Notice of Funding Opportunity

Funding Opportunity Title: U.S. Embassy Kingston Public Diplomacy Small Grants Program
Funding Opportunity No.: PAS-KINGSTON-FY2019–2020
Deadline for Applications: August 30, 2019
CFDA Number: 19.040 – Public Diplomacy Programs
Maximum for Each Award: $24,000

NB: This notice is subject to availability of funding

A. PROGRAM DESCRIPTION

The U.S. Embassy Kingston Public Affairs Section of the U.S. Department of State is pleased to announce that funding is available through its Public Diplomacy Small Grants Program for creative new ideas and projects that align with our Mission Goals and the 2020 U.S. Strategy for Engagement in the Caribbean. The programs should work to engender a more secure and prosperous Jamaica, increase mutual understanding between the U.S. and Jamaica, and promote the bilateral relationship.

1. Priority Program Areas

The proposals should align with these priority areas:

- Jamaica as a strong and enduring partner in advancing American values and interests.
- Safety and security for U.S. citizens and for Jamaicans.
- Accountable, transparent, and effective governance in Jamaica.
- U.S. competitive edge in a robust Jamaican economy.

In addition, all Public Diplomacy (PD) programs must include an American element, such as an American expert(s), organization(s), or institution(s) in a specific field that will promote increased understanding of U.S. policy and perspectives.

2. Program Focus Areas

Funding could be available to support one or more of the following program/project areas:

- Strengthening Father–Child Relationships
- Bolstering Citizen Security
- Countering Trafficking in Persons
- Improving Mental Health
• Empowering People with Disabilities
• Supporting Women & Girls in Sports
• Promoting Community Resiliency through the Arts
• Curbing Gender-based Violence
• Promoting Social Responsibility for the Environment
• Supporting Agricultural Entrepreneurship

3. Participants and Audiences

The intended target audience is Jamaican citizens. Programs can be designed for specific populations (such as youth, women, men, students, fathers, mothers) across the island.

4. Ineligible Programs

Program activities that are not typically funded include:
• Printing or promotion of books or manuscripts
• Travel to the United States for professional development
• Ongoing salary costs
• Paying to complete activities begun with other funds
• Promotion of local arts scenes
• Projects that are inherently political in nature or that contain the appearance of partisanship/support to individual or single-party electoral campaigns
• Political party activities
• Fundraising activities / campaigns
• Commercial or trade activities
• Individual travel to conferences and meetings
• Social welfare projects
• For-profit activities
• Construction programs
• Exclusively scientific research projects
• Projects that require more than two years to implement
• Purchase of equipment, vehicles, construction, or construction materials
• Programs that support specific religious activities
• Lobbying for specific legislation or programs
• Programs intended primarily for the growth or institutional development of an organization
• Programs that duplicate existing programs
B. FEDERAL AWARD INFORMATION

1. Project and Budget Periods

Generally, projects must be between a 3 to 12-month period. Note, 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 applicants, and a determination that continued funding would be in the best interest of the Department of State.

2. Funding Instrument Type

Cooperative Agreement or Grant. Cooperative agreements differ from grants in that Public Affairs staff are more actively involved in proposal execution and anticipate having moderate to substantial involvement once the award has been made.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

We encourage applications from the following.

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations, and community-based organizations with programming experience.
- Non-profit or governmental educational institutions.
- U.S. Exchanges alumni
- U.S. NGOs may apply, but preference is given to partnerships that develop the capacity of NGOs in Jamaica and include plans to transfer programs to sustainable local management.

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

2. Other Eligibility Requirements

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

a) Steps for required registration

All organizations applying for grants (except individuals) must obtain these registrations. All are free:

- Unique Identifier Number from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously).

- **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/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F.%20http://fedgov.dnb.com/webform

- **NCAGE application**: Application page here https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

- Instructions for the NCAGE application process: https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf

- Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

**Step 2**: After receiving the NCAGE Code, proceed to register in SAM by logging onto: https://www.sam.gov.

**PLEASE NOTE:**

- SAM registration must be renewed annually.
- These databases interface with each other, so the information in DUNS should match exactly with what you put in your NCAGE or SAM application.

**D. APPLICATION AND SUBMISSION INFORMATION**

1. **Submission Dates and Times**

Applications may be submitted for consideration at any time before the closing date of August 30, 2019. No applications will be accepted after that date for this fiscal year. Additionally, all application materials must be submitted by email to kingstongrants@state.gov.

2. **Content of Application**

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 ineligibile.

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins
3. Summary Cover Sheet

Cover sheet stating the applicant’s name and organization, proposal date, program title, program period, proposed start and end date, and brief purpose of the program.

4. Mandatory application forms

The following are mandatory application forms:

- SF-424 (Application for Federal Assistance – organizations)
- SF424A (Budget Information for Non-Construction programs) and Budget Justification (see below)
- SF-424B (Assurances for Non-Construction Programs)

Please note applicants can download all the above forms at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1

a. Summary Coversheet:

Cover sheet stating the applicant’s name and organization, proposal date, program title, program period, proposed start and end date, and brief purpose of the program.

b. Proposal (10 pages maximum)

The proposal should contain enough information that anyone not familiar with it would understand exactly what the applicant wants to do. The proposal must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact. Also clearly state which program area your program falls under.
- **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.
- **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. What aspect of the relationship between the U.S. and XXX 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 his/her time will be used in support of this program?
• **Program Partners:** If applicable, list the names and type of involvement of key partner organizations and any sub-awardees.

• **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the
  
  i. activities be monitored to ensure they are happening in a timely manner?
  
  ii. program be evaluated to make sure it is meeting the goals of the grant?

• **Future Funding or Sustainability Plan:** If applicable, applicant’s plan for continuing the program beyond the grant period, or the availability of other resources.

4. **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.

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.