative is to supplement the information provided in the budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals. The budget narrative is a tool to help the Embassy staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the costs beyond the constraints of the budget template. Together, the budget narrative and budget spreadsheets should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant's Implementation Plan. The description provided on the budget spreadsheets should be very brief.

SECTION 4 – KEY PERSONNEL RESUMES

A resume, not to exceed one (01) page in length, must be included for the proposed key staff persons, such as the Project Director. If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a resume.

SECTION 5 - APPLICATION FOR FEDERAL ASSISTANCE (SF-424)

The SF424 is the standard cover sheet for applications.

For Individuals: Download and fill the "Application for Federal Domestic Assistance-Individual" form on the following link: <https://www.grants.gov/web/grants/forms/sf-424-individual-family.html#sortby=1>

For Organizations: Download and fill the "SF424 Mandatory Form" form on the following link: <https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>

SECTION 6 - APPLICATION FOR FEDERAL ASSISTANCE SF424A

The SF424A is a budget summary sheet for proposals. Please refer to "Section 3 – A" for a description of budget categories.

For Individuals: Download and fill the "Budget Information for Non-Construction Programs (SF-424A)" form on the following link: <https://www.grants.gov/web/grants/forms/sf-424-individual-family.html#sortby=1>

For Organizations: Download and fill the "Budget Information for Non-Construction Programs (SF-424A)" form on the following link: <https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>

SECTION 7 - APPLICATION FOR FEDERAL ASSISTANCE SF424B

The SF424B is a budget summary sheet for proposals. Please refer to “Section 3 – A” for a description of budget categories.

For Individuals: Download and fill the “Assurances for Non-Construction Programs (SF-424B Individual)” form on the following link: <https://www.grants.gov/web/grants/forms/sf-424-individual-family.html#sortby=1>

For Organizations: Download and fill the “Assurances for Non-Construction Programs (SF-424B - Mandatory)” form on the following link: <https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>

SECTION 8 – LETTERS OF INTENT

Applicants must include a letter of intent in their application if they plan to enter into partnership with another person and/or organization for the execution of the project. 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.

SECTION 9 - PROOF OF NON-PROFIT STATUS

Documentation to demonstrate the applicant’s non-profit status (e.g. U.S.-based organizations should submit a copy of their IRS determination letter, EG organizations should provide a copy of their NGO license or equivalent).

1. The U.S. Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.
2. Applications are accepted in English only, and final grant agreements will be concluded in English. Budgets shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars.

Submission Dates and Times

- **Application Deadline:** All applications must be received by **February 15, 2021 at 23:59 (Equatorial Guinea Time)**. For the purposes of determining if an award is submitted on time, officials will use the timestamp on the e-mail. This deadline is firm and is not a rolling deadline. If applicants fail to meet the deadline noted above their application will be considered ineligible and will not be considered for funding.
- **Questions Deadline:** For questions on this solicitation please contact:
 - By email: MalaboGrants@state.gov
 - By post or in-person delivery: U.S. Embassy Malabo, Malabo II, Malabo Equatorial Guinea
 - Sending an email is the preferred method of communication.

Questions must be received on or before **February 8, 2021 at 08:00 (Equatorial Guinea time)**.

- **Submission Process**

All application materials must be submitted electronically through www.grants.gov and a copy should also be sent to MalaboGrants@state.gov

All documents must be in English

Application materials submitted via other means will not be accepted.

Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372 “Intergovernmental Review of Federal Programs”.

Funding Restrictions

1. **Construction:** This award does not allow for construction activities or costs.
2. **Indirect Charges:** An organization with a Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant (primary) federal government agency should include a copy of the cost-rate agreement. Applicants should indicate in the proposal budget how the rate is applied and if any of the rate will be cost-shared. Organizations claiming indirect costs should have an established NICRA. If sub-grantees are claiming indirect costs, they should have an established NICRA that is also submitted with the proposal package. If your organization does not have a NICRA, and the proposal budget has a line item for indirect cost charges, those indirect charges may not exceed 10%. Information on how to obtain a NICRA rate.
3. **Pre-award Costs:** Any costs incurred prior to the award start date in the Federal Notice of Award are incurred at the recipient’s own risk. Approval of these costs require authorization of the Grants Officer to be considered allowable, will only be considered on a case-by-case basis, and will only be authorized in extraordinary circumstances. Applicants should assume that any costs incurred before the start date on the Federal Notice of Award will not be authorized.

IV- APPLICATION REVIEW INFORMATION

A- Selection Criteria

Eligible applications submitted under this opportunity will be evaluated and rated on the basis of the criteria detailed below. The criteria are designed to assess the quality of the proposed project plan/approach, and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Proposals will be selected for funding based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, and the priority needs of the Embassy. Past performance on grants awarded by the U.S. Department of State, other United States government entities, or international donor agencies may also be considered. The Embassy reviews all proposals for eligibility. Eligible proposals will be subject to compliance of federal regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements.

Final technical authority for assistance awards resides with the Department's Grants Division. Selection criteria for this notice of funding opportunity will include:

1. Quality of the program idea and program planning (20 points): The proposed project plan should be well developed, respond to the design outlined in the solicitation and demonstrate originality. The project should have clear goals and objectives and metrics for determining whether the project goals were met. It should be clearly and accurately written, substantive and with sufficient detail. The program plan should adhere to the program overview and guidelines described above and should reference the applicant's capacity to meet all needs specified in the NOFO.

2. Ability to achieve program objectives (20 points): Objectives should be reasonable and feasible. Applications should clearly demonstrate how the institution will meet the program's objectives and plan. Proposed personnel, institutional resources and partner organizations should be adequate and appropriate to achieve the program goals.

3. Applicant's record and capacity in serving the community (10 points): The application should demonstrate a record, including successful programming, responsible fiscal management involving complex budgets and compliance with reporting requirements, especially for U.S. Government grants. The application should demonstrate experience in human resources and overseeing staffing.

4. Sustainability (20 points): Proposed project should address the applicant's strategy for ensuring that the project benefits will continue to be realized on a long-term basis after the conclusion of the period of performance of the award. Applicant should clearly address a feasible approach to the Sustainability Plan.

5. Monitoring and Evaluation (20 points): Applications should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs and outcomes. The applicant should describe its plan for monitoring and reporting project outcomes.

6. Cost-effectiveness (10 points): The overhead and administrative components of the proposal, including salaries and supplies, should be consistent with prevailing market rates in Equatorial Guinea. All other items should be necessary, appropriate, and directly relatable to the project's goals and objectives. Cost sharing is not required.

B- Review and Selection Process

It may take up to 90 days from the application deadline before an award or decline notice is sent from the Embassy. Due to the volume of proposals received, individual responses to requests for updates prior to the 90-day timeframe may not be returned until final review and approval of proposals is completed. The U.S. Embassy Malabo utilizes the following review and selection process:

1. After the NOFO closes applications are reviewed for eligibility. Those applications found to be ineligible will be removed from the selection process. Those applications found to be eligible will be forwarded to an embassy review committee.

2. An embassy review committee, made up of various Embassy personnel, will score and comment on eligible proposals. The highest scoring proposal will be recommended for funding by the committee. If the funding opportunity allows for the selection of multiple awards, awards will be chosen based on rank score and the availability of funding.
3. The committee's recommendation is then forwarded to the Program Officer for review and approval. At this stage potential requests for programmatic adjustments or conditions of an award may be suggested.
4. Upon approval, the proposal is then assigned to a Grants Officer and Grants Officer Representative (GOR). The GOR will make contact with the applicant to discuss and negotiate any potential changes to the proposal.
5. The GOR may be required to submit the draft Notice of Award and grant proposal to a Washington, D.C. Grants Officer for approval. Additional clarification or negotiations may take place as part of the Grant Officer's review. The Grants Officer is the only Government Official who may write, award, and administer grants and cooperative agreements. No other individual throughout the selection process is allowed to commit funds or guarantee an award.
6. After approval from the Grants Officer, the GOR will provide a copy of the signed award and required documents to the applicant for countersignature.
7. After a grant award(s) is made from this solicitation, those applicants whose proposals were not selected for funding will be notified.

Anticipated Time to Award: Applicants should expect to be notified if their proposal has been selected for award within 90 days after the submission deadline. The Embassy will provide information at the point of notification about any modification to the proposal or plan of work that will be required to finalize the award.

V- FEDERAL AWARD ADMINISTRATION INFORMATION

A- Federal Award Notices

As described above, the successful applicant will be notified via email that its proposal has been selected to move forward in the review process; this email IS NOT an authorization to begin performance. 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 through email transmission. The recipient may only incur obligations against the award beginning on the start date outlined in the DS-1909 award document that has been signed by the Grants Officer. See Section E for more information on pre-award costs. Organizations whose applications will not be funded will also be notified via email. Please refer to the anticipated time to award information in Section E.

B- 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.

C- Evaluation

In line with the Department of State's Evaluation Policy, the U.S. Embassy Malabo may include this award in its program evaluation efforts. When applicable, the Recipient shall cooperate with the Grants Officer (GO) requests to contribute data on specific performance measures and indicators.

D- Reporting Requirements

Recipients are required to submit quarterly (calendar year) program progress and financial reports throughout the project period. Progress (SF-PPR, narrative) and financial reports (SF 424 and a detailed financial expenditure report) are due 30 days after the reporting period.

VI- FEDERAL AWARDING AGENCY CONTACTS

- For questions on the requirements of this solicitation or to inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement, please contact:
 - By email: MalaboGrants@state.gov
 - By post or in-person delivery: U.S. Embassy Malabo, Malabo II, Malabo Equatorial Guinea

Note: Email is the preferred method of communication.

VII- OTHER INFORMATION

Disclaimers

The Federal government is not obligated to make any Federal award as a result of the announcement. 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. The U.S. government also reserves the right to make an award in excess of the award ceiling.

If a proposal is funded, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.

This NOFO is subject to funds availability. Awards may be granted only if appropriated funds are allocated to the United States Embassy in Malabo by Department of State central budget authorities.