

**U.S. STATE DEPARTMENT
U.S. CONSULATE GENERAL SURABAYA
PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity**

Funding Opportunity Title: U.S. Consulate General Surabaya PAS Annual Program Statement
Funding Opportunity Number: PAS-Surabaya-FY20-01
Deadline for Applications: July 31, 2020
CFDA Number: 19.040 – Public Diplomacy Programs
Total Amount Available: \$70,000.00
Maximum for Each Award: \$25,000.00

A. PROGRAM DESCRIPTION

The Public Affairs Section of the U.S. Consulate General Surabaya (PAS Surabaya) announces an Annual Program Statement, for our Public Diplomacy Small Grants Program. This announcement is a Request for Statements of Interest (RSOI) from organizations interested in submitting Statements of Interest (SOI) for programs that support our strategic priorities. PAS Surabaya invites organizations interested in potential funding to submit SOI applications outlining program concepts that reflect this goal.

This announcement outlines our funding priorities, the strategic themes, and the procedures for submitting requests for funding. Priority will be placed on proposals that will take place at least partially in East Java, Bali, NTB, NTT, Sulawesi Island, Maluku and North Maluku islands. Please carefully follow all instructions below. **This notice is subject to availability of funding.**

The submission of a SOI is the first step in a two-part process. Applicants must first submit a SOI, which is a concise, two-page concept note designed to clearly communicate a program idea and its objectives before the development of a full proposal application. The purpose of the SOI process is to allow applicants the opportunity to submit program ideas for PAS Surabaya to evaluate prior to requiring the development of full proposal applications. Upon at least quarterly review of eligible SOIs, PAS Surabaya will invite selected applicants to expand their ideas into full proposal applications.

Purpose of Small Grants: PAS Surabaya invites **Statement of Interest (SOI)** for projects that **strengthen cultural ties between the United States and Indonesia** through programming, projects, and/or activities that highlight shared values and promote bilateral cooperation as well as people-to-people ties. All programs 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. policy perspectives and/or values. Online and virtual programs are encouraged.

Examples of PAS Surabaya Small Grants Program projects include, but are not limited to:

- ☐ Academic and professional lectures, seminars and speaker programs, workshops, trainings
- ☐ Artistic and cultural workshops, joint performances and exhibitions; or
- ☐ Professional and academic exchanges and projects.

Priority Program Areas (updated May 11, 2020):

UNCLASSIFIED

All submissions must detail how the program will promote the following PAS Surabaya strategic priorities:

I. U.S. – INDONESIA BILATERAL RELATIONSHIP

Programs that seek to explain U.S. policies, culture, values, and/or perspectives to Indonesian audiences, resulting in a positive impact on the bilateral relationship, and strengthen people-to-people ties.

II. REGIONAL SECURITY

Programs that address issues of regional security, non-proliferation, and countering violent extremism, as well as programs that promote multilateral cooperation, combat disinformation, and enhance stability in the Asia-Pacific region. This includes programs that address security and stability during a global pandemic.

III. ECONOMIC GROWTH

Programs related to bilateral trade, investment, economic integration, entrepreneurship, innovation, intellectual property rights, and women's empowerment.

IV. SOCIAL ISSUES

Programs that seek to promote a better understanding of human rights, diversity, tolerance, and inclusion, which could include addressing specific elements of these issues as they have emerged during the global pandemic.

V. ENGLISH TEACHING

Programs that promote teacher training in areas related to English teaching, or those that enhance English learning among Indonesian youth.

VI. EDUCATION

Programs related to promoting study in the United States, the internationalization of Indonesian universities, promoting increased tolerance and diversity at educational institutions and/or building linkages between American and Indonesian institutions of higher learning. This could also include on-line education, virtual curriculum development, and use of social and traditional media as a vehicle of delivering educational material.

VII. SCIENCE, TECHNOLOGY, ENGINEERING, ARTS and MATH (STEAM)

Programs related to increasing capacity and interest of its institutions to partner with U.S. institutions and provide support to collaboration in science, technology, engineering, art, and math as well as to promote education, including programs aimed to promote technological innovation, enhance collaborative research between the United States and Indonesia, provide unique links between performing art and science, build or continue collaborations with local knowledge and experts in STEAM fields, and increase the number of women in these fields.

VIII. MEDIA ENGAGEMENT

Programs that support capacity-building programs for Indonesians with a focus on journalism, and programs that provide direct access to authoritative American information sources to promote depth, accuracy, and balance of foreign reporting from the United States, counter disinformation, and deepen understanding of U.S. policy and values.

IX. COVID-19 PANDEMIC RESPONSE

Projects to address the current realities of COVID-19 and future COVID-19 recovery efforts.

Projects related to COVID-19 response should serve to bolster democratic principles while addressing the needs that have arisen due to the current global health crisis including. This could include efforts to address the scientific, social, political, media, and economic impacts of COVID-19. This includes but is not limited to projects and programs that address priorities listed. Examples could include but are not limited to topics such as access to education, rights of women and children, community resilience, media literacy, countering disinformation, and economic empowerment.

Participants and Audiences:

Surabaya PAS will only consider grants that are geared to Indonesian audiences.

The following types of projects are not eligible for funding:

- Projects relating to partisan political activity;
- Charitable or development activities;
- Construction projects;
- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or projects
- Scientific research;
- Projects intended primarily for the growth or institutional development of the organization; or
- Projects seeking funds for personal use.

Authorizing legislation, type and year of funding:

Funding authority rests in the Smith-Mundt act. The source of funding is FY2020 Public Diplomacy Funding.

B. FEDERAL AWARD INFORMATION

This notice is subject to availability of funding.

Length of performance period: Up to 24 months

Number of awards anticipated: 5 awards (dependent on requested amounts for funding)

Award amounts: awards may have a maximum of \$25,000.00.

Total available funding: \$70,000.00

Type of Funding: Fiscal Year 2020 Public Diplomacy Funding

Anticipated project start date: Application must be submitted at least 1 month before project start date.

Funding Instrument Type: Grants, Fixed Amount Awards, Awards to Individuals or Cooperative agreement. Cooperative agreements are different from federal awards in which PAS staff are more actively involved in the grant implementation to possibly include program design, participant vetting, speaker selection, and location determination.

Project Performance Period: Proposed projects should be completed in two years or less. PAS will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive 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.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

Surabaya PAS encourages applications from U.S. and Indonesian:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Individuals or Groups of Individuals
- Non-profit or governmental educational institutions
- Governmental institutions / Public Entities / Alumni of US Exchanges/Scholarship programs

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

2. Cost Sharing or Matching

Cost sharing is not required.

3. Other Eligibility Requirements

Applicants are only allowed to submit one SOI per organization. If more than one SOI is submitted from an organization, all SOIs from that institution will be considered ineligible for funding.

No entity listed on the Excluded Parties List System in the System for Award Management (SAM) is eligible for any assistance or can participate in any activities under an 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.”

If an organization’s SOI is approved, a valid Unique Entity Identified (UEI) number, formerly referred to as a DUNS (Data Universal Numbering System) number. If the approved grant is over USD 25,000 an active SAM.gov registration will need to be obtained before an organization is able to submit a full application. Individuals are not required to have a UEI (DUNS) number or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

☐ Content and Form of Application Submission

Please follow all instructions below carefully. SOIs 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 SOI 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 and do not exceed two pages
- ☐ 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.

HOW TO APPLY:

Please send your Statement of Interest (SOI) to passurabaya@state.gov with “FY2020 Small Grants Application (SOI) – name of applicant(s)” in the subject line.

Example: FY2020 Small Grants Application (SOI) – Yayasan Maju Ceria

SOI (2 pages maximum): The SOI should contain enough information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own format, but it must include all the items below.

- ☐ **Project Summary:** Short narrative that outlines the proposed project, including project objectives, link to PAS Surabaya Strategic Objectives, anticipated impact.
- ☐ **Requested amount:** The amount of funding that you are requesting.
- ☐ **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 (if any).
- ☐ **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed
- ☐ **Project Activities:** Describe the project activities and how they will help achieve the objectives.
- ☐ **Proposed Project Schedule:** The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events.

If your SOI is favorably reviewed by the review panel, you will be requested to submit a full proposal and other mandatory documents as outlined below:

1. Full Proposal

The full proposal should contain the information outlined in the SOI but in more detail. In addition, it should also address the following:

- ☐ **Project Goals and Objectives:** The “goals” describe what the project is intended to achieve. What aspect of the relationship between the United States and Indonesia will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- ☐ **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 key partner organizations and sub-awardees.
- ☐ **Project Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the federal award, 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 federal award?
- ☐ **Future Funding or Sustainability:** Applicant’s plan for continuing the program beyond the award period, or the availability of other resources, if applicable.
- ☐ **Program Methods and Design:** A description of how the project is expected to work to solve the stated problem and achieve the goal.

Please ensure:

- ☐ The 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 and do not exceed ten pages
- ☐ 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.

2. Application forms <https://www.grants.gov/web/grants/forms.html#sortbv=1>

- | **SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals)**
- | **SF424A (Budget Information for Non-Construction programs)**

3. **Summary Coversheet:** Cover sheet stating the applicant name and organization, date, project title, project period proposed start and end date, and brief purpose of the project.

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. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:

- | 1-page CV or resume of key personnel who are proposed for the project
- | Letters of support from project partners describing the roles and responsibilities of each partner
- | Official permission letters, if required for project activities

6. UEI and SAM.gov Required Registrations:

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

- | Unique Entity Identifier Number from Dun & Bradstreet (formerly called a 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>
 For help from within the U.S., call 1-888-227-2423

For help from outside the U.S., call 001-269-961-7766
 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.

7. Submission Dates and Times

Applications may be submitted for consideration at any time before the closing date of July 31, 2020 (EST). No applications will be accepted after that date.

8. Other Submission Requirements

All full proposal application materials must be submitted by email to PASSurabaya@state.gov with “with “FY2020 Small Grants Application (full proposal) – name of applicant(s)” in the subject line.

Example: FY2020 Small Grants Application (full proposal) – Yayasan Maju Ceria

E. APPLICATION REVIEW INFORMATION

1. Criteria for reviewing SOI

Each SOI will be evaluated 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.

Strategic Priorities. The SOI clearly relates to the PAS Surabaya Strategic Priorities as outlined in this Statement of Interest. The goals describing the intended achievement of the project are clearly tied to and can help achieve those priorities. (30%)

Project Activities: How well the project activities are linked to the problem statement and the ability of the project activities to reach the stated objective. (30%)

Quality and Feasibility of the Program or Project Idea – The program or project idea is well developed, with detail about how project activities will be carried out. The SOI includes a reasonable implementation timeline. (20%)

The Organizational Capacity and Previous Record: The applicant has expertise in the field and is PAS Surabaya is confident in the applicant’s ability to carry out the program or project. This includes analysis of performance on all previous grants from the U.S. Embassy and/or U.S. government agencies as well as experience doing similar projects or programs. This includes the ability of key personnel to achieve the objectives of the program (20%)

2. Criteria for reviewing full proposal:

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. (30%)

Monitoring and evaluation plan: Applicant can measure program success against key

indicators and provides milestones to indicate progress toward goals outlined in the SOI. The project includes output and outcome indicators and shows how and when those will be measured. (30%)

Project Objectives: The ability of the project to improve the U.S.-Indonesian relationship and reach key audiences. This includes the intermediate accomplishments on the way to the goals which should be achievable and measurable. (20%)

Strategic Priorities. The full proposal clearly outlines how the proposal will help achieve PAS Surabaya Strategic Priorities as outlined in this Statement of Interest. The goals describing the intended achievement of the project are clearly tied to and can help achieve those priorities. (10%)

Quality and Feasibility of the Program or Project Idea – The program or project idea is fully developed, with details about how project activities will be carried out. There is a detailed timeline. (10%)

3. Review and Selection Process

A Review Panel will evaluate all eligible SOIs as well as full proposals.

4. FAPIIS

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.

5. Anticipated Announcement and Federal Award Dates

Applications will be received and evaluated on a “rolling” basis beginning March 1, 2020 until the deadline for applications on July 31, 2020 (EST). Unsuccessful applicants will be notified within 30 business days of application submission. Applicants selected for further consideration

will be contacted within 30 business days and asked to submit all remaining mandatory documents. Applicants should submit their applications at least three months prior to the proposed project's start date. Please note we do not accept ongoing projects.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The assistance 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 of Period of Performance shown on the federal award document signed by the Grants Officer. If a SOI 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 notice 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.

Payment Method: Payments will be made in at least two installments, as needed to carry out the project activities.

Organizations whose applications will not be funded will also be notified via email.

2. 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/j/drl/p/c72333.htm>. Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

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 AWARDING AGENCY CONTACTS

If you have any questions about the federal award application process, please contact PAS at: passurabaya@state.gov. The questions as well as their responses will be posted on the U.S. Consulate General Facebook Page, [uscongengby](https://www.facebook.com/uscongengby).

Note: We do not provide any pre-consultation for application related questions that are addressed in this announcement. 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: 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. 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. Consulate General. 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.