

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

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**Funding Opportunity Title:** NDRFP14-07: Regional English Language Office: Small Grants

**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](mailto:ND_GrantApplications@state.gov)

**Application Deadline:** 7/28/2014

### **Section I. Funding Opportunity Description**

The U.S. Embassy Public Affairs Section in New Delhi is soliciting proposals for a grants / cooperative agreements that meet 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. Public Diplomacy - Regional English Language Office Grants**

The Regional English Language Office (RELO) supports the effective teaching of English language skills in India. English language skills are fundamental for: educational exchanges, international business opportunities, and establishing international networks. RELO aims to help improve the quality of English language teaching, while also enhancing mutual understanding between the people of India and the United States of America. RELO programs funded through this RFP must occur in India. Proposals can include, but are not limited to, projects, seminars, teacher training workshops, and English language teaching programs.

Proposals must focus on one or more of the following three priority areas of the Regional English Language Office:

- 1) Enhance English skills and improve the educational exchange and economic opportunities for youth (under age 35) from economically disadvantaged communities.
- 2) Train English language teachers to teach English communication skills, especially with a focus on academic and / or business writing skills.
- 3) Support young ELT professionals to become teacher trainers and regional leaders in the field of TESOL.

A panel comprised of RELO staff members will review each complete proposal received before the application deadline. Please note that selected proposals will have to complete additional forms and registration documents within thirty days of notification in order to receive funding.

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### **Section III. Award Information**

**1. Funding Type and Amount:** Grant/cooperative agreement

- Minimum (“Floor”) Award Amount: \$1,000
- Maximum (“Ceiling”) Award Amount: \$15,000

Pending the availability of funds, multiple awards may be awarded. The 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:** Grant projects generally should be completed in one year or less. The Public Affairs Section will 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.

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**2. Submit proposal.** Proposals should be submitted to Grants.gov and emailed as an attachment to: [ND\\_GrantApplications@state.gov](mailto:ND_GrantApplications@state.gov). Please send any queries to the following email address: [ND\\_GrantApplications@state.gov](mailto:ND_GrantApplications@state.gov). The subject line of your email should be as follows: Applicant Organization name – - NDRFP14-07: Regional English Language Office: Small Grants.

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](mailto:support@grants.gov) or by calling 1-800-518-4726 in the U.S.

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. Please refer to the link below for a list of certifications and assurances:

[http://fa.statebuy.state.gov/content.asp?content\\_id=161&menu\\_id=68](http://fa.statebuy.state.gov/content.asp?content_id=161&menu_id=68)

Applications are accepted in English only. Final grant/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 NDRFP14-07: Regional English Language Office: Small Grants” 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 grant/cooperative agreement) and other significant staff members, particularly those who will be involved in the project and

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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 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 grant/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

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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. Goals and objectives.** The project is likely to provide maximum impact in achieving the proposed results. The project addresses one or more of the RELO objectives as noted in Section II above. The applying organization demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward these objectives. (30 points)

**2. Organizational capacity.** The organization demonstrates expertise in one or more of RELO priorities and demonstrates the ability to perform the proposed activities. Where project partners are included, the applicant details each partner's respective role, provides partner organization information and résumés for all persons responsible for the project and its financial administration. (20 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 plan for services and related cost estimates is realistic. (30 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. (10 points)

**5. Sustainability.** The project builds capacity and demonstrates sustainable capacity-building. The proposal describes how activities will be carried on after the grant program ends which may include (but not be limited to) continued involvement of stakeholders; future commitment of funding; on-going training; planned meetings of program participants. (10 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

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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 grant/cooperative agreement will be specified in the award agreement.