

Community and Economic Development to Combat the Drug Trade

Department of State

Program Office: The U.S. Embassy in San José, Costa Rica
Funding Opportunity Title: Community and Economic Development to Combat the Drug Trade
Announcement Type: Grant Agreement
Deadline for Applications: 5:00 PM on March 14, 2011

ELIGIBILITY

Eligible applicants are non-governmental organizations (NGOs) and non-profit organizations (NPOs). Grants will be awarded directly to the organization. NGOs and NPOs must provide documentation of legal status with the grant proposal. After determining grant recipients, selected organizations may be subject to an audit of financial accounting systems and procedures before receiving US government funds.

Cost Sharing or Matching

This program does not require any financial cost sharing or matching. NGOs and NPOs may form a consortium with private or public sector involvement or contributions. The program does encourage partnership with at least one public sector institution or private company which may participate in-kind or with financial support.

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact **Greg Branch**, Economic Specialist
Email: branchgh@state.gov (*Preferred method of communication*)
Phone: +506 2519 2257
Office Hours: Monday 8-3, Tuesday through Thursday 8-2

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I. EXECUTIVE SUMMARY

The U.S. Embassy in San José, Costa Rica seeks proposals for grants in the range of \$100,000 to \$200,000 from organizations interested in combating drug use, drug distribution, and/or crime through projects targeting: 1) at risk youth, 2) border and/or coastal communities, and/or 3) prevention of involvement in drug use or distribution. In addition to projects that work directly with target populations, the U.S. Embassy encourages submission of proposals for using media or other public outreach (video, social media, a telephone tip line, etc.) to reach target populations.

The U.S. Embassy in San José plans to award a total of \$700,000 for a project period of one year. Applicants may apply for amounts of \$100,000, \$150,000 and \$200,000. The U.S. Embassy may award up to seven grants which do not exceed the total of \$700,000. The Embassy reserves the right not to award any funds based on the quality of the proposals received.

Proposals should describe the approaches and/or mechanisms that the applicant would implement to deter the use of drugs and/or interaction with drug traffickers. Proposals must be designed for one-time funding only and have a sustainability plan to continue to have an impact after Grant funds have been exhausted.

II. BACKGROUND

This funding will support USG objectives under the Central America Regional Security Initiative (CARSI). Within Central America (Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, and Panama), CARSI is enhancing the capabilities of national law enforcement, border and customs, prosecutorial, judicial, and prison agencies. These improvements are strengthening partner governments' ability to fight burgeoning narco- and arms-trafficking, gangs and associated street and organized crime, which threatens the security of governments in the region. The success of programs under the CARSI framework will enhance citizen safety and advance a wide range of other U.S. and regional shared security priorities. These improved capabilities will also provide a stronger platform for sustained bilateral and multilateral partnerships between the U.S., Central American nations, and other regional states.

III. ELIGIBILITY REQUIREMENTS

Eligibility is limited to non-governmental organizations. Please submit proof of your organization's legal status along with your application. The U.S. Embassy encourages organizations that have not previously received international program funding from the U.S. Government to apply under this announcement.

Applicants are not required to include funding from other donors. However, applicants are encouraged to partner with non-U.S. Government sources (such as Costa Rican Government institutions or private companies) that include in-kind and/or cash contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

Award Period: Proposal activities should be executed from June 1, 2011 through September 1, 2012. All award money should be spent by September 1, 2012.

Award Amount: \$700,000 in total is available for this grant program. Applicants may apply for amounts of \$100,000, \$150,000 and \$200,000 only. Up to seven awards will be granted totaling \$700,000. The maximum amount per an individual award is \$200,000 and the minimum amount is \$100,000.

Application Submission Process: Applicants may submit applications in one of two ways: (1)*preferred*- by email to Mr. Greg Branch, Economic Specialist at branchgh@state.gov or (2) in paper format to the U.S. Embassy in Pavas (via courier; Avenida 0 y Calle 120, Pavas, San Jose, Costa Rica). Please select ONLY ONE METHOD to deliver your application. DO NOT SUBMIT YOUR APPLICATION MULTIPLE TIMES.

For questions about this solicitation, contact Greg Branch, Economic Specialist, U.S. Embassy San Jose, at:

Email: branchgh@state.gov (*Preferred method of communication*)

Phone: +506 2519-2257

Office Hours: Monday 8-3, Tuesday through Thursday 8-2

Application Deadline: All applications must be submitted **on or before March 14, 2011**, 5:00 PM local time in Costa Rica. Applications submitted after 5:00 PM will be ineligible for consideration. Appendices, attachments, exhibits, etc. for applications already submitted will not be accepted after the deadline. **Begin the application process early**, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to this application deadline.

Application Content: Applicants must follow the instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information in English. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

Proposals must include Sections 1 through 4 and Appendices (Section 5) completed in 12-point, Times New Roman font. Proposals must abide to word limits defined in each Section. The proposal must consist of the following:

Section 1 – Cover Letter (not to exceed 300 words)

Please include a project title, name of the soliciting organization, and Data Universal Numbering System (DUNS) number as a header on your cover letter. If the organization has not acquired a DUNS number then please obtain one free of charge at

http://www.dnb.com/US/duns_update

Section 2 – Project Summary (not to exceed 500 words)

The Project Summary should include the following:

1. A **problem statement** describing the location and need of the project
2. **Summarized goals** of the project
3. **Expected results** of the project
4. Any **collaborating partners** (governmental or non-governmental)

Section 3 – Program Narrative (not to exceed 2000 words)

The program narrative should include the following:

1. Specify the **goals and objectives** of the project, relative to the problem statement.
2. Proposed **activities** to show how objectives and goals will be met.
3. **How success will be measured** and evaluated via performance indicators.
4. **Sustainability plan** that explains how the proposed project and its results will continue to have an impact after the project concludes.
5. Describe the means, if any, that the organization will use to **publicize the project's successes**
6. **Timeline** of major activities. The project goals and implementation plan may support or expand existing projects funded with other resources.

Section 4 - Organizational Capability (not to exceed 500 words)

The program narrative should include the following:

1. Information about the organization including management structure
2. Previous experience with affected communities and in the country/region
3. Identify the proposed project management structure and staffing plan for the proposed project (including the need to hire new staff).

Section 5 - Appendices:

Submission must include the following appendices. Only the appendices listed below may be included as part of the application:

- (a) **Budget (Required):** The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs.
- (b) **Resumes (Required):** A resume, not to exceed 1 page in length, must be included for the proposed key staff person, such as the Project Director. If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a resume.

- (c) **Proof of Organization's Legal Status (Required):** A scanned copy of the NGOs or NPOs legal status.
- (d) **Letters of Intent from Partnering Organizations (If Applicable):** A signed letter of intent from each partner organization identifying the nature of support for the proposal. Letter of intent should include the type of relationship to be entered into (formal or informal), supporting roles and activities of the partner in relation to the proposed project activities and any targeted financial support in-kind or direct. The individual letters cannot exceed 1 page in length, and applicants are limited to submitting up to 5 letters per proposal.

V. AWARD ADMINISTRATION INFORMATION

Award Notices: The grant award or co-operative 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. Organizations whose applications will not be funded will be notified in writing.

Anticipated Time to Award: Awarded proposals should expect to be notified by April 30, 2011. Unfunded proposals should expect to be notified by May 15, 2011.

The U.S. Government reserves the right to reject any or all proposals received.

Reporting Requirements: Grantees are required to submit quarterly reports and a final report. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 30 days after the close of the project period. Progress reports must be submitted via electronic mail.

VI. DISCLAIMER

If a proposal is selected for funding, the U.S. Embassy has no obligation to provide any additional future funding in connection with the award.