

U.S. DEPARTMENT OF STATE
The U.S. Embassy in Ukraine – Kyiv
Public Diplomacy Section
Notice of Funding Opportunity

Funding Opportunity Title: Strengthening Ukrainian Cultural Institutions through Ukrainian-American Collaboration in Arts.

Funding Opportunity Number: PAS-Ukraine-FY24-09.

Deadline for Applications: 23:59, EST July 31, 2024.

Assistance Listing Number: 19.040.

Total Amount Available: \$200,000.00.

This notice is subject to funding availability.

A. PROGRAM DESCRIPTION

The U.S. Embassy in Ukraine of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to support Ukrainian arts by fostering Ukrainian – American collaborations and/or presenting American content in theatrical plays, musical and dance performances, and visual arts projects, such as exhibits. Please follow all instructions below.

Priority Region: Ukraine.

Program Objectives:

Russia's war against Ukraine targets not only its territory and people but also Ukraine's very identity as a nation. Culture nurtures that identity, particularly the performing arts and visual art projects which gather Ukrainians together even during wartime.

To support Ukrainian performing and visual arts in these challenging times of Russian aggression against Ukraine the U.S. Embassy Kyiv Public Diplomacy Section (PDS) invites Ukrainian registered non-profit, non-governmental organizations to apply for funding to support theatrical, music, dance or literary performances and visual arts projects that (a) present American content to Ukrainian audiences with or without American participation, (b) create new art through American-Ukrainian collaboration between organizations or individuals, or (c) establish programs supporting American mentoring for Ukrainian artists.

The grant from the U.S. Embassy will cover costs associated with developing such projects and with concluding presentation or series of presentations of created works.

The following types of programs are not eligible for funding:

- Projects in Film.
- Cultural festivals and conventions, including music and film festivals.
- Projects in creative industries.
- Programs relating to partisan political activity.
- Charitable events.
- Construction.
- Programs that support specific religious activities.
- Fund-raising campaigns.
- Lobbying for specific legislation or programs.
- Scientific research.
- Programs that duplicate existing programs

Participants and Audiences:

The project must be tailored towards Ukrainian audiences, and all project activities supported by the U.S. Embassy grant should take place in Ukraine and incorporate a substantive U.S. component. Projects tailored towards minorities, underserved groups and IDPs are encouraged. Taking into consideration current limitations related to bringing Americans to Ukraine, the project can include virtual interaction between participants and stakeholders.

B. FEDERAL AWARD INFORMATION

Length of performance period: up to twelve months. This timeframe should include time for preparation and wrap-up.

Number of awards anticipated: 5 – 10 awards (dependent on amounts.)

Award amounts: awards may range from a minimum of \$15,000.00 to a maximum of \$55,000.00.

Total available funding: \$200,000.00.

Type of Funding: *FY24 Public Diplomacy Funds.*

Anticipated start date: projects should start between October 1, 2024, and June 1, 2025.

This notice is subject to availability of funding.

Funding Instrument Type: Grant, fixed amount award (FAA), or cooperative agreement. Cooperative agreements and some FAAs are different from grants in that bureau/embassy staff are more actively involved in the grant implementation (“Substantial Involvement”).

Examples of substantial involvement may include, but are not limited to:

- Approving American participants/experts/trainers for a program.
- Approving types of American content used in a program.
- Selecting or approving participants.

Program Performance Period: Proposed programs should be completed in *12 months* or less.

The Department of State 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.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants:

The following organizations are eligible to apply:

- Ukrainian not-for-profit organizations, including charitable foundations.
- Public institutions, such as theaters.

For-Profit organizations or commercial entities are not eligible to apply!

2. Cost Sharing or Matching:

Cost-share is recommended but is not required. Although the Review Committee will not assign additional points to applicants who offer cost sharing, the Review Committee will use cost sharing to break ties among applications with equivalent scores after evaluation against all other factors.

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 D.3 for more information.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Application forms required below are available at [grants.gov](https://www.grants.gov).

2. Content and Form of Application Submission:

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity.
- All documents are in English.
- All budgets are in U.S. dollars.
- All pages are numbered.
- All documents are formatted to 8 ½ x 11.
- All Microsoft Word documents are single-spaced, 12-point Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms:

- **SF-424 (Application for Federal Assistance – organizations)** at [SF-424 Mandatory Family | Grants.gov](#)
- **SF-424A (Budget Information for Non-Construction programs)** at [SF-424 Mandatory Family | Grants.gov](#)

2. Summary Page:

Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program. Period of performance should include time for preparation and reporting.

3. Proposal (5 pages maximum):

The proposal should contain sufficient information that anyone not familiar with the project would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below:

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all the previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.

- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees. For American partner(s) please submit a written statement of mutual interest describing responsibilities of both Ukrainian and American partners.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the grant’s period of performance, 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 meets the goals of the grant?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Budget Justification Narrative:

After filling out the SF-424A Budget (above), use a separate EXCEL file to present the detailed budget. It should include description of each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information. PDS has a suggested [Optional budget form with explanations and sample](#). If you choose to use your own form, it must include all the budget categories described in the section H.

5. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program.
- Letters of support from program partners describing the roles and responsibilities of each partner. For American partner(s) please submit a written statement of mutual interest describing responsibilities of both Ukrainian and American stakeholders.
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities.

Required Registrations:

All organizations, 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.

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.
- **Please note that as of November 2022 and February 2022 respectively, 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 or CAGE code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove a CAGE or 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 a CAGE or 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.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

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.

6. Submission Dates and Times

The deadline for application submissions is ***July 31, 2024; 23:59 Washington time (EST)***. Any proposals sent after this date will not be considered.

7. Funding Restrictions:

Award funds cannot be used for:

- Office rent and utilities.
- Capital improvements, such as construction and renovation.
- Purchase of vehicles.
- Activities that convey the appearance of partisanship or support for electoral campaigns.
- Social welfare or charity activities.
- Academic or analytical research (if not part necessary to accomplish a larger project).

- Scholarships.
- Travel to the United States and activities in the United States.
- Alcoholic Beverages.

8. Other Submission Requirements:

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

The subject line of submission emails should follow this format: Entrepreneurship in Creative Industries: Abbreviated Project Title. No later than in 10 days, you will receive a message confirming receipt of your electronic application containing a registration number.

E. APPLICATION REVIEW INFORMATION

1. Criteria:

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea – 20 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 – 20 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 Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 15 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 – 15 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

Inputs:	Activities:	Outputs:	Short-Term Outcomes:	Long-Term Outcomes:
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Sustainability – 15 points: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process:

A review committee will evaluate all eligible applications. Applicants shortlisted by the review committee may be called for an in-person or virtual interview to review the details of their proposal before a final decision is made. The applicants will be notified of the final review committee decision no later than **September 30, 2024**.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices:

The grant, fixed amount award 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.

Payment Method: Payments are typically made in two or more installments, as needed to carry out the program activities based on the Request for Advance or Reimbursement (SF-270) forms submitted by a grantee.

2. Administrative and National Policy Requirements:

Before applying, 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.](#)

3. Reporting:

Reporting Requirements: Recipients will be required to submit program and/or financial and reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

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

H. OTHER INFORMATION

Guidelines for Budget Justification:

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of 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.