

**Department of State Embassy of the United States in Islamabad, Pakistan
Notice of Funding Opportunity (NOFO)**

Program Office: Public Affairs Section, U.S. Consulate General Peshawar
Funding Opportunity Title: Countering Violent Extremism and Fostering Community Resilience
Announcement Type: Cooperative Agreement
Funding Opportunity Number: SCAISB-22-AW-014-01112022
Deadline for Applications: March 14, 2021 (23:59 Eastern Standard Time)
CFDA Number: 19.501 Public Diplomacy Programs for Pakistan and Afghanistan

CONTACT INFORMATION

- 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, contact PakistanGrants@state.gov.
- To inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement (NICRA) contact Donald Hunter at HunterDS@state.gov.

Authorization to submit proposals through www.Grants.gov is a multi-step process that requires prior successful registration with four separate sites: [DUNS](#), [NCAGE](#), [SAM.Gov](#), and www.Grants.gov. Please begin the registration processes immediately to ensure the registrations are completed well in advance of the submission deadline. The process can require **up to six weeks for the registrations to be validated and confirmed. See *Section D: Submission Requirements* for further details.**

Due to the volume of applicants and inquiries, Public Affairs Section (PAS) does not accept letters of intent, concept papers, or requests for meetings or phone calls prior to application.

It is the responsibility of the applicant to ensure that the application package has been received in its entirety. Incomplete applications will be considered ineligible. Applicants are urged to begin the application process well before the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps.

A. Funding Opportunity Description Summary

Executive Summary:

The U.S. Consulate General Peshawar Public Affairs Section (PAS) is pleased to announce funding is available through the Public Diplomacy Grants program to further Mission Pakistan's goal to reduce violent extremism and terrorism, by promoting a comprehensive approach to address violent extremist challenges in Khyber Pakhtunkhwa (KP) and the Newly Merged Districts (NMDs) of formerly Federally Administered Tribal Areas (FATA) of Pakistan. This program will leverage the unique contributions that communities, civil society, and the private sector can make to this effort. The Consulate General seeks to promote positive narratives and tolerant perspectives as well as directly dispel violent extremist messaging, reduce violent extremism through education, critical thinking, and structured dialogue, and enhance and amplify community-based resiliency efforts focused on women and youth. The funds awarded through this opportunity will strengthen local institutions, organizations, and small communities to build self-sustaining capacity to implement long-term interventions to reduce violent extremism.

To this end, PAS invites proposals that address one or more of the objectives listed below:

1. **Counter Narrative:** Dispel the narratives of extremist groups that incite violence and provide alternative narratives.
2. **Capacity Building:** Build social tolerance within communities exposed to messaging promoting violent extremism.
3. **Preventative Outreach:** Provide positive alternatives to ordinary citizens – especially younger Pakistanis in KP and NMDs – susceptible to recruitment into violent extremism.

Background:

This funding opportunity builds on U.S. Mission Pakistan's experience of promoting comprehensive and innovative approaches to address violent extremist challenges in Pakistan and the unique contributions that communities and civil society can make to this effort. This opportunity seeks to promote positive narratives and tolerant perspectives as well as dispel violent extremist messaging; prevent and reduce violent extremism through education, critical thinking, and structured dialogue; and enhance and amplify community-based resilience engaging community influencers, religious community, women, and youth. The funds awarded through this opportunity will better equip the target audience to recognize and resist distorted interpretations of culture, hatred, and ignorance.

Project Goal: Project participants will be able to recognize and identify messaging designed to promote violent extremism.

Through a series of workshop assessments, the grantee will measure participants' ability to identify and respond appropriately when confronted with extremist, and especially violent extremist messaging.

Project Audience(s): Leaders of influence, including religious, community, youth (ages 13 – 25 including undergraduate and graduate students at universities and institutes of higher education,

including Government run degree and post graduate degree colleges), women leaders, parliamentarians, law enforcement professionals, faculty at different schools (madrassas, public, and private) and universities, local government representatives and tribal elders.

Project Objectives: Organizations may submit only one proposal under this funding opportunity. The proposed project must address one or more of the below objectives. Proposals should specify which project objective(s) the activities will support. Some project objectives specify the issues or a range of issues that will be considered within the scope of that particular objective. Proposals that address more than one objective will be given preference.

1. **Counter Narrative:** By the end of the project, credible voices will offer positive, tolerant messages in reactive and proactive circumstances. This objective may be achieved through the following means:
 - People-to-people engagements with leaders of influence, including religious, community, youth, and women leaders
 - TV, radio, online, and social-media campaigns
 - Other strategic communications methods of reaching vulnerable populations and delegitimizing violent extremist ideologies

2. **Capacity Building:** By the end of the project, individuals and organizations involved in peace-building or anti-violent extremist efforts, especially religious leaders, women and youth, will retain the skills, knowledge, and capacity necessary to take a stronger role in countering and preventing violent extremism. This objective may be achieved through the following means:
 - Enhancing the role of credible religious and faith-based voices that support tolerance and nonviolence, and more broadly promoting educational initiatives
 - Amplifying the role of women in building secure, tolerant families and communities
 - Critical thinking and peace-building education efforts to help build resilience against extremist rhetoric and recruiting
 - Promoting local research and information-sharing on the drivers and the new trends of violent extremism and on how to build resilience among target populations.

3. **Preventative Outreach:** By the end of the project, participants will be able to recognize and identify violent extremist messaging and deliver persuasive, positive, fact-based alternative narratives. This objective may be achieved through the following means:
 - Education-based programs administered to those at risk of recruitment into violent extremism: Programs should propose working directly with schools and communities in order to engage young people in educational activities that provide exposure to moderate viewpoints and help eliminate bias.
 - Activities that bring together youth from different schools (madrassas, public, and private), universities and other institutes of higher education and learning, establish tolerance- and peace-building practices via in-school and/or after-school programs, and/or provide exposure to positive role models – including ordinary Pakistanis and celebrities/cultural heroes.

If awarded, this project will be funded by Diplomatic and Consular Programs authorized by the Fulbright Hays Act and is subject to the statutory limitations of such funding.

B. Federal Award Information

Funding Mechanism Type: Grant
Estimated Total Project Funding: \$250,000
Estimated Award Ceiling: \$250,000
Estimated Award Floor: \$150,000
Length of Project Period: One to two years
Anticipated program start date: October 1, 2022

The Public Affairs Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

C. Eligibility Information

1. The following **not-for-profit** organizations are eligible to apply:
 - Non-governmental organizations
 - Civil society organizations
 - Think tanks
 - Public and private educational institutions

For-profit entities, even those that may fall into the categories listed above, are **not** eligible to apply for this funding opportunity.

2. Organizations may sub-contract with other entities, but only one, non-profit, non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the responsibilities of each entity must be clearly defined in the proposal.
3. Cost-sharing or matching is not required for this funding opportunity.
4. Pre-award costs are not an allowable expense for this funding opportunity.
5. To be eligible to receive an award, all organizations must be pre-registered with four entities. Please see Section D for detailed information on these registrations.
 - Data Universal Numbering System (DUNS)
 - NCAGE
 - SAM.Gov
 - Grants.Gov

6. This award does not allow:
- Projects relating to partisan political activities;
 - Charitable or development activities;
 - Construction projects;
 - Projects that support specific religious activities;
 - Fund-raising campaigns;
 - Lobbying for specific legislation or programs;
 - Scientific research or surveys;
 - Commercial projects;
 - Projects intended primarily for the growth or institutional development of the organization;
 - Projects that duplicate existing projects; or
 - Illegal activities.

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.

Content and Form of Application Submission

Please ensure:

1. Proposal clearly addresses the goals, audiences, and objectives of this notice.
2. All documents are in English.
3. All budgets are in U.S. dollars.
4. All pages are numbered.
5. All documents are formatted to 8 ½ x 11 paper.
6. All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.
7. All applicant authorized signatures are provided where indicated on the various, required forms.

Application Deadline: All applications must be received by March 14, 2022, at 23:59 Eastern Standard Time. For the purpose of determining if an award is submitted on time, the Embassy Public Affairs Section will utilize the automated timestamp provided by Grants.gov. This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above, their application will be considered ineligible and will not be considered for funding.

Application Submission Process: Applicants must submit their application using Grants.gov.

Detailed 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 the U.S. toll-free number, 1-800-518-4726, or go to <https://www.grants.gov/support.html>. When calling from

Pakistan, please verify the charges with your local telephone service provider to call a U.S. toll-free phone number. Kindly note that PakistanGrants@state.gov is unable to assist with technical questions or problems applicants may experience with Grants.gov.

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 (except individuals) must obtain these registrations. There is *no fee* associated with any of the registrations with the following entities:

- DUNS – obtain a unique entity identifying number from Dun & Bradstreet
- NCAGE/CAGE – obtain an NCAGE code
- SAM.Gov - registration
- Grants.Gov – register prior to submitting proposals

Register with the four entities in the following steps outlined below:

Step 1: First, apply for a DUNS number and an NCAGE number (these two 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 the U.S. toll-free number, 1-866-705-5711, or by visiting <http://fedgov.dnb.com/webform>
- b. **NCAGE application:** Click on this link to register for a new account (*Request New*) or search for an existing account with your NCAGE Code number.
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
 - i. Instructions can be found here:
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>
 - ii. For help from within the U.S., call toll-free number at 1-888-227-2423
 - iii. For help from outside the U.S., call toll-free number at 1-269-961-7766
 - iv. 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/>

Step 2: Once DUNS and NCAGE are obtained, continue to SAM.Gov registration on www.SAM.gov.

Applicants *must also register with Grants.gov* prior to submitting a grants application in the portal. **This is a one-time process that could take as long as two weeks to receive**

a registration confirmation. It is best to start early and complete the registration well in advance of the deadline for applications.

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.

Step 3: After completing the registration for a DUNS number, NCAGE/CAGE code, and SAM.Gov registration, follow the steps below to complete Grants.gov registration.

Register at Grants.gov <http://www.grants.gov/web/grants/applicants/organization-registration.html>.

The principal contact at the organization must register as an Authorized Organization Representative (AOR) on www.grants.gov. The AOR is the official point of contact on all matters related to the application.

Applicants must acquire all required registrations and rights in the United States and Pakistan. The U.S. registrations are met when you have confirmed registration with DUNS, NCAGE, and SAMS.gov, and Grants.gov. If you are operating as an NGO in Pakistan, you must be registered as such with the government in Pakistan. All intellectual property considerations and rights must be fully met in the United States and Pakistan.

A sub-recipient organization listed in your application must also meet all the U.S. and Pakistan requirements described above. A sub-recipient organization may be your sub-awardee or implementing partner.

E. Technical Requirements for Application:

When submitting a proposal, applicants are required to include the following documents and information from Sections 1–5 below, as applicable:

Section 1—Application Summary Coversheet:

Paragraph 1: Executive Summary. Please provide a general overview of the proposed project, and how, specifically, this application is responding to the NOFO prompt. What will be the focus of this project, what will be its SMART (Specific, Measurable, Achievable, Relevant, and Timely) objectives, and how will meeting these objectives contribute to NOFO’s stated Project Goal?

Paragraph 2: Summary of Grantee Expertise, Previous Experience on this subject. Detail grantee’s past work in topic area, including best practices and lessons learned. Discuss any networks or communities of practice that formed as a result of grantee’s previous activities, and how grantee would build on those networks. More details can be attached as an appendix.

Paragraph 3: Logistics, including Selection of Participants. How will applicant organize, coordinate, and execute activities in order to reach stated deliverables? How, specifically, will grantee select participants, whether event attendees, volunteers, or trainees? What is the specific selection process? What are the criteria?

Paragraph 4: 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 in Section A). This should be a brief overview of the M&E requirement listed below.

Section 2—Technical Proposal

Applicants must submit a complete narrative proposal in a format of their choice. The proposal shall not exceed twelve (12) pages. Refer to the evaluation criteria in Part G below for further details about what makes a strong proposal. All proposals must address the following areas:

- Organizational Description and Capacity
- Project Justification, Sustainability, and Impact
- Project Goals, Audiences, Objectives, Activities, and Deliverables
- Implementation Timeline
- Security (see note below)
- Monitoring and Evaluation (see note below)

Proof of Registration: 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. Pakistan-based organizations should submit a copy of their certificate of registration from the appropriate government organization.

Security

Security Package: The safety and security of all participants and activities under this project are the sole responsibility of the award recipient. Due to the security climate in Pakistan, we require all proposals to include a security package to accompany appropriate programmatic elements within their proposal. The security package must include but is not limited to: secure transportation; lodging, and emergency accountability and evacuation for any non-Pakistani personnel living or working in Pakistan, as well as a copy of your organization's security operational procedures for high-risk environments. Reasonable costs for necessary security are allowable expenses and should be included in the proposed budget. If a security company is engaged and funded under the award, it must be registered by the Government of Pakistan to operate in Pakistan. We require award recipients to notify the Public Affairs Section in advance when U.S. citizens are traveling to Pakistan.

Risk Analysis Management: To qualify for final consideration, certain applicants must undertake the Risk Analysis Management (RAM) vetting process by providing Risk Analysis Information (RAI) about their "key individuals" (i.e., individuals with the ability to control applicant organizations' funds), including "key individuals" from selected sub-recipients/sub-

awardees. **Please note: these individuals could be different from the key personnel listed in the section 4 of required documents.**

The purpose of vetting potential contractors and grantees is to reduce the risk that foreign assistance funding is provided to terrorists or their supporters. **Potential grantees will be notified separately if RAI is required.** Applicants submit key individuals' RAI by completing the Risk Analysis Information Form, DS-4184, through the secure web portal at <https://ramportal.state.gov>. The DS-4184 requests the following RAI for each key individual: Full Name; Aliases; Gender; Birthplace; Birthdate; Home/Work Addresses; Phone Numbers; Employer; Professional Title; Email Addresses; Skype ID (if included, email address is also required); Numbers from All Official IDs (e.g., passports, ID cards, etc.); Nationalities; and Social Security Number (if U.S. person). Questions about the DS-4184 form may be emailed to RAM@state.gov. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.

STEP Enrollment: U.S. citizens who travel to Pakistan are encouraged to enroll in the Department of State's Smart Traveler Enrollment Program (STEP) available at: <https://step.state.gov/step/>. Enrollment enables citizens to receive security-related messages from the Embassy and makes it easier for us to locate you in an emergency. The Embassy also recommends that all travelers review the State Department's [travel website at travel.state.gov](http://travel.state.gov) for important safety information related to travel, including: the [Worldwide Caution](#), [Travel Warnings](#), [Travel Alerts](#), and [Pakistan-Specific Information](#).

Monitoring & Evaluation

Proposals must include a draft Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP). The M&E PMP should show how applicants intend to measure and demonstrate progress towards the project's objectives and goals. Attachment 3 of this funding opportunity contains a template that may be used to fulfill this requirement. While the grantee is free to create their own template, completing Attachment 3 will ensure a thorough PMP.

The selected applicant(s) will be required to submit an approved M&E PMP before an award is signed. The selected applicant will be required to work with PAS Monitoring and Evaluation team to ensure the M&E PMP achieves an expected level of expertise and meets PAS objectives.

The key components to the PMP are as follows:

- 1. Monitoring and Evaluation Narrative:** In narrative form, applicants should describe how they intend to monitor and evaluate the activities of their award and collect data that tracks award performance. In addition, the applicant should describe any M&E processes, including key personnel, management structure (where M&E fits into the overall program's staff structure), technology, and as well provide a brief budget narrative explaining any line-item expenditures for M&E listed in the program's budget. This narrative is limited to two pages.

- 2. Theory of Change Diagram:** Applicants will be expected to submit either a Theory of Change diagram or an If-Then Statement that illustrates how project activities will lead to intended outcomes. Attachment 3 includes a suggested format for these requirements.
- 3. Monitoring and Evaluation Datasheet:** The applicant must include their proposed activities and their expected outputs and outcomes as well as the goals and objectives as written in the NOFO. The datasheet's purpose is to illustrate explicitly how a project's activities lead to tangible results (such as increased beneficiary skills, knowledge, or attitudes) that ultimately address a PAS objective. For more information, please see Attachment 3.1: Instructions.

Section 3—Budget

A. Budget and Budget Detail: Applicants must submit a detailed budget and budget narrative justification. Applicants are encouraged to utilize the template provided with the funding opportunity but are not required to do so (Attachment 4). Line-item expenditures should be listed in the greatest possible detail. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. If your organization is charging an indirect cost rate, you must apply it to the modified total budget costs (MTDC), refer to 2CFR§200.68. Budgets that are not in the provided format will not be considered. **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.

B. Audit Requirements: Please note the audit requirements for Department of State awards in the Standard Terms and Conditions <https://www.state.gov/m/a/ope/index.htm> and 2CFR200, Subpart F – Audit Requirements. The cost of the required audits may be charged either as an allowable direct cost to the award OR included in the organization's established indirect costs in the award's detailed budget.

C. Visa Fees: Include all visa application and related fees in your budget as applicable. Please note DS-2019s for post-funded programs must be submitted directly by the award recipient. If you anticipate your program will include the DS-2019 visa processing, your organization must be a registered Designated Sponsoring Organization. For more information go to: <https://j1visa.state.gov/sponsors/become-a-sponsor/>

Section 4—Key Personnel and Project Partners

A. Key Personnel: A résumé, not to exceed one (1) page in length, must be included for the proposed key staff persons, such as the Project Director and Finance Officer, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a one-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.

B. Project Partners: Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship to be entered (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 one page in length.

Section 5—Standard Form 424 Family

All submissions must include the SF-424 Application for Federal Assistance (Attachment 5) and the SF-424A Budget Information—Non-Construction (Attachment 6). These forms and the instructions for completing them are available at <http://www.grants.gov/web/grants/forms.html> under the heading “SF-424 Family”. NOTE: The SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications. An authorized signature by the applicant must be provided on this [form](#).

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; and
 - 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.

Special Characters in Submissions

Grants.gov does not accept all UTF-8 special characters in file attachment names due to possible compatibility issues between the grantor’s system and Grants.gov. If the systems are incompatible, it may produce garbled or missing text that may result in the application being rejected. Therefore, we recommend avoiding any of the UTF-8 special characters in the application.

F. Review and Selection Process

- 1. Acknowledgement of receipt.** Applicants will receive an automated acknowledgment of receipt upon submission of the proposal.
- 2. Review.** All submissions are screened for technical eligibility. **If a submission is missing any required forms or documents, it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review the proposal based upon the criteria noted in this NOFO.
- 3. Follow up notification.** Applicants will generally be notified within 90 days after the NOFO deadline regarding the results of the review panel.

G. Application Evaluation Criteria

Criteria: Each application submitted under this announcement will be evaluated and rated based on the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

- **Quality and Feasibility of the Program Idea – 25 points:** The program idea should be innovative and 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 – 25 points:**
 - The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project.
 - The organization demonstrates that it has a clear understanding of the underlying issue that the project will address.
 - 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.
 - Where partners are described, the applicant details each partner's respective role and provides résumé 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 – 15 points:** 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.
 - A media or amplification plan (if appropriate) that shows how the organization will use social or traditional media or otherwise increase the number of people who gain exposure to the issue and knowledge of the activities beyond the core participants.
- **Budget – 10 points:** The budget and narrative justification are sufficiently detailed. The budget demonstrates that the organization has devoted time to accurately determine expenses associated with the project instead of providing rough estimates. Costs are reasonable in relation to the proposed activities and anticipated results. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.
- **Monitoring and Evaluation - 15 points:** Points for M&E will be awarded by considering three subset criteria within the narrative: (1) Technical M&E; (2) Program Design; and (3) Learning. Specifically, scoring will be based on the following:

- **Technical M&E:** A submission will be considered technically sound if there is a complete and thorough draft submission of a M&E Performance Monitoring Plan (PMP). This will include a list of proposed project activities, corresponding milestone, output, and outcome indicators, a description of data collection methods, and a timeline for collecting such information. Use of the suggested template (Attachments 3 & 3.1) will satisfy these requirements. Funded projects will have their plans finalized during the negotiation phase, and monitoring plans may be subject to periodic updates throughout the life of the project.
- **Program Design:** A submission will be considered well designed if the proposal addresses a significant problem, identifies an appropriate target audience, and presents a clear theory of change on how the program will address that problem. Whether through a logical framework, theory of change diagram, or a set of if-then statements, the proposal should state in some form “*If* these activities are completed, *then* these outcomes will result”. Further, if the project requires selecting participants, or beneficiaries, the proposal should articulate how the selection will be done in an equitable way.
- **Learning:** A submission will satisfy the learning component by demonstrating an ability to adjust project activities based on new information. Does the design incorporate community or participant feedback to allow for adjustments? If the proposal is from a prior grantee, does the proposal discuss how the grantee has adapted, improved, or otherwise modified their approach based on learning from previous experience/past performance? If this is a new grantee or new project, has the proposal demonstrated that the applicant used desk research, prior experience, or other evidence to directly inform program design?

Expenses directly associated with monitoring and evaluation are considered allowable. The suggested template includes a space to list the portion of the total budget amount directly associated with monitoring and evaluation activities.

- **Sustainability – 10 points:** The project proposal clearly describes the approach that will be used to ensure maximum sustainability or advancement of project goals after the end of project activity.

H. 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 which 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.

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 25](#), [2 CFR 170](#), [2 CFR 175](#), [2 CFR 182](#), [2 CFR 183](#), [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 prepare and provide 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 120 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 an annual inventory of all the U.S. government-provided equipment using the SF428 form to the Embassy.

I. 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 any 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.

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.