

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

Funding Opportunity Title: World AIDS Day 2012 in the DRC
Funding Opportunity Number: AFCOD-12-GR-003-AF-081512
CFDA Number: 19.040 - Public Diplomacy Programs
Date Opened: August 27, 2012
Date Closed: September 27, 2012
Contact: Austin Richardson, Public Diplomacy Officer, Public Affairs Section
Email: USEmbassyKinshasa@State.gov

I. Funding Opportunity Description

As part of the U.S. President's Emergency Plan for AIDS Relief (PEPFAR), the U.S. Embassy Kinshasa Public Affairs Section (PAS) is pleased to announce that funding is available to organizations interested in planning and executing events for World AIDS Day. All events will be organized in collaboration with the U.S. Embassy Public Affairs Section in Kinshasa. The events must take place on or around December 1, 2012. U.S. Embassy Kinshasa seeks proposals outlining a plan for publicity efforts and implementation of high-visibility events, preferably with the involvement of celebrities, important public figures, and multilateral partners. Please follow all instructions below carefully.

Purpose of Grant:

Funding is available for organizations to assist PAS Kinshasa by planning and executing events surrounding World AIDS Day 2012. These events should aim to raise awareness of the threat of HIV/AIDS, of the ways to stop the spread of the disease, and of the health assistance available in the DRC. Applications should demonstrate that the organization is capable of managing and tracking U.S. Embassy funds, and of planning and implementing large events with high-profile participants and guests, as well as a significant media presence.

Recommended themes and messages of these events include:

- Prevention of Mother-to-Child Transmission of HIV/AIDS
- Creating an AIDS-Free Generation

Background Information:

World AIDS Day: World AIDS Day is held on December 1 each year and is an opportunity for people worldwide to unite in the fight against HIV, show their support for people living with HIV and to commemorate people who have died from the disease. World AIDS Day was the first ever global health day, the first of which was held in 1988.

PEPFAR: The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) is the U.S. Government initiative to help save the lives of those suffering from HIV/AIDS around the world. This historic commitment is the largest by any nation to combat a single disease internationally, and PEPFAR

investments also help alleviate suffering from other diseases across the global health spectrum. PEPFAR is driven by a shared responsibility among donor and partner nations and others to make smart investments to save lives. PEPFAR is the cornerstone and largest component of the U.S. President's Global Health Initiative. With a special focus on improving the health of women, newborns and children, the Global Health Initiative's goal is to save the greatest number of lives by increasing and building upon what works and, then, supporting countries as they work to improve the health of their own people.

PEPFAR's goal in DRC is to support the government's efforts to provide comprehensive HIV/AIDS services with the hope of improving health outcomes for the Congolese population. PEPFAR's strategic goals are to: 1) reduce new HIV infections in DRC, 2) expand access to high quality care and treatment services to those who are HIV+, 3) improve the welfare of Orphans and Vulnerable Children, and 4) strengthen health systems.

More information about the Public Affairs Section and its Grants Program can be found at: <http://kinshasa.usembassy.gov/public-affairs.html>.

II. Award Information

Funding Instrument Type: Grant

Floor/Ceiling of Individual Award Amounts: Grants will be awarded to programs with the highest impact per dollar spent. Applicants should be aware that projects with large budgets are usually less likely to receive funding.

The U.S. Embassy Kinshasa Public Affairs Section reserves the right to award less or more than the funds described in the absence of worthy applications or under such other circumstances as it may deem to be in the best interest of the U.S. government.

Project and Budget Periods: Grant projects generally must be completed, and reports submitted, within three months of World AIDS Day 2012 (December 1, 2012). The Public Affairs Section will entertain applications for continuation grants funded under these awards, beyond the initial budget period, on a noncompetitive 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.

III. Eligibility Information:

The U.S. Embassy Kinshasa Public Affairs Section encourages applications from U.S. and Congolese:

- Registered not-for-profit think tanks and civil society/non-governmental organizations

- with at least **three years** of programming experience.
- Educational Institutions.

The U.S. Embassy Kinshasa Public Affairs Section encourages applicants to provide cost-sharing from additional sources in support of this project. The Public Affairs Section also encourages projects that use highly skilled volunteers as an element of cost-sharing. Applications should explain clearly other likely sources of funding and how the volunteers will be used. Such cost-sharing aspects will weigh in favor of applicants for these grants.

IV. Application Submission and Deadline

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

The application deadline is **September 27, 2012**. Proposals submitted on or after that date will not be considered as part of this program.

V. Review and Selection Process

Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated below. The criteria 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 fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Applicants are encouraged to submit a full project description in accordance with the following instructions and the specified evaluation criteria. The instructions give a broad overview of what the project description should include while the evaluation criteria provide details of more program-specific information that is needed.

Cover Sheet: Provide a summary of the project description (no more than two pages) with reference to the amount and duration of the funding request.

Narrative: Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state reasons for taking the proposed approach rather than alternatives. Describe any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Application Evaluation Criteria:

1. Goals and Objectives – The project is likely to provide maximum impact in achieving the proposed results. Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the RFGP.

2. Strengths and Innovation – Applicant clearly describes how its proposal will accomplish the stated goals within the proposed time frame and articulates an innovative strategy or plan.

3. Organizational Capacity – The organization has expertise in HIV/AIDS awareness-raising activities and demonstrates the ability to perform the proposed activities.

4. Budget and Budget Justification – The budget and narrative justification are both reasonable and realistic in relation to the proposed activities and anticipated results.

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.

Anticipated Time to Award: Applicants should expect to be notified of their application's acceptance or refusal within 90 days of the submission deadline.

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 award agreement as well.