

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY IN QATAR, PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity**

Funding Opportunity Title:	U.S. Embassy in Qatar - Notice of Funding Opportunity
Funding Opportunity Number:	OFOP0001543
Deadline for Applications:	August 29, 2024
Assistance Listing Number:	19.040 – Public Diplomacy Programs
Total Amount Available:	\$200,000
Maximum for Each Award:	\$10,000 to \$100,000 (Subject to availability of funds)

A. PROGRAM DESCRIPTION

The *Public Affairs Section (PAS)* of U.S. Embassy Doha announces the opening of a new Notice of Funding Opportunity (NOFO) for non-profit organizations and individuals to submit projects that strengthen ties between the United States and Qatar. Proposals should advance shared U.S.-Qatar values and bilateral cooperation, in alignment with strategic themes and priorities as detailed below. Please follow all instructions carefully.

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

Priority Region: Doha and neighboring municipalities.

Program Objectives:

All program proposals must:

- strengthen U.S.-Qatar cooperation on global issues of shared interest;
- aim to increase understanding of U.S. values and perspectives;
- build relationships between Americans and Qataris; and
- include an American element or connection with American organization, institutions, or expert (separate and beyond any involvement with the U.S. Mission, its American Corners, or its USG exchange program alumni).

Priority consideration will be given to proposals focused on at least one of these priority program areas:

1. Increase political and economic opportunities for women in Qatar.
2. Promote higher education and emerging technology linkages between the United States and Qatar.
3. Support environmental stewardship, mitigate climate change, and promote green technology.

Applicants should have considerable, practical, and relevant experience in the implementation of the proposed activities to be seriously considered for this project. Previous experience working with Qatari audiences is preferable.

Interested applicants should follow the below application instructions. The deadline for application is August 29, 2024.

This notice is subject to availability of funding.

Participants and Audiences:

Proposals must identify a clearly defined target audience that the project seeks to influence. Well-defined audiences are countable and accessible through the project's activities. Proposals should specify the changes in knowledge, understanding, attitudes, or behavior change in attitudes or behavioral action that they seek with the project – and how they plan to measure these outcomes.

The proposals must impact or benefit at least one of the following priority audiences:

- *Qatari women and girls*
- *Adults with disabilities or neurodivergent disorders*
- *Qatari youth (through the university level)*
- *Teachers and academic professionals*
- *Entrepreneurs and small and medium-size business owners*

Examples of projects that address the priority program areas include, but are not limited to:

- Education and youth leadership seminars that address the participation of key audiences in leadership positions;
- Artistic and cultural projects, joint performances or exhibitions involving the work of U.S. and Qatari artists;
- Cultural heritage conservation and preservation projects that promote collaboration and build networks between Qatari and U.S. leaders and organizations;
- Professional exchanges, workshops, or conferences that strengthen the capacity of organizations or individuals to participate meaningfully in discussions regarding national and local policies;
- Projects that activate or expand programming with American Spaces at Community College of Qatar.

Examples of standard output indicators include, but are not limited to:

- Number of events organized
- Number and reactions of participants, attendees, or people trained

- Number of consultations
- Social media and website visits insights (views, shares, etc.)
- Testimonials of participants and organizers of events

Examples of standard outcome indicators include, but are not limited to:

- Number of women applying for key leadership positions.
- Number of U.S.-Qatar institutions and individuals collaborating.
- Number of women in the workforce, politics, governance, arts, and civil society.
- Presence of persons with disabilities, Deaf persons, or neurodivergent persons in positions of responsibility at organizations that serve their communities.
- The number of women and girls or adults with disabilities trained in leadership skills, climate change adaptation/clean energy/sustainable landscapes/emerging technology.
- The number of media reports.
- The number of laws, policies, regulations, or standards proposed, adopted, or implemented.
- Greenhouse gas (GHG) emissions, estimated in metric tons of CO2 equivalent, reduced, sequestered, or avoided through clean energy activities.
- Seed funds mobilized or venture funds advanced to women led business, especially those working to promote sustainable and environmental business practices.
- Percentage of participants reporting increased agreement with equal access to social, economic, and political resources and opportunities.
- The number of qualified Qatari citizens and residents studying and participating in professional exchange programs in the United States.

The following types of programs are not eligible for funding:

- Programs relating to partisan political activity
- Charitable or development activities, including fundraising campaigns
- Construction projects
- Programs that support specific religious activities
- Lobbying for specific legislation or programs
- Scientific research
- Programs intended primarily for the growth or institutional development of an organization
- Programs that duplicate existing programs

Authorizing legislation, type, and year of funding:

Funding authority rests in the Smith-Mundt. The source of funding is FY2024 Public Diplomacy Funding.

B. FEDERAL AWARD INFORMATION

Length of performance period: 3 to 18 months

Number of awards anticipated: Multiple awards (dependent on amounts)

Award amounts: Awards may range from a minimum of \$10,000 to a maximum of \$100,000, though PAS encourages applicants to create proposals that are well below the maximum threshold of \$100,000.

Total available funding: \$200,000 (**Subject to availability of funds**)

Type of Funding: Fiscal Year 2024 Smith Mundt Public Diplomacy Funds

Anticipated program start date: September 15, 2024

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”).

In instances where a cooperative agreement or FAA is issued instead of a grant, U.S. Embassy in Qatar, PAS will be substantially involved in program activities above and beyond routine monitoring. These shall be documented in the award document, signed by the Grants Officer.

Program Performance Period: Proposed programs should be completed in **18 months** or less.

The U.S. 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:

- *Not-for-profit and community service organizations registered and operating in Qatar, including think tanks and civil society/non-governmental organizations with programming experience.*
- *Individuals (Qatari Citizens and residents of Qatar) who are based in Qatar (recipient of an award to an individual is a single person, not an organization or a group of individuals).*
- *Public and non-profit private educational institutions registered in Qatar.*
- *Qatari Governmental institutions.*

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

2. Cost Sharing or Matching

Cost sharing is not required.

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. Individuals are not required to have a UEI or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at
<https://www.grants.gov/web/grants/forms/forms-repository.html>

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 paper, and
- All Microsoft Word documents are single-spaced, 12 point Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

a. Mandatory application forms at <https://www.grants.gov/web/grants/forms/forms-repository.html>

Organizations are requested to use SF-424 & SF424B Form for organizations, while Individuals should submit SF-424I & SF424B Form for Individuals. All other forms are applicable to both applicant types.

- **SF-424 (*Application for Federal Assistance – organizations*) or SF-424-I (*Application for Federal Assistance --individuals*)**
- **SF-424A (*Budget Information for Non-Construction programs*)**
- **Budget with Narrative (Sample template provided)**
- **SF-424B (*Assurances for Non-Construction programs*)** (*note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov*)

b. 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.

c. Proposal (10 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 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 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. What aspect of the relationship between the U.S. and Qatar will be improved? 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.
- **Program Monitoring and Evaluation Plan:** 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?

- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

d. Budget Justification Narrative: After filling out the SF-424A Budget (above), use the sample budget template, available with the Full Announcement posted on Grants.gov, to describe each of the budget expenses in detail. See section E - Guidelines for Budget Justification below, for further information.

e. 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
- 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
- Documentation of non-profit or non-commercial status
- Unique Entity Identifier and System for Award Management registration (SAM.gov)

3. Unique Entity Identifier and System for Award Management (SAM.gov) *(NOTE: This section is required and not optional, except for applications from individuals)*

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.

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.
- **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.

4. Submission Dates and Times

Applications are due no later than *August 29, 2024. No applications will be accepted after that date.*

5. Funding Restrictions

Please refer to section A for the types of programs not eligible for funding.

6. Other Submission Requirements

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

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated based on the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

Quality and Feasibility of the Program Idea – 20 points: The program idea is well developed, with details 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 – 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.

Guidelines for Budget Justification - *all proposed costs must meet the requirements of the cost principles contained in 2 CFR 200.*

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. Vehicles and Real Estate purchases are not eligible for funding.

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.

Monitoring and evaluation plan – 15 points: Applicant demonstrates it can 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.

Support of Equity and Underserved Communities – 10 points: Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

3. Responsibility/Qualification Information in SAM.gov (formerly, FAPIIS)

The following shall apply where an application for Federal award is greater than the simplified acquisition threshold over the proposed period of performance (see §200.01 Simplified Acquisition Threshold):

- i. 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 U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313);
- ii. An applicant, at its option, may review and comment on any information about itself that a Federal awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov;
- iii. 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 §200.206 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates: ***September 15, 2024, subject to availability of funds.***

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant 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 will be made to provide sufficient liquidity to the program for effective implementation and documented in the award document.*

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

2. 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: NOTE:

- [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).

In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](#), proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

3. Reporting

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

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS

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

Note: *We do not provide any pre-consultation for application related questions that are addressed in the Notice. 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.*