Department of State – Consulate General in Ho Chi Minh City
Notice of Funding Opportunity

Program Office:	The American Center in Ho Chi Minh City, Public Affairs Section
Funding Opportunity Title:	American Center - Journalism Club
Announcement Type:	Grant or Cooperative Agreement
Funding Opportunity Number:	SVM700-18-PAS-002
Deadline for Applications:	April 20, 2018 (11:59 p.m., Vietnam Time)
CFDA Number:	19.441 - IIP - American Spaces

CONTACT INFORMATION

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

SUMMARY

This document contains detailed instructions and information about the Proposal process. Please read it carefully.

All applicants must submit proposals via email to HCMCGrants@state.gov. Activities will only be funded in the American Center in Ho Chi Minh City. We will generally consider proposals in the $1,000-$10,000 range.

All first-time grantees must include the following:

1. Mandatory Forms SF424 (for Organizations) OR SF424I (for Individuals) and SF424A, SF424B
2. Grant proposal form Budget Detail using our suggested template.
3. A DUNS number

All grantees who have previously received a U.S. Government Federal Assistance Award must additionally submit:

1. Proof of SAM and NCAGE registration.

Registration for SAM and NGACE can take up to four weeks. Please plan accordingly.

Due to the volume of applicants and inquiries, PAS does not accept requests for meetings or phone calls prior to application.

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A. PROGRAM DESCRIPTION

The U.S. Consulate General in Ho Chi Minh City Public Affairs Section (PAS) is pleased to announce funding is available through the Public Diplomacy Federal Assistance Awards program for the American Center in Ho Chi Minh City. **The program must be held at the American Center in Ho Chi Minh City.**

Proposals for projects must focus on one of the priority programs and target audiences specified below:

- **English for Journalists and Media Professionals:** Course aimed at journalists and editors focusing on topics such as interviews, written English, and grammar.
- **Data Journalism:** Course aimed at journalists and editor focusing on data visualization, developing infographics (including graphs, maps, etc), data sources, and data cleaning.
- **Investigative Reporting:** Course or workshop aimed at media professionals focusing on investigative techniques, developing sources, and story development.
- **Video storytelling**: Course aimed at students and/or professionals on using videos to tell stories, from storyboard development, filming and editing techniques to promoting the product on an online platform
- **American Journalism**: Course or workshop for university journalism students introducing major U.S. outlets and current trends in American media.
- **"This week**:" Course for university journalism students focusing on developing a weekly news broadcast. Focus can be on story development, delivering news in English, and production.
- **Media Literacy**: Course or workshop aimed at students focusing on critical reading of news sources, identifying disinformation, and responsible social media use.
- **Podcasting**: Course or workshop aimed at students and young professionals on developing story-telling skills, podcast platforms, citizen journalism, and marketing of podcasts.

Activities and expenses that <u>are not</u> funded include, but are not limited to:

- scholarships to support educational opportunities or study for individuals[1];
- support personal business
- funding ongoing projects, which would otherwise be funded through other means;
- financial support for fundraising or fund development projects without a clear public diplomacy component;
- cash prizes for competitions;
- networking events;
- business-class travel;
- translations.

<u>Length of performance period</u>

- Duration should be a minimum of three months and a maximum of one year. Competitive proposals for courses will have 2-4 contact hours per week, for minimum of 24 hours in total or 6 weeks. Competitive proposals for workshops will have 2-4 sessions, for a minimum of 8 contact hours or two days. One proposal may contain multiple sessions of

[1] Please access https://vn.usembassy.gov/exchange-scholarship

a course or workshop over the performance period. Successful projects will be eligible for renewal. The Public Affairs Section will entertain applications for continuation grants funded under these awards 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.

Award Amount

Award Amount will vary between $1,000 and $10,000. The Public Affairs Section of the U.S. Consulate General in Ho Chi Minh City reserves the right to award less or more than the amount of funds described in the absence of worthy applications or under such other circumstances as they may deem to be in the best interest of the U.S. government. Competitive proposals should include a cost-share element.

Priority Region: Activities will only be funded in the American Center in Ho Chi Minh city, Vietnam.

B. ELIGIBILITY ENTITY

Submissions are encouraged from **U.S. and Vietnam** entities with relevant programming experience. This experience should be documented in the proposal. Eligible entities include:

- not-for-profit, civil society/non-governmental organizations
- universities or non-profit English teaching institutions; non-profit educational institutions
- individuals

For-profit entities are ineligible to apply. Previous federal award recipients who are not/were not in compliance with the terms of their financial and program reporting requirements are ineligible to apply. It is the applicant's responsibility to ensure they are in compliance with all applicable terms, conditions, and Office of Management and Budget guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk if selected for funding.

C. APPLICATION AND SUBMISSION INFORMATION

1. Application Deadline

Applications may be submitted for consideration at any time before the closing date of this opportunity; however, all submission must be received by **April 20, 2018 at 11:59 p.m.** Vietnam time. For the purposes of determining if an award is submitted on time, officials will utilize the time-stamp provided by email.

It is the responsibility of the applicant to ensure that an application has been received in its entirety. U.S. Consulate General Ho Chi Minh City bears no responsibility for applications not received before the due date or for data errors resulting from transmission.

2. Content of Application

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 deemed ineligible.

Please ensure:

1. The proposal clearly addresses the goals and objectives of this funding opportunity.
2. All documents are in English
3. All budgets are in U.S. dollars All pages are numbered
4. All documents are formatted to 8 ½ x 11 paper, and
5. All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

Step 1: Mandatory forms:

- SF424 (Application for Federal Assistance - Organizations) at https://vn.usembassy.gov/sf424 OR SF424I (Application for Federal Assistance - Individuals) at https://vn.usembassy.gov/sf424i
- SF424A (Budget Information for Non-Construction programs) at https://vn.usembassy.gov/sf424a
- SF424B (Assurances for Non-Construction programs) at https://vn.usembassy.gov/sf424b

Step 2: Proposal

Our suggested proposal form can be found on our website: https://vn.usembassy.gov/proposal. You may use your own proposal format, but it must include all the items below.

- **Summary page**: include the applicant name and organization, project title, project period proposed start and end date, and brief purpose of the project

- **Introduction to Organizational or Individual and the Capacity**: a description that shows ability to carry out the project, including information on all previous grants from the U.S. Consulate and/or U.S. government agencies.

- **Project Justification/Needs Statement**: clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed

- **Project Goals, Objectives**: the "goals" describe what the project is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.

- **Project Activities**: describe the project activities and how they will help achieve the objectives.

- **Implementation Timeline**: the proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events.

- **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?

- **Future Funding or Sustainability**: applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable

- **Key Personnel:** names, titles, roles and experience/qualifications of key personnel involved in the project. What proportion of their time will be used in support of this project?

- **Project Partners:** list the names and type of involvement of key partner organizations and sub-awardees.

Step 3: Budget Justification and Narrative
After filling out the SF-424A Budget (above), use a separate sheet to describe each of the budget expenses in detail at https://vn.usembassy.gov/budget_narrative

See section *F. Other Information: 1. Guidelines for Budget Submissions* below for further information.

Step 4: Required Registrations
All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

Step 4a Apply for a DUNS number[2]

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

All grantees who have previously received a U.S. Government Federal Assistance Award must additionally submit:

Step 4b: Apply for NCAGE code (this can be completed simultaneously with DUNS)

NCAGE application[3]: Application page here (but need to click magnifying glass and then scroll down to click new registration)
https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

Step 4c: Register in System for Award Management (SAM). You must have DUNS number and NCAGE code before proceeding to this step. SAM registration must be renewed annually.

SAM Account	Create SAM Individual User Account at www.SAM.gov
SAM Registration[4]	Log in the account and select "Register New Entity"

[2] *For DUNS support: http://support.dnb.com/*
[3] *Instructions: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.
[4] *Quick Guide is available at https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf. For support on SAM, please access https://fsd.gov/*

Please note: Only DUNS, NCAGE, and SAM can assist with technical questions or problems applicants may experience during the registration process.

Step 5: Submit your complete package to HCMCGrants@state.gov.

A formal decision on your proposal will normally be made within 60 days, but may take longer. Once a decision is made to fund your proposal, and all documentation is complete we will begin the process of funding.

D. REVIEW AND SELECTION PROCESS

Each technically eligible application submitted under this announcement will be evaluated and rated by a panel on the basis of the criteria detailed below.

- Design and implement Journalism Club at the American Center Ho Chi Minh City.
- Available classroom sizes are available for up to 20 students or up to 200 students.
- Competitive proposals for courses will have 2-4 contact hours per week, for minimum of 24 hours in total or 6 weeks. Competitive proposals for workshops will have 2-4 sessions, for a minimum of 8 contact hours or two days.
- Duration should be a minimum of three months and a maximum of one year.
- Students / participants will be recruited by the grantee.
- The language of instruction is preferably English, but Vietnamese may be used in some instances. The final presentation or capstone project must be in English.
- The teachers of the class must be trained or working professionals.
- Budget in the proposal must include:
    - Cost of teaching materials for teachers and learning materials for students.
    - Salary of teachers.
    - Marketing and recruiting costs.
    - Cost for certificate ceremony.
    - Monitoring and evaluation costs.
- The proposal must also include plan of course monitoring and overview, teachers' profile, and marketing strategies.
- Provide post-course feedback on the students' performance.

E. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

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 notice of Federal award signed by the Grants Officer (or equivalent) is the authorizing document. It shall be written, signed, awarded, and administered by the Grants Officer. 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. Organizations whose applications will not be funded will also be notified via email, usually within 60 days, but may take longer.

2. 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:

- **Department of State Standard Terms and Conditions**, available at https://vn.usembassy.gov/terms

- All applicants must adhere to the regulations found in **2 CFR 200, 2 CFR 600 Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards**.

- **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.

3. **Reporting Requirements**

Recipients are required to submit quarterly (calendar year) program progress and financial reports electronically throughout the project period. Final certified programmatic and financial reports are due 90 days after the close of the project period.

First Quarter (January 1 – March 31): Report due by March 31
Second Quarter (April 1 – June 30): Report due by June 30
Third Quarter (July 1 – September 30): Report due by September 30
Fourth Quarter (October 1 – December 31): Report due by December 31

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.

The Awardee must also provide the Consulate on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

Failure to comply with the reporting requirement may result in a loss of funds, and will adversely affect your ability to apply for future grants.

F. OTHER INFORMATION

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 project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project, for both program staff, consultants or speakers, and participants/beneficiaries. If the project 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 project, which has a useful life of more than one year (or a life longer than the duration of the project), 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 project. 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 project activities.

Other Direct Costs: Describe other costs directly associated with the project, 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 project 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.

2. 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 Consulate General by Department of State central budget authorities.

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.