**United States Department of State**

**Bureau of Educational and Cultural Affairs**

**Notice of Funding Opportunity (NOFO):** Official U.S. Presentation at the 19th International Architecture Biennale, in Venice, Italy, May through November, 2025

This is the announcement of funding opportunity number SFOP0010130

**Catalog of Federal Domestic Assistance Number:** 19.415

**Type of Solicitation:** Open Competition

**Application Deadline:**  11:59 PM EST on April 1, 2024

**Total Funding Floor:** $375,000

**Total Funding Ceiling:** $375,000

**Anticipated Number of Awards:** 1

**Type of Award:** Grant

**Period of Performance:** 18 months

**Anticipated Time to Award:** May 1, 2024

**A. Project Description**

***A.1. Background***

The Department of State’s Cultural Programs Division (ECA/PE/C/CU) in the Bureau of Educational and Cultural Affairs (ECA) is pleased to announce an open competition for a grant to help the implementation of the official U.S. presentation at the 19th International Architecture Biennale, in Venice, Italy, from May through November, 2025.

The 19th International Architecture Biennale is a bi-annual architecture festival organized by La Biennale di Venezia, Società di Cultura, formed for the express purpose of planning and implementing all Venetian biennial exhibitions including those for visual arts, architecture and film. Typically, at least 85 countries including the United States, participate in the Venice Architecture Biennale.

The Biennale is one of the most prestigious international exhibitions of architecture, showcasing leading contemporary architecture from around the world. The Biennale is a unique opportunity to reach non-traditional and underserved audiences (e.g., youth, urban communities, and people with disabilities), and the U.S. Department of State has special interest in engaging these audiences through outreach activities associated with the exhibition.

The U.S. exhibit will be installed at the U.S. Pavilion, owned by the Solomon R. Guggenheim Foundation and operated by the Peggy Guggenheim Collection in Venice. The U.S. Pavilion at the Biennale is a high-profile platform for illustrating the innovation, ingenuity, high artistic merit, and diversity of the American architecture community.

A specific theme is expected to be announced by the Biennale commissioners in mid-2024. Please check the websites at La Biennale di Venezia regularly for Biennale theme information and other updates: La Biennale di Venezia website: (<https://www.labiennale.org/it>). Proposals focused on topical and current issues in contemporary architecture will likely be responsive to the overarching Biennale theme.

***A****.****2. Program Goal***

Expose foreign audiences to innovative and compelling architecture and design that reflect U.S. foreign policy goals such as democracy diversity and inclusivity, the environment, health and food security, human rights, self-determination, resiliency, and tackling shared global challenges within the American architectural community.

***A.3. Activities***

* Conduct a three-day Preview/Inauguration (the Vernissage) of the Biennale will be conducted prior to the official opening of the exhibition. The applicant will be responsible for coordinating and funding events and activities associated with the Vernissage, the exhibition, and collateral educational and public outreach events in/around Venice during the Biennale.
* Coordinate with the Peggy Guggenheim Foundation.
* Develop robust exhibition-related educational and outreach activities to engage foreign audiences, especially diverse audiences (e.g., youth, women, and underserved communities), to broaden the exposure of the exhibition. Innovative virtual programming and technologies should be utilized to complement in-person programming.
* Develop robust media campaign to broaden the exposure of the exhibition with U.S. audiences.

***A.4. Expected Outcomes***

All projects should aim to advance international understanding of American architecture, ideals, and values as well as demonstrate how architecture can effectively address issues, such as democracy diversity and inclusivity, the environment, health and food security, human rights, self-determination, resiliency, and tackling shared global challenges

***A.5. Key Considerations***

Pending availability of funds, the Department of State will make up to $375,000 available for this program. Of this amount, $125,000 must be provided to the Peggy Guggenheim Collection in Venice to provide the staffing, maintenance, and operations of the U.S. Pavilion during exhibit installation, display, and removal (approximately 7 months). The remaining $250,000 should be allocated for exhibition development, preparation, production, installation, dismantling, and return or onward shipping as well as travel for curators and other key participants.

The U.S. Pavilion is owned by the Solomon R. Guggenheim Foundation and managed by the Peggy Guggenheim Collection in Venice. The building, designed in 1929 by the American architects Delano and Aldrich for Grand Central Galleries in New York, is neo-classical in style. The director and key staff of the Peggy Guggenheim Collection work closely with the Department of State and our grantee exhibition curators to install and maintain all official U.S. exhibitions presented in the Pavilion.

Past exhibitions can be viewed on the Peggy Guggenheim Collection website at:

<https://www.guggenheim-venice.it/en/art/us-pavilion/>

**This notice is subject to availability of funding.**

**B. Federal Award Information**

Primary organizations can submit 1 application in response to the NOFO.

The U.S. government may: (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, and (d) waive irregularities in applications received.

The U.S. government may make award(s) based on initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right (though it is under no obligation to do so), however, to enter discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the project description, budget, or other aspects of an application.

The authority for this funding opportunity is found in the Foreign Assistance Act of 1961, as amended (FAA).

**C. Eligibility Information**

***C.1. Eligible Applicants***

Eligibility is limited to not-for-profit architectural, design, educational, and cultural organizations subject to Section 501(c) (3) of the U.S. tax code and public or private educational institutions.

Direct funding for non-U.S. entities or individual curators is not available under this announcement to coordinate the Official U.S. Presentation at the 19th International Architecture Biennale. Curators must be U.S. citizens or have permanent resident status in the U.S. Architects whose work is proposed for representation at the Biennale must be U.S. Citizens.

Please see 2 CFR 200.307 for regulations regarding program income.

***C.2. Cost Sharing or Matching***

Providing cost sharing, matching, or cost participation is an eligibility factor or requirement for this NOFO. Per 2 CFR §200.306, items that are proposed for cost share must be allowable per 2 CFR §200, Subpart E—Costs Principles

Past experience has shown that the overall cost of mounting an exhibition of this scale is considerably higher than actual U.S. Government funding that can be provided. The applicant will need to contribute cost-sharing from their own organizational resources or other donors in order to complete and maintain the exhibition and provide the required outreach and educational programming.

***C.3. Other***

Any applicant listed on the Excluded Parties List System in the [System for Award Management (SAM.gov)](https://sam.gov) (www.sam.gov) and/or has a current debt to the U.S. government 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 or person listed on the Excluded Parties List System in SAM.gov can participate in any activities under an award. All applicants are strongly encouraged to review the Excluded Parties List System in SAM.gov to ensure that no ineligible entity or person is included in their application.

**D. Application and Submission Information**

***D.1. Address to Request Application Package***

Applicants can find application forms, kits, or other materials needed to apply on [www.grants.gov](http://www.grants.gov) under the announcementtitle “Official U.S. Presentation at the 19th International Architecture Biennale,” funding opportunity number “SFOP0010130.” Please contact the ECA point of contact listed in Section G if requesting reasonable accommodations for persons with disabilities or for security reasons. Please note that reasonable accommodations do not include deadline extensions.

***D.2.* *Content and Form of Application Submission***

For all application documents, please ensure:

* All documents are in English and all costs are in U.S. Dollars. If an original document within the application is in another language, an English translation must be provided (please note the Department of State, as indicated in 2 CFR 200.111, requires that English is the official language of all award documents). If any document is provided in both English and a foreign language, the English language version is the controlling version;
* All pages are numbered, including budgets and attachments;
* All documents are formatted to 8 ½ x 11 paper; and,
* All documents are single-spaced, 14-point Calibri font, with 1-inch margins. Captions and footnotes may be 10-point Times New Roman font. Font sizes in charts and tables, including the budget, can be reformatted to fit within 1 page width.

***D.2.1. Application Requirements***

Complete applications must include the following:

1. Completed and signed **SF-424**, **SF-424A**, and **SF-424B** forms.
2. Organizations that engage in lobbying the U.S. government, including Congress, or pay for another entity to lobby on their behalf, are also required to complete the **SF-LLL** “Disclosure of Lobbying Activities” form (**only if applicable**).
3. **Cover Page/Executive Summary** (not to exceed one (1) page, preferably as a Word Document) that includes a table with the organization name, project title, target country/countries, and name and contact information for the application’s main point of contact, name of the curator and brief section that clearly outlines the (1) summary of the project (2) quantifiable project outcomes and impacts.
4. **Proposal Narrative** (not to exceed ten (10) pages, preferably as a Word Document). Please note the ten-page limit **does not include** the Cover Page/Executive Summary, Attachments, Detailed Budget, Budget Narrative, Audit, or NICRA. Applicants are encouraged to combine multiple documents into a single Word Document or PDF (i.e. Cover Page/ Executive Summary and Proposal Narrative in one file). The Narrative must include the following:
* **Introduction to the Organization(s) and Architect(s)**: A description of past and present operations, showing ability to carry out the project, including information on recent relevant or similar type projects.
* **Foreign Policy Statement:** A discussion of why the proposed architect and exhibition should represent the U.S. at this particular event at this time. Describe how the architect and the exhibition will showcase any of the following foreign policy goals: democracy, diversity and inclusivity, the environment, health and food security, human rights, self-determination, resiliency, and tackling shared global challenges.
* **Program Goal:** The “goal(s)” describe the larger outcome intended
* **Program Objective:** The intermediate accomplishments and measurable targets to achieve a goal. Objectives of the program should be SMART:
	+ - **S**pecific: Detailed and specifies what will be achieved
		- **M**easurable: have associated metrics or measurements of success
		- **A**ttainable: appropriately challenging, objectives can be reasonably attained give the available resources
		- **R**elevant: align with the policy/program goal and appropriate within the country or beneficiary audience
		- **T**ime-Bound: achievable within the timeframe of the program
* **Program Activities:** Describe specific actions taken under Objective. All activities should be clearly developed and sufficiently explain the resources and time requirements (inputs) and things done or produced (outputs). Activities should detail: target areas, participant groups or selection criteria for participants; how relevant stakeholders will be engaged; actions taken by local partners as appropriate/relevant.
* **Risk Analysis -** identify the internal and external risks associated with the proposed project, rate the likelihood of the risks, rate the potential impact of the risks on the project, and identify actions that could help mitigate the risks.
1. **Work Sample(s)** – Submit up to 10 images in a single PDF file, with one image on each page including the following information: architect, medium, date of work/activity, dimensions, description of how the image relates to the project. Image size should be consistent; 800 x 600 pixels are suggested. These work samples should demonstrate the design excellence and artistic merit of your project. The images you provide should be recent, of high quality, and as relevant to your project as possible. As part of the 10 images, please include a maximum of 3 schematic design images of the U.S. Pavilion exhibition space to demonstrate the installation of the proposed exhibition. Preview your samples before submitting them to ensure that there are no technical problems that might interfere with the panel's review of the work. The National Endowment for the Arts (NEA) may copy or digitally convert work samples to facilitate panel review. By submitting a work sample, you are giving NEA permission for reproduction and dissemination for this purpose.
2. **Budget** (preferably as an Excel workbook) that includes three (3) columns containing the request to ECA, any cost sharing contribution, and the total budget. A summary budget should also be included using the OMB-approved budget categories (see SF-424A as a sample) in a separate tab. Costs must be in U.S. Dollars. Detailed line-item budgets for sub-grantees should be included as additional tabs within the Excel workbook (if available at the time of submission). Please see attached *Budget Guidelines-Template for Multi-Year Awards (FY2023)*
3. **Budget Narrative** (preferably as a Word Document) Justify each line-item in the budget and explain how the amounts were derived, consistency with the applicant’s documented policies, as well as the source and description of all proposed costs (and cost-share, if applicable). The narrative should complement the budget rather than repeat information provided in the budget. For example, the narrative should provide details on the purpose of costs, reasonability of costs, cost price analysis, explain allocations, explain any yearly variances and tie expenses to program activities and/or objectives where appropriate. Sources of all cost-share offered in the application should be identified and explained in the budget narrative. See Tab 1 *Budget Guidelines-Template for Multi-Year Awards (FY2023)* for more information.
4. **Program Monitoring and Evaluation (M&E) Narrative and Plan:**
* An M&E Narrative (maximum one page) outlines how a project’s M&E system will be carried out and by whom. It details how you will track your project’s performance toward its objectives, over time. Provide a clear description of the approach and data collection strategies and tools to be employed (e.g., pre- and post-test surveys, interviews, focus groups). The description should include how the applicant will track and document whether activities occurred (outputs) and the results or changes caused by these activities (outcomes). Evaluation activities generally include baseline assessments, mid-term and final evaluations.
* The M&E plan should draw on the objectives, activities and expected changes and link those areas to indicators. The M&E plan is generally structured as a table with output- and outcome-based indicators. It explains how data will be collected (data collection methods) to show that certain changes occurred. It outlines baselines (where your project is starting) and quarterly targets (what you would like to achieve) for each indicator. See *Sample Monitoring Indicator Table*
1. **Key Personnel** (not to exceed two (2) pages, preferably as a Word Document). This can represent staff within your organization or outside of your organization (subgrantee, consultants, contractors), carrying out administrative or technical responsibilities, who are integral to the success of the program. Include short bios that highlight relevant professional experience. Provides names, titles, roles and experience/qualifications of key personnel involved in the program. Given the limited space, CVs are not recommended for submission. Limited to 3-5 individuals.
2. **Timeline** (not to exceed one (1) page, preferably as a Word Document or Excel Sheet). The timeline of the overall proposal should include activities, evaluation efforts, **and** program closeout. Sufficient time should be included to conduct and finalize internal/external evaluations and allow any sub-recipients time for final reporting. See *Sample Timeline*
3. **Attachments:**
* Comprehensive list of **all** relevant or similar type projects from previous grants from U.S. Embassies and/or U.S. government agencies.
* Letters of support from program partners describing the roles and responsibilities of each partner, if applicable/pre-identified
* Official permission letters, if required for project activities

**Applications that do not include the elements listed above will be deemed technically ineligible. To ensure that all applications receive a balanced evaluation, the review panel will review from the first page of each section up to the page limit and no further.**

***D.2.2. Additional Information Requested For Those Receiving Notification of Intent***

Successful applicants must submit, after notification of intent to make a Federal award, but prior to issuance of a Federal award:

* Written responses and revised application documents addressing conditions and recommendations from the review panel;
* A copy of the applicant’s latest NICRA as a PDF file, if the applicant has a NICRA and includes NICRA charges in the budget;
* A completed copy of the Department’s Financial Management Survey, if receiving USG funding for the first time;
* Submission of required documents to register in the Payment Management System managed by the Department of Health and Human Services, if receiving ECA funding for the first time (unless an exemption is provided);
* Other requested information or documents included in the notification of intent to make a Federal award or subsequent communications prior to issuance of a Federal award;
* Applicants who submit their applications through Grants.gov will be required to create a SAMS Domestic/MyGrants (<https://mygrants.servicenowservices.com>) account in order to accept the final award. Accounts must be logged into to every 60 days in order to maintain an active account.

***D.3. Unique Entity Identifier and System for Award Management (SAM)***

All prime organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI), formerly referred to as DUNS, and an active registration with the SAM.gov **before submitting an application**. ECA may **not** review applications from or make awards to applicants that have not completed all applicable UEI and SAM.gov requirements. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before the award is processed and/or directed to a sub-grantee.

***Note: The process of obtaining a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.***

* Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). A Commercial and Government Entity (CAGE) code and a UEI number are issued through SAM.gov. Once received continue with the remainder of the SAM.gov registration.

All prime organizations must also continue to maintain active SAM.gov registration with current information at all times during which they have an active Federal award or application under consideration by a Federal award agency. SAM.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov and to maintain that active registration. If an applicant has not fully complied with the requirements at the time of application, the applicant may be deemed technically ineligible to receive an award and use that determination as a basis for making an award to another applicant.

***D.3.1. Exemptions***

An exemption from these requirements may be permitted on a case-by-case basis if:

* An applicant’s identity must be protected due to potential endangerment of their mission, their organization’s status, their employees, or individuals being served by the applicant.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least **two weeks prior to the deadline in the NOFO providing a justification of their request**. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

***D.4. Submission Dates and Times***

**Applications are due no later than 11:59 PM Eastern Standard Time (EST), on April 1, 2024 on** [**https://www.grants.gov/**](https://www.grants.gov/) **under the announcement title “**Official U.S. Presentation at the 19th International Architecture Biennale**,” funding opportunity number “SFOP0010130.”**

Grants.gov automatically logs the date and time an application submission is made, and the Department of State will use this information to determine whether an application has been submitted on time. Late applications are neither reviewed nor considered. Known system errors caused by Grants.gov that are outside of the applicant’s control will be reviewed on a case-by-case basis.Applicants should not expect a notification upon ECA receiving their application.

***D.5. Funding Limitations, Restrictions, and other Considerations***

ECA will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. Please refer the link for Foreign Terrorist Organizations: <https://www.state.gov/foreign-terrorist-organizations/>

Project activities whose direct beneficiaries are foreign militaries or paramilitary groups or individuals will not be considered for ECA funding given purpose limitations on funding.

***D.6. Other Submission Requirements***

All application submissions must be made electronically via [www.grants.gov](http://www.grants.gov) which requires registration by the applying organization. Please note that the Grants.gov registration process can take ten (10) business days or longer, even if all registration steps are completed in a timely manner.

It is the responsibility of the applicant to ensure that it has an active registration in Grants.gov. Applicants are required to document that the application has been received by Grants.gov in its entirety. ECA bears no responsibility for disqualification that result from applicants not being registered before the due date, for system errors in Grants.gov, or other errors in the application process.

Faxed, couriered, or emailed documents will not be accepted. Reasonable accommodations may, in appropriate circumstances, be provided to applicants with disabilities or for security reasons. Applicants must follow all formatting instructions in the applicable NOFO and these instructions.

ECA encourages organizations to **submit applications during normal business hours** (Monday – Friday, 9:00AM-5:00PM Eastern Standard Time (EST)). If an applicant experiences technical difficulties and has contacted the appropriate helpdesk but is not receiving timely assistance (e.g. if you have not received a response within 48 hours of contacting the helpdesk), you may contact the ECA point of contact listed in the NOFO in Section G. The point of contact may assist in contacting the appropriate helpdesk.

*Note: The Grants Officer will determine technical eligibility of all applications.*

Please refer to the Grants.gov website for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Validation of an electronic submission via Grants.gov can take up to two business days. Additionally, organizations **must** remember tosave ascreenshot of the checklist showing all documents submitted in case any document fails to upload successfully.

**Grants.gov Helpdesk:**

For assistance with Grants.gov, please call the Contact Center at +1 (800) 518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, seven days a week, except federal holidays.

See <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/> for a list of federal holidays.

**E. Application Review Information**

***E.1. Proposal Review Criteria***

Proposals for the Official U.S. Exhibition at the 19th International Architecture Exhibition will be reviewed by the Federal Advisory Committee on International Exhibitions (FACIE), a committee of leading U.S. curators, experts in American art, a U.S. Department of State representative, convened by the National Endowment for the Arts on behalf of the U.S. Department of State for the purpose of assessing the proposals and making recommendations for exhibitions to represent the U.S. at major international exhibitions.

Each application will be evaluated individually against the following criteria and not against competing applications. Please use the below criteria as a reference, but **do not structure your application according to the sub-sections**. These criteria are not rank ordered and carry equal weight in the proposal evaluation:

**Showcase entrepreneurial skills and innovation that support of advancement of U.S. foreign policy goals, which include (20 points):**

* Democracy
* Diversity and inclusivity
* The environment
* Health and food security
* Human rights
* Self-determination
* Resiliency
* Tackling shared global challenges.

**Artistic excellence, which includes (20 points):**

* Quality and significance of the architect, design, and theme that the project will involve.
* Record of professional activity and achievement by individuals/organizations involved.
* Ability to monitor and measure the successful implementation of the exhibition and tracking of program indicators.

**Artistic merit, which includes (20 points):**

* Extent to which proposal represents the vitality and/or diversity of the contemporary U.S. architecture and design community.
* Scope of public programming in Venice to engage broad audiences through outreach activities associated with the exhibition. The Biennale is a unique opportunity to share important developments in the American arts scene with members of the international community and engage diverse audiences (e.g. youth, women, and underserved communities) beyond the exhibition site.
* Suitability of the exhibition for the U.S. Pavilion at the 19th International Architectural Exhibition.
* Ability of applicant to carry out the proposed exhibition with a cost-effective budget.

**Support of Equity and Underserved Communities (20 points):** Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

***Cost Share -*** *In the event of a tie the application with the greater amount of cost-share will move forward.*

***E.2. Review and Selection Process***

The Department of State is committed to ensuring a competitive and standardized process for awarding funding. Applications will be screened initially in a Technical Eligibility Review stage to determine whether applicants meet the eligibility requirements outlined in section C and have submitted all required documents outlined in section D. Applications that do not meet these requirements will not advance beyond the Technical Eligibility Review stage and will be deemed ineligible for funding under this NOFO.

All applications that are deemed eligible will proceed to the Merit Review Panel consisting of U.S. government subject matter and/or country-specific experts and will be rated on a 100-point scale. ECA reserves the right to request the assistance of non-US government Subject Matter Experts (SMEs), if appropriate to the solicitation. Point values for individual elements of the application are presented in E.1, of this part. Panel Reviewers’ ratings, and any resulting recommendations, are advisory. Panel Reviewers may provide conditions and recommendations on applications to enhance the proposed project, which must be addressed by the applicant before further consideration of the award.

Final selection authority resides with ECA’s senior official. Final award decisions will be influenced by whether the application meets the Department of State’s programmatic goals and objectives, how it supports the Department’s overarching foreign policy priorities, and the geographic distribution of the top-ranking applications.

***E.3. Federal Awardee Performance & Integrity Information System***

The Department of State, 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). The 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. The Department of State 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.

Applicant organizations must demonstrate adherence to equal opportunity employment practices and commitment to non-discrimination with respect to beneficiaries. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with or support to individuals or organizations associated with terrorism.

* Proposals that reflect any type of support for any member, affiliate, or representative or a designate to terrorist organization or narcotics trafficker, including elected members of government, will NOT be considered. This provision must be included in any sub‐awards/sub-contracts issued under this award.
* U.S. Applicant organizations must demonstrate adherence to equal opportunity employment practices and commitment to non-discrimination with respect to beneficiaries. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.
* Applicants under DOS-funded projects are responsible for complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for project participants.

**F. Federal Award Administration Information**

***F.1. Federal Award Notices***

ECA will provide a separate notification to applicants on the result of their applications. Successful applicants will receive a letter electronically via email requesting that the applicant respond to review panel conditions and recommendations. This notification is not an authorization to begin activities and does not constitute formal approval or a funding commitment.

Final approval is contingent on the applicant successfully responding to the review panel’s conditions and recommendations; being registered in required systems; and completing and providing any additional documentation requested by ECA or the Grants Officer. Final approval is also contingent on Congressional Notification requirements being met and final review and approval by the Department’s warranted Grants Officer.

The notice of Federal award signed by the Department’s warranted Grants Officers is the sole authorizing document. 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 awarded, the notice of Federal award will be provided to the applicant’s designated Authorizing Official via SAMS Domestic to be electronically counter-signed in the system.

Payments under this award will be made through the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS). Unless otherwise stipulated, the Recipient may request payments on a reimbursement or advance basis. Instructions for requesting payments are available at: <https://pms.psc.gov/>.

Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the Recipient in carrying out the purpose of this award. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the Recipient for direct program or project costs and the proportionate share of any allowable indirect costs.

***F.2. Administrative and National Policy and Legal Requirements***

ECA requires all recipients of foreign assistance funding to comply with all applicable Department and Federal laws and regulations, including but not limited to the following:

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) shall apply to all non-Federal entities, except for assistance awards to Individuals and Foreign Public Entities.  Sub-Chapters A through E shall apply to all foreign organizations, and Sub-Chapters A through D shall apply to all U.S. and foreign for-profit entities. The applicant/recipient of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award.  The Department’s Standard Terms and Conditions can be viewed at <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

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 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.25&rgn=div5)
* [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.170&rgn=div5)
* [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.175&rgn=div5)
* [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.182&rgn=div5)
* [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.183&rgn=div5)
* [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&tpl=/ecfrbrowse/Title02/2chapterVI.tpl)

In accordance with the Office of Management and Budget’s guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following:

* [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](https://www.ecfr.gov/current/title-2/subtitle-B/chapter-VI) (2 CFR), particularly on:
	+ Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
	+ Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
	+ Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
	+ Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
	+ Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.whitehouse.gov%2Fbriefing-room%2Fpresidential-actions%2F2021%2F01%2F20%2Fexecutive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government%2F&data=04%7C01%7CReisigAR%40state.gov%7C0dbdd75a0a664b32ef2508d8fb59f8f5%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C637535711126807160%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Hk82GX1SCF8LaoHg%2B2vrmdCRK6gGWYwQXU9CB6cLb5E%3D&reserved=0), proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program’s goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

Additional requirements may be included depending on the content of the program.

***F.3. Reporting***

Applicants should be aware that ECA awards will require that all reports (financial and progress) are uploaded to the grant file in SAMS Domestic on a quarterly basis. The Federal Financial Report (FFR or SF-425) is the required form for the financial reports and must be submitted in PMS, as well as a copy from PMS then uploaded to the grant file in SAMS Domestic.

Narrative progress reports should reflect the focus on measuring the project’s progress in achieving the overarching goal and should be compiled according to the objectives, activities, outcomes, and outputs in the Monitoring & Evaluation Narrative. Explain and evaluate how activities reflect progress toward expected outcome and outcomes towards achieving objectives. Include progress towards meeting benchmarks/targets as set in the M&E Plan. In addition, attach the M&E Plan, comparing the target and actual numbers for the indicators; An assessment of the overall project’s impact should be included in each progress report. Where relevant, progress reports should also include the following:

* Relevant contextual information (limited);
* Any tangible impact or success stories from the project, when possible;
* Copy of mid-term and/or final evaluation report(s) conducted by an external evaluator; if applicable;
* Relevant supporting documentation or products related to the project activities (such as articles, meeting lists and agendas, participant surveys, photos, manuals, etc.) as separate attachments;
* Description of how the recipient is pursuing sustainability, including looking for sources of follow-on funding;
* Any problems/challenges in implementing the project and corrective action plan with an updated timeline of activities;
* Reasons why activities have not been conducted or deliverables were not met in accordance with the timeline;
* Program Indicators or other mutually agreed upon format approved by the Grants Officer;
* Proposed activities for the next quarter; and,
* Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, if applicable.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII -- Appendix XII —Award Term and Condition for Recipient Integrity and Performance Matters](https://www.ecfr.gov/current/title-2/part-200/appendix-Appendix%20XII%20to%20Part%20200)

A final narrative and financial report must also be submitted within 120 days after the expiration of the award.

Please note: Delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipient's’ ability to receive future U.S. government funds. ECA reserves the right to request any additional programmatic and/or financial project information during the award period.

**G. Contact Information**

For questions about this solicitation, or to request technical or programmatic clarification (not concept approval) contact the Cultural Programs Division, Bureau of Educational and Cultural Affairs at: Scott DeJesse at DeJesseAS@state.gov and Guiomar Ochoa OchoaG@arts.gov. Concerns and questions that benefit the larger applicant community, as determined by the Grants Officer, shall be posted to grants.gov for review.

Please note that establishing an account in SAMS Domestic/MyGrants may require the use of smartphone for multi-factor authentication (MFA). If an applicant does not have accessibility to a smartphone during the time of creating an account, please contact the helpdesk.

For assistance with Grants.gov accounts and technical issues related to using the system, please call the Contact Center at +1 (800) 518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, seven days a week, except federal holidays.

For a list of federal holidays visit:

<https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/>

Except for technical submission questions, during the NOFO period U.S. Department of State staff in Washington and overseas shall not discuss this competition with applicants until the entire proposal review process has been completed and rejection and approval letters have been transmitted.

**H. Other Information**

Applicants should be aware that ECA understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that ECA cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

The information in this NOFO is binding and may not be modified by any ECA representative. Explanatory information provided by ECA that contradicts this language will not be binding. 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.

In accordance with applicable Federal awarding agency policy, applicants must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity.

Pursuant to the Bureau’s authorizing legislation, programs must maintain a non-political character and should be representative of the diversity of American political, social, and cultural life. “Diversity” should be interpreted in the broadest sense and encompass differences including but not limited to ethnicity, race, gender, religion, geographic location, social-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the Support for Diversity section for specific suggestions on incorporating diversity into the total proposal. Public Law 104-319 provides that “in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy,” the Bureau, “shall take appropriate steps to provide opportunities for participation in such program to human rights and democracy leaders of such countries.” Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of this goal in their program contents, to the full extent deemed feasible.