

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY PANAMA
Notice of Funding Opportunity**

Funding Opportunity Title:	<i>NGO Capacity Building</i>
Funding Opportunity Number:	<i>PAS-PAN-FY20-04</i>
Deadline for Applications:	<i>January 31, 2020</i>
CFDA Number:	<i>19.040- Public Diplomacy Programs</i>
Total Amount Available:	<i>\$60,000</i>
Number of Awards:	<i>Up to 3</i>
Assistance Type:	<i>Grant or Fixed Amount Award</i>
Anticipated Award Date:	<i>February 28, 2020</i>
Est. Project Start Date:	<i>April 1, 2020</i>

A. PROJECT SUMMARY

The Public Affairs Section of the Embassy of the United States in Panama announces an open competition for individuals or organizations to submit funding applications for a project to **provide training, information, and guidance to local NGOs, foundations, and civil society leaders in Panama to improve their ability to achieve their respective social, civic, or humanitarian goals.** Please carefully follow all instructions below.

Project Objective:

This project aims to make Panamanian institutions more resilient, transparent, and democratic through support for a strong civil society.

Project Description:

This project will provide structured training opportunities for civil society leaders, NGOs, and foundations to build civic engagement and strengthen democratic institutions that hold government accountable – especially on environment and labor. The project should leverage U.S. expertise or resources to provide training on fundraising, campaign creation, media outreach strategies, and other operational aspects to strengthen local capacity.

The project should expand the networks of the participants to achieve broader impact within the country, including engagement with the U.S. Embassy. The project implementer should work with the Public Affairs Section to include workshops and tutorials on preparing grant applications.

The project should include a fair and transparent procedure for the selection of participants, if participation will be limited.

Partners and Audience:

Ideal implementers for this project include individuals or organizations experienced with providing similar training.

The primary audience is Panamanian NGOs, foundations, and civil society leaders both in Panama City and in other provinces around the country.

The following types of programs are **not eligible** for funding:

- Construction programs;
- Programs relating to partisan political activity;
- Charitable or development activities;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs
- Programs intended primarily for the growth or institutional development of the organization
- Commercial projects

B. FEDERAL AWARD INFORMATION

Length of performance period: *Up to 12 months*

Number of awards anticipated: *Up to 3*

Total available funding: *\$60,000*

Type of Funding: *Smith-Mundt Public Diplomacy Funds*

Anticipated program start date: *April 1, 2020*

Funding Instrument Type: Grant or Fixed Amount Award.

This notice is subject to availability of funding. The U.S. Department of State is under no obligation to fund any of the proposals submitted under this funding opportunity.

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:

- *Registered Not-for-profit organizations, including think tanks and civil society/non-governmental organizations*
- *Universities and educational institutions*
- *Governmental institutions.*
- *Individuals*

For-profit or commercial entities are not eligible to apply

2. Cost Sharing or Matching

Encouraged; not required

3. Other Eligibility Requirements

In order to be eligible to receive an award, **all organizations must have a Data Universal Numbering System (DUNS) number** from Dun & Bradstreet, NCAGE/CAGE Code, **as well as an active registration on www.SAM.gov**. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a DUNS number 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 our website:

<https://pa.usembassy.gov/education-culture/grants/>

<https://pa.usembassy.gov/es/education-culture-es/subvenciones/>

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.** Applications submitted in Spanish will not be accepted.
- All budgets are in U.S. dollars
- All pages are numbered

The following documents are **required**:

1) Mandatory application forms

- **SF-424** Application for Federal Assistance–Organizations or **SF-424-I** Application for Federal Assistance-Individuals
- **SF424A** Budget Information for Non-Construction programs

SF-424 Forms are available at <https://pa.usembassy.gov/education-culture/grants/> and <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>

2) **Summary Coversheet:** Cover sheet stating the applicant name and organization, organization DUNS number, submission date, program title, program start and end date, and brief summary of the program.

3) **Proposal:** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. We encourage the use of the **Proposal Template** available at <https://pa.usembassy.gov/education-culture/grants/> You may use your own proposal format, but a strong proposal will include the following items.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Applicant Introduction:** 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.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Proposed Program Schedule:** 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, if any.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame 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?

4) **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**. The Budget Narrative should be as detailed as possible with a breakdown of all specific expenditures, including all calculations, the totals, the funding expected from the U.S. Embassy, and the contribution of the recipient organization (cost sharing) and other sponsors as applicable.

Please **add an Excel spreadsheet** outlining the budget (**Budget Worksheet** available at <https://pa.usembassy.gov/education-culture/grants/>)

See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

For more information about how to write a proposal visit *Fundamentals of Grant Writing*:
<https://ylai.state.gov/online-courses/fundamentals-of-grant-writing/#/>

5) **Attachments:**

1-page CV or resume of key personnel involved with the program

3. **Unique Entity Identifier (DUNS) and System for Award Management (SAM.gov)**

REQUIRED REGISTRATIONS:

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

- **NCAGE code** (Non-US Organizations) / **CAGE code** (U.S. Based Organizations)
- **DUNS number** (Unique Identifier Number from Dun & Bradstreet)
- **SAM.gov Active Registration**

Important Note! It is very important that in the registrations in NCAGE, DUNS, and SAM.gov you enter the **exact same name** of the organization and the **exact same address, character for character** (we recommend no symbols, no accents and using only one address line). If NCAGE and DUNS do not match exactly, the system will reject the SAM.gov registration.

Step 1: Apply for an NCAGE/CAGE code and a DUNS number (these can be completed simultaneously).

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/CageTool/request-new-cage>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For help from within the U.S., call 1-888-227-2423

For help from outside the U.S., call 1-269-961-7766

E-mail dlacontactcenter@dla.mil and NCAGE@dlis.dla.mil or contact the Federal Service Desk (FSD) <https://www.fsd.gov/fsd-gov/home.do> for any problems in getting an NCAGE code.

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

For technical difficulties, contact SAMHelp@dnb.com

Step 2: After receiving the NCAGE Code and DUNS number (please make sure organization name and address match exactly in both registrations) proceed to register in **SAM.gov** by logging onto: <https://www.sam.gov>
SAM.gov registration **must be renewed annually, free of charge.**
For free help with your SAM entity registration, please contact the Federal Service Desk (FSD) at <https://www.fsd.gov/fsd-gov/home.do>

More step-by-step instructions are available in our website <https://pa.usembassy.gov/education-culture/grants/>

4. Submission Dates and Times

Applications may be submitted for consideration at any time before the **closing date of January 31, 2020**. Project activities should not be scheduled prior to April 1, 2020 to allow time for processing the grant.

5. Funding Restrictions

Alcoholic beverages, lump sum overhead costs and vague budget line items, such as “Miscellaneous Items” or “Unforeseen Expenses” will not be funded.

6. Other Submission Requirements

All application materials must be submitted by e-mail to PanCultural@state.gov

E. 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 closely related and are considered as a whole in judging the overall quality of an application.

Organizational capacity and record on previous grants: The organization has expertise in its stated field and PAS is confident of its ability 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.

Effectiveness: Program approach is likely to provide maximum impact in achieving the proposed results.

Budget: 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: Applicant demonstrates it is able to measure program success against key indicators and provide 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.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

3. 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:

- i. 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);
- ii. 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;
- iii. 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.

4. Anticipated Announcement and Federal Award Dates

Applications will be reviewed and processed on a rolling basis up to the deadline of January 31, 2020. The Public Affairs Section will select and process awards the following

week and contact the selected applicant(s) by February 28, 2020. Applicants will be notified via e-mail whether or not the application was selected.

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 in at least two installments, as needed to carry out the program activities. Recipients can request advance payments, but approval is not guaranteed. In many cases, the final payment is made after receipt of the final reports.

2. Administrative and National Policy Requirements

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.

3. Reporting

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

be submitted. The Performance Progress Report will compare actual to planned performance and indicates the progress made in accomplishing each assistance award task/goals noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative, for key indicators. The Financial Reports provide a means of monitoring expenditures and comparing costs incurred with progress.

The recipient must report immediately when a program faces unplanned delays in implementation, fails to meet program targets or milestones, or costs increase. Any changes or revisions to the approved budget or extensions to the approved period of performance require prior written approval from the Grants Officer.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact PAS at: pancultural@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.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel: 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. If the program involves international travel, include a brief statement of justification for that travel. Please note that the Fly America Act requires that anyone whose air travel is financed by U.S. Government funds to utilize the economy class services of a U.S. flag carrier.

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 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.