

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY ANTANANARIVO PUBLIC AFFAIRS SECTION
SMALL GRANTS PROGRAM**

Funding Opportunity Title: U.S. Embassy Antananarivo PAS Annual Program Statement

Funding Opportunity Number: DOS-ANTAN-FY16

CFDA Number: 19.040 - Public Diplomacy Programs

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I. Funding Opportunity Description

The U.S. Embassy Antananarivo Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

Purpose of Small Grants: PAS awards a limited number of grants to individuals, non-governmental organizations, think tanks, and academic institutions to support exchange between the U.S. and Madagascar or the Comoros with the aim of improving mutual respect and understanding. The PAS Small Grants Program supports projects that:

1. Advance good governance in the Madagascar and the Comoros through the promotion of improved transparency and accountability in government, rule of law, enhanced and educated civic participation.
2. Increase public support for U.S.-Malagasy and U.S.-Comorian cooperation in business, entrepreneurship, science and technology exchange, sustainable economic growth and poverty reduction.
3. Support peace and stability through civic education reconciliation programming.
4. Deepen cultural ties and understanding between the United States and Madagascar or the Comoros.
5. Improve and expand English language learning through curriculum development, teacher training and developing partnerships with U.S. education institutions.
6. Improve sustainable management of natural resources and biodiversity conservation

PAS will only consider grants that have an American component or aspect in their proposal. This could include, but is not limited to, having an American expert as a speaker, using curriculum developed by a U.S. institution, projecting an American film. Requests to sponsor

events should ensure the event has a connection to one of the above five elements and that the grant proposal be linked to a specific line item or line items, and not be a request for a flat amount to be pooled with other sources. (For example, a request to sponsor a conference should mention specific items, such as flights for certain U.S. academics, publication of a post-conference booklet, or sponsorship of the travel and accommodation of a U.S. speaker to the conference, rather than just a flat amount.)

Activities that are not funded under this program include, but are not limited to:

- Social welfare projects;
- Individual travel to conferences;
- Construction projects;
- Completion activities for projects begun with other funds;
- Projects that are inherently political in nature or that contain the appearance of partisanship/support to individual or single party electoral campaigns;
- Political party activities; and
- Projects that support specific religious activities.

Authorizing statutes for the funding opportunity are:

1) Fulbright-Hays Act, which allows the Department of State to use funds for the purpose of supporting international exchanges that address issues of mutual interest to the United States: <http://www2.ed.gov/about/offices/list/oep/iegps/fulbrighthaysact.pdf>

2) Smith-Mundt Act which specifies the terms in which the United States government can engage global audiences: <http://www.state.gov/pdcommission/library/177362.htm>

II. Award Information

Funding Instrument Type: Cooperative agreement or grant. Cooperative agreements are different from grants in that PAS staff are more actively involved in proposal execution and anticipates having moderate to substantial involvement once the award has been made.

Floor of Individual Award Amounts: \$750

Ceiling of Individual Award Amounts: \$75,000

Project and Budget Periods: Grant projects generally must be completed in one year or less. PAS will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

Applicants should consider their budgets carefully and submit a budget commensurate with their project goals. While PAS will consider proposals up to \$75,000, projects that are smaller in scope are more likely to be considered. Funding levels average from \$5,000-\$15,000.

This procurement notice is subject to funds available.

III. Eligibility Information:

The U.S. Embassy Antananarivo Public Affairs Section encourages applications from organizations located in Madagascar, the Comoros, the United States or abroad:

- Individuals
- Registered not-for-profit think tanks and civil society/non-governmental organizations with at programming experience
- Educational institutions

The U.S. Embassy Antananarivo Public Affairs Section encourages, but does not mandate, that applicants include cost-sharing elements from additional sources in support of their proposals.

IV. Application Submission and Deadline

Proposals should be submitted online to the U.S. Embassy in Antananarivo at the following email address: PASAntanGrants@state.gov. Applications are preferred in English but can also be submitted in French or Malagasy. Final grant agreements will be concluded in English. The amount in the budget information are also preferred in U.S. dollar (\$).

The U.S. Embassy Antananarivo Public Affairs Section will accept proposals throughout the year and will review proposals on a monthly basis. Below are the dates of review:

- Proposals received between October 1 and December 31 will be reviewed by January 20 with responses going out by January 31.
- Proposals received between January 1 and March 31 will be reviewed by April 20 with responses going out by April 30.
- Proposal received between April 1 and June 30 will be reviewed by July 20 with responses going out by July 31.
- Since September 31 is the end of the U.S. government fiscal year, any requests received after June 30 must be submitted by August 15. They will be reviewed by August 25, with responses going out by August 30. Proposals received after August 15 will be returned, with the submitter invited to resubmit the application under the following year's Annual Program Statement as applicable.

Applicants must submit a full project description, including a detailed narrative that outlines the plan of action, describing the scope of the proposed work and how it will be accomplished. The narrative should be accompanied by a detailed budget that includes all program costs and clearly indicates the proposing organizations's cost share and/or in-kind participation if any.

In addition to the project description applicants must also submit

- Federal Assistance Application Standard Forms are available here:
SF-424 http://www.fws.gov/endangered/grants/pdf/SF424_2_1-V2.1.pdf
SF-424A (Budget information for non-construction projects)
<http://aopefa.a.state.gov/content/Documents/SF424A-V1.0%20expires%206-30-2014.pdf>
SF-242B (Assurances for non-construction programs)
<http://aopefa.a.state.gov/Content/documents/SF424B-V1.1.pdf>
- Monitoring and Evaluation Plan
- DUNS Number: Any entity that receives PAS financing must register for a DUNS number which is a unique nine-digit identification number. DUNS Number assignment is free for organizations required to register with the federal government for grants. Begin the process here: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>
- NCAGE Code: While acquiring the DUNS Number, please register in NCAGE at the same time to receive an NCAGE Code Number. A foreign registrant must log into CAGE Code Request at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- SAMs registration: <https://www.sam.gov/portal/SAM/>

PAS will not consider proposals which do not include the above components.

V. Review and Selection Process

Each application submitted under this announcement will be evaluated and rate on the basis of the evaluation criteria outlined below. The criteria listed are designed to assess the quality of the proposed project and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their completeness, coherence, clarity and attention to detail.

- **Organizational capacity:** The organization has expertise in its stated field and PAS is confident of its technical capacity to undertake the project. This include a financial management system and a bank account.
- **Goals and objectives:** Goals and objectives are clearly stated and project approach is likely to provide maximum impact in achieving the proposed results.

- **Embassy priority:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Antananarivo's priority areas.
- **Sustainability:** Project activities will continue to have positive impact after the end of the project.
- **Feasibility:** Analysis of the project's economic, organizational and technical feasibility. This is related to the project approach, budget items requested and technical/human resource capacity of the organization.
- **Budget:** The budget justification is both reasonable and realistic in relation to the proposed activities and anticipated results. Grants will be awarded to programs with the highest impact per dollar spent.
- **Monitoring and evaluation plan:** Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The project includes a systematic recording and periodic analysis of selected information on the project activities.

VI. Award Administration

Award Notices: The grant award or cooperative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the recipient. Organizations whose applications will not be funded will also be notified in writing.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.

Reporting Requirements: All awards issued under this announcement will require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement as well. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award.