

U.S. Department of State Call for Proposals

Funding Opportunity: Julia Taft Refugee Fund for FY 2020

Funding Opportunity Number: DOS-CNK-FY20 02

Date Open: November 27, 2019

Date Closed: January 6, 2020

CFDA: 19517 – Overseas Refugee Assistance Programs for Africa

Funding Instrument: Grant

Minimum Award Amount: \$5,000

Ceiling Award Amount: \$25,000

Background and funding opportunity description

U.S. Embassy Conakry, in collaboration with the Bureau of Population, Refugees and Migration (PRM), is pleased to welcome proposals via the Julia Taft Refugee Fund from potential partners working in the area of refugees' protection in Guinea. The fund is meant to close low-cost gaps in refugee protection and assistance. Similarly, the intent of this initiative is to provide U.S. Ambassadors with the means to respond to critical programming gaps that have not been addressed in larger multilateral refugee programs.

ELIGIBILITY CRITERIA AND FUNDING GUIDELINES

The funds are meant to support projects that assist refugees or refugee returnees.

- Requests to provide funding to populations other than refugees/returnees are discouraged, but exceptions can be made in some regions with “populations of concern” to PRM, such as internally displaced persons (IDPs), vulnerable migrants, and stateless persons.
- The Taft Refugee Fund is intended for projects that include a target beneficiary base of at least 50 percent refugees or returnees.
- Consideration for support is also given to projects that benefit both populations of concern and their host communities.
- The fund is not meant as an emergency fund and these should be one-time interventions, *not* sustained programs.
- Applicants must be a registered organization (e.g.: NGO, community-based organization; faith-based organization)
- Local NGOs will be given priority.

APPLICATION PACKAGE

There is no specific format for the application. We recommend developing the proposal to include all the points highlighted under the **Proposal** section.

Content and Form of Application Submission: 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.

Please ensure that:

- The proposal clearly addresses the goals and objectives of this funding opportunity.
- **All proposals must be submitted in English.**
- Applicants must complete and submit a detailed budget with all grant requests.
- All pages must be numbered.

The following documents are **required**:

1. Summary Cover Sheet: Cover sheet must state the applicant's name and organization, proposal date, project title, project period proposed start and end date, and brief purpose of the project as well as a **statement of importance** highlighting the historic, architectural, artistic, or cultural (non-religious) values of the site, collection, or form of traditional expression.

2. Proposal: The proposal should contain sufficient information so that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, or the template we have here, if you are using your own format it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Introduction to the Organization Applying:** A description of past and present operations demonstrating ability to carry out the project, 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 project is needed
- **Project Goals and Objectives:** The "goals" describe what the project is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities:** Describe the project's activities and how they will help achieve the objectives stated above.
- **Project Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe 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?

- **Statement of Sustainability:** Outline of the steps or measures that will be taken to ensure the sustainability of the project
- **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? Resumes or CVs of the proposed project director and other primary project participants
- **Proposed Project Schedule:** Project time frame or schedule that lists the major project phases and milestones with target dates for achieving them.
- **Detailed Project Budget:** Budget demarcated by the proposed project schedule, that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs);
- **Budget Narrative:** Text explaining how the costs were estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and any large budget line items.

3. Attachments:

- Full and complete Application for Federal Assistance (SF-424), including Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), and, if applicable, Disclosure of Lobbying Activities (SF-LLL) forms can be found here: <http://www.whitehouse.gov/omb/grants/forms.html>.
- Provide any other documentation to support the proposal, such as the CV or resume of key personnel, letters of support from project partners or community leaders, and official permission letters, if required for project activities.
- A copy of the Organization's Code of Conduct. The Code of Conduct should be consistent with the six core principles from the Interagency Standing Committee (IASC) recommendations (if you have additional questions about the Code of Conduct please send us an email).

4. Other Registrations: Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included. For any difficulties related to the required registration, please contact Embassy Conakry at: ConakrySSH@state.gov. for further guidance.

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

- Unique entity identifier 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>

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>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

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

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:

<https://www.sam.gov>. SAM registration must be renewed annually.

APPLICATION REVIEW INFORMATION

Applications will be first reviewed for technical eligibility. If approved, the application will be evaluated by the embassy committee and rated based on 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.

A selection committee at the U. S. Embassy Conakry will review all applications received under this announcement based on the following criteria:

Organizational Capacity of the Organization – the organization has experience in implementing activities related to vulnerable groups and is focused on economic and social development and demonstrates the ability to implement the activities proposed;

Sustainability Plan – the proposal demonstrates a clear sustainability plan beyond the life of the award;

Cost Application – the proposed costs are reasonable in relation to the proposed activities and anticipated results;

Monitoring and Evaluation – the applicant should provide a clear monitoring and evaluation plan that includes specific, measurable, and achievable indicators.

Once the review process is completed, the U.S. Embassy will notify the successful applicants as well as the unsuccessful applicants. Prospective grantees will receive further instructions along with the notification of successful proposal. Once awarded, each grantee will be responsible for the program and financial reporting as specified in the award agreement.

Below are just a few examples of activities that can be funded under this program (Please make sure that there is a strong tie to the local context building on the competencies / capacity of the proposing organization):

- Improve the mental health of the refugee community.
- Support a sports program for refugee youth.
- Build a playground for refugee children.
- Start an income-generating cooperative for returnees.
- Support an education program for refugees.
- Develop a youth program for refugees.
- Support livelihoods training and sports programs.
- Support a transit center for unaccompanied minor refugees and asylum seekers.
- Support early childhood education, health, and nutrition activities.
- Support water, sanitation, health, and livelihoods.
- Provide protection for vulnerable refugees.
- Provide a shelter for women and girls refugees who are survivors of gender-based violence (GBV).
- Provide security upgrades to a camp.
- Support a vocational training program for refugees.
- Support returnees with manufacturing of liquid soap.

- Train refugees in gardening and running small businesses.
- Support income generating activities
- Support an urban refugee training and girls' empowerment project.
- Support an orphanage center and an income-generating project at refugee settlement.
- Train mothers of youth, who participate in non-formal out-of-school program, on furniture re-upholstery and provide the women with basic hygiene awareness.
- Provide agricultural support to returnee families.
- Any other activities that support the refugees or returnees.

In order to be considered for this funding opportunity, please submit your applications by email to ConakrySSH@state.gov or in hard copy by sending them to the U.S. Embassy, Conakry by January 6, 2020. All applications should have **Julia Taft Refugee Fund for FY 2020 in the subject line**. Please contact us by email at ConakrySSH@state.gov, should you need any additional information.

The final decision will be based on the application, site visit, and any other information available about your organization.

FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and will be provided to the recipient for review and signature by email or in person. 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. 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.

2. Payment Method

Payments will be made in at least two installments, through a bank transfer, as an advance or reimbursement, as needed to carry out the project activities.

3. 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.

FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact Embassy Conakry at: *ConakrySSH@state.gov*.

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.

DISCLAIMER

This award is made contingent upon the availability of funds. If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.