

U.S. DEPARTMENT OF STATE
U.S. EMBASSY ALGIERS
Notice of Funding Opportunity (NOFO)

Funding Opportunity Title: U.S. Embassy Algiers Small Grants Program
Funding Opportunity Number: SAG10019GR0001
CFDA Number: 19.040
Deadline for Applications: The U.S. Embassy Algiers Grants Selection Panel will review applications on a rolling basis throughout the first three quarters of Fiscal Year 2019. The deadlines for submitting applications each quarter are as follows: first tranche: by February 1, 2019; second tranche: by May 1, 2019; and third tranche by August 1, 2019.

A. PROGRAM DESCRIPTION

U.S. Embassy Algiers is pleased to announce an open competition for assistance awards that create partnerships to promote common objectives and exchanges between the United States and Algeria.

The U.S. Embassy seeks to inform and share with audiences in Algeria about the United States, its culture, society, government, legal, economic, and political systems, and values through programs focusing on the priority areas outlined below. To further these goals, proposals must include American content, which can include speakers who are experts in U.S. policy, academia, culture, and economics; the use of U.S. training models or materials; exchanges with U.S. institutions; or promotion of U.S. culture and art.

Funding Priorities: The U.S. Embassy invites eligible organizations and individuals to submit proposals to support activities directly aimed at improving communities, providing new opportunities for citizen participation, and promoting and developing issues of public interest. Some examples of projects can meet the requirement could include (but are not limited to) proposals that relate to the following areas:

- English language and entrepreneurship support program to preparing Algerian youth with limited resources to become future leaders in the global economy;
- Integrating marginalized groups or individuals into communities;
- Strengthening community cohesion and tolerance;
- Providing viable alternatives to criminal or extremist activity for at-risk or vulnerable populations;
- Supporting the work of Algerian Civil Society organizations in areas of mutual U.S.-Algeria interest;
- Promoting the empowerment of persons with disabilities as well as ethnic and/or gender minorities;
- Expanding cultural and education exchanges that provide audiences in Algeria – with a particular focus on youth, women, and marginalized communities - a deeper understanding of the United States and the values shared by both countries.

Projects that are typically funded under this notice include, but are not limited to:

- Academic and professional lectures; public seminars and programs clearly linked to one or more of the three funding priorities of this notice.
- Professional development workshops and training for youth and underserved communities clearly linked to one or more of the three funding priorities of this notice.
- Professional and academic exchanges that are clearly linked to one or more of the funding priorities of this notice.
- Artistic and cultural workshops, joint performances and exhibitions clearly linked to one or more of the three funding priorities of this notice.

Projects that will not typically be funded under this notice include, but are not limited to:

- Religious or partisan political activity.
- Fundraising campaigns; commercial projects or strictly for-profit ventures.
- Individual academic research projects; construction projects; or projects whose primary aim is the institutional development of the organization or the personal enrichment or career development of an individual.

B. FEDERAL AWARD INFORMATION

Length of performance period: Up to 12 months

Award amounts: Awards may range from a minimum of \$5,000 to a maximum of \$10,000

Type of Funding: FY19 Fulbright-Hays Act Public Diplomacy Funds

U.S. Embassy Algiers Grant Selection Panel will consider proposals on a competitive, rolling basis throughout Fiscal Year 2019. All awards will be made before September 30, 2019 using Grants or Fixed Amount Awards (simplified grants) and are subject to the availability of funds.

The U.S. government may make the award based on initial applications received, without discussions or negotiations. Each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right to enter into discussions with one or more applicants to obtain clarification, additional details, or to suggest refinements in the program description, budget, or other aspects of the application.

Applications for renewal or supplementation of existing projects are not eligible for funding under this notice.

C. ELIGIBILITY INFORMATION

1. **Eligible Applicants:** Eligibility is limited to individuals and/or not-for-profit organizations subject to 26 U.S.C. 501 (c) (3) of the U.S. tax code or to similar statutes in Algeria such as Civil society organizations, local representatives of civil society, think

tanks, non-governmental organizations, and academic institutions located in Algeria; U.S. not for-profit with a partner in Algeria. Direct funding for non-U.S. institutions and individuals is available under this announcement. The Public Diplomacy section encourages individuals and organizations that have not previously received U.S. Federal Award program funding to apply under this announcement.

2. **Cost Sharing or Matching:** Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost sharing demonstrates a strong commitment to the planned activities and will be considered to show great cost effectiveness. There may also be additional funding from the private sector to include additional participants in the program.
3. **Other Eligibility Requirements:** Eligibility is limited to those organizations and individual who qualify to receive Grants or Fixed Amount Awards from the U.S. Department of State and have the ability to develop and implement proposed programs in Algeria.

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov. Please follow all instructions below carefully especially concerning deadlines as applications received after the final deadline will not be reviewed or considered

D. APPLICATION AND SUBMISSION INFORMATION

Application Submission Process: Applicants must submit grants proposals electronically to Algiers_grants@state.gov. Applications are accepted in English only, and final award agreements will be concluded in English as the controlling language. Applicants will receive an e-mail notification only if their proposal is selected for funding.

Application Content: Applicants must follow the NOFO instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information as required by this NOFO. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

Funding proposals may not exceed 4 double-spaced pages in 12-point, Times New Roman Font with 1-inch margins. This requirement excludes the allowable appendices, which are identified below. Please ensure that proposals clearly address the goals and objectives of this funding opportunity, all documents are in English, all budgets are in U.S. dollars, and all pages are numbered. Organizations are permitted to submit multiple grant proposals, but should be aware that PD seeks to provide opportunities to as many individuals and organizations as possible.

The proposal must consist of the following:

Section 1 - Application for Federal Assistance (SF-424):

This form can be found on-line at:

Organizations:

- **SF 424** (Application for Federal Assistance – organizations):
https://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf
- **SF424A** (Budget Information for Non-Construction programs)
<https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>
- **SF424B** (Assurances for Non-Construction programs)
<https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

Individuals:

- **SF-424-I (Application for Federal Assistance --individuals)**
http://apply07.grants.gov/apply/forms/sample/SF424_Individual_1_1-V1.1.pdf

Section 2 - Abstract:

The abstract is limited to 300 words in length. It must provide a summary of the identified need, proposed activities, and expected results.

Section 3 - Problem Statement:

The problem statement must describe the need for the project, including the location and the impact that the proposed program will have.

Section 4 – Project Goals/Implementation Plan:

The applicant must specify the goals and objectives of the project, relative to the problem statement. The proposed activities should be described in sufficient detail to show how objectives and goals will be met. This section should also describe how success will be measured via performance indicators. Finally, this section must include a time-task plan that clearly identifies the objectives and major activities.

Section 5 - Organizational Capability:

Applications must include a clear description of the applicant's management structure, previous experience with similar proposed programs, and organizational experience and background in Algiers as these relate to the proposed activities. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project.

Section 6 - Appendices:

The grant proposal submission must include two appendices. Only the appendices listed below may be included as part of the application:

- **Budget (Required)** – the detailed budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. The budget should normally be prepared using an Excel or similar spreadsheet, and may include an estimated cost for continuation activities, which will be considered for successful applicants to this NOFO in future fiscal years based on performance and the availability of funds.
- **Resume (Required)** – a resume, not to exceed 1 page in length, must be included for the proposed key staff person. If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a resume.

All organizations applying must have the following (does not apply to individuals):

1. Have or obtain a Unique Entity Identifier currently known as a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by applying on line at:
<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
2. Have or obtain an N-Cage number by applying on line at:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
3. Register with the System for Awards Management (SAM) data base; please note that your SAM registration must be renewed annually. Failure to renew your SAM registration may prohibit submission of a grant application through Grants.gov. The website for registering after your organizations has both a DUNS and N-Cage number is:
<https://www.sam.gov/portal>

Application Deadline: All applications must be submitted via e-mail before 5:30 p.m. Algeria time for each of deadline dates. Applications submitted after 5:30 p.m. on the deadline will be ineligible for consideration during the current quarter and will be set aside for consideration with the next group of submissions. **Begin the application process early**, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to application deadlines.

E. APPLICATION REVIEW INFORMATION

Consistent with the federal award regulations, the Department of State reserves the right to give priority for its funds to those organizations working on key USG objectives that are and have been supportive, in policy and programs, of USG policies in Algeria.

Evaluation Criteria: Applicants should note that the following criteria (1) serve as a standard against which all proposals will be evaluated, and (2) serve to identify the significant matters that

should be addressed in all proposals. The USG will award a Grant or Fixed Amount Award to the applicant(s) whose offer represents the best value to the USG on the basis of technical merit and cost.

Each application will be evaluated by a Grants Selection Panel at the U.S. Embassy in Algiers. The evaluation criteria have been tailored to the requirements of this NOFO.

- **Problem Statement (25 points):** This section should identify the importance and relevance of the applicant's proposal to one or more of the funding priorities of this notice.
- **Project Goals/Implementation Plan (40 points):** Applicants should describe what they propose to do and how they will do it. The proposed activities must directly relate to meeting the goals and objectives, and applicants should include information on how they will measure activities' effectiveness. The Grants Selection Panel will be viewing the implementation plan in terms of how well it addresses the problem statement, relevance of the goals and objectives, feasibility of the proposed activities and their timeline for completion, and the extent to which the impact of the project will continue beyond the conclusion of the funding period.
- **Organizational Capability (20 points):** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated goals and objectives. In addition, applicants should describe how and with whom they will collaborate to meet project goals.
- **Appendices (15 points):**
 - **Budget:** Costs shall be evaluated for realism, control practices, and efficiency. The Department of State must determine that the costs paid for an award are reasonable, allowable, and allocable to the proposed project activities. This will consist of a review of the Budget to determine if the overall costs are realistic for the work to be performed, and if the costs are consistent with the program narrative.
 - **Resume:** The Grants Selection Panel will consider the appropriateness of the selected project director; in view of the role and responsibility that person will play in guiding the project through implementation to completion. Position descriptions submitted in lieu of the resume will be reviewed for the appropriateness of the qualifications and skills identified.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices: The Grant award or Fixed Amount Award shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award,

and administer Grants and Fixed Amount Awards. The assistance award agreement is the authorizing document and it will be provided to the Recipient through either e-mail or facsimile transmission. Organizations and individuals whose applications will not be funded will be notified in writing. This notice is made and any awards will be made in line with the [2 CFR 200](#).

Applicants under consideration for an award will be subject to a pre-award survey to determine fiscal responsibility and ensure adequacy of financial controls. This survey contains a list of criteria for determining whether the applicant's accounting system meets the minimum standards to be eligible for USG funding. These standards include appropriate accounting software and written financial management policies and accounting procedures. The pre-award survey will involve assessing the extent to which these are in place within an organization and being actively implemented.

Administrative Requirements: Awards made through Grants under this notice will be subject to The U.S. Department of State Standard Terms and Conditions for Federal Assistance Awards: <https://www.state.gov/documents/organization/271865.pdf>

Anticipated Time to Award: Applicants should expect to be notified of the proposals recommended by the Grants committee for funding within 20 working days after the submission deadline.

Reporting Requirements: Grantees are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports at a minimum should

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: Suemayah Abu-Douleh, Cultural Affairs Officer, at:

Email: Algiers_grants@state.gov

H. OTHER INFORMATION

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

Guidelines for Budget Justification

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

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

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

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

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

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

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

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