

**Symposium on Strategic Subnational Diplomacy
Questions and Answers – October 5, 2023**

Funding Opportunity Number: SFOP0010051

**Department of State
Subnational Diplomacy Unit**

APPLICATION

Question #1: Are universities eligible, or only think tanks and other 501 (c) (3) institutions?

DOS Response: See the NOFO for eligibility categories.

Question #2: Can several organizations submit a joint application?

DOS Response: Yes, but one of the organizations must be the lead applicant.

Question #3: Is there any restriction on organizations being included as a supplementary (non-lead) organizations on more than one application for the NOFO?

DOS Response: No, as long as they are not the lead organization in the applications. Please note that an organization submitting an application as a lead organization may not be a sub-recipient or an implementing partner in another application for the same NOFO.

Question #4: In the proposal submission instructions document, we noticed that there is a reference to a “narrative components” section. However, we’ve had some difficulty locating that section either in the instructions or within the NOFO. Would you please direct us to where we can locate this information?

DOS Response: Narrative components refer to the actual narrative of the proposal and include the executive summary, program strategy, monitoring and evaluation, and any other narratives if applicable.

Question #5: Are costs associated with travel for international participants an eligible expense for reimbursement under the program?

DOS Response: Travel costs for international participants are allowable costs if they are allocable, reasonable, and necessary.

Question #6: Is it possible to make a project request for the full amount made available (250k)?

DOS Response: The full amount of grant funding available for this project is \$246,193 as stated in the NOFO.

Question #7: Are there any guidelines on the cost sharing percentage? In other words, should this amount constitute a set percentage of the award amount (e.g. 5 or 10%)?

DOS Response: There are no specific guidelines regarding cost sharing percentage. However, the proposed cost-share should be realistic as the recommended applicant will be bound by the proposed cost-share amount when the cooperative agreement is executed. **Please note that the cost-share is not required and is voluntary. Applicants may not cost-share U.S. attendee travel, including sub-national representative travel costs. The latter would be considered an unallowable cost.**

PROGRAM

Question #8: Does the conference or convening need to take place in Washington, D.C. and/or within the United States?

DOS Response: No. It can be located anywhere within the countries listed (Australia, Canada, France, Germany, Italy, Japan, New Zealand, U.K., and U.S.) When selecting a location, we recommend making sure that it is what makes the most logistical and financial sense for your proposal.

Question #9: Is it necessary to include as participants all states (Australia, Canada, France, Germany, Italy, Japan, New Zealand, U.K., and U.S.) in the list or just some?

DOS Response: Yes, participants from all countries must be included as noted in the NOFO.

Question #10: Is it necessary for us as a potential project leader to identify partners in the various foreign locations or is the applicant only expected to provide the scientific framework of the project and then its practical implementation?

DOS Response: You are only expected to provide the scientific framework and then the practical implementation, but we encourage researching and connecting with experts and/or officials in various the various participating countries to make the project and its implementation most useful and effective.

Questions #11: The NOFO instructs that symposium attendees are expected to be government officials from the named countries. Is the symposium limited to these officials, or would think tank analysts, academics, and civil society members with demonstrated expertise in subnational foreign engagement be permitted to attend as leaders of and participants in discussions, skill-building workshops, and best practice sharing sessions?

DOS Response: Non-government officials with expertise in issues relevant to the Symposium are welcome to participate in organizing and/or substantive roles, such as leaders, facilitators, moderators, panelists, trainers, and the like. To maintain the focus of the program on capacity-building of subnational government officials, their participation as attendees should be limited.

Question #12: Is there any guidance on the published resource that the awardee would produce in terms of format (published vs. digital) and word or page count? Are there any required components that should be incorporated into this document?

DOS Response: We are open to proposals from applicants on what this published resource would look like. An ideal document would be easy to read and share and would touch on the various issue areas covered by the Symposium. There is no specific word or page count needed as long as the document effectively achieves the overarching goal of helping subnational governments craft their strategic international engagement.