Annual Program Statement (APS)

**Notice of Funding Opportunity (NOFO) FY2025 – Small Grants Program**

U.S. Embassy Norway

Opportunity number: PDS-OSL-APS-FY25-0001

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**U.S Department of State  
U.S. Embassy Norway**

**Annual Program Statement**

### **Basic Information**

##### **Overview**

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| **Funding Opportunity Title** | Notice of Funding Opportunity (NOFO)  Fiscal Year 2025 – Small Grants Program |
| **Funding Opportunity Number** | PDS-OSL-APS-FY25-0001 |
| **Announcement Type** | Annual Program Statement |
| **Deadline for Applications** | Applications will be reviewed on a rolling basis with the following schedule:  January 15, 2025 – results to be advised by end of January.  February 15, 2025 – results to be advised by end of March.  April 15, 2025 – results to be advised by end of May.  June 15, 2025 – results to be advised by end of July.  All dates are estimated and may change. |
| **Assistance Listing Number** | 19.040 Public Diplomacy Programs |
| **Length of performance period** | 1 to 12 months |
| **Number of awards anticipated** | 10-20 awards (dependent on amounts) |
| **Award amounts** | Awards may range from a minimum of $1,000 to a maximum of $24,000 (approximately) |
| **Total available funding** | $100,000 pending funding availability |
| **Type of Funding** | FY25 Smith Mundt or Fulbright Hays Public Diplomacy Funds |
| **Anticipated program start date** | January 1, 2025 |

**Funding Instrument Type:** Grant, fixed amount award (FAA), or cooperative agreement. Cooperative agreements and some FAAs are different from grants in that bureau/embassy staff are more actively involved in the grant implementation (“Substantial Involvement”).

**Program Performance Period**: Proposed projects should be completed one year or less.

The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

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

**2. Executive Summary**

**Priority Region: Norway**

The Public Diplomacy section at U.S. Embassy Norway is pleased to announce that funding is available through its Annual Program Statement Small Grants Program. This Notice of Funding Opportunity outlines our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

All programs must include an American element. Examples of American elements include, but are not limited to, connections with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives. The program should have a public outreach component that specifically engages audiences in Norway.

Examples of successful PD Small Grants Program programs include, but are not limited to, programs that advance the policy areas above through:

* Academic and professional lectures, seminars, and speaker programs
* Educational and informational public programs
* Projects that build sustainable ties between civil society organizations and interest groups in the U.S. and Norway
* Artistic and cultural workshops, joint performances, and exhibitions

**Participants and Audiences:**

The U.S. Embassy seeks to engage geographically and demographically diverse audiences within Norway, with an emphasis on youth (late high school and university students, early career professionals).

### **Eligibility**

##### **Eligible Applicants**

The following organizations are eligible to apply*:*

* Norwegian and American not-for-profit organizations, including think tanks and civil society/non-governmental organizations
* Public and private educational institutions
* Individuals
* Public International Organizations and Governmental institutions
* Grants cannot be used to fund religious or partisan political activity or for: fundraising campaigns; commercial projects or for-profit ventures; individual academic research projects; construction projects; or projects whose primary objective is an organization’s institutional development or an individual’s personal enrichment or career development.

##### **Cost Sharing or Matching**

Cost Sharing is not required.

##### **Other Eligibility Requirements**

* In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via [www.sam.gov](http://www.sam.gov).
* Full SAM.gov registration is no longer required for foreign organizations or FPEs receiving an award less than $500,000 that will be performed outside the United States. Exemptions will be provided on a case-by-case basis by the Grants Officer. A UEI number is still required.
* Individuals are not required to obtain a UEI or register in sam.gov.

### **C. Program Description**

##### **Goals and Objectives**

**Priority Program Areas**

We accept grant proposals on a rolling basis until the submission deadline. Proposals that seek to advance the bilateral relationship between the U.S. and Norway in the following areas will be prioritized:

* Highlight the importance of the strong security and defense relationship between the U.S. and Norway
* Promote awareness of, and interest in, benefits of the economic relationship between the U.S. and Norway
* Share best practices in research security and academic integrity.
* Expand bilateral ties based on shared Norwegian and American values
* Capitalize on interest in the history and legacy of Norwegian emigration to the United States during the bicentennial commemorations in 2025 to underscore connections between contemporary Norway and the U.S.

In addition, we welcome grant proposals that include the following components:

* Projects outside of Oslo
* Projects from alumni of State Department exchange programs

**Length of performance period:** Proposed projects should be completed in 12 months or less. In exceptional and justified cases, the Embassy will consider extending the project performance period.

**Authorizing legislation, type and year of funding:**

Funding authority rests in the Smith-Mundt Act and the Fulbright-Hays Act. The source of

funding is FY25 Public Diplomacy Funding.

### **D. Application Contents and Format**

PDS Norway invites **Statements of Interest (SOI)** for programs that address the priority areas listed above. This is a two-tier competitive process, where the submission of the SOI is the first step.

An SOI is a concise proposal designed to communicate program ideas and objectives. Upon a merit review of eligible SOIs, selected applications will be invited to submit a full grant application to be considered by the Grants Committee Review Panel.

**Step One**

**Please send your project proposal and budget Statement of Interest (SOI) to** [***oslogrants@state.gov***](mailto:oslogrants@state.gov)

**SOI Proposal:**

You may send your own application including the requested information below or use the pre-application grant proposal template found here:

[Grant Request – Statement of Interest template](https://uploads.mwp.mprod.getusinfo.com/uploads/sites/55/2022/03/Grant-Request-SOI.docx)

The statement of interest 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.
* **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve.  What aspect of the relationship between the U.S. and Norway 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.
* **Proposed Program Schedule:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
* **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.
* **Detailed Budget,** including amount requested from the U.S. Embassy.

**Step Two**

**If your SOI is favorably reviewed by the Grants Committee, you will be contacted and requested to submit the other mandatory documents below, in addition to obtaining a Unique Entity ID, and completing other documents as needed. Please note that these requirements may take some time, so you should plan your application at least three months prior to the beginning of the program.**

* **Summary Coversheet:**Cover sheet stating the applicant’s name and organization, date, project title, project period proposed start and end date, and brief purpose of the project.
* Resumes for key personnel working on the project
* A detailed budget and budget narrative
* **Mandatory application forms:**
* [SF-424 (Application for Federal Assistance – organizations)](https://uploads.mwp.mprod.getusinfo.com/uploads/sites/55/2023/11/SF424_4_0-V4.0.pdf) [[Instructions](https://uploads.mwp.mprod.getusinfo.com/uploads/sites/55/2022/03/SF424-Organizations-Instructions.docx)]
* [SF-424-I (Application for Federal Assistance –individuals)](https://uploads.mwp.mprod.getusinfo.com/uploads/sites/55/2023/11/SF424_Individual_2_0-V2.0-5.pdf) [[Instructions](https://uploads.mwp.mprod.getusinfo.com/uploads/sites/55/2022/03/SF424-Individual-Instructions.docx)]
* [SF424A (Budget Information for Non-Construction programs)](https://uploads.mwp.mprod.getusinfo.com/uploads/sites/55/2023/11/SF424A-V1.0-Budget.pdf) [[Instructions](https://uploads.mwp.mprod.getusinfo.com/uploads/sites/55/2022/03/SF424A-Budget-Instructions.docx)]
* SF-424B [(Assurances for Non-Construction Programs)](https://no.usembassy.gov/wp-content/uploads/sites/55/2024/11/Mandatory_SF424B-V1.1-1.pdf)

Please note that in some cases you might get an error message when you open these PDF forms.  We have been informed that this could be circumvented by downloading the PDF to your computer and opening it in the normal reader (not browser based).

### **E. Submission Requirements and Deadlines**

**1. Address to Request Application Package**

Application forms are also available at the Embassy website:

<https://no.usembassy.gov/u-s-embassy-grants-program/>

and Grants.gov:

<https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html>

**2. Embassy Contacts**

Please contact [oslogrants@state.gov](mailto:oslogrants@state.gov) if you have any further questions about the application process.

**3. Unique Entity Identifier number (UEI)**

**Required Registrations:**

All organizations must have a valid UEI number. Individuals are not required to be registered in SAM.

1. Go to sam.gov and create a login.gov account.
2. Apply for a UEI number follow the “get started” registration process.

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management (SAM)](https://sam.gov/) 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

**Exemptions**

An exemption from the UEI and SAM.gov registration requirements may be permitted on a case-by-case basis. See [2 CFR 25.110](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25/subpart-A/section-25.110) for a full list of exemptions.

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.

##### **4. Submission Dates and Times**

Applications may be submitted for consideration at any time before the closing date of June 15, 2025 at 11:59pm Oslo time. No applications will be accepted after that date.

### **F. Application Review Information**

##### **Review Criteria**

Each application will be evaluated and rated based on the evaluation criteria outlined below.

**Quality and Feasibility of the Program Idea:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

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

**Program Planning/Ability to Achieve Objectives:** Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

**Priority Areas:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Norway’s priority areas or target audiences.

**Budget:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

**Monitoring and evaluation plans:** Applicant demonstrates it can measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

**Sustainability:** Program activities will continue to have positive impact after the end of the program.

##### **Review and Selection Process**

A review committee will evaluate all eligible applications.

### **G. Award Notices**

The award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

**Unsuccessful applicants:** Unsuccessful applicants will be notified within 30 days by the Grants Officer Representative after the Grants Committee Review Panel.

**Payment Method:**

Recipients will be required to request payments by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer.

##### **Administrative and National Policy Requirements**

**UPDATED MAY 2025**

Applicants are advised that institutions of higher education (IHE) in the United States must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:

Its compliance in all respects with section 1011f of title 20, United States Code, and any other applicable foreign funding disclosure requirements is material for purposes of section 3729of title 31, United States Code, and for receipt of appropriate Federal grant funds.

As defined in 2 CFR 200.1 and 20 U.S.C. 1001, an IHE is an educational institution in any State that:

(1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, or persons who meet the requirements of section 1091(d) of this title;

(2) is legally authorized within such State to provide a program of education beyond secondary education;

(3) provides an educational program for which the institution awards a bachelor’s degree or provides not less than a 2-year program that is acceptable for full credittoward such a degree, or awards a degree that is acceptable for admission to a graduate or professional degree program, subject to review and approval by the Secretary;

(4) is a public or other nonprofit institution; and

(5) is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted preaccreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of preaccreditation status, and the Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

**UPDATE FEBRUARY 2025**

The Notice of Funding Opportunity has been updated with the following:

Certification Regarding Compliance with applicable Federal anti-discrimination laws None of the funds awarded under this Notice of Funding Opportunity (NOFO) may be used for any initiatives or programs, or any activities that do not comply with Executive Order 14173 titled Ending Illegal Discrimination and Restoring Merit-Based Opportunity.

By signing the SF-424 or SF-424I Application for Federal Assistance, the Applicant certifies the following:

1. Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government’s payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;

2) It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws.

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:

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: NOTE:

* [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.200&rgn=div5) (2 CFR), as updated in the Federal Register’s 89 FR 30046 on April 22, 2024 , particularly on:
  + Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
  + 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 pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).
* [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)
* [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](https://www.state.gov/federal-assistance-policies-appeals/)

##### **Reporting**

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted.

### **H. Other Information**

**Guidelines for Budget Justification**

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $10,000 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 $10,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 15% of Modified Total Direct Costs as defined in 2 CFR 200.1.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages:  Please note that award funds cannot be used for alcoholic beverages.