U.S. DEPARTMENT OF STATE
U.S. EMBASSY TOKYO
Notice of Funding Opportunity

Funding Opportunity Title: FY2022 U.S. Embassy Tokyo: U.S-Japan Bilateral Youth Programs
Funding Opportunity Number: TOKYO-PAS-FY22-01-07
Deadline for Applications: April 15, 2022 (by 11:59 pm JST)
Assistance Listing Number: 19.040 – Public Diplomacy Programs
Total Amount Available: $200,000

A. PROGRAM DESCRIPTION

U.S. Embassy Tokyo's Public Affairs Section of the U.S. Department of State announces an open competition for proposals to design, manage, and administer projects to engage with Japanese youth and deepen the understanding of U.S.-Japan relations, roles of bilateral corporations, and U.S. values among Japanese youth. These projects shall focus on direct engagements, whether in person, virtual, or hybrid styles, between Japanese and American youth and/or offer significant weight on topics on U.S.-Japan relations in the Mission priorities for Japanese youth. Cultural exchanges and study-abroad programs without significant weight on topics that focus on U.S.-Japan relations will not be considered.

1. **Priority Region:** Japan and United States

2. **Program Objectives:**
   The Embassy welcomes innovative and creative proposals that contribute to youth empowerment with focus on U.S.-Japan bilateral collaborations. The proposal should detail the specific social, bilateral, or global issue(s) being addressed, explain the approaches that are being implemented to solve these issues, and highlight its impact, effectiveness, and future sustainability. The proposal must contain an element that focuses on the collaborative efforts between the U.S. and Japan.

   All programs must include an American element, such as a connection with American student/s, expert/s, organization/s, or institution/s in a specific field that will promote to increase understanding of U.S. policy and perspectives, or discussions by Japanese speakers regarding their experience in the United States. Potential fields of programs include, but are not limited to:
   - Understanding of U.S.-Japan alliance
   - Strengthening regional security
   - Development of important leadership skills
   - Diversity and inclusiveness
   - Girls'/women's empowerment
   - Student entrepreneurship spirit
   - Civil engagement - American culture and values

   Proposals should include plans for COVID-19 mitigation.

3. **Participants and Audiences:**
   The program designers and implementors shall come up with strategies on how to define their "youth" audience. The Embassy sets a general idea of youth being between 9th graders and young professionals under 30 years old. The Embassy looks for programs with maximum impact of the program, and thus, the program details should include strategies on participants and audience. In another word, the proposals shall include your definition of "youth" (e.g. age, region, country ratio, gender, socio statistics etc.) with justification.

B. FEDERAL AWARD INFORMATION

- Length of performance period: Up to 24 months
- Number of awards anticipated: 2-4 awards
- Award amounts: awards may range from a minimum of $50,000 to a maximum of $100,000
- Type of funding: FY22 Smith Mundt Public Diplomacy Funds
- Anticipated program start date: No later than May 31, 2023
- Funding instrument type: Grant or Cooperative Agreement
- Program Performance Period: Proposed programs should be completed in 2 years or less.

NOTE: This notice is subject to the availability of funding.

C. ELIGILIBITY INFORMATION

1. **Eligible Applicants:**

   The following organizations are eligible to apply:
   - Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
   - Public and private educational institutions
   - Public international organizations and governmental institutions
   - Individuals

2. **Cost Sharing or Matching:**

   Cost sharing is encouraged, but not required. Cost sharing can demonstrate an applicant's plan to ensure the program's sustainability, as well as commitment to the

program's success. Therefore, the inclusion of cost sharing will be taken into consideration when scoring sustainability of the application.

3. **Other Eligibility Requirements:**

In order to be eligible to receive an award, all organizations must have a valid registration on www.SAM.gov. Please see below for information on how to obtain this registration. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

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.

D. APPLICATION AND SUBMISSION INFORMATION

1. **Application Forms:**

Application forms required below are available at:
https://jp.usembassy.gov/federal-assistance-awards/

2. **Content of Application:**

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. Please ensure that the proposal clearly addresses the goals and objectives of this funding opportunity.

In addition, please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English

- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 (letter) paper, and All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents make up the application form:

1) **SF-424** (Application for Federal Assistance – Organizations) **or** **SF-424I** (Application for Federal Assistance – Individuals)
2) **SF424A** (Budget Information for Non-Construction Programs) **SF424B** (Assurances for Non-Construction Programs – Individuals only)
3) **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. It is recommended to use the template provided.

4) Please also submit the following (*It is recommended to use the templates provided)*

   - **Application Summary Coversheet**
   - **Organizational Information Sheet** *(Not required for Individuals)*

5) Proposal (5 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, no more than half-a-page, that outlines the proposed program, including program objectives, anticipated impact, target audience and its size, and standard 5W1H (who/for whom, what, when where, why, and how). Clear, concise, and well-supported description of why the proposed program is needed and how this program will achieve the objectives listed above in Section A.
   - *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. Also list key personnel working on the program, including names, titles, roles and experience/qualifications, and what proportion of their time will be used in support of this program.

- *Overall Proposed Program Schedule*: The overall program schedule, resembling a work plan, indicating what activities or phases of the program will take place in each month of the proposed timeframe. The overall program schedule should include all phases, including planning, preparation, implementation, and follow-on. Tentative information should also be included.
- *Project Activities and Supporting Details*: Describe the project's activities and how they will help achieve the objectives listed above in Section A, including project details. Please also include a timeline for the project's activities showing proposed dates, times, and locations of planned activities and events. Tentative information should also be included.
- *Program Methods and Design*: A description of how the program is expected to work to solve the problem stated in the NOFO and achieve the goal. Include a logic model as appropriate.
- *Program Partners*: List the names and type of involvement of key partner organizations and sub-awardees, if applicable. Please also attach a letter of support from each of the partners you list here.
- *Program Monitoring and Evaluation Plan*: Please use the template provided here, and include the chart in your proposal; do not submit a separate file. This is an important part of successful grants. Throughout the timeframe and schedule of the grant, how will the planning, preparing, and implementing 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 objectives listed above in Section A?
- *Future Funding or Sustainability:* Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

6) Attachments, as appropriate

- If you have program partners, please include their letters of support that describe how they view their involvement in this program.
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, please include the

latest NICRA letter from the applicable U.S. government agency.

- If required for program activities, please include official permission letters from your school, parental organization, or others as appropriate.

3. **Required Registrations:**

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

NATO Commercial and Government Entity (NCAGE/CAGE) code
System for Award Management (www.SAM.gov)

Step 1: Apply for an NCAGE/CAGE code
NCAGE/CAGE application:
https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx
Instructions on completing this application process are available in English here.

For help from within the U.S., call 1-888-227-2423.
For help from outside the U.S., call 1-269-961-7766.
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE/CAGE.

Step 2: Register in the System for Award Management (www.SAM.gov)
After receiving the NCAGE/CAGE, register at: www.SAM.gov. SAM.gov registration must be renewed annually. Instructions on completing this registration process are available here: https://jp.usembassy.gov/education-culture/grants/.

4. **Application Submission:**

Applications are due no later than 11:59pm JST on April 15, 2022. Complete applications, including all documents specified above, must be submitted in one email to TokyoPASGrants@state.gov.

5. **Funding Restrictions:**

The following types of projects or activities are not eligible for funding:

- Projects relating to partisan political activity;

- Charitable or development activities;
- Construction projects;
- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or projects
- Scientific research;
- Projects intended primarily for the growth or institutional development of the organization;
- Projects seeking funds for personal use

E. APPLICATION REVIEW INFORMATION

1. Criteria:

Each application will be evaluated and rated using the criteria outlined below.

- **Quality, Creativity, and Feasibility of the Program Idea – 25 points:** 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 – 10 points:** 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 Impact and Ability to Achieve Objectives – 25 points:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.
- **Budget – 10 points:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.
- **Monitoring and Evaluation Plan – 20 points:** Applicant demonstrates ability 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 – 10 points:** Program activities will continue to have positive impact after the end of the program. Cost sharing will be considered here.

2. **Review and Selection Process:**

A Grants Review Committee will review and evaluate all eligible applications, selecting those with the highest scores based on the criteria above for funding. All applicants will be notified by email of the committee's decision no later than September 30, 2022.

Federal Awardee Performance & Integrity Information System (FAPIIS): For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. **Federal Award Notices:**

The grant awards or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing

document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

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

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

2. **Payment Method:**

Payments are requested by the recipient individual or organization through the SF-270—Request for Advance or Reimbursement Payments on an as-needed basis and in conjunction with program milestones.

3. **Administrative and National Policy Requirements:**

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

- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

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

- President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Combating Race and Sex Stereotyping* (E.O. 13950);
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

4. **Branding Requirements:**

Grantees must adhere to the U.S branding and marking requirements, as described in the Standard Terms and Conditions. The Department of State requires that all programs, projects and assistance activities, partially or fully funded by the Department, be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. All publicity and promotional materials (such as flyers, posters, website, etc.) should underscore the sponsorship by or partnership with the U.S. government or the U.S. Embassy with a standard rectangular U.S. flag in conjunction with the U.S. Embassy logo, which can be found at: here (flag) and here (U.S. Embassy seal).

5. **Reporting Requirements:**

Recipients will be required to submit financial and program reports. The award document will specify the reporting format and frequency.

G. FEDERAL AWARDING AGENCY CONTACTS

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

Additional resources and information, as well as dates and times of public question and answer sessions will be posted on the U.S. Embassy's website here: https://jp.usembassy.gov/federal-assistance-awards/.

H. OTHER INFORMATION

1. **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 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*: 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.