

II. Award Information

Funding Instrument Type: Grant or Cooperative Agreement

Floor of Individual Award Amounts: \$500 USD

Ceiling of Individual Award Amounts: \$25,000 USD

The U.S. Embassy Swaziland Public Affairs Section reserves the right to award less or more than the funds described in the absence of worthy applications or under such other circumstances as it may deem to be in the best interest of the U.S. government.

Project and Budget Periods: Local grants projects generally must be completed in one year or less. The Public Affairs Section will entertain 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 grant project, and a determination that continued funding would be in the best interest of the U.S. Department of State.

III. Eligibility Information: Unrestricted

The U.S. Embassy encourages applications from all sectors: committed and organized civil-society organizations, private sector companies, local representatives of civil society, think tanks, non-governmental organizations, academic institutions, and individuals. Applicants are encouraged to provide cost-sharing from additional sources in support of their projects. The U.S. Embassy also encourages projects that use highly skilled volunteers as an element of cost-sharing. Applications should explain clearly other likely sources of funding or in-kind contributions.

IV. Application Submission and Deadline

Proposals should be submitted via email to the U.S. Embassy Swaziland Public Affairs Section at the following email address: pdmabanegrants@state.gov. Proposals will also be accepted in hard copy and should be delivered to: Public Affairs Section, ATTN: Funding Proposal, U.S. Embassy Swaziland, Corner of Sir Robert Croydon and Jubela Street, Sandla/Kent Rock, Mbabane. Applications are accepted in English only and final grant agreements will be concluded in English. Please note that we cannot guarantee the return of original documents; copies should be maintained by the applicant. Applications are accepted on a rolling basis throughout the year.

When submitting a proposal, applicants are required to include the Federal Assistance Application (Standard Form 424 and 424A), which is available along with guidance for completing the forms, at: <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1> Although there is a not a standardized, narrative grant proposal form, applicants should complete and submit a grant proposal that includes a proposal summary, introduction to the organization,

problem statement, project goals and objectives, program methods and implementation plan, and a project monitoring and evaluation plan (more detailed information is included below). Applicants must also complete and submit a detailed, line item budget proposal in addition to their narrative proposal.

Effective October 1, 2014, any organization or institution applying for a grant from the United States Government must have a Unique Entity Identifier. The U.S. Embassy in Swaziland recommends that interested applicants obtain this identifier by applying for a DUNS number. The D-U-N-S® Number is a unique designator, independently and objectively assigned by the D&B Worldwide Network, which makes it easy to track organizations throughout their lifecycle. Any organization applying for a grant must make this request themselves. It takes a minimum of two days to receive a DUNS number, but can take up to a few weeks. Potential grantees in Swaziland should apply through the office in South Africa. They can apply for a DUNS number online here: http://www.dnbafrica.com/get_dunsnumber.html . Applicants are required to submit their DUNS number when completing the Standard Form 424 application (see above). A DUNS number is valid for the lifetime of an organization. Only organizations, not individuals, need a DUNS number.

Organizations must also maintain a current and active SAM registration (www.SAM.gov) at all times while they have an active U.S. Federal Government award or an application under consideration by a U.S. Federal awarding agency. The U.S. Department of State may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If these requirements are not met, the Department may determine that the applicant is not qualified to receive an award and use this determination as a basis for making an award to another applicant.

Grant proposals should include a summary of the project description (no more than two pages) with reference to the amount and duration of the funding request. Proposals should identify the program goals and objectives, outline a plan of action that describes the scope of the proposed work and how it will be accomplished, list the expected outcomes of the project, address the long-term sustainability of the project if applicable, and explain what metrics will be used to evaluate the success of the project. Proposals must account for all functions or activities which an applicant intends to carry out and should cite factors that might accelerate or decelerate the work as well as state reasons for taking the proposed approach rather than alternatives. Proposals should also describe any unusual features of the project, such as design or technological innovations, reductions in cost or time, extraordinary social and community involvement, and any funding or support received from other organizations.

Proposals should also include benchmarks, which should be quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, proposals should list them in chronological order to show the schedule of accomplishments and their target dates. Proposals should list partner organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

V. Review and Selection Process

Each application submitted under this announcement will be evaluated and rated on the basis of the evaluation criteria outlined 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 meet the criteria outlined in this program announcement.

The instructions for application submission above give a broad overview of what the project proposal should include while the criteria below provide details of how the proposal will be evaluated by the grants committee.

Application Evaluation Criteria:

Goals and Objectives – The project is likely to provide maximum impact in achieving the proposed results. The project addresses one or more of the U.S. Embassy Swaziland Public Affairs Section priorities as outlined previously. The application includes a plan to measure program success against key indicators and provides milestones to demonstrate progress toward these goals. (30 points)

Strengths and Innovation – The application clearly describes how the project will be successfully accomplished within the proposed time frame and articulates an innovative strategy or implementation plan. The project builds civil society leadership and capacity, and demonstrates sustainable capacity building. (30 points)

Organizational Capacity – The organization has expertise in one or more of U.S. Embassy Swaziland Public Affairs Section priorities and demonstrates the ability to perform the proposed activities. Each key person responsible for the proposed project and its financial administration is listed and a curriculum vitae (CV) for each person is provided. Where partners are described, the applicant details each partner's respective role and provides a CV for each person responsible for the project and its financial administration. (20 points)

Sustainability – The organization demonstrates a clear plan for sustainable activity or activity impact after the grant period of performance has ended. (10 points)

Budget and Budget Justification – The budget and narrative justification are reasonable in relation to the proposed activities and anticipated results and the plan for services is realistic. (10 points)

VI. Award Administration

Award Notices: The grant award or cooperative agreement 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. Organizations whose applications will not be funded will also be notified in writing.

Anticipated Time to Award: Applicants should expect to be notified of the recommended concepts within 120 days after the submission deadline.

Reporting Requirements: All awards issued under this announcement will 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 award agreement as well.