



U.S. DEPARTMENT OF STATE

CALL FOR PROPOSALS SMALL GRANTS PROGRAM

U.S. EMBASSY PARAMARIBO

Funding Opportunity Title: **Suriname Active Citizenship Small Grants Program**

CFDA Number: 19.040 - Public Diplomacy Programs

Date Opened: Jan. 6, 2015

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Email: Paramaribo-grants@state.gov

Application Deadline: Feb. 28, 2015 12:00 midnight

Section I. Funding Opportunity Description

The U.S. Embassy Paramaribo seeks to fund projects that promote citizen security, strong institutions and democratic governance while furthering the people-to-people and institutional ties between the United States and Suriname. The Embassy invites organizations to submit grant proposals through its Public Affairs Small Grants Program. This is an open competition for Suriname-based committed and organized civil-society organizations, community-based organizations, think tanks, non-governmental organizations, and academic institutions. Applicants must have a demonstrated expertise in programming, people-to-people exchanges, and/or institution-to-institution partnerships.

Section II. Suriname Active Citizenship Small Grants Program

Proposals can include, but are not limited to, projects, seminars, conferences, workshops, cultural (art, music, or theater) programs, exhibitions and outreach campaigns. Proposals must focus on raising awareness of citizens' roles and responsibilities in the democratic process, including informed voting, particularly for youth aged 18-25 and first-time voters.

Proposals should include the following elements:

1. Improving understanding of democratic principles by promoting citizen responsibility.
2. Reaching youth aged 18 – 25 in multiple districts of Suriname.
3. Inclusion of different ethnic groups and communities that might feel excluded from society, to better prepare young citizens for a democratic future.
4. An American speaker, materials, history and/or other elements related to the democratic process as it has evolved in the United States.

A panel comprised of Embassy staff members will review each complete proposal received before the application deadline. Please note that selected proposals will have to complete additional forms and registration documents within thirty days of notification in order to receive funding.

Section III. Award Information

1. Funding Type and Amount: Fixed Amount Award or Grant
Minimum (“Floor”) Award Amount: USD \$1,000
Maximum (“Ceiling”) Award Amount: USD \$3,000

The U.S. Embassy Paramaribo 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: Grant projects ideally will be completed between March 1 and May 31, 2015. The Public Affairs Section will entertain applications for continued funding 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. Non-profit. The U.S. Embassy Paramaribo Public Affairs Section will accept applications from not-for-profit, non-governmental organizations, and other legally-recognized non-profit institutions.

2. DUNS and SAM registration. If selected to receive funding, applicants must show proof of a registered DUNS number for their organization, as well as have a valid SAM registration. [Click here to request your D-U-N-S Number via the Web](#). SAM registration can be completed at <https://www.sam.gov>. Organizations not currently registered should register immediately. It can take weeks to finalize registration (sometimes longer for non-U.S. based NGOs) to get the required registration numbers.

3. Additional requirements may apply if necessary.

Section V. Application Submission and Deadline

1. Register. Register your organization on SAM and obtain a DUNS number.

2. Submit proposal. Proposals should be submitted to Paramaribo-grants@state.gov
The subject line of your email should be as follows:

Applicant Organization name –**Suriname Active Citizenship Small Grants Program**

Applications must be submitted by an Authorized Organization Representative (AOR) of the applicant organization.

2. English. Applications are accepted in English only. Final grant agreements and any subsequent amendments will be concluded in English.

3. Proposal plus SF-424. When submitting a proposal, applicants are required to fill out the [Federal Assistance Application Standard Form 424](#). Note there are two tabs in the Excel file – SF-424 (application) and SF-424A (budget form). This should be submitted along with your narrative grant proposal and detailed budget. The format of the narrative is somewhat flexible, but must include all the elements below and should be no longer than 8 pages. Please insert “Applicant Organization name – **Suriname Active Citizenship Small Grants Program**” in the header, along with page numbers, on every page of your application.

At the minimum, your proposal should include:

- **Cover sheet:** Provide an executive summary of the project description (no more than one page) with reference to the amount and duration of the funding request.
- **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 grant) and other significant staff members, particularly those who will be involved in the project and budget specifics.
- **Description:** Applicants must submit a full description of both the organization and the project. Please summarize the nature of the project, including goals and objectives. The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. The more specific, detailed, and clear the program description, the better. Please do not exceed one page.
- **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. Most importantly, define how the project is directly linked to the goal of raising awareness of citizens’ roles and responsibilities in the democratic process. 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:** Provide quantitative projections of the accomplishments to be achieved for each function or activity, such as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. Describe how you plan to monitor progress, and determine overall success and impact of the program.
- **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 U.S. dollars. Please note that the Fly America Act requires that anyone whose air travel is financed by U.S. Government funds utilizes the economy class services of a U.S. flag carrier.

Please also note that U.S. Embassy Paramaribo grants CANNOT be used to fund religious organizations or partisan political activity; individual trips abroad (i.e., out of Suriname); for-profit trade activities; fundraising campaigns; commercial projects; scientific research; projects whose primary aim is the institutional development of the organization; ongoing operational expenses; infrastructure; or representational expenses (entertainment, alcoholic beverages, etc.).

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 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 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 thru email.

Section VII. Application Evaluation Criteria

1. Goals and objectives. The project is likely to provide maximum impact in achieving the proposed results. The project addresses the objective as noted in Section II above. The applying organization demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress. (40 points)

3. Organizational capacity. The organization demonstrates expertise and the ability to perform the proposed activities. Where project partners are included, the applicant details each partner’s respective role, provides partner organization information and résumés for all persons responsible for the project and its financial administration. (25 points)

4. Budget and narrative justification. The budget and narrative justification are complete and reasonable in relation to the proposed activities and anticipated results. The plan for services and related cost estimates is realistic. (20 points)

5. 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 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 grantee 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 30 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 grant will be specified in the award agreement.