

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY KINSHASA PUBLIC AFFAIRS SECTION
SMALL GRANTS PROGRAM**

Funding Opportunity Title: U.S. Embassy Kinshasa PAS US Elections Program Statement

CFDA Number: 19.040 - Public Diplomacy Programs

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I. Funding Opportunity Description

The U.S. Embassy Kinshasa Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce a special funding opportunity for informational outreach programs on the U.S. 2016 presidential elections. This is a one-time Program Statement, highlighting a special funding opportunity and outlining the procedure for submitting requests for funding. Please carefully follow all instructions below.

Purpose of Cooperative Agreement: The PAS is seeking a cooperative agreement with a non-profit organization to hold public outreach about the US 2016 presidential elections, with an emphasis on raising awareness of the nature of democratic elections and the role of different institutions in the democratic process in the U.S. context.

All proposals should include the following:

1. Information on the U.S. elections process, including the roles of the voters, candidates, civil society, and media.
2. A strategy to share this information with audiences throughout the DRC. Partners are strongly encouraged to use social media outreach to multiply the impact.
3. An election-night or following morning event to show the voting and results reporting as well as discuss the peaceful handover process.

Activities that are not funded include, but are not limited to:

- Completion activities for projects begun with other funds;
- Projects that are inherently political in nature or that contain the appearance of partisanship/support to individual or single party electoral campaigns;
- Political party activities; and,
- Projects that support specific religious activities.

Authorizing statutes for the funding opportunity are:

1) Fulbright-Hays Act, which allows the Department of State to use funds for the purpose of supporting international exchanges that address issues of mutual interest to the United States: <http://www2.ed.gov/about/offices/list/ope/iegps/fulbrighthaysact.pdf>

2) Smith-Mundt Act which specifies the terms in which the United States government can engage global audiences: <http://www.state.gov/pdcommission/library/177362.htm>

II. Award Information

Funding Instrument Type: Cooperative Agreement. Cooperative agreements mean the organization actively works with PAS to execute the proposal.

Floor of Individual Award Amounts: \$1,000

Ceiling of Individual Award Amounts: \$25,000

Project and Budget Periods: Projects must be completed by November 30th, 2016.

Applicants should consider their budgets carefully and submit a budget commensurate with their project goals.

III. Eligibility Information:

The U.S. Embassy Kinshasa Public Affairs Section encourages applications from organizations located in the DRC, U.S. or abroad:

- Registered not-for-profit think tanks and civil society/non-governmental organizations with substantive experience in their field, typically two or more years of programming experience

The U.S. Embassy Kinshasa Public Affairs Section encourages applicants to provide cost-sharing from additional sources in support of this project.

IV. Application Submission and Deadline

Proposals should be submitted online to the U.S. Embassy in Kinshasa at the following email address: PAKinshasaGrants@State.gov. Applications are accepted in English and French only. Final grant agreements will be concluded in English.

The U.S. Embassy Kinshasa Public Affairs Section will accept proposals until October 3rd, 2016.

Applicants must submit a full project description, including a detailed narrative that outlines the plan of action, describing the scope of the proposed work and how it will be accomplished. The narrative should be accompanied by a detailed budget that includes all program costs and clearly indicates the proposing organizations's cost share and/or in-kind participation if any.

In addition to the project description applicants must also submit

- Federal Assistance Application Standard Form 424 which is available here: http://www.fws.gov/endangered/grants/pdf/SF424_2_1-V2.1.pdf
- Monitoring and Evaluation Plan
- DUNS Number: Any entity that receives PAS 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: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>.
- SAMs registration: <https://www.sam.gov/portal/SAM/>

PAS will not consider proposals which do not include the above components.

V. Review and Selection Process

Each application submitted under this announcement will be evaluated and rate on the basis of the evaluation 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. Applications will be reviewed on the basis of their completeness, coherence, clarity and attention to detail.

- **Organizational Capacity:** The organization has expertise in its stated field and PAS is confident of its technical capacity to undertake the project.
- **Goals and Objectives:** Goals and objectives are clearly stated and project approach is likely to provide maximum impact in achieving the proposed results.
- **Relevance to Goal:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Kinshasa's state goal.
- **Feasibility:** Analysis of the project's economic, organizational and technical feasibility. This is related to the project approach, budget items requested and technical/human resource capacity of the organization.
- **Budget:** The budget justification is both reasonable and realistic in relation to the proposed activities and anticipated results. Grants will be awarded to programs with the highest impact per dollar spent.

- **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 project includes a systematic recording and periodic analysis of selected information on the project activities.

VI. Award Administration

Award Notices: The grant award or cooperative agreement 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 and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the recipient. Organizations whose applications will not be funded will also be notified in writing.

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 total discretion of the Department of State.

Reporting Requirements: All awards issued under this announcement will require both 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 after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award.