

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY IN KOSOVO
Notice of Funding Opportunity**

Funding Opportunity Title: TechCamp Kosovo: Countering Disinformation in the Balkans

Funding Opportunity Number: PAS-PRISTINA-FY20-06

Deadline for Applications: June 3, 2020

CFDA Number: 19.415– Professional and Cultural Exchange Programs – Citizen Exchanges

Total Amount Available: \$140,000

Deadline for questions: May 12, 2020

A. PROGRAM DESCRIPTION

The U.S. Embassy in Kosovo announces an open competition for organizations to submit applications to carry out a regional TechCamp program in Kosovo. Please carefully follow all instructions below.

Priority Region: Kosovo

SECTION 1. PROGRAM OBJECTIVES:

What is a TechCamp:

TechCamps are hands-on, participant-driven workshops that connect private sector technology experts with key populations — journalists, non-governmental organizations, civil society advocates, and more — to explore and apply innovative tech solutions to global issues. TechCamps are focused on results, with participants identifying real-world challenges and working in partnership with trainers to apply technology solutions to these challenges. Each TechCamp also includes ongoing impact-oriented programs and efforts to help participants implement their projects post-workshop and stay connected and engaged with each other, their trainers, and U.S. State Department staff. TechCamps are a public diplomacy program hosted in the Bureau of Educational & Cultural Affairs (ECA) at the U.S. Department of State. For more information on TechCamps click here: <https://techcamp.america.gov/>

TechCamp Kosovo

TechCamp Kosovo is a regional event for participants from Kosovo, Albania, Bosnia and Herzegovina, Croatia, Montenegro, North Macedonia, Serbia, and Slovenia.

The regional TechCamp Kosovo has two main components elaborated in details further below. Briefly, component 1 consists of a three-day workshop with a minimum of 45 participants taking place in Peja from 19-21 November, 2020. Component 2 consists of a number of follow-on activities, including sub-awards and an exchange program.

TechCamp Kosovo will increase public confidence in the free press and in democratic institutions by helping participants better detect and fight against false news, disinformation, and associated threats such as fake accounts. The camp will aid participants in countering disinformation on public platforms by providing them with practical knowledge, skills, and tools that can be used immediately in their everyday jobs.

In general, disinformation gains traction in the Balkans when its narratives dovetail with the agendas of political factions or the personal interests of controlling business interests. There is

a need to strengthen the investigative journalism skills of media outlets and portals so journalists can better recognize disinformation and inform the public, as well as to build strong local and regional professional networks that will shield journalists from internal and external malign influences.

Participants and Audiences:

The target audience will be 45 local and regional investigative journalists, media influencers, academics, political press, and government spokespersons ranging in age from 30-50 and with moderate to high levels of influence on social and traditional media.

Participants' breakdown:

- Local journalists = 15
- Regional journalists = 15
- Local and regional media influencers = 9
- Local and regional academics = 3
- Local government spokespersons = 3

In general, there will be 24 local participants, and 21 international participants.

TechCamp Objectives

Objective 1: Within six months, at least 80% of participating journalists and influencers will demonstrate increased capacity to discern and counter false narratives on public platforms through use of technology tools and strategies learned during the workshop.

Objective 2: Within six months, at least 70% of participating journalists and academics will start using the technology tools and strategies learned during the workshop in their work settings, and apply some form of media literacy.

Objective 3: Within one year, at least 50% of TechCamp journalists will participate in local or regional initiatives to strengthen their journalism networks, including investigative journalism network to actively counter Russian disinformation, and collaborate with media influencers to implement activities to combat disinformation.

Objective 4: Within one year, at least 50% of participants will publish at least one product (article, video, poster, post) that combats an instance of disinformation.

Objective 5: Within one year, at least 10% of participants will produce counter-disinformation strategies in their work environments.

Indicators of Success:

- Positive perception of changes in participants' attitude, behavior and skill application (March-April 2021).
- Number of TechCamp participants who use tools and strategies learned during the workshop in their work to counter disinformation and promote media literacy (March – April 2021)
- Number of participants actively engaged and connected with one-another in collaborative networks to implement joint activities or share information to combat disinformation (November 2021)

- Amount of media literacy and counter disinformation content produced (e.g. # of articles, videos, posters, posts) (November 2021)
- Number of additional people with increased media literacy awareness or trained as media literacy advocates as a result of participant dissemination efforts (November 2020)
- Number of counter-disinformation strategies developed at the institutional level by TechCamp participants (December 2021).

Data Collection Plan:

- Surveys: Surveys of TechCamp participants before and after the TechCamp workshop to track changes in their attitudes; technical knowledge levels; skill acquisition, application, and transference; and networks/engagement with fellow participants, and trainers. This includes a baseline survey (1 month prior to the workshop), another one immediately after the workshop, and the last one after one year and a half. There will be also an exit survey with TechCamp trainers at the end of the workshop.
- Participant Observation and Interviews: Participants will be observed during their TechCamp workshop engagement and follow-on activities. In addition, interviews with no less than ten TechCamp participants during and after the workshop will be conducted. Further, interviews with small grant and exchange program participants will be employed. These interviews will help to support/triangulate survey data about participants' technical knowledge, change in attitude, skills acquisition and application.
- Content Monitoring & Analysis: Monitoring and analysis of media reporting and TechCamp participants' digital communication behaviors. The analysis will look at: (1) participant online information sharing and networking activities related to disinformation and media literacy; (2) the extent to which the participants are cited within media reporting on the topic; and (3) the number of countering disinformation strategies at the institutional level developed by TechCamp participants. There is a need to look at these factors before, during, and after the TechCamp workshop. In addition to monitoring local participants, a strategy to monitor outputs of regional participants needs to be developed as well.
- Project Reporting:
 - o The quality and quantity of project proposals submitted by participants following the workshop for follow-on grant funding. The application will be administered via an online system - currently, Screendoor.
 - o Project reporting submitted by small grant recipients following the workshop. Reporting forms will be administered via an online system - currently, Screendoor.
 - o Quality and quantity of counter-disinformation strategies.

The local implementing partner will have primary responsibility for conducting monitoring and evaluation of the project.

SECTION 2. PROGRAM COMPONENTS AND ACTIVITIES

Component 1 – a three-day TechCamp in Peja, Kosovo

Program content. The three-day camp will consist of the following topics:

- Investigative journalism: Fact checking and verification
- Critical evaluation of information and sources
- Artificial Intelligence and Disinformation
- Fake accounts and fake news
- Countering disinformation tools
- Media manipulation tactics and techniques (mercenary journalism, political influences, civil society and business community influence)
- Disinformation campaigns
- Media integrity in the age of disinformation
- Media credibility and public trust building in the digital age
- Open source tools for investigative journalism to counter disinformation
- Tech Tools to build professional journalism networks
- Media Literacy programs as a tool
- The economic side of media, and how it influences editorial policies
- How to successfully start an online platform to counter disinformation – the entrepreneurial side of media

Technical process. This component will include: identification and selection of a local implementing partner (i.e. the purpose of this NOFO), identification of a conference venue, participant call announcement design and their selection, identification of local and international trainers, and implementation of the actual three-day TechCamp.

In addition to the public call to recruit relevant participants, we will also spread the word through local and regional partners, including U.S. Embassies in the region, the departments of journalism of local universities and colleges, government contacts, USG alumni associations, local NGOs, thinktanks, private tech community.

The implementing partner should coordinate regularly all this work with the U.S. Embassy in Kosovo and the Washington D.C. TechCamp teams.

Component 2 – follow on activities

This component has two subcomponents: follow on support grants, and an exchange program for successful participants.

Subcomponent 2.1 – Follow on support grants

Follow-on support grants will be awarded to groups presenting innovative ideas during the TechCamp workshop, with preference given to projects that have concrete outputs and results, including: building and strengthening local and regional journalism networks, investigative journalism initiatives, media literacy programs, building online platforms (portals and tools) to counter disinformation in the Balkans, and entrepreneurial media initiatives.

The follow-on support grants will incentivize participants and their active engagement in the TechCamp program. Small grants will encourage participants to develop practical solutions to the challenge of disinformation. Teams consisting of three or more members will be eligible to receive a follow-on grant.

Subcomponent 2.1.1. – Establishing and Supporting a Regional Counter Disinformation Portal

This subcomponent supports establishment and support for a pilot regional counter-disinformation portal based in Kosovo. In brief, the proposed "GeoPortal Post" will counter Russian disinformation and propaganda related to the Balkans via a team of professional investigative journalists from Kosovo, Serbia, Bosnia and Herzegovina, Macedonia, and Montenegro. The team of journalists will collaborate to identify fake news, analyze public opinion on media and social media in the region, and produce counter-disinformation articles to be published in the GeoPortal Post, and in the media in their respective countries. This portal will be the first organized media channel that specifically and systematically addresses Russian propaganda and disinformation in the Balkans. The portal will be in three languages: Albanian, Serbian and English.

Subcomponent 2.2. – An Exchange Program

The final sub-component is an exchange program. This program usually is one week long. It may take place about six (6) to 9 (nine) months after workshop, and will include TechCamp participants whose work has successfully increased public trust in the free press and in democratic institutions. Selected participants will travel to the United States to learn how to develop small and large scale disinformation strategies, how to build regional journalism networks, how to start-up a media business, and how to reinforce media integrity.

This exchange will extend and build upon skills learned during the TechCamp and will also create direct links between Kosovo TechCamp participants and contacts in the U.S. The possibility of participating in the exchange will further motivate participants to engage actively in the entire TechCamp program.

Post-TechCamp Engagement Strategy:

U.S. Embassy Pristina, working together with the TechCamp team, the selected implementing partner, and other local organizations, will actively engage TechCamp alumni in a series of activities designed to build on the immediate outcomes of the TechCamp, support the implementation of innovative TechCamp-inspired campaigns and projects to counter disinformation in the region, and help sustain connections and collaboration with and among workshop attendees.

Lines of effort may include the following:

- Announce a call for proposals following TechCamp workshop, and award small grants to support the development and implementation of the most promising alumni-led counter-disinformation campaigns, platforms, scholarships for additional training, and projects resulting from the workshop. (Ideally within 1-2 weeks)

- Actively engage TechCamp alumni in other U.S. Embassy-sponsored and –driven programming designed to combat disinformation in the region. This could include:
 - o A speaker program in conjunction with the American Corners in Kosovo for a series of Media Literacy sessions involving TechCamp participants and previous IVLP investigative journalism program participants. (Within 3-6 months).
 - o Potential follow up trainings with local educational trainers who work with elementary and secondary education teachers on introducing digital literacy skills in classrooms.
 - o Potential coordination with local journalistic associations on digital literacy workshops.
 - o Register and engage TechCamp participants in the Kosovo United States Alumni organization, and potentially benefit alumni small grants (Immediately after the TechCamp workshop)
 - o Engage and support initiatives to counter disinformation and propaganda in the region.
- Design and implement an exchange program for at least five TechCamp participants to travel to the United States to further their counter disinformation knowledge and skills (within 6-9 months).

An Overview of Program Activities and Milestones

- Selection of workshop venue and arranging for logistics
- Selection of participants and trainers
- Data collection activities: baseline survey
- Three-day TechCamp workshop in Peja
- Data collection activities: after TechCamp workshop survey, observations and interviews
- Reporting on the TechCamp workshop, including monitoring and evaluation components

Milestone 1. Completion of the three-day TechCamp workshop in Peja by November 2020

- Call for follow-on proposals and selection of successful proposals
- Monitoring the implementation of the follow-on support grants
- Implementation of all follow-on support grants
- Implementation of the regional counter-disinformation GeoPortal Post.
- Data collection activities
- Reporting on the implementation of follow-on support grants, including monitoring and evaluation components

Milestone 2. Completion of all follow-on support grants and pilot Geoportal by June 2021

- Selection of participants for the exchange program
- Implementation of the exchange program in the United States
- Data collection activities
- Reporting on the implementation of the Exchange program

Milestone 3. Completion of the Exchange program by September-October 2021

- Final data collection activities
- Closing activities
- Final reporting on the entire program, including monitoring and evaluation components

Milestone 4. Completion of the entire TechCamp program by December 2021

SECTION 3. ROLES AND RESPONSIBILITIES

The Bureau of Educational and Cultural Affairs (ECA) TechCamp team

- Fully fund the regional TechCamp and its related follow-on programs, events or projects
- Identify technological tools/concepts for the TechCamp that are appropriate for your diplomatic goals, target audience and local conditions
- Identify and recruit international technology trainers for the TechCamp, especially U.S. trainers
- Vet/interview all local trainers that the Embassy/partner help to identify
- Fully prep both international and local trainers for executing their roles and hands-on training sessions
- Host and guide weekly planning calls with post and the local implementing partner, providing information on TechCamp requirements and needs during the planning phase
- draft, organize, finalize and execute the TechCamp agenda and schedule, from pre-event walk-through to closing ceremony
- Create and share location-specific graphic for the TechCamp
- Design and execute the social media presence and strategy for the TechCamp and share TechCamp outcomes digitally (social media, website, etc.)
- Consult with the U.S. Embassy in Kosovo on the budget and offer expertise and oversight of spending on the three-day event, and spending on the required follow-on programming and events
- Travel to Kosovo and fully facilitate the TechCamp event, in collaboration with the local implementing partner and the U.S. Embassy in Kosovo
- Guide the U.S. Embassy in Kosovo and the local implementing partner in implementing a TechCamp follow-on strategy
 - o Incorporate TechCamp participants into the ECA's broader TechCamp alumni network

The U.S. Embassy in Kosovo team

- Identify a local implementing partner and fund via grant, using ECA's transferred funds
 - o Fully manage the grant and local partner, participating in all planning calls and communication for the TechCamp
- Identify potential local technology and subject matter experts to serve as local trainers
- Collaborate with ECA, the Regional bureau, other regional Embassies and the local implementing partner on selecting and inviting participants
- Oversee the implementing partner's logistical support, including budget oversight
- Arrange media/press support – photos/videos, press releases, as appropriate
 - o ECA's team will assist with social media/media strategy and outreach plan as needed
 - o Work with ECA's team on TechCamp follow-on activities over a series of months, using ECA's transferred funds
 - Ex: follow-on mini workshops, grant challenges, trainings, hackathons, focus groups, etc.

- Provide feedback and reporting to ECA on how the TechCamp achieved Embassy's objectives
- Incorporate local TechCamp participants into the Kosovo United States Alumni Association

The Implementing partner:

- Make all logistical arrangements to support the TechCamp event, including
 - o secure and book an appropriate and properly equipped venue
 - o confirm adequate WiFi connectivity
 - o arrange and book all air travel for participants and trainers, including international trainers
 - o arrange all lodging/transportation for all participants and trainers
 - o arrange meals for all participants and trainers during the three-day event
 - o provide assistance and guidance to all participants and trainers on any visa requirements necessary to facilitate their travel to the TechCamp location
 - o secure interpretation services as needed
- Create, share and keep updated a detailed budget
- Collaborate with and provide input to the U.S. Embassy and ECA TechCamp team in selecting participants, with the Embassy and ECA guiding selections
- Provide support onsite during the three-day event, managing all logistics and collaborating with the ECA's onsite team, plus any staffers from the Embassy
- Support Embassy's TechCamp follow-on activities, including support for the Geoportal, as outlined in the cooperative grant
- Recruit volunteers, and a videographer and a photographer for public outreach purposes
- Venue requirements. Detailed venue requirements will be provided after award of the cooperative agreement. In general, it should:
 - o be big enough to accommodate for various group and individual work arrangement
 - o have easy accessibility to several breakout rooms
 - o have good quality WiFi internet access for large number of simultaneous users
 - o have equipment (PA system, projectors, screens, laptops)

Note 1: Applicants should count on higher engagement during Component 1, especially related to the TechCamp workshop implementation. The intensity of work decreases during the follow-on Component and focuses on monitoring, reporting and evaluation.

Note 2: The U.S. Embassy in Kosovo and the implementing partner are expected to work closely on their areas of shared responsibility from the time of award, as with the ECA team. TechCamp planning typically lasts between 8-12 weeks and ECA team usually initiates a weekly phone call among all parties throughout the process.

Financial proposal. What to include in the financial proposal?

- Travel
 - o International participant travel x 21
 - o Local participant travel x 24
 - o International trainer travel x 5
 - o Local trainer travel x 5

- Ground transportation to and from airports (21 Intl participants and 5 Intl. trainers) x 26
- Accommodations
 - Hotel rooms* for local participants x 24 x 3 nights
 - Hotel rooms* for regional participants x 21 x 4 nights
 - Hotel rooms* for trainers x 10 x 4 nights

*Note: applicants should consider accommodating up to two participants per room when feasible and acceptable for participants. Local participants may choose to stay only two nights, i.e. traveling on the first and last day of the workshop given their geographical proximity. Breakfast should be included.
- Venue
 - Venue rental for the TechCamp workshop x 3 days
 - Four (4) breakout rooms x 3 days
- Meals
 - Meals (lunches) for participants and trainers x 3 days
 - Dinner and receptions x 3 dinners and x 1 reception
 - Coffee breaks x 3 days x 2 coffee breaks per day
- Supplies*
 - Printed promotion materials (banners, bags, name tags)
 - Stationery and office supplies
 - Monitors/screens
 - PA system
 - WiFi

Note*: exclude those that may be provided for free by the venue host.
- Implementing partner staff fees and overhead
 - Implementing partner may request up to 10% of the total TechCamp overall budget
- Logistics
- Evaluation
- Follow-on small subgrants and an exchange program at 21% of the total TechCamp overall budget
- Establishing and supporting the Geoportal Post at 28% of the total TechCamp overall budget

B. FEDERAL AWARD INFORMATION

Length of performance period: 18 months approx.

Number of awards anticipated: 1 award

Total available funding: \$140,000

Type of Funding: FY20 Fulbright-Hays funds

Anticipated program start date: July 1, 2020

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement. This funding instrument allows for substantial involvement of the U.S. Embassy in Kosovo in the grant implementation process. See the section on Roles and Responsibilities.

Program Performance Period: Proposed programs should be completed in 18 months or less.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following local organizations are eligible to apply:

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

2. Cost Sharing or Matching

Cost sharing is not required under this NOFO

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

Activities that *are not* typically funded include, but are not limited to:

- Travel to the United States for professional development
- Paying to complete activities begun with other funds
- Promotion of local artists and art collectives
- Projects inherently political or partisan in nature or appearance
- Fundraising campaigns
- Commercial or trade activities
- Social welfare projects
- Projects inherently religious in nature or appearance

D. APPLICATION AND SUBMISSION INFORMATION

1. 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 A4 paper

- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins, and
- Application submitted in a zip format or through a cloud service will be rejected.

The following documents are **required**:

1. Mandatory application forms (to download forms, copy and paste links below in your browser)

- **SF-424 (Application for Federal Assistance – organizations)** at https://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf
- **SF424A (Budget Information for Non-Construction programs)** at: <https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>
- **SF424B (Assurances for Non-Construction programs)** at: <https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>
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- Instructions how to fill out these forms can be found here: <https://www.grants.gov/web/grants/forms/sf-424-family.html>

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

3. Proposal (15 pages maximum): 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? Consult the Objective section to become with minimum monitoring and evaluation expectations.

- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable. This is specifically relevant to follow-on grants.
- **Media Engagement Plan.** Applicants should propose a clear media plan in their proposal. This plan should include how the organization plans to promote the project publicly, how they plan to share project experiences, activities, and public media appearances with the Embassy's Public Affairs Section (PAS). Applicants should also detail their willingness to work regularly with the Embassy to shape and amplify their public messages through the Embassy's public engagement platforms.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. Check the financial proposal section above as well. See also section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. 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 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
- Organization's registration letter
- 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:

<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@dliis.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.

4. Submission Dates and Times

Applications are due no later than June 3, 2020

5. Funding Restrictions

Award funding cannot be used for construction activities, or to purchase alcoholic beverages.

6. Other Submission Requirements

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

Important note: Email subject line should include this element: **TechCamp Kosovo: Countering Disinformation in the Balkans**

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.
- **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:** 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 that 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. This is especially relevant to follow-on grants.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

4. Anticipated Announcement and Federal Award Dates: 15 July 2020.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The 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: Payment shall be tied to program milestones or disbursed on an as-needed basis. Automated Clearing House Electronic Funds Transfer (ACH/EFT) method will be used for all payments. Payment shall be transferred into two installments at minimum.

2. Administrative and National Policy Requirements

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

2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

Note the U.S. Flag branding and marking requirements in the Standard Terms and Conditions.

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 expect to submit two to three narrative reports and two financial reports maximum.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: PristinaGrants@state.gov.

Pre-Application questions:

Deadline to submit pre-application questions is May 12, 2020. The Embassy's grants team will collect and post all responses by May 15 the latest.

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.

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.