

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY LA PAZ
PUBLIC DIPLOMACY SECTION**

Notice of Funding Opportunity (NOFO)

Funding Opportunity Title:	U.S. Embassy La Paz PD Annual Program Statement
Funding Opportunity Number:	PD-LA PAZ-FY24-01
CFDA Number:	19.040 – Public Diplomacy Programs
Minimum for Each Award:	\$5,000.00 (*)
Maximum for Each Award:	\$40,000.00 (*)
Deadline for Applications:	Rolling deadline. However, the final submission for consideration of proposals is August 31 st , 2024.
Authorizing legislation, type and year of funding:	Funding authority rests in either the Smith-Mundt Act or the Fulbright-Hays Act. The source of funding is FY2024 Public Diplomacy Funding.

(*) Exceptions will be considered on a case-by-case basis

THIS NOTICE IS SUBJECT TO AVAILABILITY OF FUNDING

I. FUNDING OPPORTUNITY DESCRIPTION

The U.S. Embassy La Paz, Public Diplomacy Section (PD) 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: PD La Paz invites proposals for programs that strengthen people-to-people ties between the United States and Bolivia through cultural, educational, professional and scientific exchanges that highlight shared values and promote bilateral cooperation. All programs must include an U.S. cultural element, or connection with U.S. expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives.

The PD Small Grants Program projects may include, but is not limited to:

- Lectures, seminars, and speaker programs;
- Artistic and cultural workshops, joint performances, and exhibitions;
- Cultural heritage conservation and preservation projects;
- Professional, cultural or academic exchanges and projects (including virtual exchanges with U.S. experts or communities);
- Professional development workshops and training.

Priority Funding Areas:

The Grants Program seeks to strengthen the bilateral relationship between the United States and Bolivia by awarding grants to non-profit organizations and individuals for projects that address the following priority areas:

Support Bolivia's Diversified Economy

Projects that support Bolivia's inclusive growth in the social, economic, cultural and educational sectors.

Projects that promote entrepreneurship, business management, and participation in the formal economy and financial system among vulnerable, rural or marginalized populations.

Projects that promote English language education in Bolivia as a tool to improve access to opportunities for Bolivian youth and marginalized communities and promote inclusive economic growth.

Advance Gender Equality

Projects that promote opportunities for equal representation for women and girls in a variety of fields.

Projects that seek to mitigate gender-based violence and empower survivors of human trafficking, sexual trauma, and/or domestic violence. Proposals may include people of all genders and sexual orientations.

Build Civil Society's Capacity to Address Climate Change and Sustainably Manage Bolivia's Natural Resources

Projects aimed at supporting Bolivian communities' efforts to combat illegal mining; to prevent human, wildlife and antiquities trafficking; to slow the effects of climate change and reduce environmental spillage or pollution.

Support Freedom of Speech and the Press

Projects related to freedom of the press that improve the quality of investigative journalism and transparency and enhance accountability and freedom of expression.

Projects that seek to improve media literacy and enhance public capacity to recognize disinformation.

Strengthen U.S.-Bolivian Partnerships Through Public Diplomacy Programs

Projects that strengthen lasting partnerships between citizens of the United States and Bolivia, especially outside major urban areas.

Projects that support educational exchange, the internationalization of higher education, and U.S.-Bolivia partnerships in Science, Technology, Engineering, Arts and Mathematics (STEAM) among Bolivian youth.

Priority will be given to projects that encourage social development and help reduce inequality, especially among marginalized populations.

The following types of programs are not eligible for funding:

- Programs relating to partisan political activity;
- Requests by organizations and individuals who are neither Bolivian nor American;
- Charitable, humanitarian, social welfare, or development activities;
- Construction projects;
- Programs that support specific religious activities;
- International travel, unless specifically justified within the project and in line with the Fly America Act (see more at <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>);
- Trade activities;
- Fund-raising campaigns;
- Commercial projects;
- Lobbying for specific legislation or programs;
- Scientific research;
- Programs intended primarily for the growth or institutional development of the organization; or
- Programs that duplicate existing programs.

Although on rare occasions PD does fund the travel of U.S. experts who are participating in conferences in Bolivia, such programs must be part of wider public programming coordinated with the U.S. Embassy, rather than limited to the presentation of scientific or academic research or participation in a single conference or event.

NOTE:

- Proposals will be considered and funded on a rolling basis until the final August 31st, 2024 deadline.
- Prospective grantees will typically receive a decision within 90 days, or as funds become available.
- The time required to finalize an award and disburse funds after a proposal is selected for funding ranges from 1 to 3 months. Applicants are, therefore, encouraged to apply 4 to 6 months before the start date of the proposed activity.

II. FEDERAL AWARD INFORMATION

Length of performance period: *2 to 24 months*

Number of awards anticipated: 20 awards

Award amounts: awards may range from a minimum of \$5,000 (*) to a maximum of \$40,000 (*)

(*) *Exceptions will be considered on a case-by-case basis.*

Type of Funding: Fiscal year 2024 Public Diplomacy Funding

Funding Instrument Type: Grant, Fixed Amount Awards, or Cooperative Agreements. Cooperative Agreements are different from grants in that PD staff are more actively involved in proposal execution and anticipate having moderate to substantial involvement once the award has been made.

III. ELIGIBILITY INFORMATION

1. **Eligible Applicants:** The U.S. Embassy La Paz Public Diplomacy Section encourages applications from U.S. or Bolivian citizens and/or organizations, including:

- Registered public and private non-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Individuals
- Non-profit or governmental educational institutions
- Governmental institutions

For-profit or commercial entities are **not** eligible to apply.

2. **Cost Sharing or Matching:** Cost sharing is not required but is encouraged. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal.

3. **Other Eligibility Requirements:** In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section C.2 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

IV. APPLICATION REQUIREMENTS

The U.S. Embassy La Paz Public Diplomacy Section will accept proposals throughout the year and will review proposals as funding becomes available. Once the U.S. Embassy confirms receipt of the proposal via e-mail correspondence, the review and selection process may take up to three months. Applicants are encouraged to submit proposals as early as possible prior to the proposed activity start date.

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.

The following requirements must be met for all submissions:

- Documents listed in sections C and D must be in English. Remaining documents (cover letter, proposal, and official permission letters) may be in English or Spanish.

- All budgets must be presented in U.S. dollars.
- All documents must be in Microsoft Office file formats
- All pages must be numbered
- All documents must be formatted to 8 ½ x 11 paper

The application package includes:

- A. Cover Letter (optional):** Applicants are encouraged to submit a cover letter on the organization's letterhead containing the proposal's submission date, project title, project performance period, and primary purpose of the project.
- B. Proposal:** The proposal should contain sufficient information so that anyone not familiar with it would understand exactly what the applicant wants to do. Applicants must submit a complete proposal that includes the items listed below. (The proposal should not exceed 10 pages total).
- **Proposal Summary:** Brief narrative that outlines the proposed project, including its objectives and how it advances at least one of the Embassy's policy goals. Project summary should be one or two pages maximum.
 - **Introduction to the Organization:** A description of past and present operations. Please include 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 project is needed.
 - **Project Outputs, Objectives and Outcomes:** How will the project further the relationship between the United States and Bolivia? The "outputs" are the direct products or actions that you expect will result from the project. The "objectives" refer to the intermediate accomplishments that lead to the achievement of the goals/outcomes. The goals should be measurable. "Outcomes" are the longer-term changes that you aim to achieve.
 - **Program Methods and Design:** A description of how the project is expected to work and how it will solve or address the stated problem.
 - **Project Activities:** Specific activities related to the objectives that must be reached and the methods used to achieve the stated objectives.
 - **Proposed Project Schedule:** The proposed timeline for undertaking and completing the specific project activities. Dates, times, and locations of planned activities and events should be included.
 - **Key personnel:** Names, titles, roles and experience/background on the key personnel to be involved in the project. For a project proposal over \$25,000, applicants must submit the resumes of key personnel.
 - Who will work on the project?
 - What responsibilities will they have?
 - What qualifications do they have?
 - What proportion of their time will be used in support of this project (e.g. total monthly/yearly salary at 5%)?
 - Please note if any of the key personnel are alumni of a U.S. government-funded exchange program.

- **Project Monitoring and Evaluation:** This is an important part of successful grants. Throughout the timeframe 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?
- **Media/Communications Plan:** How will the applicant use traditional and social media to raise awareness about this project and its results?
- **Future Funding or Sustainability:** Applicant's plan for continuation beyond the grant period, or the availability of other resources, if applicable.
- **Proposed Budget:** Listing of all project expenses, consistent with the proposal narrative, project activities and USG-wide budget categories. (Please see section VII. *Guidelines for Budget Submissions* below for further information). Types and amounts of funding your organization has received for the current project from other partners should be included. Include a budget narrative to explain any costs that are not self-explanatory. There is a suggested template that can be found at <https://bo.usembassy.gov/grants-corner/>

C. Mandatory application form SF424

For Individuals: required forms are three: **1) SF424** Application for Federal Assistance – Individual; **2) SF424A** Budget Information for Non-Construction Programs; and **3) SF424B Individual** Assurances for Non-Construction Programs. These forms can be found at: <https://grants.gov/forms/forms-repository/sf-424-individual-family>

For Organizations: required forms are three: **1) SF424** Application for Federal Assistance; **2) SF424A** Budget Information for Non-Construction Programs; and **3) SF424B** Assurances for Non-Construction Programs. These forms can be found at: <https://grants.gov/forms/forms-repository/sf-424-family>

- D. Required Registrations:** All organizations applying for grants (except individuals), whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the 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.

Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before an award is processed and/or directed to a sub-grantee.

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 number 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 number prior to registering in SAM.gov.
- Instructions: Proceed to SAM.gov (www.SAM.gov) to obtain a UEI **and** complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number). Those entities can register for a UEI only at SAM.gov.

If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed **ineligible**. All organizations applying for grants (except individuals) must obtain these registrations, the latter are free of charge.

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis if:

- An applicant's identity must be protected due to potential endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

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.

E. Official Permission Letters: If applicable for project activities, applicants must obtain official permission letters from the relevant authorities to carry out the project (for example, permission letters from provincial authorities or educational institutions/authorities).

F. How to Apply: All application materials must be submitted to lapazgrants@state.gov with "PD FY24 APS" and the applicant organization's name in the subject line of the email. Proposals that do not meet the requirements above will not be considered.

G. Submission Dates and Times: Applications may be submitted for consideration at any time before the closing date of August 31st, 2024. No applications will be accepted after that date.

H. Funding Restrictions: Award funds cannot be used for construction, vehicle purchases, property rental, or the purchase of alcoholic beverages.

V. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated 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.

In deciding which projects to support, the Embassy will give consideration to the full range and diversity of Bolivian organizations – cultural, civic, and educational – and will seek to target geographically and demographically diverse audiences in Bolivia and to expand opportunities for U.S. citizens and communities.

The U.S. Embassy encourages applications that include organizations and communities that have not had extensive opportunities to work with the U.S. Embassy and the Department of State.

Organizations that have received previous grants from the U.S. Embassy should make an effort to include new institutions and communities as sub-grantees or program partners.

Organizational capacity and record on previous grants: The organization has expertise in its stated field and PD is confident of its technical capacity to undertake the program. This includes a financial management system and a bank account.

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.

Goals and objectives: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Embassy priorities: Applicant has clearly described how stated goals are related to and support U.S. Embassy La Paz's priority areas or target audiences.

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

Feasibility: Analysis of the project's economic, organizational, and technical feasibility. This is related to 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 ability 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.

Media/Communications Plan: Applicant explains how traditional and social media will be used to raise awareness about this project and its results.

Successful applicants will receive official written notification by email and detailed information on finalizing grant awards.

Organizations whose applications will not be funded will also be notified by email.

Grant awards are contingent upon availability of U.S. Government funding and signing of official grant documents. Verbal or other informal communications cannot be considered official notification of an award, and applicants may not incur expenses for a proposed project until all required administrative procedures have been completed.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

VI. FEDERAL AWARD ADMINISTRATION

Federal 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, fixed amount awards and cooperative agreements. The assistance award agreement is the authorizing document, and it will be provided to the recipient.

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 Annual Program Statement 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: The standard form SF-270 Request for Advance or Reimbursement Payments may be submitted in the amounts required by the recipient to carry out the purpose of this award. Payments will generally be made in at least two installments and the initial installment may not exceed the amount of 80%.

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.

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, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of 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: The recipient must appropriately acknowledge the U.S. Government support in all dealings with program participants, and in press releases, ceremonies, dedications, interviews, publicity, etc. Please note that all programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department of State, must be marked appropriately with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The recipient may continue to use existing logos or program materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos. Recipients wishing to use the Department of State seal in addition to the U.S. flag must receive prior written permission from the GO.

VII. GUIDELINES FOR BUDGET SUBMISSIONS

Personnel: Use this budget category for 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. This includes not just the airline tickets but also the cost of lodging (hotels), meals & incidental expenses, visa costs, taxis to and from the airport, etc. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Use this budget category for all tangible, non-expendable (non-disposable) 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 a cost of \$5,000 or more per unit.

Supplies: List and describe all the items and materials, including any computer devices, that will be consumed (used up) during the course of the project/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. If you feel that these are important to the project, you may want to consider such expenses as part of your cost-share.

VIII. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact PD at:

LaPazGrants@state.gov

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.