

## U.S. Embassy Dublin

<b>Program Office:</b>	U.S. Embassy Dublin
<b>Announcement Type:</b>	Grant or Cooperative Agreement – Initial
<b>Amount of Award:</b>	Variable, average grant €2,000
<b>Deadline for Applications:</b>	Rolling with Quarterly Review
<b>Contact Information:</b>	Chris Visosky, Grants Officer Representative <a href="mailto:DublinGrants@state.gov">DublinGrants@state.gov</a> (preferred method) +353 01 237 5844

### I. SUMMARY

The U.S. Embassy, Dublin is pleased to announce an open competition for assistance awards through this Request for Proposals (RFP). We invite Irish non-profit/non-governmental organizations to submit innovative educational, cultural, and historical programming proposals. All programs must have an American element to be considered for funding (see further details under Award Selection Criteria).

Particular areas of interest include programming for:

- Dublin City of Science 2012;
- diversity audiences or on the topic of awareness of diversity;
- building knowledge of American history, culture, or foreign policy;
- celebrating U.S. holidays or internationally recognized days of significance (i.e. World AIDS Day, World Environment Day, International Day of Disability);
- combating trafficking in persons, racism, or violent extremism;
- protecting the environment; and
- youth programming.

Programming outside of Dublin is considered favorably. The embassy will award multiple grants through the year with at least quarterly review of proposals. The average grant is approximately €2,000. The maximum grant will be €7,000. The total number and amount of awards is dependent on funding.

### II. ELIGIBILITY

Eligibility is limited to Irish not-for-profit organizations. Direct funding for U.S. entities is not available under this announcement.

The Embassy encourages organizations that have not previously received funding from the U.S. Government to apply under this announcement. New applicants must have a demonstrated expertise in one or more of the following subject areas: cultural programming; educational outreach; or American history, foreign policy or culture. Applicants must demonstrate the ability to develop and implement a program. Demonstrated experience and/or established programming in one of the above categories will be considered favorably.

### Cost Sharing or Matching

Applicants are not required to include funding from other sponsors or from their own organizations. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost-sharing demonstrates a strong commitment to the planned activities and will be considered to show great cost effectiveness.

### Other Special Eligibility Criteria

All potential applicants should be knowledgeable of and demonstrate experience in programming planning.

## **III. BACKGROUND**

The U.S. Information and Educational Exchange Act of 1948 and the Mutual Educational and Cultural Exchange Act of 1961 allow the U.S. government, in this case specifically the U.S. Embassy, Dublin, to offer small grants designed to foster mutual understanding between the people of the United States and the people of Ireland. These grants aim to share expertise between American and Ireland on a variety of topics and to offer programming in U.S. history and culture.

### **Objectives**

The mission of the U.S. Embassy, Dublin is to foster mutual understanding between the United States and people of other countries to promote friendly, sympathetic, and peaceful relations. As such, we seek to:

- Engage with the Irish public on issues of mutual interest like environmental awareness, food security, and combating violent extremism;
- Raise awareness in Ireland about American history, foreign policy, and culture;
- Bring American experts to Ireland to participate in programming that reaches the largest possible Irish audience; and
- Coordinate with Irish non-governmental organizations (NGOs), educational institutions, and cultural institutions on complementary programming.

### **Funding Priorities**

The U.S. Embassy Dublin seeks creative and innovative proposals that fit with the above objectives. **A significant portion of the funding in 2011-2012 will be dedicated to science-related activities.**

Please note that **no application will be favorably considered if it fails to demonstrate a clear American element to the programming.** This could include an American participating directly or virtually in the program; use of American books, periodicals or government publications; or programming about American history, foreign policy, or culture.

The U.S. Embassy seeks to reach as many of the Irish public as possible in a year with limited funding. Consider how your program can reach more people through media, traveling exhibition, etc. and include this in your proposal.

Below is a sample list, though not exhaustive, of the types of projects the Embassy has funded in the past (with the bolded project being the most common type of grant):

- **Bringing an American artist, cultural performance group, educator, scientist, or other expert to Ireland for participation in a conference, festival, school function, training program.**
- Funding for conference or venue space for a program fitting within the funding priorities.
- Funding for a published report resulting from a conference.
- Youth program addressing the opportunities and challenges of being a minority in Ireland.
- Printing expenses for an exhibition on World AIDS Day.

Embassy Dublin seeks to give as many grants as are feasible. As such, only a very rare application for over €5,000 will be accepted. Grants in the €1,000 - €4,000 are looked upon favorably.

#### **Disallowed Expenses**

The U.S. Embassy will not cover the costs alcoholic beverages, food or drink, or costs indirect to the programming. While there are other limitations, they are rarely included in proposals. To access a full list, please see the OMB Circular 122 ([http://www.whitehouse.gov/omb/circulars\\_a122\\_2004/](http://www.whitehouse.gov/omb/circulars_a122_2004/)).

If your proposal has disallowed costs, we will contact you and either consider the proposal without those costs or ask you to revise and resubmit.

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

**Award Period:** Up to 180 days from the start to completion of the project. Longer programs may be considered with justification for the length of the program.

**Award Amount:** Multiple awards available with the average award of €3,000. Award maximum is €7,000. Total number of awards in the grant program is dependent on funding.

**Application Submission Process:** Applicants must submit grant application electronically to [DublinGrants@state.gov](mailto:DublinGrants@state.gov). For questions about this solicitation, contact **CHRISTOPHER VISOSKY**, Cultural Affairs Specialist, Embassy of the United States, Dublin, at:

Email: [DublinGrants@state.gov](mailto:DublinGrants@state.gov) (*Preferred method of communication*)

Phone: +353 01 237 5844

**Application Deadline:** The application deadline is rolling to allow applicants the most flexibility. Reviews will take place at least quarterly during the year. Review dates are not set but applicants can expect a response within at most three months of submitting the proposal. In most cases applicants will have a response within one month of submission.

If a proposal is time sensitive, please note this in the subject line of the submission e-mail and at the top of the proposal. We will make every attempt to review the application as quickly as possible but make no guarantees.

In some cases, strong proposals with a project start date later in the year, may be reconsidered in a later quarter. In this case you will be notified that while funds are not currently available, the project will be reconsidered the following quarter.

**Successful Applications:** Successful applicants must complete four steps prior to being granted the award: (1) Obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) at <http://fedgov.dnb.com/webform/displayHomePage.do>; (2) Register with Central Contractor Registry (CCR) at <http://www.ccr.gov>; (3) Register yourself as an Authorized Organization Representative (AOR); and (4) Be authorized as an AOR by your organization. Be aware that CCR registration must be renewed every year.

This process can be timely (as much as four weeks) but is necessary prior to receiving a grant from the U.S. government. If timing may be an issue on your grant, we suggest beginning the process of applying for a DUNS number and a CCR while awaiting a response from the Embassy. This process can be waived in some limited circumstances.

**Application Content:** The application should include a **no more than 2 page description** of the project and your organization with a **1 page budget summary**. **Concise project descriptions will be looked upon favorably.** Applicants must set forth full, accurate, and complete information as required by this RFP. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

The proposal should consist of the following:

**Section 1 – Contact Details:**

Please include the name of the organization, contact details (including e-mail, which is the main point of contact, and phone number), and a specific person to contact for any follow up.

**Section 2 – Description of Organization/Person Requesting Funding:**

Please provide a short description (2-5 sentences) of your organization that demonstrates your ability to complete the proposed project.

**Section 3 – Program Proposal:**

Please provide a summary of the proposed activities and expected results. The proposed activities should be described in sufficient detail to show how the previously mentioned Embassy objectives and programming goals are incorporated. Be sure to highlight the American element of the program. If there is a media outreach strategy, please describe it in a few sentences.

#### **Section 4 – Budget:**

The budget must identify the total amount of funding requested and what the funding will be spent on (i.e. plane tickets, hotel, honorarium, conference room rental, purchasing books, etc.). Grants under €3,000 can provide a general statement of a few sentence on how the funding will be used.

Requests over €3,000 should include a breakdown of amounts to be spent in the following budget categories: travel (including airlines, hotels, and meals and incidentals), honorarium, equipment, supplies, and other (to be itemized).

**Applicants will be required to submit receipts to show spending after the programming.**

The budget should include any in-kind or cost-sharing proposed by the requesting organization. The budget may not exceed 1 page in length. Please see our budget example.

**Click here to see an example proposal.**

## **V. AWARD SELECTION CRITERIA**

Consistent with the federal grant regulations, the Department reserves the right to give priority for its funds to those organizations working on key USG objectives that are and have been supportive in policy and programs.

**Evaluation Criteria:** Applicants should note that the following criteria (1) serve as a standard against which all proposals will be evaluated, and (2) serve to identify the significant matters that should be addressed in all proposals. The USG will award grants to the applicants whose offers represent the best value to the USG on the basis of technical merit and cost.

Each application will be evaluated by the Public Affairs Section at the U.S. Embassy, Dublin. The evaluation criteria have been tailored to the requirements of this RFP.

- The extent to which the proposal corresponds with the aforementioned mission goals and program focuses.
- The technical merit of the program. In other words, does the proposal clearly explain the proposed program and how it will be accomplished. Is the program well thought out and can it be realistically achieved?
- The strength of the American element of the program.

- Consideration will be given to how well suited the program is to the audience and the size of audience reached by a proposal (Efficacy of the program, however, should not be sacrificed for sheer numbers.).
- The development of an appropriate media outreach strategy (This is not necessary and its inclusion is dependent on the programming proposed). Media outreach will be considered as reaching a larger audience.
- The demonstrated ability of the organization or individuals to develop and implement the proposed program.
- Costs shall be evaluated for realism, efficiency and whether they are allowable under OMB Circular A-122.
- Funding availability.

## VI. 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 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 through either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified by e-mail.

**Anticipated Time to Award:** Applicants should expect to be notified of the *recommended* proposals within 90 days after the submission deadline. Following this initial notification, **selected applicants will need to complete a DUNS and CCR registration.** **Embassy staff will provide information at the point of notification about preparing the actual grant documents, which may include revisions to the activities or budget.**

Issuance of this RFP does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received.

- **Reporting Requirements:** Grantees are required to submit final reports of the program with receipts within 90 days of completion of the program. Depending on the length of the program, progress reports may be necessary. All reporting can be done through electronic mail to the address provided on the grant documents.

## VII. DISCLAIMER

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to

increase funding or extend the period of performance is at the total discretion of the Department of State.

#### **VIII. CONTACT INFORMATION**

For assistance with the requirements of this solicitation, contact **CHRISTOPHER VISOSKY**, Cultural Affairs Specialist, U.S. Embassy, Dublin, at:

Email: [DublinGrants@state.gov](mailto:DublinGrants@state.gov) (*Preferred method of communication*)

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