



Annual Program Statement (APS)

U.S. Embassy Lome Public Diplomacy Small Grants Program

Lome -Togo, Department of State

Opportunity number: **Lome-FY26-APS-0001**

Application deadline: **June 30th, 2026**

Table of Contents

A.	BASIC INFORMATION	3
B.	ELIGIBILITY.....	4
C.	PROGRAM DESCRIPTION	5
D.	APPLICATION CONTENTS AND FORMAT.....	8
E.	SUBMISSION REQUIREMENTS AND DEADLINES	12
F.	APPLICATION REVIEW INFORMATION	16
G.	AWARD NOTICES	19
H.	POST-AWARD REQUIREMENTS AND ADMINISTRATION	20
I.	OTHER INFORMATION	22

U.S Department of State
Bureau/ Embassy, Public Diplomacy Section
Annual Program Statement for Public Diplomacy

A. BASIC INFORMATION

1. Overview

Funding Opportunity Title	U.S. Embassy Lome Public Diplomacy Small Grants Program
Funding Opportunity Number	Lome-FY26-APS-0001
Deadline(s) for Applications	June 30 th , 2026, 11:59 p.m. UTC.
Assistance Listing Number	19.040 - Public Diplomacy Programs
Length of performance period	06 to 18 months
Number of awards anticipated	05 awards (dependent on amounts)
Award amounts	awards may range from a minimum of \$5,000 to a maximum of \$25,000 (approximately)
Total available funding	\$60,000 pending availability of funds
Type of Funding	FY26 Smith Mundt Public Diplomacy Funds
Anticipated project start date	August 10, 2026

The U.S. Embassy Lomé of the U.S. Department of State announces that funding is available through its Public Diplomacy Foreign Assistance Grants Program. This Annual Program Statement outlines our funding priorities, the strategic themes we focus on, and procedures for submitting requests for assistance. Please carefully follow all instructions below.

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

The Department of State will entertain applications for continuation of assistance 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 and the American taxpayer.

This notice is subject to availability of funding. The Public Diplomacy Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

2. Executive Summary

The U.S. Department of State's Embassy Lomé announces an open competition to implement programs that strengthen the strategic relationship between the United States and Togo. This foreign assistance opportunity seeks targeted, results-oriented projects that promote economic growth, enhance security cooperation, and highlight American innovation and leadership.

The program's main goals are to support commercial ties that create jobs and drive innovation, encourage co-funding between U.S. and Togolese organizations, and shift our relationship from "aid to trade". We also aim to deepen security ties by supporting joint efforts in law enforcement, protecting critical infrastructure, and promoting Togo's role in regional stability. In addition, we want to showcase American excellence through the Freedom 250 campaign, underscore U.S. leadership in technology and diplomacy, and expand English language and entrepreneurship education that supports workforce readiness and market-relevant skills.

Through this call for applications, Embassy Lomé reaffirms its commitment to advancing U.S. foreign policy priorities by promoting prosperity, security, and innovation in ways that deliver tangible returns for the United States and American taxpayers, while also supporting Togo's progress toward greater self-reliance. We invite focused, impactful proposals that will deepen the U.S.-Togo cooperation and deliver tangible benefits to both nations.

Please follow all instructions below.

B. ELIGIBILITY

1. Eligible Applicants

The following organizations are eligible to apply.

- *U.S.-based and local organizations including:*
- *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*

For-profit entities, even those that may fall into the categories listed above, are **not** eligible to apply for this solicitation. Organizations may sub-contract with other entities, but only one, non-profit, non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the responsibilities of each entity must be clearly defined in the proposal. For more information on the difference between sub-contract and sub-recipient, please refer to 2 CFR 200.331.

2. Cost Sharing or Matching

Cost sharing or matching is encouraged but not required for this funding opportunity.

3. Other Eligibility Requirements

All organizations must have a Unique Entity Identifier (UEI) issued via www.SAM.gov as well as a valid registration in SAM.gov. Please see Section E.3 for more information. Individuals are not required to have a UEI 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 under this funding opportunity.

4. This opportunity will not support:

- Projects relating to partisan political activity;
- Charitable or development activities; including direct social services such as medical, psychological, and/or humanitarian support
- Construction projects;
- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs
- Scientific research or surveys;
- Commercial projects;
- Projects intended primarily for the growth or institutional development of the organization;
- Projects that duplicate existing projects; or
- Illegal activities

C. PROGRAM DESCRIPTION

1. Project Background, Goals, and Objectives

The Public Diplomacy Section invites proposals for programs that support one of the following U.S. Embassy priority program areas listed below.

First, we aim to secure more U.S. commercial wins by supporting projects that create jobs, generate revenue, and drive innovation in both countries. We encourage initiatives that move our relationship “from aid to trade,” emphasizing mutually beneficial trade relationships and co-funding between U.S. and Togolese entities. Proposals that facilitate business linkages, promote entrepreneurship, and highlight U.S. commercial expertise are especially welcome.

Second, the program seeks to strengthen bilateral security ties. We invite projects that enhance cooperation between U.S. and Togolese military and law enforcement agencies, support lawful migration, and protect critical infrastructure such as direct flights between Lomé and the United States. Initiatives that reinforce Togo’s role as a regional mediator and promote burden-sharing in addressing regional conflicts are also encouraged.

Third, we are committed to highlighting American excellence and innovation. In celebration of America’s 250th anniversary, we seek proposals that highlight U.S. innovation, particularly in

technology and artificial intelligence, and foster new forms of cooperation with Togolese innovators. Expanding English language and entrepreneurship education is a key priority, as it invests in the next generation of U.S.-Togo commercial partners and thought leaders.

Examples of Public Diplomacy Small Grants Program programs include, but are not limited to:

- *Academic and professional lectures, seminars and speaker programs*
- *Artistic and cultural workshops, joint performances and exhibitions*
- *Professional and academic exchanges and programs*
- *Entrepreneurship Programs*
- *STEM and Tech Innovation programs*
- *Promoting Free Speech and Open Societies*
- *Countering Foreign Malign Influence Initiatives*
- *America First Trade and Investment Forums*
- *Workforce Development and Skilled Trades Training*

Priority Program Areas/Goals: Applicants may submit a proposal to address one of the program goals below. Proposals should focus on one or more of the priority outcomes, but applicants may also recommend their own objective.

Goal 1. Secure more U.S commercial wins

Limited economic opportunities and reliance on traditional assistance models have constrained sustainable growth in both the United States and Togo. To address this, the U.S. Embassy prioritizes commercial engagements that create jobs, generate revenue, and drive innovation. Programs under this theme are expected to promote mutually beneficial trade relationships and encourage co-investment in projects that deliver lasting economic impact for both countries.

*Projects that address this theme should **promote** entrepreneurship and job creation by facilitating business incubator programs and U.S.-Togo trade workshops, which emphasize hands-on mentorship and **market-driven, sustainable** business models..*

Project Audience(s): The primary audience includes:

- *Togolese and U.S. entrepreneurs,*
- *Business owners, investors; young professionals and*
- *students interested in entrepreneurship and innovation.*

Priority Outcomes(s): Applicants may focus on one or more of the outcomes listed below. Applicants are encouraged to propose additional objectives and innovative activities that address the priority program areas.

1. *Increased bilateral trade and Investment*
2. *Generate new employment opportunities and increase revenue*
3. *Strengthened entrepreneurship ecosystem*
4. *Deeper U.S.-Togo economic cooperation*
5. *More sustainable business practices*

Goal 2. Strengthen Bilateral Security Ties

Unlawful migration, regional instability, and security threats pose significant challenges to both the United States and Togo, making enhanced security cooperation a top priority for the U.S. Embassy. Strengthening military and law enforcement cooperation, protecting critical infrastructure, and supporting Togo's role as a regional mediator are essential to addressing these issues. Programs under this theme are expected to foster collaboration, improve operational capacity, and promote shared responsibility in advancing regional and bilateral security.

Projects addressing this theme could include joint training workshops for U.S. and Togolese law enforcement to combat transnational crime, or initiatives that build Togo's capacity to mediate regional conflicts and protect critical infrastructure such as airports and borders. Such programs should emphasize information sharing, best practices, and sustainable partnerships to enhance overall security and stability.

Project Audience(s): Primary audiences include:

- *Togolese and U.S. law enforcement and security professionals,*
- *Youth and community leaders in high-risk regions, and*
- *Government and civil society representatives engaged in policymaking, conflict mediation, and regional cooperation.*

Priority Outcomes(s): Applicants may focus on one or more of the outcomes listed below. Applicants are encouraged to propose additional objectives and innovative activities that address the priority program areas.

1. *Reduce unlawful migration*
2. *Raise awareness about malign influence and disinformation*
3. *Promote social cohesion*
4. *Improve law enforcement and military collaboration*

Goal 3. Amplify American Excellence and Innovation

*Limited awareness of American achievements and global leadership, as well as gaps in technology and language skills, can hinder the development of strong U.S.-Togo **cooperation** and future opportunities. To address this, the U.S. Embassy prioritizes programs that **highlight** American excellence, promote innovation, and expand educational opportunities. Programs under this theme are expected to highlight U.S. diplomatic leadership and technological advancements and foster new **collaboration** with Togolese innovators and future leaders. Projects that address this theme should support the launch of Embassy Lomé's Freedom 250 campaign to celebrate America's 250th anniversary, promote U.S. innovation—such as the development and application of advanced AI tools—and expand access to English language and entrepreneurship education. Initiatives may include public events, technology workshops, educational exchanges, and collaborative projects that build lasting connections and inspire future U.S.-Togo commercial and thought leaders.*

Project Audience(s): The primary audience includes:

- *Togolese students, educators, and young professionals,*
- *Local innovators, tech entrepreneurs, and business leaders,*

- *Community organizations and educational institutions interested in U.S. cooperation and global engagement.*

Priority Outcome(s): Applicants may focus on one or more of the outcomes listed below. Applicants are encouraged to propose additional objectives and innovative activities that address the priority program areas.

2. *Increased awareness of U.S. diplomatic leadership and global achievements*
3. *Expanded access to English language and entrepreneurship education*
4. *Strengthened U.S.-Togo collaboration in technology and innovation*
5. *Enhanced capacity of Togolese participants to engage in global markets and economic cooperation*

6. Substantial Involvement

In the case of a cooperative agreement or an FAA with substantial involvement, the following outlines the anticipated roles and responsibilities of both the U.S. Embassy and the Recipient.

- ***U.S. Embassy Roles and Responsibilities***

*The U.S. Embassy will **provide strategic guidance and oversight** to ensure alignment with U.S. government priorities, review and approve proposed publications and branding, and provide guidance and technical input throughout the project's lifecycle. Additionally, the Embassy will facilitate connections with relevant resources and experts, monitor project progress, and offer feedback to support successful outcomes.*

- ***Recipient Roles and Responsibilities***

The recipient will develop and implement approved project activities in close consultation with the U.S. Embassy, propose participants and materials for Embassy review, and manage daily operations such as logistics, finances, and reporting. They are also responsible for collecting and reporting data on project outcomes, maintaining timely communication with the Embassy, and ensuring full compliance with all U.S. government regulations and cooperative agreement terms.

D. APPLICATION CONTENTS AND FORMAT

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 applicant authorized signatures are provided where indicated on the various required forms.

The following documents are **required**:

1. *Mandatory application forms*

- SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals) at [grants.gov](https://www.grants.gov) or [Embassy website](#).
- SF-424A (Budget Information for Non-Construction programs) at [grants.gov](https://www.grants.gov) or [Embassy website](#).
- SF-424B (Assurances for Non-Construction programs) at [grants.gov](https://www.grants.gov) or [Embassy website](#). (note: the SF-424B is only required for individuals, organizations exempt from registration, and for organizations not required to fully register in www.SAM.gov)
- PDS Performance Monitoring Plan (PMP) at [Embassy Website](#)
- PDS Budget Narrative Sample template at [Embassy Website](#)

2. *Proposal (07 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 project, including project 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 State Department and/or U.S. government agencies as well as experience with and expertise in areas related to those described in the APS.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Methods, Design, Activities, and Deliverables:** 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. Describe the program activities and how they will help achieve the objectives.
- **Proposed Project 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?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees (if applicable).
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
- **Monitoring & Evaluation Plan:** Proposals must include a **Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP)** that explains how the applicant plans to track project performance and measure progress toward the project’s goals and objectives. The PMP should include “If-Then” statements to illustrate how the project activities will lead to the intended results, along with a short datasheet outlining proposed project activities and the indicators that will be used to measure success.

- The above-mentioned template is available at [Embassy Website](#)

3. *Budget Justification Narrative*

- **Detailed Budget** - Applicants must submit a detailed line-item budget. Applicants are encouraged to utilize the template provided with the funding opportunity but are not required to do so (**PDS Budget Narrative Sample template**). Line-item expenditures should be listed in the greatest possible detail. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. See Annex Section I for a description of the types of costs that should be included in each category. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. If an organization is charging an indirect cost rate without a NICRA, it must apply it to the modified total budget costs (MTDC), refer to 2CFR§200.1. **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.
- **Budget Justification Narrative** – Applicants must submit a budget justification narrative to accompany the detailed line-item budget. The purpose of the budget justification narrative is to supplement the information provided in the detailed budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals. The budget justification narrative is a tool to help Embassy staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the requested costs beyond the constraints of the budget template. Together, the detailed budget spreadsheet, the budget justification narrative, and the SF-424A should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant’s proposal.

Additional Budget Notes:

- € Awards to Individuals: Please note the following budget guidelines for the Individual Award:
 - | Salary/Honoraria: Only the award recipient may receive salary/honoraria from this funding mechanism. The Recipient must be the primary point of contact and manage all programmatic activities.
 - | Contractual Costs: Additional individuals working on the award are only permissible through contracted services, as long as the services are not related to the core programmatic activities. Expenses for services such as accounting, legal support, social media management, website designer, etc., are allowable.
 - | Other Direct Costs: Expenses related to securing venues, managing logistics, catering, etc. are allowable.
- € Audit Requirements: Please note the audit requirements for Department of State awards in the Standard Terms and Conditions <https://www.state.gov/m/a/ope/index.htm> and

2CFR200, Subpart F – Audit Requirements. The cost of the required audits may be charged either as an allowable direct cost to the award OR included in the organization’s established indirect costs in the award’s detailed budget.

- € Visa Fees: Include all visa application and related fees in your budget as applicable. Please note DS-2019s for post-funded programs must be submitted directly by the award recipient. If you anticipate your program will include the DS-2019 visa processing, your organization must be a registered Designated Sponsoring Organization. For more information go to: <https://j1visa.state.gov/sponsors/become-a-sponsor/>

4. *Attachments*

- **Key Personnel Resumes:** A résumé, not to exceed one page in length, must be included for the proposed key staff persons, such as the **Project Director and Finance Officer**, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.
- **Letters of support from program partners:** Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.
- **Indirect Costs:** If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included in the application submission.
- **Proof of Non-profit Status:** Documentation to demonstrate the applicant’s non-profit status (e.g., U.S.-based organizations should submit a copy of their 501(c)(3) Internal Revenue Service determination letter, and non-U.S. organizations should provide evidence of non-profit status issued by a government entity).
- **Proof of Registration:** A copy of the organization’s registration should be provided with the proposal application. U.S.-based organizations should submit a copy of their IRS determination letter. Togo-based organizations should submit a copy of their certificate of registration from the appropriate government organization.
- **Security package:** The safety and security of all participants and activities under this project are the sole responsibility of the award recipient. Due to the security climate in Togo (north), we require all proposals to include a security package to accompany appropriate programmatic elements within their proposal. The security package must include but is not limited to secure transportation; lodging, and emergency accountability and evacuation for any non- Togo personnel living or working in Togo as well as a copy of your organization’s security operational procedures for high-risk environments. Reasonable costs for necessary security are allowable expenses and should be included in the proposed budget. If a security company is engaged and funded under the award, it

must be registered by the Government of Togo to operate in Togo We require award recipients to notify the Public Diplomacy Section in advance when U.S. citizens are traveling to Togo.

Other items NOT required/requested with the application submission, but which *may* be requested if your application is approved to move forward in the review process include:

- a. Copies of an organization or program audit within the last two (2) years
- b. Copies of relevant human resources, financial, or procurement policies
- c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas
- d. Documentation that demonstrates the recipients' plan and/or policy to safeguard PII of participants and beneficiaries. It is the responsibility of the recipient to ensure protection of personally identifiable information (PII) and safeguard PII when collecting, maintaining, using and disseminating such information
- e. Information to determine what financial controls and standard operating procedures an organization uses to procure goods and services, hire staff and track time and attendance, pay for grant-related travel, and identify other financial transactions that may be necessary to undertake the project activities
- f. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

E. SUBMISSION REQUIREMENTS AND DEADLINES

1. Address to Request Application Package

Application forms required above are available at [Embassy website, www.grants.gov](http://www.grants.gov)

2. Department of State Contacts

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

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

Required Registration: All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration in SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

The 2 CFR 200 also requires subrecipients to obtain a UEI. Please note the UEI for subrecipients is not required at the time of application but will be required before an award is processed and/or directed to a subrecipient.

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI prior to registering in SAM.gov.
- **Organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove an NCAGE code from their SAM.gov registration, the applicant should [submit a help desk ticket](#) (“incident”) with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: “I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain an NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

- Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis. See [2 CFR 25.110](#) for a full list of exemptions.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

Please note: Any applicant with an exclusion 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.”

4. Submission Dates and Times

Applications may be submitted for consideration at any time before the closing date of **June 30th, 2026**. No applications will be accepted after that date.

Submission Method A: Submitting all application materials directly to the following email address: LomePDGrants@state.gov Applicants opting to submit applications via email to LomePDGrants@state.gov must include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.

Submission Method B: Submitting all application materials through Grants.gov. For those opting to apply through Grants.gov, thorough instructions on the application process are available at <http://www.grants.gov>. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or go to <https://www.grants.gov/support.html>

Please note that LomePDGrants@state.gov is unable to assist with technical questions or problems applicants experience with Grants.gov.

5. *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” If the place of performance or delivery of any award made under this NOFO will be within the United States, applicants are advised that they will be required to certify the following at the time of award:
 - a. 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;
 - b. It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws. A program promoting Diversity, Equity, and Inclusion means a program whose purpose is to promote preferences based on race, color, religion, sex, or national origins, such as in training or hiring.
- iii. Certification Regarding Compliance with 20 U.S.C. 1011f and any other applicable foreign funding disclosure requirements: 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:
 - a. 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.
 - b. Applicants seeking clarification on the reporting requirement are encouraged to review the [Frequently Asked Questions](#) resource developed by the U.S. Department of Education.
- iv. Certification of Trafficking in Persons Compliance and Compliance Plan: Applicants are advised that they will be required to certify the following at the time of award for awards

where the estimated value of services to be performed outside the United States exceeds \$500,000:

- a. To the best of the Recipient's knowledge, neither the Recipient, nor any subrecipient, contractor, or subcontractor of the Recipient or any agent of the recipient or of such a subrecipient, contractor, or subcontractor, is engaged in any of the activities described in 2 CFR 175.105(a);
- b. The recipient has implemented a Trafficking in Persons compliance plan to prevent activities described in 2 CFR 175(a) and is compliant with this plan; and the compliance plan must follow the minimum requirements described in 2 CFR 175(b)(5).
- c. That the Recipient has and will implement procedures to prevent activities described in 2 CFR 175.105(a) and to monitor, detect, and terminate any subrecipient, contractor, subcontractor, or employee of the recipient engaging in these activities.

Recipients do not need to submit a copy of the plan. However, they must provide it to the Grants Officer upon request, and as appropriate, must post the useful and relevant contents of the plan or related materials on its website and at the workplace. Recipients must re-certify on an annual basis for the entire award period of performance.

- v. Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities
 - a. (a) *Definitions.*
 - i. *American Security Drone Act-covered foreign entity* means an entity included on a list developed and maintained by the Federal Acquisition Security Council (FASC) and published in the System for Award Management (SAM) at <https://www.sam.gov>
 - ii. *FASC-prohibited unmanned aircraft system* means an unmanned aircraft system manufactured or assembled by an American Security Drone Act-covered foreign entity.
 - iii. *Unmanned aircraft* means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.
 - iv. *Unmanned aircraft system* means an unmanned aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the operator to operate safely and efficiently in the national airspace system.
 - b. (b) *Prohibition.* Recipients of funding under this Notice of Funding Opportunity (including subawards and subcontracts issued by the recipient) will be prohibited from:
 - i. delivering any FASC-prohibited unmanned aircraft system, which includes unmanned aircraft (i.e., drones) and associated elements
 - ii. Operating a FASC-prohibited unmanned aircraft system in the performance of the award; and
 - iii. Using Federal funds for the purchase or operation of a FASC-prohibited unmanned aircraft system.

- c. *Exemptions, exceptions, and waivers.* The prohibitions described above will not apply if the agency determines that an exemption, exception, or waiver applies and the award indicates that such a determination has been made. [See sections 1823 through 1825 and 1832 of Public Law 118-31 ([41 U.S.C. 3901](#) note prec.) for statutory requirements pertaining to exemptions, exceptions, and waivers.].
- vi. **Pre-Award Costs:** Pre-award costs are not an allowable expense for this funding opportunity.
- vii. **Construction:** Any award made as a result of this NOFO will not allow for construction activities or costs.
- viii. **Direct Social Services:** Costs that cover and provide direct social services, such as welfare, charity, health or economic relief, are unallowable. Medical assistance, such as costs to include medical professionals, including but not limited to doctors, nurses, and psychiatrists to participate in the project activities are not allowed.

6. Other Submission Requirements: 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.

Applicants must acquire all required registrations and rights in the United States and Togo. All intellectual property considerations and rights must be fully met in the United States and Togo.

Any sub-recipient organization must also meet all the U.S. and Togo requirements described above.

F. APPLICATION REVIEW INFORMATION

1. Review Criteria

Criteria: Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

- € **Quality and Feasibility of the Program Idea – 30 points:** The program idea should be innovative and well developed, with sufficient detail about how project activities will be carried out. The proposals should demonstrate originality and outline clear, achievable objectives that align directly with the priorities and requirements of the NOFO. The proposal includes a reasonable implementation timeline, and the project scope is appropriate and clearly defined. Finally, the proposal aligns with the following:
 - o The project clearly demonstrates a direct contribution to current U.S. foreign policy priorities.

- o The project will positively impact America’s reputation among foreign government partners.
- o The project will positively impact American’s reputation among foreign publics.
- o The proposal does not include any activities contrary to the following Executive Orders:
 - Executive Order 14173: "[Ending Illegal Discrimination and Restoring Merit-Based Opportunity](#)"
 - Executive Order 14287: "[Protecting American Communities from Criminal Aliens](#)"
 - Executive Order 14168: "[Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government](#)"

€ **Organizational Capacity and Record on Previous Grants – 25 points:**

- o The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project, including internal controls in place to manage federal funds.
 - o The organization demonstrates that it has a clear understanding of the underlying issue that the project will address.
 - o The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system, a bank account, and if applicable, satisfactory audit findings.
 - o Applicants who have received grant funds previously have been compliant with applicable rules and regulations, including the Award Provisions and Standard Terms and Conditions.
 - o Where partners are described, the applicant details each partner’s respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate.
- **Project Planning/Ability to Achieve Objectives – 20 points:** The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
 - **Budget – 10 points:** The budget and narrative justification are sufficiently detailed. The budget demonstrates that the organization has devoted time to accurately determine expenses associated with the project instead of providing rough estimates. Costs are reasonable in relation to the proposed activities and anticipated results. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.
 - **Monitoring and Evaluation - 10 points:** There is a complete and thorough draft submission of a M&E Performance Monitoring Plan (PMP). This will include a list of proposed project activities, corresponding milestone, output, and outcome indicators, a description of data collection methods, and a timeline for collecting such information.

The proposal presents a clear theory of change on how the program will address that problem. Use of the suggested template (**PDS Performance Monitoring Plan (PMP)**) will satisfy these requirements. Funded projects will have their plans finalized during the negotiation phase, and monitoring plans may be subject to periodic updates throughout the life of the project.

- **Sustainability – 5 points:** The project proposal describes clearly the approach that will be used to ensure maximum sustainability or advancement of project goals after the end of project activity.

2. *Indirect Costs*

If two or more applications receive equivalent scores based on the evaluation criteria outlined in this NOFO, preference will be given to the applicant with the lower indirect cost rate, as consistent with Executive Order 14332, Section 4(b)(iii). This preference will only be applied as a tie-breaking mechanism and does not supersede the primary evaluation criteria.

3. *Review and Selection Process*

- a. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal.
- b. Review. All submissions are screened for technical eligibility. **If a submission is missing any required forms/documents listed above in [Section D. Application Contents and Format](#), it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review eligible proposals based upon the criteria noted in this NOFO.
- c. Follow up notification. Applicants will generally be notified within 120 days after the NOFO deadline regarding the results of the review panel.

2. *Risk Review*

- i. 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 project requirements
 - f. Take into consideration security risks in the north of Togo
- ii. High Risk Designation

Awardees that are deemed to be high risk based on the above risk factors will be held to special award conditions. At a minimum, the recipient and/or project designated as High Risk will be required to submit monthly narrative reports and/or quarterly detailed financial

reports. Recipients may also be required, upon request of the Grants Officer or Grants Officer Representative, to provide electronic copies of receipts or other supporting documentation (e.g., timesheets, travel documents) for costs incurred. The Grants Officer may withhold 10% of the award amount until final reports have been reviewed and approved by the GO. The recipient may be required to pay all salaries supported by the grant via electronic funds transfer. Other special award conditions may also be included if deemed appropriate by the Grants Officer.

iv. Risk Analysis Management

To qualify for final consideration, certain applicants must undertake the Risk Analysis Management (RAM) vetting process by providing Risk Analysis Information (RAI) about their “key individuals” (i.e., individuals with the ability to control applicant organizations’ funds), including “key individuals” from selected sub-recipients. Please note: these individuals could be different from the key personnel listed in the section 4 of required documents. The purpose of vetting potential contractors and grantees is to reduce the risk that foreign assistance funding is provided to terrorists or their supporters. Potential grantees will be notified separately if RAI is required. Applicants submit key individuals’ RAI by completing the Risk Analysis Information Form, DS-4184, through the secure web portal at <https://ramportal.state.gov>. The DS-4184 requests the following RAI for each key individual: Full Name; Aliases; Gender; Birth Place; Birthdate; Home/Work Addresses; Phone Numbers; Employer; Professional Title; Email Addresses; Skype ID (if included, email address is also required); Numbers from All Official IDs (e.g., passports, ID cards, etc.); Nationalities; and Social Security Number (if U.S. person). Questions about the DS-4184 form may be emailed to RAM@state.gov. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.

G. AWARD NOTICES

The award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The award agreement is the authorizing document, and it will be provided to the recipient for review and counter-signature. The recipient may only start incurring project expenses beginning on the start date shown on the 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:

Recipients will be required to request payments by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer and Grants Officer Representative.

Recipients may not draw down funds without the affirmative authorization of the Department of State. In addition, recipients must submit, with each SF-270 payment request, a detailed explanation justifying the request.

H. 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
 - 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). For the avoidance of doubt, the Department has sole discretion over the determination that an award no longer effectuates program goals or agency priorities, and this provision permits awards to be terminated at the Department's convenience, including when it determines that the award no longer advances the national interest.
- [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](#)
- Recipients must comply with all applicable Executive Orders. A searchable list can be found in the Federal Register: <https://www.federalregister.gov/> .

2. *Reporting*

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted. *Note:* most recipients will be required to submit quarterly program progress and financial reports throughout the project period. The quarterly progress report should include an up-to-date copy of the PMP datasheet. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days after the close of the project period.

All reports are to be submitted electronically.

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

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.

3. *Branding and Marking*

The Department of State, its programs, and U.S. Government funding and assistance should be easily identifiable to the Department's global audiences.

Recipients of federal assistance awards must follow the branding guidance published at Guidance for Contracts and Grants - U.S. Department of State Brand System. Branding policy exceptions are outlined in the U.S. Department of State Foreign Affairs Manual 10 FAM 416, Policy Exceptions. For more information, visit: <https://brand.america.gov/>

In addition to the Department of State branding guidance referenced above, recipients of new Public Diplomacy awards promoting Freedom 250 activities will also be required to incorporate the Freedom 250 logos in all program materials, activities, and communications.

The recipient will be expected to follow all existing marking and branding requirements in accordance with Department branding guidance. The Freedom 250 logos would be used in addition to, not in place of, these requirements.

I. 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 \$10,000 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 \$10,000 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 15% of Modified Total Direct Costs (MTDC) as defined in [2 CFR 200.1](#).

“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 and other entertainment related expenses.

STEP Enrollment

U.S. citizens who travel to Togo are encouraged to enroll in the Department of State's Smart Traveler Enrollment Program (STEP) available at: <https://step.state.gov/step/>. Enrollment enables citizens to receive security-related messages from the Embassy and makes it easier for us to locate you in an emergency. The Embassy also recommends that all travelers review the State Department's [travel website at travel.state.gov](https://travel.state.gov) for the [Travel Warnings](#), Travel Alerts, and Togo Specific Information.