



**U.S. DEPARTMENT OF STATE, AF PD/PA BUREAU
U.S. EMBASSY BOTSWANA
PUBLIC AFFAIRS OFFICE**

NOTICE OF FUNDING OPPORTUNITY:

Friday, June 3, 2016

Program Office: Public Affairs Office, U.S. Embassy Gaborone, Botswana
Funding Opportunity Title: New Directions in Global Health
Announcement Type: Grant
Funding Opportunity Number: To be announced
Deadline for Applications: Open until Friday, June 17

Program Description

The U.S. Embassy PEPFAR and Public Affairs Offices are accepting proposals for projects that support and further U.S. Embassy global health priorities in Botswana. Specifically, the grantee will be responsible for planning and implementing four “New Directions in Global Health” seminars over the next year. “New Directions” is comprised of quarterly three-day programs in priority districts throughout Botswana during which members of the U.S. Embassy’s President’s Emergency Plan for AIDS Relief (PEPFAR) present workshops on U.S. government health priorities to the general public, civil society, members of the media, and community leaders.

The role of the grantee in this year-long grant will be the following:

- Organize logistics for four “New Directions” seminars in priority locations as identified by the PEPFAR team. Each seminar targets approximately 80-100 participants and includes informational community preparatory meetings, invitations, conference packages, travel for select invitees as identified by the PEPFAR team, and strategic communications coordination.
 - Priority areas include: Francistown, Goodhope, Maun, and Gaborone.
 - The first quarterly “New Directions” seminar will take place in July 2016 and then take place every three months.
- Propose and lead workshops for each “New Directions” seminar aimed at civil society strengthening, to include media training.
- Liaise with key community leaders in each District prior to each “New Directions” seminar. Plan site visits for community leaders, civil society members, and media representatives to priority PEPFAR projects during each “New Directions” seminar.
- Plan and attend monthly coordination meetings with a PEPFAR and Public Affairs representatives in Gaborone.
- Coordinate educational materials for seminar participants with information provided by PEPFAR representative, to include pamphlets, CDs, and conference stationary.
- Ensure branding of “New Directions” materials meets PEPFAR and U.S. Embassy requirements.
- Conduct formal evaluations of each seminar based on feedback from seminar participants and presenters, including making formal recommendations for subsequent seminars.



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Recipients must be registered civil society/non-governmental organizations, non-profit educational or media institutions with a proven track record in providing assistance in the proposed sector. The ceiling for this grant is \$100,000.

Federal Award Information

The type of assistance instrument will be a grant that may be awarded if applications are successful. The Public Affairs Office will only contact those who are selected for funding. The total amount of funding and the anticipated number of awards are not determined, and are contingent on availability.

Guidelines and Eligibility Information

- Businesses and government entities do not qualify. Applicants must be civil society/non-governmental organizations, non-profit educational or media institutions with a proven track record in providing assistance in the proposed sector.
- Recipient organizations can demonstrate their commitment by either contributing to the project financially, or providing labor or supplies to carry out the project. Cost-sharing is not required but encouraged.

Application and Submission Information

Content and Form of Application Submission

To be considered for funding, applicants must submit the following documents:

- Application Narrative, which should include, at minimum:
 - Organization details, background, and capacity to handle the project
 - Project description (goals, implementation plan and timeline, activities)
 - Projected results and anticipated beneficiaries
 - Please note this narrative should not be longer than five pages total.
- Application Budget, including any cost sharing, in USD
- Application for Federal Assistance (SF-424). This form can be found on-line at: <http://www.whitehouse.gov/omb/grants/forms.html>

Unique Entity Identifier and System for Award Management (SAM)

Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR §25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR §25.110(d)) is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan



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under consideration by a Federal awarding agency. SAM registration requires a DUNS number and an NCAGE code.

Applicable websites and resources:

- Unique Entity Identifier / DUNS Number: Any entity except an individual that receives financing must register for a DUNS number, which is a unique nine-digit identification number. DUNS Number assignment is free for organizations required to register with the federal government for grants. Begin the process here:
<http://fedgov.dnb.com/webform>
- NCAGE Code: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- SAM registration: <https://www.sam.gov/portal/SAM/>

Submission Dates and Times - Proposals are accepted on a rolling basis, and proposals will be reviewed quarterly.

Funding Restrictions - Requests must be under \$100,000.

Other Submission Requirements - Proposals should be submitted by email to PASGrantsGaborone@state.gov. Applications are accepted in English only. Final grant agreements will be concluded in English.

Application Review Information

Each application submitted under this notice will be evaluated and rated on the basis of the criteria outlined below. The criteria listed are designed to assess the quality of the proposed project and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application.

Criteria

- Organizational Capacity: The organization/individual has expertise in the stated project field and Public Affairs and PEPFAR are confident of its technical capacity to undertake the project. 30%
- Description and Results: The project is well planned, and has clearly identified and reasonable results that benefit a significant number of people and can be attained successfully in a short time-frame. 50%
- Coherence: The application is complete, coherent, clear, and detailed. 20%

Review and Selection Process

Proposals will be reviewed in June 2016 by a committee comprised of U.S. Embassy employees and a decision will be rendered soon afterwards. Preparation for the first New Directions seminar will commence immediately after selection.



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Federal Award Administration Information

Award Notice: The grant award shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants. The assistance award agreement is the authorizing document and it will be provided to the recipient.

Administrative and National Policy Requirement: If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State. Grants are subject to terms and conditions.

Reporting Requirements: Awards issued under this announcement will require program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement as well. Final programmatic and financial reports are due 90 days (unless otherwise specified) after the close of the project.

Federal Awarding Agency Contact

Proposals should be submitted by email to PASGrantsGaborone@state.gov. Applications are accepted in English only. Final grant agreements will be concluded in English.