

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY SOUTH AFRICA PUBLIC AFFAIRS SECTION
NOTICE OF FUNDING OPPORTUNITY**

Funding Opportunity Title: U.S.-South Africa Space Camp program
Funding Opportunity Number: **DOS-JHB-202003**
Announcement type: Cooperative Agreement
CFDA Number: 19.040
Deadline for Applications: July 15, 2020 23:59 SAST
Total Expected Funds: \$150,000
Contact:

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

For assistance with the requirements of this solicitation, please contact the U.S. Embassy South Africa Grants Administrator: JohannesburgGrants@state.gov. Questions and answers may be posted on the U.S. Embassy & Consulates in South Africa website at <https://za.usembassy.gov/education-culture/public-diplomacy-small-grants-program-2/>.

A. PROGRAM DESCRIPTION

The Public Affairs Section of the U.S. Embassy South Africa of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a U.S.-South Africa Space Camp program. The program will provide South African learners with the opportunity to meet professionals in the fields of aerospace and engineering, develop their technical skills and learn about the United States through attending a camp at the Space and Rocket Center in Alabama. The program is composed of two phases. Organizations applying for the grant can sub-award the organization of one of the phases to a second institution. Phase I of the program should include a series of workshops to teach STEM skills to learners and to share the history of space exploration. In Phase II, the grantee organization will work with the U.S. Consulate in Johannesburg to arrange the travel of no less than 10 Gauteng learners to participate in a camp at the Space and Rocket Center in Huntsville, Alabama. Competitive proposals will demonstrate the organization's expertise in teaching science and technology to young learners. The grantee should have an established method of communication with schools in the Gauteng region. To qualify for Phase II, the grantee should be able to organize on their own or with a partner organization, the travel of at least ten learners to the Alabama Space and Rocket Center to participate in the Center's Space Camp.

Phase I

- Design and implement a process for selecting learners age 15-17 from the Gauteng province to participate in the STEM program. The first part of the program should include a series of workshops focused on developing aerospace-related STEM skills. The workshops should include a component that focuses on the United States' history of space exploration. The second part of the program will include travel to the United States to participate in a camp at the Alabama Space and Rocket Center.

- The application process to attend the Space and Rocket Center should include as part of the criteria for applying, the development by the learner of a 3 minute video in which the learner explains a scientific concept. The application process should also include a peer-to-peer review component and the opportunity for the applicant's videos to be viewed by the general public.
- The grantee will run the application process for the STEM workshops and the application process for participation in the camp including setting up a website/social media with information about the program.
- The grantee will work with the U.S. Consulate in Johannesburg to develop some of the workshops at the consulate's American Spaces.
- The grantee will conduct several programs highlighting developments in aerospace technology and both U.S. and South African achievements in the field.

Phase II

- The grantee will arrange for the learners selected in phase I of the program to travel to the United States and participate in Alabama Space and Rocket Center camp.
- Working with PAS Johannesburg, the grantee will organize the visa application process, purchase the plane tickets and cover other travel costs, pay for the camp's enrollment fees and tuition and provide per diem for the participants.
- The grantee will provide chaperones for the learners during their travel and participation in the space camp

Please carefully follow all instructions below.

Priority Region: Project activities must take place in Gauteng and the United States, and be directed at South African audiences/participants.

Program Objectives:

The grantee's program should: (1) Excite in learners an interest in developing their STEM skills; (2) have a strong media component, ensuring that the objectives of the program are extended beyond the schoolroom to the general public and that a broad audience understand the U.S. contribution to the aerospace field; (3) Ensure that through a fair and competitive process, learners are able to apply for the opportunity to participate in Space Camp; (4) Host appropriate media events to highlight the program and the applicants selected both upon applicants' selection and upon their return from the United States.

Participants and Audiences:

Eligible learners should be in grades 9 – 11. The program should also include the general public (through media and other programs).

B. FEDERAL AWARD INFORMATION

Length of performance period: six to twelve months

Number of awards anticipated: one award

Award amounts: awards may range from a minimum of \$100,000 to a maximum of \$150,000
Total expected funding: \$150,000
Type of expected funding: FY20 Fulbright Hays Public Diplomacy Funds
Anticipated program start date: September 2020

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement. The U.S. Consulate in Johannesburg will work with the grantee by providing space at our American Spaces for the workshops, participating in the selection of the participants, proposing suggested speakers and themes for some of the workshop sessions and helping with arranging media coverage for the program.

Program Performance Period: Proposed programs should be completed in twelve months or less.

The Department of State 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

The following United States and South African organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations;
- Public and private non-profit educational institutions.

Please note that applications from for-profit organizations will not be considered by the Grants Review Committee.

2. Cost Sharing or Matching

Cost-sharing is not required.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and CAGE/NCAGE number, as well as a valid registration on www.SAM.gov. Please see Section D for information on how to obtain these registrations.

Applications from organizations that have not applied yet for DUNS number and CAGE/NCAGE code will not be considered by the Grants Review Committee. Awards cannot be given to organizations without an active SAM.gov registration.

For information about SAM registration, please contact SAM supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), for free help. DUNS, CAGE/NCAGE, and SAM registration are no-fee registration processes. No

payment is required. **The Embassy of the United States in South Africa and its Consulates are unable to provide guidance or technical support with these registration processes.**

SAM supporting Federal Service Desk can help with:

- Creating an account
- Assigning roles to an account
- Entity Registrations
- Exclusions
- Searching for data in SAM

Please see Section D below for additional requirements.

Applicants are only allowed to submit one proposal per organization.

D. APPLICATION AND SUBMISSION INFORMATION

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.

Applications should be emailed to JohannesburgGrants@state.gov.

Applications are accepted in English only. Final grant agreements will be concluded in English.

In addition to a proposal narrative, applications must include a detailed budget spreadsheet and budgets must be submitted in U.S. dollars.

Documents submitted by disc, portable hard drive, cloud-based file sharing service, or other mechanisms will not be reviewed.

1. Content and Form of Application Submission

The following application forms are **mandatory**, and the Grants Review Committee will not consider applications without them:

- **SF-424** (application for federal assistance – organizations).
- **SF-424A** (budget information for non-construction programs).

SF-424 forms are available at <https://www.grants.gov/>.

Proposal Guidelines:

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 should include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual Applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.

- **Activities:** Describe the program activities and how they will help achieve the objectives.
- **Locations of all project activities**
- **Target Audiences and Participants**
- **Project Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Project Partners:** If applicable, list the names and type of involvement of any key partner organizations and sub-awardees.
- **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?
- **Media Outreach Plan:** A media outreach plan that takes into consideration amplifying the organization’s partnership with the U.S. Mission; details on how any promotional materials will include U.S. Mission branding; and details on anticipated cooperation with the U.S. Embassy press office.
- **Future Funding or Sustainability** If applicable, applicant’s plan for continuing the program beyond the grant period, or the availability of other resources.

Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate document to describe each of the budget expenses in detail. See section H. Other Information: Guidelines for Budget Submissions below for further information.

Attachments:

- 1-page CV or resume of key personnel who are proposed for the program.
- Letters of support from program partners describing the roles and responsibilities of each partner .
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file (this only pertains to U.S. based organizations).
- Official permission letters, if required for program activities.

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA%20GE.pdf>

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

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

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

Step 2: After receiving the NCAGE Code and DUNS number, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

2. Submission Dates and Times

Applications are due no later than July 15, 2020 23:59 SAST.

E. APPLICATION REVIEW INFORMATION

1. Criteria

A Grants Review Committee will evaluate all eligible applications.

The guiding principle in evaluating and rating each application is: Will the desired outcomes of the program be achieved? Are the goals and objectives well understood, and is the plan of action likely to succeed? And how will this be measured?

Here are some of the factors that the Grant Review Committee will consider when making this assessment:

Organizational Capacity and Record on Previous Grants: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Applicants must demonstrate their capacity for:

- Project management;
- Communication – written and oral;
- Monitoring and evaluation processes;
- Financial integrity;
- Appropriate staffing;
- Capacity to award sub-grants at a national level.

Program Planning/Ability to Achieve Objectives and Project Sustainability: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results. There is a clear plan for ensuring the project is sustainable beyond the period of performance.

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 provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

The United States Department of State strives to ensure that its efforts reflect the diversity of U.S. society and societies abroad. The U.S. Embassy seeks and encourages the involvement of people from traditionally underrepresented audiences in all its grants, programs and other activities and in its workforce and workplace. Opportunities are open to people regardless of their race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. The Embassy is committed to fairness, equity and inclusion. Proposals should demonstrate substantive support of diversity and describe how diversity will be integrated into all aspects of the program. Applicants should demonstrate readiness to accommodate participants with physical disabilities.

2. Federal Awardee Performance & Integrity Information System (FAPIS)

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 FAPIS) (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.

3. Anticipated Announcement and Federal Award Dates

Successful recipient will be notified by September 15, 2020, with anticipated award date to be by September 30, 2020.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. 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.

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.

Payment Method: Payment will be made by EFT. For South African bank accounts, the exchange rate on the date of the transaction will be used.

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.statebuy.state.gov/fa/pages/home.aspx>.

Note the **U.S Flag branding and marking requirements** in the Standard Terms and Conditions, as well as the **Fly America Act** guidance.

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. It is anticipated that reports will be due within thirty days of each three month period, and within ninety days of the final completion of the award period.

G. FEDERAL AWARING AGENCY CONTACTS

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

For assistance with the requirements of this solicitation, please contact the U.S. Embassy South Africa Grants Administrator: PretoriaGrants@state.gov.

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 program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program 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 program, which has a useful life of more than one year (or a life longer than the duration of the program), 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 program. 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 program activities.

Other Direct Costs: Describe other costs directly associated with the program, 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 program 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.