**U.S. DEPARTMENT OF STATE**  
**U.S. EMBASSY PHILIPPINES, PUBLIC AFFAIRS SECTION**

**2023 Emerging Voices Small Grants Program**

**Funding Opportunity Title:**2023 Emerging Voices Small Grants Program   
**Funding Opportunity Number:**  **23-PHL-NOFO-EV**  
**Deadline for Applications**: May 22, 2023

**CFDA Number:** 19.040 – Public Diplomacy Programs  
**Maximum for the Award:** $20,000

**SUMMARY:**

The U.S. Embassy in the Philippines’ Public Affairs Section (PAS Philippines) of the U.S. Department of State is pleased to announce that we are considering proposals for the 2023 Emerging Voices (EV) Small Grants Program. Our funding goals, strategic themes, and processes for submitting grant proposals are all outlined in this notice. Please read carefully and follow all instructions. **This notice is subject to the availability of funding.**

**A. PROGRAM DESCRIPTION**

PAS Philippines invites youth leaders and youth-led organizations to submit project proposals that would deepen connections between the Philippines and the U.S. by highlighting shared values and promoting bilateral cooperation and objectives. Youth leaders and youth-led organizations can submit, and the budget should not be more than $20,000 in total.

Examples of projects include, but are not limited to:

* Youth experts conducting speaking tours/public talks, roundtable discussions, and workshops;
* Youth-led capacity-building workshop or training aligned with the priority themes;
* Youth-led information campaign to raise awareness on priority program areas; and
* Virtual programs and other new methodologies to promote priority program areas.

**PRIORITY PROGRAM AREAS**

**Food Security**

* Increasing awareness and capacity to promote Food Security
* Creating networks of Youth Leaders and advocates of Food Security
* Addressing Food Security issues

**Cybersecurity**

* Advancing innovative approaches to combating Cybersecurity issues
* Increasing awareness and capacity to promote Cybersecurity
* Increasing youth participation in formulating policies on Cybersecurity
* Creating networks of Youth Leaders and advocates of Cybersecurity

**Participants and Audiences:**

PAS Philippines’ target audiences include U.S.-Philippines youth, youth leaders and youth-led organizations, cultural and educational leaders, innovators, digital influencers, youth from minority groups and vulnerable communities, national and regional media, NGOs and think tanks, government officials (state, district, and municipal officials; policymakers, civil servants).

**Please note that the following types of programs are NOT eligible for funding:**

* Programs relating to partisan political activity;
* Charitable, humanitarian, or development activities;
* Construction programs;
* Programs that support specific religious activities;
* Fund-raising campaigns or programs charging a fee for participation;
* Lobbying for specific legislation or programs;
* Scientific research;
* Programs intended primarily for the growth or institutional development of an organization; or
* Programs that duplicate existing programs;
* Activities that take place in the United States and its territories;
* Programs with alcohol, excessive meals, refreshments, or entertainment; and
* Individual scholarships.

**B. FEDERAL AWARD INFORMATION**

* The length of the performance period is 12 to 24 months
* Award amounts may range from a minimum of $5,000 to a maximum of $20,000
* Proposals are accepted until May 22, 2023

**Funding Instrument Type:**Grant will be a Cooperative Agreement. PAS Philippines staff are more actively involved in the grant implementation.

**Program Performance Period**:  Proposed programs are usually completed in one year or less, but it may be extended in special circumstances.  PAS Philippines will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis. This is 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 CRITERIA**

The Public Affairs Section encourages applications from youth leaders and youth-led organizations situated in the U.S. and the Philippines.  Youth leaders and youth-led organizations registered not-for-profit organizations with appropriate programming expertise, such as think tanks and civil society/non-governmental groups, are also welcome to submit.  Commercial or for-profit organizations are not eligible to apply.  Cost-sharing or matching is not required for this funding opportunity.  Pre-award costs are not an allowable expense for this funding opportunity.  Applications may be submitted for consideration at any time on or before the closing date of this funding opportunity.

**D. APPLICATION AND SUBMISSION INFORMATION**

**Instructions:**Please follow all instructions below carefully. Failure to furnish all information or comply with stated requirements may lead to the application’s disqualification for consideration. Applicants must set forth accurate and complete information as required by this Small Grants Program.

**CONTENT OF APPLICATION**

**Step 1: Fill out the mandatory federal assistance forms –**All forms are available as part of the grants package on grants.gov

* Application for Federal Assistance (SF-424) – Individual OR Organization
* Budget Information for Non-Construction programs (SF424A)
* Assurances for Non-Construction programs (SF-424B)

**Step 2: Create a coversheet**

The cover sheet includes the applicant’s name and organization, proposal date, program title, and a proposed start and end date.  It should also include a very brief synopsis of the goals to be achieved through the program.

**Step 3: Create a Project Proposal**

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.

* **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.
* **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed.
* **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. What aspect of the relationship between the U.S. and Philippines will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
* **Program Activities:** Describe the program activities and how they will help achieve the objectives.
* **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.
* **Expected Outputs:** Please list expected outputs or tangible deliverables of the proposed project.
* **Expected Outcome:**Please list expected outcomes or the changes (behavior, attitudes, perceptions, knowledge, and/or skills) that you want to achieve based on project goals and objectives.
* **Proposed Program Schedule:** 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?
* **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
* **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe 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?
* **Future Funding or Sustainability:** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
* **Negotiated Indirect Cost Rate (NICRA):** If your organization has a NICRA, you should include NICRA charges in the budget and the latest rate should be included in the proposal.

**Step 3: Create a detailed budget proposal and narrative**

After filling out the SF-424A Budget, create a more detailed budget proposal and budget narrative to describe each of the budget expenses in detail. No format required for both documents.

**Step 4: Attach additional documents.**

Please attach a copy of (if applicable):

* Unique Identifier Number from SAM.GOV
* www.SAM.gov registration

**Optional forms:**

* + One-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
  + Official permission letters, if required for program activities
  + Please feel free to submit additional information as you think necessary.

**Step 5: Carefully read the terms and conditions**

Read the terms and conditions that apply to this award.  Funded proposals are expected to fully comply with these terms and conditions, including:

* The Department of State Standard Terms and Conditions, including the S. flag branding and marketing requirements, available at <https://www.state.gov/documents/organization/271865.pdf>
* The regulations found in 2CFR 200, 2 CFR 600 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. <https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/context>

Complete a final review of your documents.  Ensure that:

* The proposal clearly addresses the goals and objectives of this funding opportunity;
* All documents are in English;
* All budgets are submitted in U.S. dollars;
* All pages are numbered;
* All documents are formatted to 8 ½ x 11 paper; and
* All materials are submitted in pdf format.

When these steps are complete, you may submit your application package via email to[**GrantsManila@state.gov**](mailto:GrantsManila@state.gov)using subject line: 23-PHL-NOFO-EV (Applicant’s Name) (Project Title)

Deadline of submissions:  
**May 22, 2023**

**E. APPLICATION REVIEW AND SELECTION PROCESS**

* + 1. **Criteria:** Each application submitted under this announcement will be evaluated and rated based on the criteria enumerated in Section F below. The criteria are designed to assess the quality of the proposed project and to determine the likelihood of its success.
    2. **Acknowledgment of receipt:** Applicants will receive acknowledgment of receipt of their proposal.
    3. **Review:** A technical review panel will review the proposal based upon the criteria noted in Part F. A determination will be made regarding the program’s proposed area of activity and the Mission’s strategic goals. Proposals that are the best fit will be given additional consideration.
    4. **Follow-up notification:** Applicants will generally be notified within 90 days after the submission deadline regarding the results of the review panel

**F. APPLICATION EVALUATION CRITERIA**

**Professional capacity and experience**: The organization or individual has expertise in its stated field and has demonstrated its ability and experience to implement the program, including strong financial management and appropriate personnel. (10 points)

**Quality and feasibility of the program idea**: The program idea is well developed with details about how program activities will be carried out. The proposal includes a reasonable implementation timeline. (20 points)

**Goals and objectives:** Goals and objectives are clearly stated, and the program’s approach is likely to provide maximum impact in achieving the proposed results. (10 points)

**Theme Relevance:** The applicant has clearly described how the proposed project will support and address issues related to the priority themes. (20 points)

**Budget:** The budget justification details reasonable and appropriate costs about the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed goals and objectives. (20 points)

**Monitoring and evaluation plan:** Applicant demonstrates the ability to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when they will be measured. (10 points)

**Sustainability:** Program activities will continue to have a positive impact after the end of the program. (10 points)

**G. FEDERAL AWARD ADMINISTRATION INFORMATION**

The 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 after 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 funding opportunity 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 as needed to carry out the program activities.  
Organizations whose applications will not be funded will also be notified via email.

**H. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please email [ysealiphilippines@state.gov](mailto:ysealiphilippines@state.gov).

Note:  We do not provide any pre-consultation for application-related questions.  Once an application has been submitted, staff will not discuss the competition until the entire proposal review process is completed.

**I.  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 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. If the program involves international travel, include a brief statement of justification for that travel.

**Equipment**: Describe any machinery, furniture, or other property that is required to implement 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, 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 document. 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**: “Cost Sharing” refers to contributions from the organization or 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.