Program Office:	Public Affairs Section, U.S. Consulate Cape Town
Funding Opportunity Title:	Annual Program Statement
Announcement Type:	Grant or Fixed Amount Award
Funding Opportunity Number:	DOS-CPT-202002
Deadline for Applications:	Rolling, until August 15, 2020
CFDA Number:	19.040 – Public Diplomacy Programs
Total Amount Available:	$100,000
Maximum for Each Award:	$25,000

If you have any questions about the grant application process, please contact PAS Cape Town at: capetowngrants@state.gov

Note: We do not provide any pre-consultation for questions about the content of this NOFO.

A. PROGRAM DESCRIPTION

The U.S. Consulate Cape Town Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce that funding is available through its Public Diplomacy Grants Program. Applications may be submitted at any time for consideration before the closing date of this annual program statement on August 15, 2020. **Proposals will be evaluated on a rolling basis and awards will be made on an ad hoc rate pending the availability of funds, therefore applicants are strongly encouraged to apply early.**

Background: The U.S. Embassy Public Affairs Section (PAS) in Cape Town is soliciting proposals for small grants from non-profit institutions, non-governmental organizations, or non-profit private or public academic institutions. These proposals must focus on one or more of the priority areas specified below and be located in our Consular District of the **Eastern, Northern, or Western Cape** provinces.

The purpose of this small grants program is to **strengthen ties and build relationships between the U.S. and South Africa** through activities that highlight shared values, goals and cooperation. **All proposed projects must include an American element, or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. values, perspectives, and policies.**

Examples of PAS Small Grants Programs include, but are not limited to:
- Academic or professional speaker programs involving an American speaker, either in person or virtual;
- Artistic and cultural programs, joint performances or exhibitions involving the work of American artists or American subject matter;
- Educational exchanges involving travel by South Africans in the United States or Americans in South Africa;
- Programs that expand PAS American Corners and American Spaces activities;

- Programs that strengthen the relationship between American and South African organizations or institutions and their respective target audiences;
- Programs developed by an alumnus/a of a U.S.-government sponsored educational or professional exchange program.

More information about the Public Affairs Section can be found at: https://za.usembassy.gov

Priority Program Areas:

Grant proposals should address at least one of the following program priority areas:
- Female entrepreneurs (particularly in the creative and technology sectors);
- Educational projects encouraging youth (above age 14) to explore STEM fields;
- Projects that develop or strengthen linkages between U.S. and South African universities;
- Projects that strengthen US-government sponsored exchange alumni networks;
- Projects developed by an alumnus/a of a U.S.- government sponsored exchange program.
- Projects that address gender-based violence;
- Projects that promote the history of U.S. based activism against apartheid;
- Projects that promote shared histories between Americans and South Africans;
- Projects that link to or expand American Corners and American Spaces activities.
- Projects that promote trade and economic ties between the U.S. and South Africa.

Participants and Audiences:
Intended participants and target audiences are youth (above age 14) and adults, located in either the Eastern Cape, Northern Cape, or Western Cape. PAS Cape Town is particularly interested in projects that are based in smaller regional cities within these provinces. For proposals focusing on other provinces, please look for other Public Diplomacy Small Grants funding opportunity announcements on the Embassy website: https://za.usembassy.gov.

Funding Restrictions

The following types of programs **are not eligible for funding:**
- Programs relating to partisan political activity;
- Charitable or development activities;
- Construction programs;
- 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
- Travel to the United States for family or social purposes;
- Travel to the United States for purposes of amplifying South Africa cultural initiatives

- Travel to the United States for purposes unconnected to a larger program or initiative;
- Scholarships or tuition assistance;
- Events of a purely social nature;
- Prizes and competition awards without a programmatic linkage.

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 to 18 months
Number of awards anticipated: 4 to 6 awards (dependent on amounts)
Award amounts: awards may range from a minimum of $15,000 to a maximum of $25,000
Total available funding: $100,000
Type of Funding: Fiscal Year 2020 Public Diplomacy Funding
Anticipated program start date: Anytime between June 15, 2020 and Sept 30, 2020

This notice is subject to availability of funding.

PAS Cape Town 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.

Funding Instrument Type: Grant or Fixed Amount Award.

Performance Period: Proposed projects should be completed in 18 months or less.

C. ELIGILIBITY INFORMATION

PAS Cape Town encourages applications from U.S. and South African:
- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Non-profit or governmental educational institutions
- Governmental institutions

Applicants should have at least three years project management experience, as well as experience managing budgets, which should be documented in the application. A copy of the organization's legal registration should also be included in the application. 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.

Required Registrations
In order to be eligible to receive an award, all organizations must obtain these registrations. All are free of charge:
- 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. 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 help from within the U.S., call 1-888-227-2423
For help from outside the U.S., call 1-269-961-7766
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. SAM registration must be renewed annually.

D. APPLICATION AND SUBMISSION INFORMATION

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

Application Deadline
Applications will be reviewed on a rolling basis, so applicants are strongly encouraged to apply early, well before the closing date of August 15, 2020 (11:59pm South Africa time). PAS Cape Town will endeavor to respond to technically eligible applications within 60 days of receipt.

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

Application Submission Process
Applications should be submitted by email to capetowngrants@state.gov. The Subject Line of your email must be: "APS 202002".

Technical Requirements
Please ensure:

- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to A4 or 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.
- All attachments are named as: [Organization Name] [brief document title] APS 202002.
- Attached file sizes are under 5MB.
- Your proposal includes all of the required content listed below.

Documents submitted by portable hard drive or cloud-based file sharing services cannot be opened and will not be reviewed.

Content of Application

The following documents are **required**:

1. Mandatory application forms:
      a. SF-424 (Application for Federal Assistance – organizations)
      b. SF424A (Budget Information for Non-Construction programs)
      c. SF424B (Assurances for Non-Construction programs)
These Standard Forms (SF) are available, along with guidance for completing these forms, at: http://www.grants.gov/web/grants/forms.html under the heading, "SF-424 Family."

2. Proposal (8 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.
- **Heading:** Organization name, Program Priority Area(s) listed above that are addressed by the proposed project; your unique project title, and the location(s) of the project.
- **Proposal Summary:** Short narrative that outlines the proposed project, including the key objectives, activities, intended audience(s), location(s), and anticipated impact.
- **American Content:** How will the project promote a better understanding of the U.S.?
- **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.
- **Target audiences and/or participants:** Who is the project intended for? How many people does this project aim to reach?
- **Project Activities, Method, Location(s) and Timeline**: Describe the project activities, where and when (or in what sequence) they will take place, and how they will be implemented to achieve the objectives.
- **Introduction to the Organization applying**: A description of past and present operations, showing ability to carry out the project, and experience managing projects and budgets. Include a list of any and all previous grants from the U.S. Embassy and/or U.S. government agencies.

- **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?
- **Project Partners:** List the names and type of involvement of any key partner organizations and sub-awardees, if applicable.
- **Monitoring and Evaluation Plan:** The Monitoring and Evaluation component of the proposal will outline in detail how the project's activities will advance its goals and objectives (listed above). A strong proposal will include:
  - Any outcomes the grantee expects to occur because of their project. 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.)
    - For example: If the project 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 project.
  - 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 reports.
  - A plan to include the grantee's reflection of how their project, 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.
- **Marketing or Media Plan:** Describe how the project's activities and outcomes will be publicized to target audiences or marketed to recruit participants.
- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

3. Budget Justification Narrative: After filling out the SF-424A Budget form (listed above), expand on those budget categories by submitting a detailed budget on a separate document, describing each of the expenses and how you calculated the cost. You may use the template provided with this funding opportunity announcement. See section H. *Other Information: Guidelines for Budget Submissions* below for further information.

4. Attachments
- 1-page CV or resume of key personnel who are proposed for the program
- Official legal registration of the organization (this applies to non-profits; not required for government or public institutions)
- Letters of support from program partners describing the roles and responsibilities of each partner, if applicable.
- Official permission letters, if required for program activities.
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.

E. APPLICATION REVIEW INFORMATION

A Grant Review Committee will review all eligible applications. Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Program Priority Area: the proposal offers an original and impactful project idea that addresses one or more of the Program Priority Areas listed above.
American component: the project strengthens ties, builds relationships, and increases mutual understanding between Americans and South Africans.
Target audiences and/or participants: the project will reach key audiences in the Eastern, Northern or Western Cape provinces.
Quality and Feasibility of Project idea: The project concept is well developed and implementable, with sufficient detail about how, where, and when the activities will be carried out. It outlines clear, achievable objectives that closely align to a Program Priority Area.
Organizational Capacity and Record on Previous Grants: The organization has experienced staff and expertise in its stated field. It has the internal controls in place to manage U.S. government funds. Applicants who have received grant funds previously have been compliant with applicable rules and regulations.
Applicants must demonstrate their capacity for:
- Project management
- Communication
- Monitoring and evaluation processes
- Financial integrity
- Appropriate staffing
- Capacity to award sub-grants if applicable

Budget: The budget 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 ability to measure project success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The proposal includes indicators and shows how and when those will be measured.

FAPIIS
[This section applies to applicants who have other U.S. government grants.]

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider

any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

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 program 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.

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/about-us-office-of-the-procurement-executive/.

Reporting Requirements: Recipients will be required to submit regular financial reports and narrative program reports. The award document will specify how often and in what format these reports must be submitted.

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 relevant U.S. Embassy or Consulate branding 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.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact PAS Cape Town at: capetowngrants@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 or consulates overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

H. OTHER INFORMATION

Guidelines for Budget Narrative 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, accommodation, and per diem for this project, for both project staff, consultants or speakers, and participants/beneficiaries. If the project involves international travel, include a brief statement of justification for that travel. For international travel to and from the United States, note the Fly America Act regulations.

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. Government. 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.