

Department of State – Embassy of the United States, Kathmandu, Nepal, Notice of Funding Opportunity

Program Office: Public Affairs Section, U.S. Embassy, Kathmandu
Funding Opportunity Title: Annual Program Statement for Cultural Affairs
Announcement Type: Grant and/or Cooperative Agreement
Funding Opportunity Number: PAS-KTM-APS-FY2020
Deadline for Applications: May 31, 2020
CFDA: 19.040 - Public Diplomacy Programs

CONTACT INFORMATION

A) For assistance with the requirements of this solicitation, contact cultureKTM@state.gov
or call at 423-4472/423-4248

TABLE OF CONTENTS

A. PROGRAM DESCRIPTION	2
B. FEDERAL AWARD INFORMATION	3
C. ELIGIBILITY INFORMATION	4
D. APPLICATION AND SUBMISSION INFORMATION	4
E. REVIEW AND SELECTION PROCESS	8
F. FEDERAL AWARD ADMINISTRATION INFORMATION	9
G. FEDERAL AWARDED AGENCY CONTACTS	10
H. OTHER INFORMATION	10

A. PROGRAM DESCRIPTION

The U.S. Embassy Kathmandu Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce a funding opportunity through the Embassy's Public Diplomacy Grants program. Applications may be submitted at any time for consideration before the closing date of this annual program statement on **May 31, 2020**. Awards will be made on a rolling basis, pending the availability of funds. Applicants are highly encouraged to apply early.

Background: The U.S. Embassy Public Affairs Section (PAS) in Kathmandu is soliciting proposals for grants from not-for-profit, non-governmental organizations, think tanks, and academic institutions that focus on one of the priority areas specified below. Applicants should pay close attention to these priorities, the Public Affairs Section's goals, and target audiences when developing their proposals. Due to the volume of applicants and inquiries, PAS does not accept letters of intent and concept papers.

This program will be funded under the appropriate Public Diplomacy or Foreign Assistance Act authorization. All programming is subject to the statutory limitations of the funding determined.

Grant Priority Areas: Funding is available for projects that address the priority areas below and focus on Public Affairs' key audiences, including civil society organizations, entrepreneurs/innovators, journalists, women, youth, young political leaders, and members of parliament.

Grant proposals should address one or more of the five Public Affairs priority areas:

1. **Indo-Pacific Vision:** Activities that advance U.S. and Nepal efforts to increase prosperity, good governance, and cooperation with other countries in the South Asia and Pacific region.
2. **Entrepreneurship development:** Programs that strengthen the entrepreneurship and economic development ecosystem in Nepal, and expand access to that ecosystem among minority communities, women, youth and less-developed areas of Nepal.
3. **Democratic Governance:** Activities that promote the values that reinforce the U.S.-Nepal partnership, including but not limited to democratic values of:

- a. freedom of speech
 - b. transparency
 - c. pluralism
 - d. accountability.
4. **Social Change through performing arts:** Activities that utilizes performing arts to address social issues pertinent to Nepal, such as gender-based violence, LGBTI and minority rights, freedom of speech, and transparency and accountability.
 5. **Youth and women empowerment:** Activities that enhance incomes, increase participation in STEM education, create jobs for women and youth, as well as improve livelihoods

All proposals must:

1. Clearly indicate the primary activity.
2. Clearly delineate elements of the program.
3. Forecast the multiplier effect of the activities and be sustainable beyond the life of the grant.
4. Provide a traditional and/or social media plan for amplifying program activities and outcome, if applicable
5. Identify the cities/districts in which activities will take place
6. Identify intended outcomes to be achieved by the end of the grant period
7. Identify any tools (surveys, beneficiary interviews, focus groups, etc.) that will be developed for Monitoring and Evaluation purposes

Applicants must also demonstrate competency to manage all financial aspects of the project, including participant costs and transparent arrangements of sub-grant relationships with partner organizations, if applicable.

B. FEDERAL AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement and/or Grant

Anticipated period of performance: 1 Year

Number of awards anticipated: 3-5

Floor of Individual Award Amounts: \$5000.00

Ceiling of Individual Award Amounts: \$24500.00

The U.S. Embassy Kathmandu Public Affairs Section reserves the right to award less or more than the funds described as it may deem to be in the best interest of the U.S. Government.

Project and Budget Periods: The Public Affairs Section will consider 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 program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

The U.S. Embassy Kathmandu Public Affairs Section encourages applications from **U.S. and Nepal** registered not-for-profit, civil society/non-governmental organizations, and educational institutions with relevant programming experience. This experience should be documented in the organization's proposal. A copy of the organization's registration should be provided with the proposal application. **U.S.-based organizations should submit a copy of their IRS determination letter. Nepal-based organizations should submit a copy of their certificate of registration from the appropriate government organization.**

Cost Sharing or Matching

Inclusion of cost share is encouraged but not required.

Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

Application Deadline

Applications may be submitted at any time for consideration before the final closing date of this annual program statement on **May 31, 2020. Proposals will be reviewed and awarded on a rolling basis as they are received.** Applicants are highly encouraged to submit their proposals as soon as possible.

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement will not be considered.

Application Submission Process:

Applicants **must** submit all application materials directly to the following email address: cultureKTM@state.gov. Applicants **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.

There are four steps that you must complete before you are able to register:

1. **Step 1:** Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)
 - a. **DUNS application:** Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

- b. NCAGE application:** Application page here (but need to click magnifying glass and then scroll down to click new registration)
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- i.** Instructions for the NCAGE application process:
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>
1. For help from within the U.S., call 1-888-227-2423
 2. For help from outside the U.S., call 1-269-961-7766
- ii.** Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code. After receiving the NCAGE Code, proceed to register in SAM by logging onto: <https://www.sam.gov/>
- 2. Step 2:** Once DUNS and NCAGE are obtained, continue to SAM registration on www.SAM.gov. Organizations must maintain an active SAM registration (www.SAM.gov) with current information at all times during which they have an active Federal award or an application under consideration by a Federal awarding agency. SAM registration must be renewed annually. Given the volume of applications, review may take up to 90 days, and we are unable to individually confirm receipt of proposals.

Timely receipt requirements and proof of timely submission

Applicants can expect a confirmation of receipt from PAS as soon as possible. If the applicant does not receive an email confirmation, they should contact cultureKTM@state.gov to ensure the proposal was received.

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 application fulfills all requirements stated in this funding opportunity
- All documents are in English
- All budgets are 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:

- 1. Mandatory application forms:** Applicants must complete and submit below mandatory “SF-424 Family” forms.
 - a. SF-424** (*Application for Federal Assistance – organizations*)
 - b. SF424A** (*Budget Information for Non-Construction programs*)
 - c. SF424B** (*Assurances for Non-Construction programs*)

2. **Cover Page:** Cover sheet stating the applicant name and organization, proposal date, project title, project period proposed start and end date, and brief purpose of the project.
3. **Proposal (10 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.
 - a. **Executive Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
 - b. **Introduction to the Organization or Individual Applying:** A demonstration of the organization's expertise, a description of past and present operations, showing ability to carry out the project, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
 - c. **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed
 - d. **Project Goal, Audience(s), and Objectives:**
 - i. **Project Goal:** what is the desired end result?
 - ii. **Project Audience(s):** Who are the primary beneficiaries? Who is primarily involved, or affected by this end result? Possible audience characteristics:

- Gender	- Geographic Location
- Age Group	- Level of Education
- Social Class	- Religious Practice
- Profession	- Caste
 - iii. **Project Objectives:** [Specific, Measurable, Achievable, Relevant, and Timely]: What *specific achievements* does the proposal envision, in order to move toward the Project Goal, i.e. the desired end result? Example: *Train [number] of [beneficiaries] in [training content] within [number] months.*
 - e. **Project Activities:** Describe the project activities and how they will help achieve the objectives.
 - f. **Program Methods and Design:** A description of how the project is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate
 - g. **Proposed Project Schedule and Timeline:** The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events
 - h. **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the project. What proportion of their time will be used in support of this project?
 - i. **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees
 - j. **Project Monitoring and Evaluation Plan:** The Monitoring and Evaluation component of the proposal will outline in detail how the proposal's activities will advance the program's goals and objectives (listed above). A strong proposal will include:

- i. A schedule of when grant activities will occur (including overview planning and participant selection)
 - ii. Expected project **outputs**, including definitions and targets. Outputs can include number of meetings or conferences held; number of workshops implemented; number of outreach activities conducted.
 - iii. Expected project **outcomes**, including definitions and targets. Outcomes can include, for example, the number of new network members who *join as a result of* participant outreach, number of new women's social entrepreneurs *created after and in response to* project training, percentage of participants who, in a post-test, show increased knowledge of different religious traditions *after* an awareness-raising activity
 - iv. A plan to include the grantee's reflection of how their project contributed to the program's goals. As applicable, a strong final report would be supported by success stories, behaviors changed, lessons learned, and results obtained, as well as the detailed feedback of project participants.
- k. Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Budget Justification Narrative: Applicants must submit a detailed budget and budget narrative justification utilizing the template provided. Line item expenditures should be listed in the greatest possible detail. Personnel salaries should define the percentage of time each position will allocate to the project and the rate of pay. Budgets shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars.

5. Organization Information

- a. **Applicant Organization Survey:** Applicants must complete and submit the survey.
- b. A copy of the organization's registration should be provided with the proposal application. U.S.-based organizations should submit a copy of their IRS determination letter. Nepal-based organizations should submit a copy of their certificate of registration from the appropriate government organization.

6. Attachments:

- a. 1-page CV or resume of key personnel who are proposed for the project
- b. Letters of support should be included for sub-awardees or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.
- c. If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- d. Official permission letters, if required for project activities

Please note:

- 1. Other items **NOT** required/requested for submission, but which *may* be requested if your application is approved for funding include:
 - a. Copies of an organization or program audit within the last two (2) years

- b. Copies of relevant human resources, financial, or procurement policies
 - c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas.
2. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

Applications are accepted in English only, and final grant agreements will be concluded in English.

Funding Restrictions

1. **Construction:** This award does not allow for construction activities or costs.
2. **Pre-award Costs:** Pre-award costs are not an allowable expense for this funding opportunity.
3. **Program Activities:** Activities that are not typically funded include, but are not limited to:
 - a. profit-generating projects.
 - b. scholarships to support educational opportunities or study for individuals.
 - c. paying to complete activities begun with other funds.
 - d. financial support for fundraising or fund development projects.
 - e. projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns.
 - f. political party and lobbying activities.
 - g. projects that support specific religious activities; and,
 - h. microloans/microfinance projects, distribution of seed money for enterprises, and legal/land rights-focused programs are not allowable.

E. REVIEW AND SELECTION PROCESS

Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

- **Quality and Feasibility of the Program Idea – 25 points:** The program idea should be well developed, with sufficient detail about how project activities will be carried out. The proposals should demonstrate originality and outline clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
- **Organizational Capacity and Record on Previous Grants – 25 points:**
 - The organization has expertise in the subject area and demonstrates the ability to perform the proposed activities.
 - The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system and a bank account.

- Applicants who have received grant funds previously have been compliant with applicable rules and regulations.
- Where partners are described, the applicant details each partner's respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate
- **Project Planning/Ability to Achieve Objectives – 15 points:** The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
- **Budget – 10 points:** The budget and narrative justification are sufficiently 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. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.
- **Monitoring and Evaluation – 15 points:** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal.
- **Sustainability – 10 points:** Project activities will continue to have positive impact after the end of the project.

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 project 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.

The Federal government is not obligated to make any Federal award as a result of the announcement. 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. The U.S. government also reserves the right to make an award in excess of the award ceiling.

Reporting

Recipients are required to quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 90 days after the close of the project period.

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high-risk designation has been removed.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: cultureKTM@state.gov or call at 423-4472 or 423-4248

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project, for both program staff, consultants or speakers, and participants/beneficiaries. If the project 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 project, which has a useful life of more than one year (or a life longer than the duration of the project), 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 project. 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 project activities.

Other Direct Costs: Describe other costs directly associated with the project, 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 project 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.

Branding Requirements: As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Note: Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.