

SOI for American Spaces

Statement of Interest (SOI)

American Spaces Public Programming in Fiji, Kiribati, and Tuvalu

U.S. Embassy Suva, Department of State

Opportunity number: PDS-SUVA-FY25-02

Application deadline: June 23, 2025

SOI for American Spaces

Contents

- A. Basic Information.....3
- B. Eligibility4
- C. Program Description4
- D. Application Contents and Format7
- E. Submission Requirements and Deadlines7
- F. Application Review Information9
- G. Post-Award Requirements and Administration10

SOI for American Spaces

U.S Department of State
U.S. Embassy Suva
Statement of Interest

A. Basic Information

1. Overview

Funding Opportunity Title	American Spaces Public Programming in Fiji, Kiribati, and Tuvalu
Funding Opportunity Number	PDS-SUVA-FY25-02
Announcement Type	Initial announcement
Deadline for Applications	June 23, 2025 at 11:59pm Fiji time
Assistance Listing Number	19.441
Length of performance period	Proposed programs should be completed in 18 months or less
Number of awards anticipated	Up to 5 awards
Award amounts	Awards may range from a minimum of \$3,000 to a maximum of \$16,000
Total available funding	\$29,000 pending availability of funds
Type of Funding	FY2025 American Spaces Support Funds (subject to availability of funding)
Anticipated project start date	Not before October 1, 2025

The U.S. Embassy Suva Public Diplomacy Section (PDS) of the U.S. Department of State announces an open competition for organizations or individuals to submit a statement of interest (SOI) to carry out a project that delivers a series of public programs to one or more of our American Corners in Fiji (Suva and Lautoka); Kiribati; and Tuvalu. Please carefully follow all instructions below.

The submission of the SOI is the first step in a two-step process. Applicants must first submit a concise 3-page statement of interest designed to clearly communicate your project idea and objectives. This is not a full proposal and will not result in a federal assistance award at this step.

The purpose of the SOI process is to allow applicants to submit project ideas for evaluation prior to requiring the development of a full proposal application. Upon a merit review of eligible SOIs, selected applicants will be invited to expand on their project idea by submitting a full proposal application. Full proposals will go through a second merit review before final funding decision(s) are made.

Funding Instrument Type: Grant, fixed amount award (FAA), or cooperative agreement. Cooperative agreements include substantial involvement of the bureau or embassy in program

SOI for American Spaces

implementation of the project. An FAA can also include substantial involvement. Examples of substantial involvement are included in section C below.

Project Performance Period: Proposed projects should be completed in 18 months or less.

This notice is subject to availability of funding.

2. Executive Summary

The Public Diplomacy Section (PDS) at U.S. Embassy Suva is seeking a partner to collaborate with our American Corners in Fiji, Kiribati, and Tuvalu. PDS Suva invites proposals for projects that will deliver a series of dynamic, interactive, educational programs for students and professionals that increase understanding of U.S. policies and perspectives by highlighting American culture and values, promoting American innovation, and enhancing economic prosperity and security. Please carefully follow all instructions below.

B. Eligibility

1. Eligible Applicants

Only the following organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- Public and private educational institutions
- Individuals
- Public International Organizations and Governmental institutions

2. Cost Sharing or Matching

Cost sharing is not required.

C. Program Description

1. Background

American Spaces are cultural and information centers around the world that provide free and open access for members of local communities to learn more about the United States, develop skills, and access a wide range of resources. The U.S. Embassy in Suva manages a network of four American Spaces:

- American Corner Suva, in Suva City Carnegie Library, Suva
- American Corner Lautoka, in Fiji Western Regional Library, Lautoka
- American Corner Kiribati, in Kiribati National Library and Archives, Tarawa

SOI for American Spaces

- American Corner Tuvalu, in Tuvalu National Library and Archives, Funafuti

Each American Corner is equipped with internet connectivity, one or more desktop and/or laptop computers, books, magazines, games and other educational tools and materials.

2. Goals and Objectives

Goal

To deliver a series of dynamic, educational, and interactive programs in one or more of the American Corners listed above for students and professionals that increase understanding of U.S. policies and perspectives by highlighting American culture and values, promoting American innovation, and enhancing economic prosperity and security.

Objectives

Program activities should focus on *one or more* of the following objectives, adapted for relevance to reach your target audiences:

- **America 250:** this refers to the upcoming 250th anniversary of American independence in 2026. Activities can highlight American icons, role models, or historical figures, American culture such as art, music, sports, or American values (for example, a discussion series about the underpinnings of democracy such as the Bill of Rights).
- **American Innovation:** promoting education and careers in science, mathematics, engineering and technology, with a focus on American-sourced innovations or technology tools. These can include innovations in educational technology, computing, business and finance, agriculture and farming, industry and manufacturing, health, and many other sectors. Activity examples include presentations and discussion, interactive workshops, or hackathons.
- **Economic Prosperity:** skills development to improve success in the workforce, trade, and/or entrepreneurship. Activities can include workshops on soft skills like leadership, communication, business etiquette, marketing, and programs that improve English language skills for business and corporate environments.
- **Security:** raising awareness to prevent security threats against the United States. Activities can include media literacy to counter anti-American propaganda, American English skills, as well as discussions about food security, illegal immigration, drug prevention, trafficking in persons or contraband.

Primary Activities

Prospective grantees will be expected to plan and implement the following:

- *At least* two program activities per month to be delivered at, or in collaboration with, one or more of the listed American Corners over a set period, with a minimum of 4 months and a maximum of 18 months, *and*
- Utilize local experts, such as local alumni of U.S. exchange programs and locally resident or visiting American citizens, *and/or*

SOI for American Spaces

- Utilize American content, products or services, such as learning resources and tools, web-based platforms, curriculum guides, or best-practice models.

Budget

Proposals for 8 activities (the minimum) delivered over 4 months in one American Corner will be expected to cost less than proposals for more activities over a longer time period in more than one American Corner. We anticipate the following breakdown:

- Fiji: \$16,000 (2 corners) – expected maximum
- Kiribati: \$10,000 – expected maximum
- Tuvalu: \$3,000 – expected maximum

Preference will be given to proposals that maximize the needs of the participants and limit expenses that do not directly support or benefit the participants.

Participants and Audiences

American Spaces typically target students and young professionals between ages 15-30, but their doors are open to all members of the public.

Measuring impact

Program activities should incorporate a method to measure impact and learning for each session, tied to the goals and specific objectives of that activity.

The following activities cannot be funded:

- Programs that charge a fee to participants (all American Spaces programming is free to participants)
- Programs that promote topics unrelated to the above objectives;
- Ongoing core salary costs;
- Charitable or social welfare activities;
- Construction programs;
- Programs relating to partisan political activities;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Programs intended primarily for the growth or institutional development of the applicant organization; or
- Programs that duplicate existing programs.

3. Substantial Involvement

PDS Suva may choose to be substantially involved in the project. Examples of substantial involvement are:

- Active collaboration with the recipient in the implementation of the award, such as approving the programming plan and calendar.
- Involvement in the selection of participants.
- Involvement in facilitating availability of American Corner venues.

SOI for American Spaces

- Specific programmatic involvement in the award, beyond normal monitoring.

D. Application Contents and Format

Please follow all instructions below carefully. Applicants may wish to use the **concept note template** provided, but are not required to do so. SOIs that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

1. SOI (three pages maximum), which must include:

- Heading: applicant name, address, and contact details; category of eligibility (see B.1 above); name of American Corner(s) you are proposing to collaborate with; proposed start and end date of your project.
- Description of your project idea: what activities it will include, which objectives it will meet; over what period of time, where it will take place, and how you will carry it out. Include at least one specific example to illustrate your concept.
- Who will be your target audience, and how many you will reach over your proposed time period.
- How you will measure the impact or success of your project.
- Brief background on your organization or yourself and other key team members who will be involved in the project. Include your experience in managing similar projects and funds.
- The anticipated total budget amount (in U.S. dollars).

Technical specifications of the SOI:

- Documents must be fully in English.
- All Microsoft Word documents are single-spaced, 12 point Calibri font, with a minimum of 1-inch margins.
- Either Microsoft Word or converted to a PDF file.
- Please do not include photos, graphics, cover pages or appendices.

E. Submission Requirements and Deadlines

1. Department of State Contacts

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

PDsuva@state.gov

2. Unique entity identifier and System for Award Management (SAM.gov)

Not applicable at this stage.

SOI for American Spaces

3. *Submission Dates and Times*

SOI applications are due no later than June 23, 2025, 11:59pm Fiji time by email to PDsuva@state.gov

4. *Funding Restrictions*

- i. Funding Restrictions for the United Nations Relief and Works Agency (UNRWA)

None of the funds awarded resulting from this Notice of Funding Opportunity may be made available for subawards, direct financial support, or otherwise used to provide any payment or transfer to United Nations Relief and Works Agency (UNRWA).

- ii. Certification Regarding Compliance with applicable Federal anti-discrimination laws

None of the funds awarded under this agreement may be used for any initiatives or programs, or any activities that do not comply with Executive Order 14173 titled Ending Illegal Discrimination and Restoring Merit-Based Opportunity.

By signing the SF-424 or SF-424I Application for Federal Assistance, the Applicant certifies the following:

- 1) Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;
- 2) It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws.

- iii. Certification Requirements for Institutes of Higher Education (IHE)

- 1. Applicants are advised that IHEs must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:

Its compliance in all respects with section 1011f of title 20, United States Code, and any other applicable foreign funding disclosure requirements is material for purposes of section 3729 of title 31, United States Code, and for receipt of appropriate Federal grant funds.

- 2. If you are not an IHE, this provision is not applicable. This provision must be included in any sub-award agreement to an IHE. This provision is only required

SOI for American Spaces

for qualifying recipients and subrecipients located in the United States, as per the definition of IHEs in 2 CFR 200.1 and 20 U.S.C. 001.

F. Application Review Information

1. Review Criteria

Each submission will be evaluated and rated based on the evaluation criteria outlined below.

Quality of Program Idea – 50 points: The SOI is responsive to program framework. The idea is communicated well and is feasible. SOI's that promote creative approaches to address program objectives are highly encouraged. The proposed timeline is reasonable.

Organizational Capacity and Record on Previous Grants –35 points: The SOI should demonstrate the organization's expertise and previous experience in administering programs. If a local partner is identified SOI should briefly describe the partner's role and experience.

Program Planning/Ability to Achieve Objectives – 15 points: The SOI should clearly articulate proposed program activities and expected results towards achieving program objectives and goal(s).

2. Review and Selection Process

A review committee will evaluate all eligible SOI applications.

All eligible SOIs will be reviewed against the criteria listed above. SOIs are reviewed individually against the criteria and not against competing SOIs. For a fair review, all panelists will review the first page of the SOI up to the page limit and no further. The panel may provide conditions and/or recommendations on SOIs to enhance the proposed program. Conditions must be addressed, and recommendations should be addressed, in a full proposal application.

Following the review, any successful SOI applicants will be contacted and instructed to submit full applications. A full application will include:

- SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals)
- SF424A (Budget Information for Non-Construction programs)
- SF424B (Assurances for Non-Construction programs) – the SF424B are only required for individuals, organizations exempt from registration, and for organizations not required to fully register in SAM.gov.

If the SOI application is selected for further consideration the applicant will be notified by PDS Suva within one month of submission, and invited to submit a full proposal. A deadline for submission of a full proposal and additional instructions on what is required will be provided

SOI for American Spaces

at that time. An invitation to submit a full proposal does not guarantee funding. This notice is subject to availability of funding.

3. Risk Review

Under the merit review as required by 2 CFR 200.206, prior to making a Federal Award the Department will review and consider the following risk factors:

- a. Financial stability
- b. Management systems and standards
- c. History of performance
- d. Audit reports and findings
- e. Ability to effectively implement requirements
- f. If there are any program specific risk factors that will be considered, describe them here.

G. Post-Award Requirements and Administration

1. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 89 FR 30046 on April 22, 2024, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and

SOI for American Spaces

- Terminating agreements pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).
- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)