

Notice of Funding Opportunity (NOFO)

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **06/07/2016**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

Category:

To conduct extended training for a diverse audience for 6-12 months full-time classes or workshops on one of the key development programs above. Recommended for organizations with substantial experience working in the subject matter and with past successful projects with the U.S. Embassy or American Corners. Programs can include workshops bringing international expertise, and other relevant projects.

General Information

Document Type:	Grants Notice	Posted Date:	June 7, 2016
Funding Opportunity Number:	PAS-COL-005-KANDY	Creation Date:	June 7, 2016
Funding Opportunity Title:	U.S. Embassy Colombo Public Affairs Section Grants Program	Original Closing Date for Applications:	July 7, 2016
		Current Closing Date for Applications:	July 7, 2016
Opportunity Category:	Discretionary	Archive Date:	July 8, 2016
Funding Instrument Type:	Grant	Estimated Total Program Funding:	Up to \$10,000
Category of Funding Activity:	Other		
		Award Ceiling:	\$10,000
		Award Floor:	\$4,000
Category Explanation:	Your proposal should be		
Expected Number of Awards:	Not applicable		

CFDA Number(s):

19.040 -- Public Diplomacy Programs

Cost Sharing or Matching Requirement:

Yes, When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal.

Eligibility

Eligible Applicants: Recommended for organizations with substantial experience working in the subject matter and with past successful projects with the U.S. Embassy or American Corners.

Additional

Information on Should have valid bank account.

Eligibility:

Additional Information

Agency Name: Department of State, U.S. Embassy Colombo

Eligibility Information: PAS encourages applicants to provide cost-sharing from additional sources in support of their project, such as the use of highly skilled volunteers. Applications should explain clearly other sources of funding and how the volunteers will be used. Cost-sharing will weigh in favor of applicants for these grants.

Eligible proposals will be subject to compliance of Federal and Public Diplomacy regulations and guidelines at https://www.statebuy.state.gov/fa/Documents/2016DeptTermsAndConditions_FA.pdf. The applications may also be reviewed by the Office of the Legal Adviser or by other Department elements. Proposals will be funded based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, and the priority needs of the PAS.

Due to the volume of applicants and inquiries, PAS does not accept letters of intent, concept papers, or requests for meetings prior to the application.

Application Requirements:

Please ensure:

- 1) All documents are in English
- 2) All budgets are in U.S. dollars
- 3) All pages are numbered
- 4) All documents are formatted to 8 ½ x 11 paper, and
- 5) All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.
- 6) All Budgets are in Excel format

The following documents are required from organizations:

- 1) The Applicant's Unique Entity Identifier (Dun and Bradstreet Universal Numbering System (DUNS) Number and active registration in the System for Award Management (SAM). Step-by- step guides to obtain DUNS and Sam registrations are attached.
- 2) Form SF-424, Application for Federal Assistance.
- 3) Form SF-424A, Budget Information – Non-Construction Programs
- 4) Form SF-424B, Assurances – Non-Construction Programs
- 5) Project Proposal
- 6) Budget Narrative
- 7) Cover Letter: Applicants must submit a cover letter.

The following documents are required from individuals:

- 1) Form SF-424I, Application for Federal Assistance for Individuals
- 2) Form SF-424B, Assurances – Non-Construction Programs
- 3) Project Proposal
- 4) Budget Narrative
- 5) Cover Letter: Applicants must submit a cover letter.

Applicants must submit a complete proposal that includes the items listed below. The proposal must not exceed 15 pages and should be submitted only in the template and budget formats given in the attachments:

- a. Summary of Project
- b. Organizational Description and Capacity
- c. Past Grants and Grant Amounts (U.S. Embassy and other sources)
- d. Project Justification/Needs Statement
- e. Project Goals, Beneficiaries, Objectives and Activities
- f. Monitoring and Evaluation Plan
- g. Key Personnel – resumes, CVs, or brief bios should be provided
- h. Project Partners – letters of support from project partners should be included
- i. Strengths and Innovation
- j. Sustainability
- k. Organization's registration Certificate
- l. Annual audited financial statement of the organization

m. Official Permission Letters: If applicable for project activities, official permission letters from the relevant authorities to carry out the project must be obtained. E.g. letter from provincial authorities or main organization if the applicant is affiliated to another organization, or if the applicant intend to work with educational institutions such as schools/universities, an official permission letter from the relevant educational institution/authorities/Principal of the school etc. to carry out the project.

Budget: Applicants must submit a detailed budget using the template provided in the attachments. Explanations of budget categories are given below. Line item expenditures should be detailed in the lowest possible term:

1. **Personnel:** This category includes the salaries and wages for all personnel who will be working on the project. The budget narrative should indicate the base salary and time each person will spend on the project. The narrative should also include any method used to arrive at the requested amount.
2. **Fringe Benefits:** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. These costs may be derived from historical costs or calculated as a percentage of salaries and wages. If the costs are calculated as a percentage of salaries and wages, this percentage will need to be justified by the entity's written internal policy or documented on their Federally Negotiated Indirect Cost Rate Agreement.
3. **Travel:** This category includes both domestic and international travel costs. The budget narrative should indicate who will travel, where, and why, and should include estimated air fare (or other mode of transportation), accommodations, meals and incidental expenses, and other costs such as conference fees, visa expenses, and inoculations.
4. **Equipment:** Equipment is defined as property with a purchase price of \$5,000 or more and has a useful life of more than one year. If equipment is on the proposed budget, it is important to determine if it is necessary to the project, if it is reasonable to purchase instead of rent the equipment, and if the entity has adequate internal property standards.
5. **Supplies:** This category includes all tangible personal property other than those described as equipment. A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life. It is important to confirm that the proposed supplies are necessary to the project and if the entity has adequate internal property standards.
6. **Contractual:** This category includes both contracts and sub-awards. It is necessary to determine that the contracts or sub-awards are necessary for the award and if the entity has adequate capability and internal policies to manage sub-agreements.
Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.
Sub-award means an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal. A sub-award may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
7. **Construction:** Department Policy restricts the use of Federal assistance for construction purposes.
8. **Other Direct Costs:** Other direct costs are any costs not included in the other categories.

This category may include the entity's operating expenses that are directly linked to the award but not included as an indirect cost. "Cost Sharing" refers to contributions other than the Public Diplomacy Grants Program. It includes in-kind contributions such as volunteers' time, donated venues, admin support, etc. "Counterpart contributions" by the involved organizations are encouraged and funds or in-kind, such as staff time, space, etc, should be mentioned in the estimated value of contribution.

Proposals that do not meet the above requirements will not be considered.

Application Deadline and Submission:

Applications may be submitted on or before June 30, 2016. Proposals will be reviewed after July 1, 2016. Please note that review may take up to 90 days. All application materials must be submitted to ColomboPDGrants@state.gov with "**PAS-COL-005-KANDY - American Corner Kandy Grant Proposal**" in the subject line of the email, addressed to the Grant Applications Manager, U.S. Embassy, Colombo.

Once an application has been submitted, State Department officials and staff - both in the Department and at embassies overseas - may not discuss this competition with applicants until the entire proposal review process is completed.

Review and Selection Process:

Each application submitted under this announcement will be evaluated and rated based on a criteria 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.

Past performance and timely reporting on grants awarded by the U.S. Department of State, other United States government entities, or international donor agencies may also be considered. The proposal submitted by you/your organization should comply with the requirements of the Office of Management and Budget Circulars relevant to you/your organization and the activities of your proposal.

Award Notification:

Successful applications will be notified within 90 days through e-mail. Individuals/Organizations whose applications will not be funded will also be notified through e-mail.

A final award cannot be made until proposals have passed through the required review and approval process, and funds have been allocated. The Embassy reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program evaluation requirements.

Applicants should be aware that there will be a delay between the time that full applications are submitted and awards are made. 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.

Other Information:

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

The information contained in this solicitation is binding and may not be modified by any Embassy or U.S. State Department representative. Explanatory information provided by the Embassy that contradicts this language will not be binding.

Link to Additional Information:

The Notice of Funding Opportunity (NOFO) can also be found at:

http://srilanka.usembassy.gov/nofo_kandy_2016.html

Department of State Standard Terms and Conditions for Federal Assistance Awards can be found at:

https://www.statebuy.state.gov/fa/Documents/2016DeptTermsAndConditions_FA.pdf

Contact Information:

If you have difficulty accessing the full announcement electronically, please contact:

Grant Applications Manager, U.S. Embassy, Colombo at ColomboPDGrants@state.gov