

U.S. EMBASSY, NEW DELHI PUBLIC AFFAIRS SECTION GRANTS PROGRAM

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Funding Opportunity Title: NDRFP14-06: **All India Access Summer Camp**

CFDA Number: 19.022 Regional English Language Office

Date Opened: 6/24/2014

Contact: Grant Applications Manager, U.S. Embassy, New Delhi

Email: ND_GrantApplications@state.gov

Application Deadline: 7/24/2014

12:00 midnight Washington, DC (EDT)

Section I. Funding Opportunity Description

The U.S. Embassy Public Affairs Section in New Delhi is soliciting proposals for a cooperative agreement that meets the specifications stated in Section II from non-governmental organizations and other legally-recognized non-profit institutions that meet Indian and U.S. technical and legal requirements to develop and implement public diplomacy programs as specified by Section II below. Information about the Public Affairs Section can be found at: <http://newdelhi.usembassy.gov/>.

Section II. All India Access Summer Camp

Background

The English Access Microscholarship Program (Access) provides a foundation of English language skills to talented 13-20 year-olds from economically disadvantaged sectors through after-school classes and intensive sessions. In India, there are 15 different Access programs in 14 different locations across the country. The Regional English Language Office (RELO), Public Affairs Section of the U.S. Embassy in New Delhi, oversees these programs, which are implemented by local NGOs.

Objective and Overview

The aim of this program is to organize and manage an “All India Access Summer Camp” that will bring approximately 45 disadvantaged teenagers and 15 English teachers from these Access programs together in a countryside location in India for 7 full days in either May or June, 2015. The Regional English Language Office, U.S. Embassy, New Delhi will select the students and teachers from the Access programs to attend the camp.

During the camp there will be a minimum of four trained American camp counsellors to conduct all of the camp activities and oversee all aspects of managing the camp. The camp sessions planned and led by the camp counsellors should focus on cross-cultural understanding, global issues, such as sustainable development, volunteerism, and leadership skills. Through the activities, the selected students will learn more about regional cultural differences within India, U.S. culture and cultural differences among regions in the U.S., and develop their leadership skills. In the camp the students should also plan and design a project based on a selected global

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issue, which they can implement within their community when they return home. All camp activities must be conducted in English to ensure that the students have adequate opportunity to practice their English skills.

In addition, 15 Access teachers will attend the camp. The teachers will receive one week's intensive teacher training on the latest ELT methods and they will learn how to include global issues in their English classes. At the end of the camp, the teachers will be able to design educational projects, which they can implement in their Access classes and schools, based on global issues, such as climate change, food security, and religious diversity. The RELO will select and pay for the teacher trainer for the teachers.

Recipient's Role

The recipient's role includes, but is not limited to:

1. Selecting an appropriate countryside location for the camp site, ensuring that the site has all of necessary facilities for safely accommodating and feeding 70 people, along with appropriate facilities for outdoor activities. Securing the selected site after prior approval from the RELO.
2. Selecting and contracting a minimum of four American camp counsellors who will design, plan and conduct all of the camp activities for the students for seven days. Arranging for visas and necessary transportation in accordance with the Fly America Act for the four camp counsellors.
3. Arranging all transportation for the 45 students and 15 teachers to come from their hometowns to the camp and to return home from the camp. There will be 3 students and 1 teacher traveling from each Access program and these 15 programs are located in the following places: Mumbai, Bhubaneswar, New Delhi (two programs), Pondicherry, Chennai, Kolkata, Chandigarh, Trivandrum, Tiruchirappalli, Aligarh, Hyderabad, Bangalore, Ahmedabad, and Lucknow.
4. Conducting the seven-day camp program on cross-cultural understanding, global issues, such as sustainable development and protecting the environment, and leadership skills. The seven days should not include the two travel days. Ensuring that there is an appropriate space and materials for the teacher trainer to work with the teachers for seven days.
5. Arranging all logistics for lodging, meals, snacks, activities and other support systems required to make the program a success and participants comfortable and safe at the selected location. This includes troubleshooting in the case of medical or other emergencies on behalf of the participants.

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6. Monitoring the participation of the students during the camp and evaluating the impact of the camp on the students' English skills, leadership skills and regional awareness.
7. Completing reports, records, and highlights as determined necessary by the U.S. Government.
8. Creating a short video (max 5 minutes) to highlight the impact of the camp on both students and teachers. Video should be viewable on YouTube.

U.S. Government Role (through the Regional English Language Office, Public Affairs Section, New Delhi):

The RELO will be responsible for:

1. Determining participant selection criteria, circulating the application form and selecting students and teachers. Sharing contact information for selected participants with the recipient organization.
2. Approving the proposed camp site.
3. Providing and paying for one American ELT teacher trainer who will design, plan and conduct a 35-hour training program for the teachers to be delivered over seven days at the camp.
4. Arranging and paying for transportation of the American teacher trainer to and from the camp site.
5. Approving the agenda of planned activities at the student's camp before it is finalized by the recipient.

Section III. Award Information

1. Funding Type and Amount: Cooperative agreement

- Minimum ("Floor") Award Amount: \$100,000
- Maximum ("Ceiling") Award Amount: \$125,000

The U.S. Embassy New Delhi Public Affairs Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

2. Project and Budget Periods: The summer camp is preliminarily scheduled for May or June, 2015. Cooperative agreement projects generally should be completed in one year or less from the date of the signed agreement. The U.S. Embassy New Delhi Public Affairs Section will

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entertain applications for continuation grant(s) funded under these awards, within and 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.

Section IV. Basic Eligibility Information:

1. Nonprofit. The U.S. Embassy New Delhi Public Affairs Section only accepts applications from 501c(3) non-governmental organizations that meet U.S. and (as required) Indian technical and legal requirements. Indian organizations must have registered and received a Foreign Contribution Regulation Act (FCRA) number from the Government of India.

2. Proper and complete registrations and rights. Applicants must acquire all required registrations in the United States and India. All intellectual property considerations and rights must be fully met in the United States and India.

3. Additional requirements may apply if necessary.

Section V. Application Submission and Deadline

See “How to Apply” (<http://www.grants.gov/web/grants/home.html>) on Grants.gov for complete details on requirements, and note the following highlights:

1. Register. American and Indian organizations not registered with Grants.gov should register well in advance of the deadline. It can take weeks to finalize registration (sometimes longer for non-U.S. based NGOs) to get the required registration numbers. To register with Grants.gov, organizations must first receive a DUNS number and SAM registration (<https://www.sam.gov>). Organizations that do not have a valid DUNS and SAM registration will not be able to upload their applications to Grants.gov. In addition, Indian organizations must have registered and received a Foreign Contribution Regulation Act (FCRA) number from the Government of India.

2. Submit proposal. Proposals must be submitted to Grants.gov; only applications from Grants.gov will be considered. Please send any queries to the following email address: ND_GrantApplications@state.gov. The subject line of your email should be as follows: Applicant Organization name – NDRFP14-06: **All India Access Summer Camp.**

Do not wait until the last minute to submit your application on Grants.gov. Applicants who have done so in the past and experienced technical difficulties were not able to meet the deadline. We recommend that organizations, particularly first-time applicants, submit applications via Grants.gov early to avoid last-minute technical difficulties that could result in an application not being considered.

If you encounter technical difficulties with Grants.gov please contact the Grants.gov Help Desk at support@grants.gov or by calling 1-800-518-4726 in the U.S.

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Applications must be submitted by an Authorized Organization Representative (AOR) of the applicant organization. Having proposals submitted by agency headquarters helps to avoid possible technical problems. Non-AOR personnel submitting applications will be rejected in Grants.gov.

Pursuant to U.S. Code, Title 218, Section 1001, stated on OMB Standard Form 424 (SF-424), Department of State is authorized to consolidate the certifications and assurances required by Federal law or regulations for its federal assistance programs.

Applications are accepted in English only. Final cooperative agreement and any subsequent amendments will be concluded in English.

3. Proposal plus SF-424. When submitting a proposal, applicants are required to fill out a detailed budget and the Federal Assistance Application Standard Form 424. In particular, please use the two following attachments: "U.S. EMBASSY GRANT/COOPERATIVE AGREEMENT - SUGGESTED APPLICATION FORMAT" and "SF-424." While the cooperative agreement proposal format is somewhat flexible, we recommend you use the template as a starting point, and add additional information as necessary. Please insert "Applicant Organization name – NDRFP14-06: **All India Access Summer Camp.**" in the header, along with page numbers, on every page of your application.

At the minimum, your proposal should include:

- **Key personnel:** Name of the organization, address, phone/fax number/e-mail address, name and title of director (or person who is to sign the cooperative agreement) and other significant staff members, particularly those who will be involved in the project and budget specifics. Provide an executive summary of the project description (no more than one page) with reference to the amount and duration of the funding request.
- **Description:** Applicants must submit a full description of the organization and its expertise to organize and manage all aspects of this particular project.
- **Justification:** This is a very important aspect of the proposal and applicants should pay particular attention to it. Define what the project will accomplish, and how will it benefit stakeholders. Please do not exceed one page.
- **Activities:** Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Provide an overview of the full sequence of proposed project activities, including beginning and end dates and locations of events. Account for all functions or activities identified in the application.
- **Accomplishments, monitoring and evaluation, and sustainability:** Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. Describe how you plan to monitor progress, and determine overall success and impact of

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the program. Note how you expect the impact of the project will be sustained over time, and by whom.

- **Budget:** Provide a detailed budget of every cost associated with the project. The more information and detail that you provide about the proposed budget, with a budget narrative, the better we can determine the viability and completeness of your proposal. For the budget line item “indirect costs” or “administrative overhead,” any figure you provide without a specific breakout will be returned for additional information or rejected. If your organization has an approved “Negotiated Indirect Cost Rate Agreement” or NICRA, please note that on your application and provide supporting documentation. Please also include the types and amounts of funding your organization has already received for the current project. Budgets must be calculated in Indian rupees (Indian applicants) or U.S. dollars (U.S. applicants). Please note that the Fly America Act requires that anyone whose air travel is financed by U.S. Government funds to utilize the economy class services of a U.S. flag carrier.

Please also note that U.S. Embassy New Delhi cooperative agreements CANNOT be used to fund religious organizations or partisan political activity; individual trips abroad (i.e., out of India); trade activities; fundraising campaigns; commercial projects; scientific research; projects whose primary aim is the institutional development of the organization; ongoing operational expenses; infrastructure; or purely representational expenses.

Section VI. Review and Selection Process

1. Criteria. Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated in Section VII 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.

2. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal. A technical review panel will review the proposal and, based upon the criteria noted below, assess the general qualification. A qualitative determination will be made regarding the program’s proposed area of activity and the Mission’s strategic goals, and those proposals that are deemed to be the best fit will be given additional consideration. A proposal that is approved but not funded will be kept on file for one year should the panel wish to reconsider, or if additional resources become available.

3. Follow up notification. Organizations whose applications were not approved or funded will be notified in writing.

Section VII. Application Evaluation Criteria

1. Completeness of Proposal. The proposal meets all of the outstanding technical and logistical criteria required in this cooperative agreement, addressing the objectives as noted in Section II above and including all the requisite information outlined in Section V.3 above. (20 points)

2. Institutional and organizational capacity. The organization demonstrates expertise in organizing and managing this project, with subject matter expertise to organize the camp activities and has the logistical ability to implement the project, including recruiting American camp counsellors. Proposal includes details regarding who in the organization will be responsible for the different phases of the program and their respective resumes. Where project partners are included, the applicant details each partner's respective role, provides partner organization information and resumes for all persons responsible for the project and its financial administration. (30 points)

3. Budget and narrative justification. The budget and narrative justification are complete and reasonable in relation to the proposed activities and anticipated results. The proposal includes a detailed timeline, with measurable indicators, for planning the entire camp. The plan for services and related cost estimates is realistic. (35 points)

4. Monitoring and evaluation. The proposal outlines in detail how program success and impact will be determined, and may include pre and post program analysis. (15 points)

Section VIII. Award Administration

1. Award notices: The grant or cooperative agreement 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 and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the recipient. The awardee is likely to interact mostly with a Grants Officer Representative (GOR).

2. Anticipated time to award: Applicants of successful proposals will generally be notified within 90 days after the submission deadline.

3. Reporting requirements: All awards issued under this announcement 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. The point of contact for questions or issues related to the administration of the cooperative agreement will be specified in the award agreement.