U.S. DEPARTMENT OF STATE
U.S. EMBASSY BUDAPEST, PUBLIC DIPLOMACY SECTION
Notice of Funding Opportunity

Funding Opportunity Title:	PDS Budapest – Student Artist in Residence
Funding Opportunity Number:	**PDS-BUD-FY22-NOFO-ART**
Deadline for Applications:	**June 21, 2022 (11:59 p.m. CET)**
Assistance Listing Number:	19.040 – Public Diplomacy Programs
Total Amount Available:	up to $15,000.00, subject to availability of funds

A. PROGRAM DESCRIPTION

The U.S. Embassy Budapest, Public Diplomacy Section (PDS Budapest) of the U.S. Department of State announces an open competition for young student artists to submit proposals to carry out a program that will artistically showcase the diplomatic relations between the United States and Hungary. Please follow all instructions below.

Priority Region:
Project activity will take place in Hungary

Program Objectives:
The program will artistically depict the work of diplomacy through at least eight visual depictions (drawing, painting, photos, or other), on themes to be presented throughout the course of the grant.
The program is intended to positively highlight the bilateral relationship and the work of diplomacy, by artistically presenting the relationship and diplomacy, to followers on the Embassy's Instagram channel and on other Embassy digital platforms. The selected student artist(s) will also hold several interactions on Instagram, related to the works created.
The artist(s) will be invited to participate in meetings, observe events and news, reflect on the bilateral relationship, engage in dialogue and more, as part of their creative preparations. The artist temporarily resides within the institution of our bilateral relationship; the federal assistance award will provide support to work outside their normal environment.
The applicant may budget for travels, program materials, stipend and other costs (in this case please explain these other costs).

Participants and Audiences:
Project activities should be directed at Hungarian audience and participants:

- Youth (13-25), including students;
- Followers of the U.S. Embassy's Instagram account.

B. FEDERAL AWARD INFORMATION

Length of performance period:	6 months
Number of awards anticipated:	expectedly 1-3 awards (dependent on amounts)

Award amounts:	up to $5,000.00 per award
Total available funding:	up to $15,000.00, subject to availability of funds
Type of Funding:	FY2022 Public Diplomacy Program Funds under Smith-Mundt Act
Anticipated program start date:	expectedly by middle of July 2022, but no later than September 30, 2022

This notice is subject to availability of funding.

Funding Instrument Type: Fixed budget award to an individual

Program Performance Period: Proposed programs should be completed in 6 months.

C. ELIGILIBITY INFORMATION

1. Eligible Applicants

The following individuals are eligible to apply:

- Hungarian citizens, living and studying in Hungary

Organizations are not allowed to apply to this funding opportunity.

2. Cost Sharing or Matching

Cost sharing is not required.

3. Other Eligibility Requirements

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

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

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at U.S. Embassy Budapest website.

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.

A. Form of Submission

Applicants must submit all application materials directly to the following email: BudapestGrants@state.gov

Applicants must include the Funding Opportunity Number and their name (PDS-BUD-FY22-NOFO-ART; …….*name*……) in the subject of their email.

After submission applicants will receive an email, confirming their application has been received.

The following documents are required as attachments and in the below indicated format:

a. Summary page in PDF format with required basic data
b. A completed proposal in PDF format
c. Budget in EXCEL format
d. Reference material (a vision statement):
- link to an online portfolio;
- two references.

Sample proposal and budget forms are available on www.grants.gov or on the U.S. Embassy Budapest website

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All pages are numbered

B. Content requirements

a. Summary Page: Cover sheet stating the applicant's name, their educational institution and when they finish their studies, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

b. Proposal (8 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 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. 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 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?

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

c. Proposed budget: Please see sample budget form at the U.S. Embassy website and please also see section *H. Other Information: Guidelines for Budget Submissions* below for further information.

d. Budget narrative: Please include a budget narrative (preferably in Microsoft Word format) to explain each line-item and how the amounts were derived.

PAS Budapest reserves the right to request any additional programmatic and/or financial information regarding the proposal.

After the review and selection process only the selected Applicant(s) will have to submit the following documents:

1. Mandatory application forms

- SF-424-I *(Application for Federal Assistance --individuals)* at grants.gov
- SF-424A *(Budget Information for Non-Construction programs) at* grants.gov
- SF-424B *(Assurances for Non-Construction programs) at grants.gov*

3. Submission Dates and Times

Applications are due no later than **June 21, 2022 (11:59 p.m. CET)**

4. Funding Restrictions

Award funds cannot be used for costs which are determined as unallowable in 2 CFR 200.

5. Other Submission Requirements

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

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.

Capacity and Record on Previous Grants – 15 points: The organization has expertise in its stated field and has experience to manage federal funds. This includes a bank account.

Program Planning/Ability to Achieve Objectives – 10 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 5 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.

2. Review and Selection Process

A review committee will evaluate all eligible applications.

3. Federal Awardee Performance & Integrity Information System (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 §200.206 Federal awarding agency review of risk posed by applicants.

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, by Electronic Funds Transfer (EFT), as needed to carry out the program activities. Payment schedules will be

determined by the Grants Officer and specified in the award document, according to program's milestones and as needed to carry out the project activities.

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).

3. Reporting

Reporting Requirements: Recipients will be required to submit program 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: *BudapestGrants@state.gov*.

Questions and Answers (Q&A) session will be held to answer questions from all potential applicants.

Expected date and time of the online Q&A: **May 26, 2022, 17:00-18:00 (CET)**

Please send an email to BudapestGrants@state.gov to register in advance to the online session.

In your email, please indicate the Funding Opportunity Number (PDS-BUD-FY22-NOFO-ART) and the date of the session you would like to attend. The event link will be provided upon registration.

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 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.