# American Spaces Grant Funding 2021

**U.S. DEPARTMENT OF STATE**
**DAR AMERICA**
**Notice of Funding Opportunity**

**Funding Opportunity Title: American Spaces Grant Funding 2021**
**Funding Opportunity Number: PAS-MOROCCO-FY21-03**
**Deadline for Applications**: **Sunday July 11, 2021**
**Assistance Listing Number: 19.441**
**Total Amount Available: $115,000**

## A. PROGRAM DESCRIPTION

The U.S. Mission in Morocco's Public Affairs Office is pleased to announce the American Spaces Grant Funding 2021. Proposals should focus on professional development, STEAM (Science, Technology, Engineering, Arts, and Math) training, and American cultural programming aimed at Moroccan students and young professionals ages 15-30. Additionally, creative programs that educate audiences on how counter disinformation in the digital sphere will also be considered. Programming will engage target audiences at Mission Morocco's American Space Network, which includes Dar America Casablanca, the American Space Oujda, and the Marrakech American Corner.

**Priority Region:** Morocco

**Program Objectives:**
- **Professional Development for Moroccan Youth**: Promote professional and soft skills development, entrepreneurship and innovation through mentoring and training to promote positive community engagement and increase employability; use professional and soft skills programming to introduce audiences to American models, precepts, and experts.
- **Science, Technology, Engineering, Arts, and Math (STEAM) Programming**: Use STEAM programs to attract new audiences to our American spaces and increase understanding of STEAM developments, including those with a connection to the United States.
- **American-inspired Cultural Programming**: Engage audiences through American-inspired cultural programming, including film, music, literature, history, or art.
- **Countering Disinformation:** Promote media literacy and other skills to help young people effectively identify online disinformation.

**Participants and Audiences:**
Moroccan youth and young professionals (15-30 years of age) addressing the above objectives

## B. FEDERAL AWARD INFORMATION

Length of performance period: 10 to 12 months

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Number of awards anticipated: 4-8 awards (dependent on amounts) (dependent on amounts)
Award amounts: awards may range from a minimum of $5,000 to a maximum of $25,000
Total available funding: $115,000
Type of Funding:  FY2021 Fulbright Hayes
Anticipated program start date:  July 30, 2021

**This notice is subject to availability of funding.**

**Funding Instrument Type:**  Grant, fixed amount award, or cooperative agreement. Cooperative agreements are different from grants in that bureau/embassy staff are more actively involved in the grant implementation.

**Program Performance Period**: Proposed programs should be completed in 12 months or less.

Optional:  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 are eligible to apply:

**The Public Affairs Office encourages applications from all sectors: committed and organized civil-society organizations, local representatives of civil society, think tanks, non-governmental organizations, cultural institutions, academic institutions, and individuals. <u>All grantees must have a non-profit status</u>.**

We seek proposals for geographically and demographically diverse audiences within Morocco.  U.S. NGOs and individuals may apply, but preference is given to Moroccan NGOs or to partnerships that develop capacity with Moroccan NGOs.

2. Cost Sharing or Matching

There is no minimum or maximum percentage required for this competition.  However, Embassy Morocco encourage applicants to provide maximum levels of cost sharing and funding in support of programs.
Cost-sharing or matching is NOT an evaluation criteria of this NOFO.
All cost share or matching must be included in detail in the line item budget and noted in the budget narrative.  When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement.  Cost sharing may be in the form of allowable direct or indirect costs.  For accountability, recipients must maintain written records to support all costs that are claimed as

their contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB 2 CFR 200.306 – Cost Sharing and Matching.

3. Other Eligibility Requirements

All applicants must have the following registrations:

1. **Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS)** number;
2. **NATO Commercial and Government Entity (NCAGE)** code; and
3. **System for Award Management (SAM.gov) (If you have applied and have not yet received the registration number, provide proof of application).**

Please apply for the D&B DUNS Number and NCAGE Code <u>at the same time</u> to reduce waiting time of information. The Legal Business Name and Address must <u>MATCH EXACTLY</u> when entering it into the D&B DUNS, NCAGE, and SAM.gov websites – this includes spaces, parentheses, capitalization, small letters, punctuation, etc. Self-registration in D&B DUNS, NCAGE, and SAM.gov is **free of charge**.

**DUN & BRADSTREET (D&B) DUNS/UNIQUE ENTITY IDENTIFIER (UEI) NUMBER**
The DUNS/UEI number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.
Log onto the D&B website at http://fedgov.dnb.com/webform/searchAction.do
For assistance, contact D&B at the following email address: SAMHelp@dnb.com

**NATO COMMERCIAL AND GOVERNMENT ENTITY (NCAGE) CODE**
NATO Commercial and Government Entity (NCAGE) codes are required for all foreign entities to create an account in SAM.gov. The Code is a five-character ID number, and can take, at a minimum, 4-5 business days to create.

**Steps to register:** *(Please use the Internet Explorer web browser)*
- Foreign registrants must go to the link below to check if their entity has a valid CAGE/NCAGE code https://eportal.nspa.nato.int/AC135Public/CageTool/home

- If the search results in no NCAGE codes found, you must click on "Request New" on the right side of the page to apply for your CAGE/NCAGE code.

- For assistance by telephone, please call: 1-888-227-2423 (inside the U.S.) or 001-269-961-7766 (outside the U.S.). E-mail NCAGE@dlis.dla.mil for any problems in obtaining an NCAGE code.

**SYSTEM FOR AWARD MANAGEMENT (SAM.gov):** *(Please use either the Google Chrome or Mozilla Firefox web browser)*

SAM is a U.S.-government wide registry of vendors doing business with the U.S. federal government and requires annual renewal. The system centralizes information about grant

applicants/recipients, and provides them with a central location to change their organizational information.  More information about SAM.gov and useful guides for setting-up a new account, updating an existing account, or renewing an expired account can be found at:  https://sam.gov/SAM/pages/public/index.jsf

**Please complete ALL of the above steps before attempting to register in SAM.**

- Log onto https://sam.gov/SAM/pages/public/index.jsf
- If you have had an active record in The Central Contractor Registration (CCR), you may already have an active record in SAM. To check for an active registration, please conduct a "search" for your record using the organization name and/or DUNS Number in SAM.  If you are not registered, your organization or entity will not be found.
- If your organization does not have an active registration, you must create a user account and input all information in the exact manner as you have for the IRS, D&B DUNS, and NCAGE.
- Complete and submit the online form.

If the applying organization already has the necessary information on hand), the online form takes approximately one hour to complete, depending upon the size and complexity of the applying entity.  Because of the different steps in the process, it might take anywhere from three to fourteen business days to complete the process of creating an account with the system. If you encounter any error, please contact the SAM Federal Service Desk to report problem at https://www.fsd.gov/clients.  There is a standard (not toll free) number that customers can use +1 334-206-7828.

**D. APPLICATION AND SUBMISSION INFORMATION**

1. Address to Request Application Package

    Application forms required below are available at

2. Content and Form of Application Submission

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.

**Content of Application**
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
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

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The following documents are **<u>required</u>**:

**1. Mandatory application forms**

To apply, please complete these forms in English. please visit the link below to download the forms: [https://ma.usembassy.gov/american-spaces-grant-funding-2021/](https://ma.usembassy.gov/american-spaces-grant-funding-2021/)

[The Project Narrative](#)
[Applicant Organizational Information Form](#)
[The Budget Proposal](#) (in USD)
[SF424 (Application for Federal Assistance – Must be signed)](#)
[SF424A (Budget Information)](#)
[SF424B (Assurances – Must be signed)](#)

Submit all forms in electronic format to **[Rabatgrants@state.gov](mailto:Rabatgrants@state.gov)** **no later than Sunday July 11, 2021 at midnight.**

**2. Summary Page:** Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

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

3. **Budget Justification Narrative**: After filling out the SF-424A Budget, use the Budget Narrative spreadsheet (Excel) to describe each of the budget expenses in detail.

4. **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
   - If your organization has a Negotiated Indirect Cost Rate Agreement (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

4. 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 and an NCAGE number (these can be completed simultaneously)

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

NCAGE application: Application page here:
https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx
Instructions for the NCAGE application process:

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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 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:
https://www.sam.gov.  SAM registration must be renewed annually.

5. Submission Dates and Times

**Applications are due no later than Sunday July 11, 2021 at midnight.**

6. Funding Restrictions

Activities that are not typically funded include, but are not limited to:
Fees and travel costs to attend conferences in the United States,
Paying to complete activities begun with other funds,
Projects that are inherently political in nature or that contain the appearance of
partisanship/support to individual or single party electoral campaigns,
Social welfare projects,
Political party activities,
Projects that support specific religious activities,
Trade activities; fundraising campaigns; commercial projects; scientific research; construction
projects; projects whose primary aim is the institutional development of the organization itself.

7. Other Submission Requirements

All application materials must be submitted by email to **Rabatgrants@state.gov**

# 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:**  The program idea is well developed, with detail
about how program activities will be carried out. The proposal includes a reasonable
implementation timeline.

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**Organizational Capacity and Record on Previous Grants:** 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.

**Program Planning/Ability to Achieve Objectives:** 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:** 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.

**Sustainability:** Program activities will continue to have positive impact after the end of the program.

**Support of Equity and Underserved Communities:** Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

2. Review and Selection Process

A 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 §200.206 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates

## 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.

**Payment Method:**

2. 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:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)

- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)

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- [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](#)

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 85 FR 49506 on August 13, 2020, particularly on:
    - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
    - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
    - 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
    - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

(OPTIONAL) In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](#), proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance

equity and engage underserved communities in program administration, design, and implementation.

3. Reporting

**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](#).

**Foreign Assistance Data Review:** As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation.  In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

## G.  FEDERAL AWARDING AGENCY CONTACTS
If you have any questions about the grant application process, please contact: [DarAmerica@state.gov](mailto:DarAmerica@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.

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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.