

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY ALGIERS
Notice of Funding Opportunity**

Funding Opportunity Title: *Youth Programming in American Spaces*
Funding Opportunity Number: *XXX-XXX-FYXX-XX*
Deadline for Applications: *August 30, 2019*
CFDA Number:
Total Amount Available: *\$100,000*

A. PROGRAM DESCRIPTION

The *U.S. Embassy Algiers Public Affairs Section (PAS)* of the U.S. Department of State announces an open competition for organizations to submit applications to carry out programming focusing on developing the skills of Algerian youth at the PAS' American Corners in Constantine, Oran, Ouargla, and Algiers. The programs must take place at PAS' American Corners at The Frères Mentouri University in Constantine 1, the Kasdi Merbah University in Ouargla, and the Ahmad Ben Bella University of Oran 1, and the American Cultural Center at the U.S. Embassy in Algiers.

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.

Please carefully follow all instructions below.

Priority Region: Constantine, Oran, Ouragla, Algiers

Program Objectives:

Proposals should support activities directly aimed at empowering Algerian youth; giving them viable alternatives to criminal or extremist activity; preparing them for future academic or professional success; and introducing them to American values such as entrepreneurship, women's empowerment, scientific inquiry and technological advancement, critical thinking and problem-solving, et cetera.

Some examples of projects can meet the requirement could include (but are not limited to) proposals that relate to the following themes: English language; entrepreneurship; Science, Technology, Engineering, and Mathematics (STEM) training (with a focus on interactive STEM skills such as computer programming, coding, and especially robotics); promoting the empowerment of persons with disabilities, ethnic minorities, or women; U.S. government cultural and educational programming alumni; and U.S. education.

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.

Grantees should work closely with the PAS on promoting the program and its activities via traditional and social media.

Budgets should include personnel costs, travel, supplies, and honorariums for guest speakers. Successful applicants will include cost sharing to offset the total costs of the workshops.

Participants and Audiences:

Young, academically successful Algerians aged 14-25.

B. FEDERAL AWARD INFORMATION

Length of performance period: Up to 12 months

Number of awards anticipated: 3 awards (dependent on amounts)

Award amounts: awards may range from a minimum of \$5,000 to a maximum of \$100,000

Total available funding: \$100,000

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

Anticipated program start date: October 1, 2019

This notice is subject to availability of funding.

Funding Instrument Type: Grant

Program Performance Period: Proposed programs should be completed in 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.

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.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

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

1. Criteria

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

- **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.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, 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);

- ii. That an 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;

iii. That the Federal awarding agency 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.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document 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.

Payment Method: We typically pay 80% of the grant amount in advance and 20% after the delivery of the first report. However, exact payment management systems may change based on the project and the grantee.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

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.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact Algiers_grants@state.gov.

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 \$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.