

**U.S. DEPARTMENT OF STATE**  
**U.S. EMBASSY MONROVIA, PUBLIC AFFAIRS SECTION**  
**Notice of Funding Opportunity**  
**THIS FORM IS FOR 2020 and is NO LONGER VALID. IT IS ONLY FOR**  
**ILLUSTRATIVE PURPOSES.**  
**A NEW FORM WILL BE MADE AVAILABLE IN 2021**

**Funding Opportunity Title:** U.S. Embassy Monrovia PAS  
Annual Program Statement

**Funding Opportunity Number:** PAS-MON-FY20-01

**Deadline for Applications:** June 30, 2020 but accepted on a rolling basis. The Merit Panel Review will meet as needed during the funding cycle to review applications submitted. This annual program statement ends on June 30, 2020 (11:59 p.m. U.S. Eastern time, July 1, 2020 3:59 a.m. UTC.)

**CFDA Number:** 19.040 – Public Diplomacy Programs

**Statutory Authority:** Smith-Mundt or Fulbright-Hays Act

**Maximum Available per Award:** \$20,000 subject to funds availability

**Anticipated Program Start Date:** Between July and December, 2020

**Anticipated Completion Date:** Within 12 months

## **A. PROGRAM DESCRIPTION**

The U.S. Embassy Monrovia Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce that funding may be available through its Public Diplomacy Small Grants Program. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

**Purpose of Small Grants:** PAS Monrovia invites proposals for programs that **strengthen ties between the U.S. and Liberia** through educational, cultural and exchange programming that highlights shared values and promotes bilateral cooperation. All programs must include American cultural or educational content, or incorporate American expert/s, organization/s, institution/s and/or resources while promoting increased understanding of U.S. policy and perspectives and building ties between the U.S. and Liberia. Programs must fit within priority program areas as identified below.

### **Priority Program Areas:**

- Strengthening Democratic Institutions
- Increasing the capacity of Liberians to lead the country's development and self-sustenance
- Empowering Civil Society, especially women
- Bolstering Education at all levels

- Strengthening links and collaboration among U.S. State Department exchange program alumni to enhance their outreach, skills or community service capacity

**Examples of PAS Small Grants Program programs include, but are not limited to:**

- Virtual or live academic and professional lectures, seminars and speaker programs;
- Virtual or live academic efforts to improve skills including but not limited to literacy and STEM;
- Professional and academic exchanges and projects that enhance knowledge in critical gap areas;
- Media projects and training that expand reach, accountability, transparency, or professionalism;
- Social movement programs to support political transparency and accountability; and,
- Sports and extracurricular programs for underserved and marginalized communities.

**SPECIAL NOTE:** Please ensure your proposal accounts for and respects the current realities of COVID-19 related restrictions on travel, gathering and social distancing.

**Participants and Audiences:**

All proposals should focus on engaging Liberians in Liberia. Experts from the U.S. can be involved.

**The following types of programs are not eligible for funding:**

- Programs relating to partisan political activity;
- Lobbying for specific legislation or programs;
- Construction programs, legal/land rights-focused programs are not allowable;
- Projects that are inherently development in nature, or that primarily consist of procuring supplies or equipment for an organization or individual;
- Programs that support specific religious activities;
- Financial support for fundraising including for charity or fund-raising campaigns;
- Scientific or health related research;
- Funding of for-profit business ventures or microloans/microfinance projects, or seed money for enterprises;
- Programs intended primarily for the growth or institutional development of an organization;
- The purchase or long-term lease of space or buildings in support of program activities;
- Individual or group travel to conferences or other events;
- Cash prizes for competitions;
- Alcohol or programs focused solely on food distribution;
- Scholarships to support educational opportunities or study for individuals;
- Funding of ongoing projects, which would otherwise be funded through other means; and,
- Programs that duplicate existing programs of the U.S. Department of State or Public Affairs Section or U.S. Embassy in Monrovia.

**Authorizing legislation, type and year of funding:**

Funding authority rests in the Smith-Mundt and Fulbright Hayes. The source of funding is FY2020 Public Diplomacy Funding.

**B. FEDERAL AWARD INFORMATION**

**Length of performance period:** 1 to 12 months

**Number of awards anticipated:** Up to 10 awards (dependent on amounts)

**Award amounts:** awards may range from a minimum of \$2,000 to a maximum of \$20,000.

Applications are encouraged to include sub-grants that develop the capacity of local implementing partners who have not previously directly benefitted from U.S. Embassy grant programs. *The Public Affairs Section of the U.S. Embassy reserves the right to award less or more than the amount of funds requested in each application or under such other circumstances as they may deem to be in the best interest of the U.S. government.*

**Type of Funding:** Fiscal Year 2020 Public Diplomacy Funding

**Anticipated program start date:** 5/01/2020

**This notice is subject to availability of funding and can be withdrawn at the discretion of the U.S. Embassy Monrovia.**

**Funding Instrument Type:** The Public Affairs Section will consider projects that are Grants, Fixed Amount Awards, awards to individuals, or Cooperative agreements. Cooperative agreements are different from grants in that PAS staff are more actively involved in the grant implementation. PAS can provide direction and promotional assistance for cooperative agreements.

**C. ELIGIBILITY**

• **Eligible Applicants**

The Public Affairs Section encourages applications from the United States and Liberia although all activities must take place in Liberia:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Individuals including Alumni of U.S. Department of State Exchange Programs
- Non-profit media organizations
- Professional Trade organizations
- Non-profit or governmental educational institutions

**For-profit or commercial entities are not eligible to apply.**

• **Cost Sharing or Matching**

Cost sharing is not required.

- **Other Eligibility Requirements**

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number issued by Dun & Bradstreet, as well as a valid registration on [ww HYPERLINK "http://www.sam.gov/" HYPERLINK "http://www.sam.gov/" w.SAM.gov](http://www.sam.gov/). Please see Section D.3 for information on how to obtain these registrations. **Individual applicants are not required to have a DUNS number or be registered in SAM.gov.**

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

- **Address to Request Application Package**

Application forms required below are available at [www.grants.gov](http://www.grants.gov).

PAS provides a suggested format for submitting proposal information available at the following link. This is offered as a tool to help organize your application however it is not

required: **INSERT LINK TO TEMPLATE**

Use of a project proposal template to better organize your application is recommended, however it is **not** required. **The application forms listed below are required.**

- **Content and Form of Application Submission**

In order to best formulate an application, applicants are encouraged to use the **INSERT LINK TO TEMPLATE**. The template is offered to assist in the application process. Use of the template is not required.

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

### **Content of Application**

Please ensure:

- The **INSERT LINK TO TEMPLATE** or narrative proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- Budget is required and must be in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

- Mandatory application forms
  - [SF-424](#) (Application for Federal Assistance – organizations) or [SF-424-I](#) (Application for Federal Assistance --individuals) at [www.grants.gov](http://www.grants.gov)
  - [SF424A HYPERLINK "https://www.grants.gov/web/grants/forms/sf-424-family.html"](https://www.grants.gov/web/grants/forms/sf-424-family.html) HYPERLINK "<https://www.grants.gov/web/grants/forms/sf-424-family.html>" (Budget Information for Non-Construction programs) at [www.grants.gov](http://www.grants.gov)
  - [SF424B HYPERLINK "https://www.grants.gov/web/grants/forms/sf-424-family.html"](https://www.grants.gov/web/grants/forms/sf-424-family.html) HYPERLINK "<https://www.grants.gov/web/grants/forms/sf-424-family.html>" HYPERLINK "<https://www.grants.gov/web/grants/forms/sf-424-family.html>" HYPERLINK "<https://www.grants.gov/web/grants/forms/sf-424-family.html>" HYPERLINK "<https://www.grants.gov/web/grants/forms/sf-424-family.html>" (Assurances for Non-Construction programs) at [www.grants.gov](http://www.grants.gov)
- Summary Coversheet:  
Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.
- Proposal (4 pages maximum):  
The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant aims to accomplish. Applicants are recommended to use the **INSERT LINK TO TEMPLATE**. You may use your own proposal format, but it must include all the elements below.
  - **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
  - **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies or successful use of grant funds from other sources.
  - **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed or justified.
  - **Audience:** stipulate who the target audience is (age/gender/geographic break down) and estimate the expected audience reach through direct contact and if possible, through indirect contact (via social media or traditional media).  
*Please ensure your proposal accounts for and respects the current realities of COVID-19 related restrictions on travel, gathering and social distancing.*
  - **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. What aspect of the relationship between the U.S. and Liberia will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
  - **Program Activities:** Describe the program activities and how they will help achieve the objectives.
  - **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.

- **Proposed Program Schedule:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
- **Budget - (SF-424A)**

- Budget Justification Narrative:

After filling out the SF-424A Budget (above), **use a separate sheet of paper to describe each of the budget expenses in detail.** See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

- Attachments

Applicants are encouraged to provide relevant attachments, including:

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- Official permission letters, if required for program activities

- **Requirements BEFORE applying: Unique Entity Identifier and System for Award Management (SAM.gov)**

Any entity or individual wishing to apply for a grant with the U.S. Government needs to satisfy certain requirements before applying. Registration at several different sites is necessary to be able

to use [www.grants.gov/](http://www.grants.gov/) HYPERLINK "http://www.grants.gov/" HYPERLINK "http://www.grants.gov/" HYPERLINK "http://www.grants.gov/"s.gov.

Please begin the DUNS, NCAGE, and SAM registration processes immediately to ensure completion well in advance of the deadline for applications. Note that the DUNS and NCAGE applications can be completed simultaneously. The entire registration process can take up to four weeks.

- To apply for a Data Universal Numbering System (DUNS) number, please visit the following link: <http://fedgov.dnb.com/webform>

- To apply for an NATO Commercial and Government Entity (NCAGE) number, please visit the following link:  
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- For help from within the U.S., call 1-888-227-2423
- For help from outside the U.S., call 1-269-961-7766
- Once DUNS and NCAGE are obtained, continue to System for Award Management (SAM) registration using the following link <https://www.sam.gov>. Note that SAM registration must be renewed annually. Given the volume of applications, review may take up to 90 days.
- For registration as an Authorized Organization Representative (AOR) please visit the following link: <https://apply07.grants.gov/apply/OrcRegister>
- For questions relating to registration on Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or email them at support@grants.gov

**Please note that the U.S. Embassy in Monrovia is unable to assist with technical questions or problems applicants experience with Grants.gov, DUNS or SAM registrations. Please refer to the contact information for these organizations/processes listed in this APS.**

- **Submission Dates and Times**

Applications may be submitted for consideration at any time before the closing date of June 30, 2020. No applications will be accepted after that date.

Applicants are encouraged to submit proposals early, and decisions will be made on a rolling basis.

- **Funding Restrictions**

**Funds cannot be used for construction or for the purchase of alcoholic beverages.**

- **Other Submission Requirements**

All application materials must be submitted by email to [E-MAIL ADDRESS WILL BE SUPPLIED FOR 2021](#)

## **E. APPLICATION REVIEW INFORMATION**

- **Criteria**

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

**Organizational capacity and record on previous grants:** The applicant has expertise in its stated field and PAS is confident of its ability to undertake the program. This includes a financial management system and a bank account.

**Quality and Feasibility of the Program Idea** – The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline and cogent budget.

**Goals and objectives:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

**Budget:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

**Embassy priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Monrovia's priority areas or target audiences including:

- Strengthening Democratic Institutions
- Increasing the capacity of Liberians to lead the country's development and self-sustenance
- Empowering Civil Society, especially women
- Bolstering Education at all levels
- Strengthening links and collaboration among U.S. State Department exchange program alumni to enhance their outreach, skills or community service capacity

**Participants and Audiences:** All proposals should focus on engaging Liberians in Liberia. Activities will only be funded within Liberia. Geographic diversity within Liberia may be considered in the merit review to break ties among applications with equivalent scores after evaluation against all other factors.

**Monitoring and evaluation plan:** Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

**Sustainability:** Program activities will continue to have positive impact after the end of the program.

- **Review and Selection Process**

A Grants Review Committee will evaluate all eligible applications.

- **FAPIS**

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified

acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

- **Federal Award Notices**

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

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

**Payment Method:** Payments will be made in at least two installments, as needed to carry out the program activities.

Organizations whose applications will not be funded will also be notified via email.

- **Administrative and National Policy Requirements**

**Terms and Conditions:** Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:  
<https://www.state.gov/m/a/ope/index.htm>.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

- **Reporting**

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

## **G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact PAS at: [E-MAIL ADDRESS WILL BE SUPPLIED FOR 2021](#).

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. 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.

Please note that the U.S. Embassy in Monrovia is unable to assist with technical questions or problems applicants experience with Grants.gov, DUNS or SAM registrations. Please refer to the contact information for these organizations/processes listed in this APS.

## **H. OTHER INFORMATION**

- **Guidelines for Budget Justification**

- **Personnel:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.
- **Travel:** Estimate the costs of travel and per diem for this program. If the program involves international travel, include a brief statement of justification for that travel.
- **Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

- **Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.
- **Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.
- **Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.
- **Indirect Costs:** These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.
- **“Cost Sharing”** refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

**Alcoholic Beverages:** Please note that award funds cannot be used for alcoholic beverages.