

NOTICE OF FUNDING OPPORTUNITY

The United States Embassy in Bosnia and Herzegovina, acting through the Office of Public Affairs, is pleased to announce a Notice of Funding Opportunity for the following program:

- **COMPREHENSIVE IN-SCHOOL CIVIC EDUCATION PROGRAM**

We welcome proposals for implementation of a country-wide, in-school civic education program as part of the official school curriculum throughout Bosnia and Herzegovina (BiH). This year-long program will help educate young BiH students about the basic concepts of democratic society, justice, human rights, tolerance, the BiH constitution, and the various levels of government in the country. The budget of project proposals should not exceed \$400,000 and the timeframe for this program is from early May, 2016, to October, 2017. Project proposals will be evaluated by the U.S. Embassy based on compliance with proposal guidelines and mandatory components, evidence of clearly formulated goals and target groups, low project implementation costs, project sustainability, and capacity to carry out the project throughout Bosnia and Herzegovina.

The deadline for submission of proposals/supporting documentation is March 31, 2016.

Proposals should include a plan to implement the following mandatory components:

- **Interdisciplinary civic education curriculum for grades K-4**, with a sample curriculum, student workbooks, and teacher guides in the three official languages of the country.
- **Kindergarten Democracy Project**: Implemented in partnership with local schools and communities, to provide early education to vulnerable populations (e.g., Roma, returnees) who otherwise lack access. Proposal should include a sample curriculum, student workbooks, and teacher guides in the three official languages of the country.
- **Civic education curriculum for elementary schools**, with a sample curriculum and student textbooks, and teacher guides in the three official languages of the country, in accordance with the official BiH Common Core Curriculum.
- **Civic education curriculum for secondary schools**, with a sample curriculum, student textbooks, and teacher guides in the three official languages of the country, in accordance with the official BiH Common Core Curriculum.
- **Country-Wide Student Competition**: A civic education exercise involving classes and teams from across the country, to teach students to identify issues in their community and to advocate for solutions. The competition should include teams of students and be organized at school, municipality, district/regional/cantonal, and state levels.
- **Summer Democracy Camp**: A five-day large scale camp on interethnic tolerance and peace building, which gathers together winners of the Country-Wide Student Competition (including students and teachers) representing all cantons/regions/districts/entities.

- **Civic Education Teacher Certification Institute:** Supports interdisciplinary teacher training based on educational standards, university syllabus development, and the inclusion of civics and human rights curricula (including specially developed textbooks on the subject) in kindergartens, schools and universities across the country, including medresas and Catholic school centers.
- **Annual Strategic Planning Conference:** Will bring together all major stakeholders (representatives of ministries of education, pedagogical institutes, education agencies, teachers, school principals, students and alumni from all parts of the country) to discuss priorities and plans for the next fiscal year.

In addition to the core components listed above, applicants are encouraged to include creative and innovative additional activities in support of the advancement and sustainability of civic education in BiH and community service projects.

Applicants must be able to demonstrate institutional capacity to operate a large-scale civic education program. Proof of past performance in the development of civic education curricula, textbooks, and teacher professional development programs is required. U.S.-based applicants must demonstrate an ability to work in all parts of BiH, whether independently or in cooperation with an in-country partner.

GRANT APPLICATION GUIDELINES

All U.S. and BiH non-profit organizations, independent media, BiH and U.S. institutes of higher learning, schools and cultural institutions are eligible to apply.

IMPORTANT INFORMATION: Funding decisions will be made pending the availability of funds. The U.S. Embassy reserves the right to cancel this public call for proposal at any time without any commitment to any applicant.

- All proposals must be completed in English.
- Proposals are to be submitted on a specified application form only. Potential applicants should request the application form by emailing SarajevoHomestayBiH@state.gov. Please use the same e-mail address to send your completed project proposal by required deadline.
- Proposals may not exceed twelve (12) pages in length (including budget) in Times New Roman Size 12 font. Supporting documentation (curricula, textbooks etc.) should be sent to U.S. Embassy Sarajevo, Roberta Frasuera 1, 71000 Sarajevo, Bosnia and Herzegovina.
- All fields in the grant application form must be filled-in.
- Project duration may not exceed twelve (12) months.

- Present the budget in the form of a spreadsheet, in USD amounts. You must present the budget in the following categories: Salaries, Fringe, Travel, Supplies, Contractual, and Other Direct Costs. Other than these basic categories, you may add new ones as well. In the case of cost sharing, clearly separate the costs which will be funded by the U.S. Embassy from those which will be funded by the applicant or other donors.

Budget guidelines:

- **Detailed budget should be expressed in USD, with a maximum amount up to \$400,000.**
- **For applicants registered in BiH, budget should NOT include VAT expenses.**
- **Potential applicants are advised to keep administrative costs as low as possible.**
- Funds should not be used for food expenses. When these costs cannot be supported otherwise, they should be clearly justified and limited to a maximum of 10% of the total award amount. This includes expenses associated with individual per diems for grant-related activities.
- Alcohol, entertainment, or “miscellaneous” are not allowable expenses.
- Costs incurred before the grant period start date will not be reimbursed.

All applicants are strongly encouraged to include some type of cost sharing in the budget request. In-kind contributions should be listed in the budget.

Grant funds:

- Should not provide for long term infrastructure needs that are not sustainable once grant funds are depleted.
- Should not be used for any expenses incurred outside of the territory of BiH, such as travel to international conferences, or the purchase of goods or payment of services in other countries.
- Should not be used to provide direct social services to a population.
- Should not be used for partisan political activity. However, non-partisan election education and public information activities are appropriate.
- Should not be used for funding charitable activity and humanitarian aid, commercial projects, or fund-raising campaigns.

ANY APPLICATION NOT MEETING THE ABOVE MENTIONED REQUIREMENTS WILL NOT BE CONSIDERED FOR FUNDING.

In preparing your application, please be aware that you will not receive confirmation of whether your proposal will be selected for funding for several months. We expect to inform applicants of the status of their proposals approximately 1-2 months from the date of closing this Call for Proposals.

PLEASE SEE DETAILED APPLICATION GUIDELINES BELOW:

Proposal should be sent on the requested form with a maximum of 12 pages, including budget, to email address SarajevoHomestayBiH@state.gov by COB March 31, 2016.

1. Applicant's Contact Information:

- Organization:** Specify the officially registered name of the organization.
- Contact person and title** Specify the name and the title of the Project Coordinator, or person who is authorized to sign official documents, if different from the Project Coordinator.
- Address/Postal Code and City:** Include street, number, postal code and the city.
- Phone/Fax number:** Include the phone/fax numbers of your organization.
- E-mail:** Include an e-mail of your organization and the person who will be in charge of the project implementation.

2. Basic Information about the Proposal:

- Project title:** Include the project title.
- Amount requested (USD):** State the project amount in US Dollars requested from the American Embassy and the amount you managed to provide from other sources. When submitting your application please provide evidence that you have secured the co-funding you have noted in your application and budget sheet, if you can. If you do not have this written confirmation of funding from other sources, please be aware that if your project is accepted for funding with a co-sharing component, the American Embassy will not sign the grant until you provide written confirmation that additional funds will be at your disposal before the project implementation start date.

Project locations: Include the locations where the project will be implemented.

3. Scope of the Program: (A.) **Beneficiaries:** Include the number of project direct and indirect participants, in accordance with the following categories: Kindergarten, Elementary School, Secondary School and University and (B.): give explanation how you derive the numbers mentioned in these categories.
In each category provide number of students, teachers and others.

4. Elevator Pitch **In 50 words or less describe what your project is and why it should receive funding support from the U.S. Embassy.**

5. Background of the organization: Briefly explain the mission of the organization, any past and current programs implemented, as well as its technical and management capacity.

6. Any previous U.S. Government funding: State the name, year and amount of the project funded by USG in the past.

7. Implementation plans: **For each of the mandatory components provide an implementation plan with relevant numbers/locations of official education institutions the program will be implemented in as a part of the official curriculum and how you plan to obtain approvals from relevant education authorities. When applicable, requested items as a curriculum, textbooks in three languages and/or teacher guides should be sent in a sealed envelope to: US Embassy Sarajevo, Office for Public Affairs, Comprehensive civic education Call for Proposals. All materials should arrive no later than March 31, 2016.**

- 8. Justification:** Clearly identify the problem to be addressed, and how the project contributes to reaching the goals specified in the project proposal.
- 9. Project goals and objectives:** Explain the goals/objectives this project needs to achieve.
- 10. Project output and Sustainability:** Explain the potential of the project to reach-out diverse audience of the project, results of the projects and future prospects of the project, and how it will be sustainable after the project is completed. Explain how your organization will measure achieved results at the end of the project to determine if your desired results were reached or not.
- 11. Budget:** Present the budget in the form of a spreadsheet, in USD amounts. You need to present the budget in the main six categories (Personnel, Fringe, Travel, Supplies, Contractual and Other Direct Costs.) Beside these basic categories you may add new ones as well. In case of cost sharing, clearly separate the costs which will be funded by the U.S. Embassy from those which will be funded by the applicant or other donors.

For more information, please contact us at SarajevoHomestayBiH@state.gov or by phone: + 387 33 704-285 or by fax: + 387 33 704-432.