



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

NOTICE OF FUNDING OPPORTUNITY:

Last Updated March 17, 2016

Program Office: Public Affairs Office, U.S. Embassy Gaborone, Botswana
Funding Opportunity Title: Open Call for Proposals
Announcement Type: Initial Announcement / Grant
Funding Opportunity Number: To be announced
Deadline for Applications: Open
CFDA **00.000**

Program Description

The U.S. Embassy Botswana Public Affairs Office is accepting proposals for projects that support and further U.S. Embassy priorities in Botswana. Recipients must be registered civil society/non-governmental organizations, non-profit educational or cultural institutions, or individuals with a proven track record in providing assistance in the proposed sector. Funding is contingent on availability. Proposals must be under \$25,000.

Projects must focus on one or more U.S. Embassy priorities:

- Democracy, governance and human rights, including media professionalism
- Economic diversification
- Conservation, wildlife and the environment
- Health, HIV/AIDS
 - Orphans and vulnerable children
 - Priority populations, including adolescent girls and young women
 - Key populations
- Youth engagement and development

Proposals should also demonstrate linkages to public diplomacy programs, including but not limited to educational, cultural, and media/information activities. The Public Affairs Office in Botswana seeks to engage the Botswana public in general and targeted audiences in particular on U.S. society and culture, American democratic institutions and values, and U.S. policy initiatives.

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.

Most successful grants will be between \$1,000 and \$15,000 (approximately BWP 10,000 – 150,000). Larger requests may be considered if justified. Requests must be under \$25,000.



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Guidelines and Eligibility Information

- Proposals are accepted on a rolling basis, and proposals will be reviewed quarterly.
- Businesses and government entities do not qualify. Applicants must be civil society/non-governmental organizations, non-profit educational or cultural institutions or individuals with a proven track record in providing assistance in the proposed sector. Funding must go to support the community at large, not the individual applying.
- 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.

Application and Submission Information

Address to Request Application Package - There is no application form or package.

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
- Application Budget, including any cost sharing
- 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 under consideration by a Federal awarding agency. SAM registration requires a DUNS number and an NCAE 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>
- NCAE Code: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- SAM registration: <https://www.sam.gov/portal/SAM/>



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

Funding Restrictions - Requests must be under \$25,000.

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 is confident of its technical capacity to undertake the project. 20%
- U.S. Priorities: The project meets one or more U.S. Embassy or U.S. government priorities, and fits within the Public Affairs' mandate. 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. 30%
- Coherence: The application is complete, coherent, clear, and detailed. 20%

Review and Selection Process

Proposals will be reviewed quarterly by a committee comprised of U.S. Embassy employees.

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. Grant are subject to terms and conditions.



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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.