

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

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Funding Opportunity Title: NDRFP14-09: **South Asian Regional Exchange Program for Young Political Leaders**

CFDA Number: 19.040 Public Diplomacy Program

Date Opened: 8/14/2014

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

Email: ND_GrantApplications@state.gov

Application Deadline: 8/28/2014 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. Creative Study Tour for Rising Political Leaders

Background

Objective and Overview

One young political leader from each of the 8 South Asian (SAARC) including Afghanistan, Bangladesh, Bhutan, India, the Maldives, Nepal, Pakistan and Sri Lanka, will travel to the U.S. for a three-week study tour. All participants must be between the ages of 28-35 years range and members of their countries' respective national political parties. The participants will hold key positions in the political parties and have little to no previous exposure to the U.S. A program focusing on these young influencers will have a high multiplier effect. The objective is to provide an experience that gives our visitors a first-hand glimpse into American political processes, life and culture in all its diversity.

In addition to providing participants with a thorough orientation to the American legislative process such as the workings of Congress, the role of special interest groups, and the theory and practice of the balance of powers, this program will address the strategic goal of promoting a peaceful, prosperous, and democratic Indian Ocean region. The emphasis will be on cultivating rising regional leaders likely to play major roles on the national stage in the future. This program would also build upon Indian Prime Minister Modi's recent invitation to the SAARC leaders for his inauguration.

Apart from a general overview of the U.S. government, the program will examine how the U.S. system of decentralized government enhances the democratic process and gives voice to

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members of society at all political levels. The visit will illustrate the distribution of political power, the independent role of and interaction among the three branches of government at the federal, state, and local level; highlight the distinct governmental organizational structures; and examine the role of public/private partnerships. Special attention will be given to the formulation and implementation of U.S. foreign policy, particularly towards South Asia. The role of state governments on foreign policy challenges, such as trade, immigration, and international crime, would also be addressed. The program should include a focus on common interests in regional stability and cooperation, reviewing the impact of terrorism, the role of the U.S. in mitigating violent conflict, the role of South Asian immigrant communities in influencing U.S. foreign policy and multi-track diplomacy in the South Asian region. This program should also emphasize the vitality of the American South Asian community as well as U.S. constitutional guarantees protecting civil liberties and freedom of religion for immigrant communities.

Recipient's Role

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

1. Proposing and implementing an appropriate U.S.-wide, three-week visit itinerary including at least three cities.
2. Ensuring that the visit begins in Washington, D.C., thus providing a federal perspective and then include a state capital that provides a state perspective and a smaller city to expose the visitors with the local perspective.
3. Handling the entire logistics of the visit including international and domestic flight tickets (in accordance with the Fly America Act), hotel reservations, ground transport, per diem allowances for individual visitors, their travel insurance, etc. Secure relevant appointments with agencies, institutions and experts relevant to the theme of the visit. The recipient should be responsible for visa fees for the visitors, transit allowances (both outgoing and incoming) of \$60 each way for each visitor. In addition, recipient is responsible for one extra luggage allowance, in accordance to ECA's baggage regulation. A Cultural allowance of \$150 per head should be budgeted for each visitor. This allowance should be spent on buying tickets for visitors to participate in cultural activities (plays, musicals, sports & games, museum visits etc.)
4. Selecting and contracting a minimum of two English Language Officers (ELOs) who will administer these activities for the visitors for the duration of the visit. The recipient organization is responsible for their salaries and other costs. These ELOs are expected to travel along with the group through the entire duration of visit. These ELOs are in charge of arranging all logistics for lodging, meals, snacks, activities and other support systems required to make the visit a success and participants comfortable and safe during their visit to the U.S. This includes troubleshooting in the case of medical or other emergencies on behalf of the participants. The ELOs are expected to act as the

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professional and cultural interpreters for the group. In addition, they are expected to make sure that the intra-group dynamics among the members of this diverse group remain optimal during this visit. Monitoring the participation of the group members during the visit and evaluating the impact of the visit on the visitors' awareness and understanding of the American perspective is an important role of the ELOs.

5. Arranging at least one home hospitality at a smaller American city for our visitors so that they get an opportunity to meet with an ordinary American family. In addition, ELOs are expected to arrange half a day's sight-seeing tours in each new location for our visitors.
6. Completing reports, records, and highlights as determined necessary by the U.S. Government.

U.S. Government Role (through the Public Affairs Section, U.S. Embassy, New Delhi):

PAS will be responsible for:

1. Determining participant selection criteria, selecting appropriate participants with the Embassy in each country, obtaining their US visas and briefing them about the visit.
2. Sharing contact information for selected participants with the recipient organization.
3. Approving the schedule of planned activities during the visit before it is finalized by the recipient organization.
4. Advising recipient organization of the best and shortest flight routing for the participants.
5. Arranging a debriefing program at the end of the visit to get to know the impact of the visit.

Section III. Award Information

1. Funding Type and Amount: Cooperative agreement

- Minimum ("Floor") Award Amount: \$75,000
- Maximum ("Ceiling") Award Amount: \$150,000

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: This visit should be scheduled for May or June, 2015. Cooperative agreement projects generally should be completed in one year or less from the

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date of the signed agreement. The U.S. Embassy New Delhi 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.

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 –
NDRFP14-09: **South Asian Regional Exchange Program for Young Political Leaders**

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.

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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.

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 – NDRFP14-09: **South Asian Regional Exchange Program for Young Political Leaders**" 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.

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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 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 visit and has the logistical ability to implement the project, including recruiting ELOs. 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.