



**Consulate General of the United States of America  
Monterrey, Mexico**

**Request For Proposals (RFP)**

**Program Office:** Public Affairs Section

**Funding Opportunity Title:** Community Small Grants (Fondos para proyectos comunitarios)

**Announcement Type:** Grant, Fixed Amount Award (FAA) or Cooperative Agreement

**Funding Opportunity Number:** PAS-MTY-2016-01

**Deadline for Applications:** March 15, 2016.

Early submissions are encouraged and can be considered before this deadline.

**Point of Contact:**

Public Affairs Section

[ConsuladoUSAmty@state.gov](mailto:ConsuladoUSAmty@state.gov)

+52 (81) 8047 3302



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## **A. PROGRAM DESCRIPTION**

The Public Affairs Section (PAS) of the United States Consulate General in Monterrey is pleased to announce a request for proposals (RFP) for **Community Small Grants**. PAS invites civil society organizations and community leaders in Coahuila, Durango, Nuevo Leon, San Luis Potosi, Tamaulipas, and Zacatecas to submit proposals for a grant or cooperative agreement.

### **Program Goals**

The goals of this RFP are to strengthen community based organizations and support activities which:

- Address key environmental challenges,
  - Broaden human rights,
  - Engage at-risk youth,
  - Expand economic opportunity for women or underserved communities,
  - Encourage innovation, science, technology, engineering, and math (STEM) education, particularly for women and girls,
  - Promote democracy, freedom of expression, civil society, good governance (including but not limited to transparency, accountability, freedom of information) and justice
- or
- Further entrepreneurship, education, English language learning, or academic mobility between the United States and Mexico.

Proposals should be for projects or programs of short duration (18 months or less). Projects must begin before September 30, 2016.

### **Objective**

This request for proposals seeks to promote opportunities for civil society members to develop skills, activities, ideas, or projects that address specific community needs related to support shared policy priorities to the United States and Mexico; to expand and deepen mutual understanding; and foster closer ties between our two countries.

### **Guidelines**

Successful proposals will clearly address the following points:

1. Description of the activity/project (1-2 paragraphs).
2. Include the target audiences/recipients and the estimated total number of participants.
3. Identify specific goals addressed and outcomes to be achieved.
4. Explain how the project will include specific audiences (i.e. women, youth, individuals with disabilities or other socio-economically disadvantaged participants).
5. State the location/s of activities and names other partner organizations.
6. Include a calendar of activities, timeline or milestones.
7. Strong proposals will include impact assessment, in addition to results/evaluation, at the conclusion of the grant period.
8. Explain how the program will have a multiplier effect or be sustained after the grant period.

9. Suggest how the grantee and the U.S. Consulate can promote the program activities to wider audiences.

This request for proposals does not support the purchasing of space or buildings.

### **Use of Specific Resources or Facilities**

Upon consultation, applicants are encouraged to consider partnerships with the following institutions, facilities and resources: the U.S.-Mexico Binational Center in Monterrey ([Instituto Mexicano Norteamericano de Relaciones Culturales](#)), the Education USA Center in Matamoros, the [Education USA Center in Zacatecas](#), and in certain cases facilities at the U.S. Consulates General in [Matamoros](#), [Monterrey](#) or [Nuevo Laredo](#).

## **B. AWARD INFORMATION**

**Anticipated period of performance:** One day to 18 months

**Number of awards anticipated:** One to ten

**Award amount:** Minimum award \$2,500.00 USD; maximum award \$15,000.00 USD

**Anticipated start date:** before September 30, 2016

The Public Affairs Section (PAS) of the United States Consulate General in Monterrey reserves the right to award less or more than the funds described above as it may deem to be in the best interest of the U.S. government.

The PAS will consider applications for continuation grants funded under these awards, beyond the initial budget period, on a noncompetitive basis, subject to availability of funds, satisfactory progress of the applicants, and a determination that continued funding would be in the best interest of the Department of State.

## **C. ELIGIBILITY INFORMATION**

### **Eligible Applicants**

This funding opportunity is limited to registered not-for-profit, civil society/non-governmental organizations, cultural/educational institutions, State Alumni, or community leaders working in the states of Coahuila, Durango, Nuevo Leon, San Luis Potosi, Tamaulipas, and Zacatecas in Mexico.

### **Cost Sharing or Matching**

This RFP does not require cost sharing, but PAS does encourage applicants to provide cost-sharing from additional sources in support of their proposed project and to plan for ways to ensure the program is sustainable once the USG funding is complete. The PAS also encourages projects that use highly skilled volunteers as an element of cost-sharing. Applications should explain clearly other likely sources of funding and how the volunteers will be used.

### **Other Eligibility Requirements**

It is the applicant's responsibility to ensure they are in compliance with all applicable terms, conditions, guidance and requirements at the time of application and during the program period, if awarded funding. Those organizations found to be in non-compliance with grant terms and conditions may be found ineligible for funding.

## **D. APPLICATION AND SUBMISSION INFORMATION**

Please follow all instructions (1-5) carefully. Proposals that do not meet the requirements of this announcement will not be considered.

### **Content Application Submission**

Please ensure:

- The proposal clearly addresses one or more goals of this RFP
- All documents are submitted in English or Spanish
- All budgets are in Mexican pesos
- The proposal should be no more than ten (10) pages, excluding appendices
- All pages are numbered

Applicants must include the following documents and information, as applicable:

**1. Registration.** If applying as part of an organization, a copy of the organization's registration should be provided with the proposal application (not required for individuals).

**2. Proposal:** Applicants must submit a complete proposal that includes the following information:

- Title of the proposal
- Contact details (name, address, email, phone number, cell number) of the point of contact for the project, the legal representative of the organization, or the individual who is applying \*
- Description of organization capacity
- Previous grants (U.S. government and other sources), if applicable
- Project Justification/Needs Statement
- Project Goals
- Project Objectives
- Project Activities (including participants)
- Monitoring Plan
- Key Personnel – who will work on this project?
- Calendar of proposed activities
- Sustainability. Will this project continue after the grant period? How?
- Report plan. All projects must submit a minimum of one mid-project and one final report, to include a Project Narrative Report and a Financial Report. The Financial Report must include receipts for major expenses.

\* For State Alumni (e.g. English Access, IVLP, Jovenes en Accion, etc.) please include the name of program in which applicants/alumni participated and the year of participation in program.

**3. Budget and Budget Narrative/Justification:** Applicants must submit a clear line-by-line budget and budget description, including unit costs, quantities and any other relevant information that may impact total cost of project. (A financial report of expenses will be required at the end of the project.)

**4. Dun and Bradstreet Universal Numbering System (DUNS)** Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one, please visit: <http://www.dnb.com/get-a-duns-number.html>

**5. SAM registration.** Organizations must also have an active SAM registration. In order to obtain one, please visit: [www.SAM.gov](http://www.SAM.gov)

Only those projects selected for possible funding will be required to complete the following:

**6. Standard Forms** 424-Application for Federal Assistance, 424A- Budget Information for Non-construction Programs and 424B- Assurances for Non-construction Programs, which are available at: <http://www.grants.gov/web/grants/forms.html>. These forms will be prepared by PAS for those proposals selected.

#### **Submission Date**

**March 15, 2016.** Early Submissions are encouraged.

All application materials must be submitted electronically through the following e-mail: [ConsuladoUSAmty@state.gov](mailto:ConsuladoUSAmty@state.gov) with the subject: **Fondos para proyectos comunitarios.** There is no need to contact the PAS to ask about the status of your proposal once you have received the confirmation email acknowledging receipt of your proposal.

#### **E. APPLICATION REVIEW INFORMATION**

Proposals will be evaluated and rated on the basis of the following criteria. (100 points)

**1. Completeness (20 Points):** The proposal should respond to all parts of this call for proposals found in section D Application and Submission, numbers 1-5.

**2. Clarity of Purpose (20 points).** The proposal should have clear purpose that respond to a specific need in the community and to at least one goal of this RFP

**3. Achievable Objectives (20 Points):** Objectives should be realistic. Proposals should demonstrate how the activities will meet the project's objectives. Proposed personnel and budget should be adequate and appropriate to achieve the objectives.

**4. Project Development and Planning (20 Points):** The proposed project should be well designed and provide a work plan with specific details, including project activities, timeline, and an annotated budget.

**5. Monitoring (10 Points):** Proposals should show how the project will be monitored. For example, reports can include photos, calendar of events, reports of activities conducted, number of participants reached, goals achieved, impact, etc. Site visits or activities including U.S. Consulate personnel are encouraged. Commitment to submitting a mid-program and end of program Project Narrative Report and Financial Report is required.

**6. Sustainability (5 Points):** The proposal should address how the project will continue on a long-term basis after the conclusion of the project.

**7. Innovation (5 Points):** Proposal articulates an innovative strategy; activities are creative and new.

### **Review and Selection Process**

It may take up to 60 days after the submission date for applications to be reviewed before an award or decline notice is received from PAS. Applicants are encouraged to submit proposals early for earlier consideration.

### **Anticipated Time to Award**

Applicants should expect to be notified if their proposal has been selected for award within 60 days after the submission deadline. PAS will provide information to the point of contact about any changes to the proposal or plan of work that will be required to finalize the grant.

## **F. AWARD ADMINISTRATION INFORMATION**

The grant, fixed amount award (FAA) or cooperative agreement shall be written, signed, awarded, and administered by the Grants Officer or his/her representative from PAS and signed by a responsible officer or individual from the applicant organization (grantee). Documents will be provided to the grantee through electronic transmission in English. Organizations whose applications will not be funded will be notified via e-mail. For questions, please contact:

[ConsuladoUSAmty@state.gov](mailto:ConsuladoUSAmty@state.gov)