



**Department of State – Embassy of the United States, Conakry, Guinea
Notice of Funding Opportunity**

ATTENTION: Due to COVID-19, The Embassy will prioritize funding for proposals in Priority Program Areas (Section 1) that addresses critical needs directly or indirectly related to the current pandemic, using American content or expertise. Proposals must address how program activities and participants will observe the Government of Guinea and U.S. government guidelines for preventing the spread of COVID-10. Please see additional notes in red below.

Program Office:	Public Affairs Section, U.S. Embassy, Conakry
Funding Opportunity Title:	U.S. Embassy PAS Annual Program Statement
Announcement Type:	Grant or Cooperative Agreement
Funding Opportunity Number:	PASCONAKRY-FY20-002
Opening for Submission:	On a rolling basis. The Merit Panel Review will meet twice during the funding cycle to review applications submitted.
Deadline for Applications:	The Annual program statement ends June 1, 2020 at 11:59 p.m. (GMT) The an
CFDA:	19.040 - Public Diplomacy Programs
Statutory Authority	Smith-Mundt or Fulbright-Hays Act
Total Amount Available:	\$100,000
Anticipated Award Amount:	Generally, up to a maximum of \$25,000. Minimum of \$5,000.
Anticipated Award Period:	12 months
Anticipated Start Date:	Allow ample time for the Merit Panel Review to select qualifying projects and for the Public Affairs Section to draft the award paperwork.
Anticipated Completion Date:	12 months.

CONTACT INFORMATION

- A) For questions relating to www.Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.
- B) For assistance with the requirements of this solicitation, contact **Public Affairs Section -Conakry - 655-104-000** or via email PASConakryGrants@state.gov

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A. PROGRAM DESCRIPTION

The U.S. Embassy Conakry Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce funding is available 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 June 1, 2020. Awards will be made on a rolling basis, pending the availability of funds. Applicants are encouraged to apply early.

Background: The U.S. Embassy Public Affairs Section (PAS) in Conakry 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, concept papers, or requests for meetings prior to application.

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.

PAS Conakry invites proposals for projects that focus on one of the priority areas specified below. Public diplomacy programming includes communications with international audiences, cultural programming, educational exchanges, promoting education including science, technology and math education, and international visitor programs.

Purpose of Small Grants: PAS Conakry invites proposals for programs that **strengthen cultural ties between the U.S. and Guinea** through cultural and exchange programming that highlights shared values and promotes bilateral cooperation. **All programs must include an American cultural element, or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives.**



Examples of Public diplomacy programs include, but are not limited to:

- Academic and professional lectures, seminars and speaker programs;
- Cultural heritage conservation and preservation programs;
- Professional and academic exchanges and programs;
- Programs developed by an alumnus/a of a U.S. sponsored or supported educational or professional exchange program;
- Programs that strengthen U.S. college and university relationships with local higher education institutions, American Chambers of Commerce (AmChams), businesses, and/or regional organizations.
- New media concepts projects aimed at reaching wider audiences;
- English language programs;
- Programs that strengthen government, public and private sector capacity and collaboration.
- Youth community service projects that promote democratic processes and encourage volunteerism;
- Civic education projects that promote democratic processes and human rights;
- Proposals that support the proliferation of tolerant voices of traditional and community leaders;
- Arts and culture programs that feature an element of increasing understanding of American culture or American-Guinea cooperation;

More information about the Public Affairs Section can be found at: <https://gn.usembassy.gov/embassy/conakry/>

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, and youth (14-30 years old)*.

Grant proposals should address one or more of the 6 Public Affairs priority areas:

1. **Strengthening Civil Society:** through the promotion of local cultural heritage, traditional and modern art forms, and other forms of creative expression; support for civil society organizations, educational institutions; or the emerging leaders in these fields through linkages with U.S. counterparts.
2. **Supporting Economic Empowerment and Entrepreneurship:** through projects that promote human/workers' rights, women's empowerment, corporate social responsibility, access to finance, and support for entrepreneurs. Particular emphasis should be placed on strengthening chambers of commerce, entrepreneurs, and core private sector industries through interactions or linkages with U.S. counterparts.



3. **Fostering Regional Stability:** through projects that support academic, art and cultural, civil society, and other exchanges and projects by strengthening ties between the United States, Guinea, and regional neighbors; thus assisting in the development of friendly, sympathetic and peaceful relations.
4. **Boosting Democracy, Human Rights, and Good Governance:** Through projects that encourage participation in building democracy and civil society, especially for women, religious or ethnic minorities, and youth.
5. **Promoting English Language Capacity:** through projects that encourage the usage and learning of English language as a tool for civic and economic development.
6. **Stimulating Women Empowerment:** through projects that encourage and promote the role of women in the civic, public and business sectors.

In addition to the specific requirements listed above by program area, all proposals must:

1. Clearly indicate the primary activity area to which it is being submitted for consideration;
2. Focus on the key public diplomacy audiences and activities specified in the areas, provide programs for underserved geographic regions of Guinea, as well as non-elite schools (if applicable);
3. Clearly delineate how elements of their program will have a multiplier effect and be sustainable beyond the life of the grant;
4. Provide a traditional and/or social media plan for marketing program activities and outcome, if applicable
5. Identify the cities/districts in which activities will take place
6. Identify specific 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.

Participants and Audiences:

All proposals should focus on engaging Guineans in Guinea. Proposals that reach marginalized communities and youth are encouraged.

The following types of programs are not eligible for funding:

- Programs relating to partisan political activity;
- Charitable or development activities;
- Construction programs;
- Programs solely focused on purchasing supplies;



- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs;
- Scientific research;
- Programs intended primarily for the growth or institutional development of the organization; or
- Programs that duplicate existing programs.

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

Funding Instrument Type: Grant or Cooperative Agreement

Anticipated period of performance: 9-12 months

Number of awards anticipated: 10

Floor of Individual Award Amounts: \$5,000

Ceiling of Individual Award Amounts: \$25,000

Award Amounts: awards may range from a minimum of \$5,000 to a maximum of \$25,000

Total available funding: \$100,000

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

The U.S. Embassy Conakry 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.

This notice is subject to availability of funding.

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

Funding Instrument Type: The Public Affairs Section will consider projects that are Grants 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 INFORMATION

The U.S. Embassy Conakry Public Affairs Section encourages applications from **U.S. and Guinean** registered not-for-profit, civil society/non-governmental organizations, and educational institutions with at least **two years** of 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. Guinea-based organizations should submit a copy of their certificate of registration from the appropriate government organization.**

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

Cost Sharing or Matching

Inclusion of cost share is not a requirement of this opportunity.

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 - <https://www.dnb.com/duns-number/get-a-duns.html> 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 June 1, 2020. **Proposals will be reviewed on a rolling basis as they are received, with two intermediate deadlines: March 1 and May 1, 2020 at 10:00AM**

Cycle B Update: Proposal received from February 1, 2020 until May 29, 2020 at 23:59 GMT will be reviewed by June 11, 2020.

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

Application Submission Process: There are two submissions methods available to applicants. Applicants may submit their application using Submission Method A **or** Submission Method B outlined below.



- **Submission Method A:** Submitting all application materials directly to the following email address: PASConakryGrants@state.gov Applicants opting to submit applications via email to PASConakryGrants@state.gov **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.
- **Submission Method B:** Submitting all application materials through Grants.gov. For those opting to apply through Grants.gov, thorough instructions on the application process are available at <http://www.grants.gov>. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or go to <https://www.grants.gov/support.html>. Please note that PASConakryGrants@state.gov is unable to assist with technical questions or problems applicants experience with Grants.gov.

Paper applications mailed or submitted in person to the Embassy will not be accepted.

Applicants utilizing Grants.gov must register with Grants.gov prior to submitting an application. **Registering with Grants.gov is a one-time process; however, it could take as long as two weeks to have the registration validated and confirmed. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications.** Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission.

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@dliis.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~~



- ~~3. **Step 3:** Once SAM registration is confirmed, continue to Grants.gov organization registration <http://www.grants.gov/web/grants/applicants/organization-registration.html>. 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.~~
4. **Step 4:** Register yourself as an Authorized Organization Representative (AOR); and be authorized as an AOR by your organization on www.grants.gov or <https://apply07.grants.gov/apply/register.faces>

UPDATE: If you are selected to receive an award, please be prepared to submit a SAM registration. Please note that the U.S. Embassy in Conakry is unable to assist with technical questions or problems prospective applicants experience with Grants.gov, DUNS, or SAM registrations. Please refer to the contact information for these organizations/processes listed in this APS.

For more information, go to www.grants.gov. Please note that your SAM registration must be annually renewed. Failure to renew your SAM registration may prohibit submission of a grant application through Grants.gov.

Timely receipt requirements and proof of timely submission

All applications must be received by the deadline communicated in this NOFO. Proof of timely submission is automatically recorded by Grants.gov. An electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Applicants will receive an acknowledgement of receipt and a tracking number from Grants.gov with the successful transmission of their application. Applicants should print this receipt and save it as proof of timely submission.

When PAS successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt to the email address of the Authorized Organization Representative (AOR). Proof of timely submission shall be the date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding.

Applicants using dial-up connections should be aware that transmission should take some time before Grants.gov receives it. Grants.gov will provide either an error or a successfully received transmission message. The Grants.gov Contact Center reports that some applicants abort the transmission because they think that nothing is occurring during the transmission process. Please



be patient and give the system time to process the application. Uploading and transmitting many files, particularly electronic forms with associated XML schemas, will take some time to be

~~Applications are due no later than June 1, 2020 at 11:59 p.m.~~

Applications for Cycle B are due no later than May 29, 2020 at 23:59pm

Technical Requirements

Address to Request Application Package

This Annual Program Statement (APS) document and any amendments can be found at www.grants.gov (search by Opportunity Number).

In order to best formulate an application, applicants are encouraged to use the [Project Proposal Template](#). The templates are offered to assist in the application process. Use of the template is not required.

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.

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 [Template submission](#) or narrative proposal clearly addresses the goals and objectives of 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:** Standard Forms 424 are available, along with guidance for completing these forms, at: <http://www.grants.gov/web/grants/forms.html> under the heading, “SF-424 Family.”



- [SF-424](#) (Application for Federal Assistance – organizations) or [SF-424-I](#) (Application for Federal Assistance --individuals) at www.grants.gov
- [SF424A](#) (Budget Information for Non-Construction programs) at www.grants.gov
- [SF424B](#) (Assurances for Non-Construction programs) at www.grants.gov

UPDATE: Simplified application guidelines. Successful applicants will be required to provide additional details before any award is issued.

- ~~2. **Summary 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.~~

UPDATE: Proposal Summary addressing Technical elements (1 page maximum)

3. **Proposal (3 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. Applicants are recommended to use the [Project Proposal Template](#). You may use your own proposal format, but 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 or Individual Applying:** 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.
 - 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.
 - American Content:** How will the project promote a better understanding of the U.S.?
 - Project Activities:** Describe the project activities and how they will help achieve the objectives.
 - 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
 - Proposed Project Schedule and Timeline:** The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events
 - ~~i. **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?~~
 - ~~j. **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees~~



- ~~**k. 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. Any outcomes the grantee expects to occur because of their program. Outcomes could include: change in knowledge, awareness, and attitudes; improved quality of services; increased capacity at a school, group, etc. Proposals should also include how the grantee will know those outcomes are occurring (surveys, interviews, observations, etc.)~~
 - ~~1. For example: If the program expects that a teacher-training program will improve the skills of a teacher, a proposal may explain the skills the teacher would gain and plan to perform a pre and post survey that would show a change in understanding due to the program.~~
 - ~~ii. A schedule of when grant activities will occur (such as participant selection, workshops, travel, lectures, trainings, etc.), and when the grantee will check the grant's progress to know how it is performing. Results of those checks are expected to be reported in the quarterly reports.~~
 - ~~iii. A plan to include the grantee's reflection of how their program, as a whole, 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.~~
- ~~**l. 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. Budget details should be an Excel format. 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. After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. Applicants must adhere to the regulations found in 2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. See section H. Other Information: Guidelines for Budget Submissions below for further information.
- 5. Organization Information**
- a. 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. Guinea-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 campaign 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; Programs relating to partisan political activity;
- g. Programs solely focused on purchasing supplies;
- h. Construction programs
- i. Scientific research
- j. projects that support specific religious activities; and,
- k. microloans/microfinance projects, distribution of seed money for enterprises, and legal/land rights-focused programs are not allowable.
- l. Charitable or development activities;
- m. Programs intended primarily for the growth or institutional development of the organization; or
- n. Programs that duplicate existing programs.

*Individuals interested in educational exchange or study opportunities in the United States should visit <https://gn.edit.usembassy.gov/education-culture/educational-exchange/educational-advising-center/> for more information on available programs.

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:** 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:**
 - 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.



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

Embassy Priority Program Areas:

- Strengthening Civil Society
- Supporting Economic Empowerment and Entrepreneurship
- Fostering Regional Stability
- Boosting Democracy, Human Rights and Good Governance
- Promoting English Language Capacity
- Stimulating Women Empowerment

Participants and Audiences:

- All proposals should focus on engaging Guineans in Guinea. Proposals that reach marginalized communities and youth are encouraged.
- **Budget:** 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:** 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:** Project activities will continue to have positive impact after the end of the project.

Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

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.

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>.

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: PASConakryGrants@state.gov

For questions relating to www.Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

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.

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.

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

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.