

U.S. DEPARTMENT OF STATE
U.S. EMBASSY Conakry
Notice of Funding Opportunity
This notice is subject to availability of funding.

Funding Opportunity Title: U.S. Embassy Conakry, Annual Program Statement

Funding Opportunity Number: DOS-CONAK-FY18-01

Deadline for Applications: For proposals to be considered for funding in 2019, the deadline is December 30, 2018

CFDA Number: 19.700

Maximum for Each Award: \$15,000

A. PROGRAM DESCRIPTION

The U.S. Embassy in Conakry provides small grants to registered self-help groups, community-based organizations, non-governmental organizations, and certain educational institutions. The objective is to aid groups develop projects that improve living conditions in their communities. This is an Annual Program Statement, which outlines 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

Embassy Conakry invites proposals for small community projects. The program is designed to improve basic economic and social conditions in local communities and support high impact, quick implementation activities that benefit a large number of people. Participating communities provide a significant contribution in cash, labor, and materials. The demand for Small Grant funds is very high and well above our funding capacity. Consequently, priority is given to projects which best meet the program's objectives and criteria. Examples of U.S. Embassy Community Small Grants Program projects include, but are not limited to:

- Income generating activities
- Development activities
- Improved access to potable water
- Vocational and educational training
- Health and nutrition activities
- Agricultural and nature improvement projects;

Participants and Audiences

Embassy Conakry is soliciting proposals for small grants from non-governmental organizations, community groups, village associations, women's groups, or any other group that can show that they are a recognized group or entity and have a bank account in the name of the group.

The following types of projects are not eligible for funding:

- Projects relating to partisan political activity;
- Charitable activities;

- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or projects;
- Scientific research;
- Projects that duplicate existing projects;
- Requests to buy sophisticated equipment such as vehicles, computers, film projectors, stereos; etc, unless they prove having the expertise to maintain it;
- Private commercial enterprises;
- Payments for pesticides, herbicides; scholarships, workshops or seminars (except training as part of implementation of specific projects);
- Construction projects, though certain projects, such as rehabilitation of canteens, community centers, or other buildings that involve minimum construction and risks could qualify.

B. FEDERAL AWARD INFORMATION

1. Length of performance period: 2 to 12 months
2. Number of awards anticipated: 5 to 8
3. Award amounts: awards may range from a minimum of \$5,000 to a maximum of \$15,000
4. Total available funding: not available
5. Type of Funding: Fiscal Year 2018 Economic Support Funds
6. Anticipated project start date: September 1, 2019
7. Funding Instrument Type: Grant
8. Project Performance Period: Proposed projects should be completed in 12 months or less.

C. ELIGIBILITY INFORMATION

Embassy Conakry encourages applications from all over Guinea:

- Registered not-for-profit organizations, including village associations, women's groups and civil society/non-governmental organizations with programming experience
- **For-profit or commercial entities are not eligible to apply.**

D. APPLICATION AND SUBMISSION INFORMATION

1. **Address to Request the Application Package:** There is no specific format for the application. However, an application template is available on the Embassy's website, or can be requested by email at: ConakrySSH@state.gov
2. **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.

- Proposals for less than \$10,000 are accepted in English or French; however, final grant agreements will be in English. Any grant request for more than \$10,000 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: The cover sheet must state the applicant's name and organization, proposal date, project title, project period, proposed start and end dates, and a brief purpose of the project.

2. Proposal (7 pages maximum): 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 below. 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 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 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?
- **Sustainability:** Applicant's plan for continuing the program beyond the grant period. Identify the risks of the proposal and propose a remediation plan.
- **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?
- **Proposed Project Schedule:** The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events.
- **Budget:** The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: equipment; supplies; other direct costs; and indirect costs. **Grant funds may not be used for the following expenses:** personnel salaries; travel; fringe benefits; and alcoholic beverages. The budget may not exceed one (1) page in length. You should also

provide pro-forma invoices for proposed expenses, such as equipment, materials, and construction supplies.

3. Attachments:

- **Application for Federal Assistance (SF-424):** This form can be found online at: <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.

4. Other Registrations: All organizations that are retained for funding (especially for those that are above \$10,000) must obtain these registrations. If there are difficulties in proceeding with this registration, please attach an explanatory letter to the grant proposal. All are free of charge:

- Unique Identifier Number from Dun & Bradstreet (DUNS number can be done on <http://fedgov.dnb.com/webform>)
- NCAGE/CAGE code
- www.SAM.gov registration

E. APPLICATION REVIEW INFORMATION

Applications will first be reviewed for technical eligibility. If approved, the application will be evaluated by an 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.

Organizational capacity and record on previous grants: The organization has expertise in its stated field and the Embassy is confident of the organization's ability to undertake the project. This includes a financial management system and an existing bank account.

Quality and feasibility of the program idea: The program idea is well-developed, with details about how project activities will be carried out. The proposal includes a reasonable implementation timeline.

Goals and objectives: Goals and objectives are clearly stated and project 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.

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 project includes output and outcome indicators, and shows how and when these will be measured.

Sustainability: Project activities will continue to have a positive impact after the end of the project.

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

F. 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 as an advance or reimbursement, as needed to carry out the project activities. Organizations whose applications will not be funded will be notified via email.

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.

G. FEDERAL AWARDED 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, Department of State 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. 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.