Notice of Funding Opportunity

Funding Opportunity Title: U.S. Embassy BURKINA FASO PAS Annual Program Statement
Funding Opportunity Number: PAS- BF--FY22-APS-001
Deadline for Applications: September 30, 2022 at 17:00
CFDA Number: 19.040 – Public Diplomacy Programs
Total Amount Available: $300,000 (Budget Dependent)
Maximum for Each Award: $25,000 (Exceptional proposals above $25,000 may be granted funds pending availability of funding)

A. PROGRAM DESCRIPTION
The U.S. Embassy BURKINA FASO Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below. This notice is subject to availability of funding.

Purpose of Small Grants: PAS Burkina Faso invites proposals for programs that strengthen cultural ties between the U.S. and BURKINA FASO through cultural and exchange programming that highlights shared values and promotes bilateral cooperation. All programs must include an American cultural element, or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives.

Examples of PAS Small Grants Program programs include, but are not limited to (suggested examples below):

- Academic and professional lectures, seminars and speaker programs;
- Artistic and cultural workshops, joint performances and exhibitions;
- Cultural heritage conservation and preservation programs;
- Professional and academic exchanges and programs;
- Civic education projects that promote democratic processes and human rights;
- New media concepts projects aimed at reaching wider audiences;
- Youth community service projects that promote democratic processes and encourage volunteerism;
- Development of initiatives aimed at maintaining contacts with alumni of our exchange programs.

Priority Program Areas:
PAS Burkina Faso will utilize a variety of tools to advance the U.S. Mission Burkina goals that includes:

- Programs that to bolster understanding and practices of Democracy, Human Rights, and Good Governance: Projects that encourage participation in civil society promotion, especially for women, religious minorities, and youth.
- Programs that seek to promote a better understanding of diversity, inclusion, religious freedom, gender rights, persons with disabilities, underrepresented or otherwise disadvantaged communities, and other aspects of human rights.
- Creative programs that advance one or more of the priority areas to include but not limited to, economic empowerment, and youth development. Examples of such project themes include Innovation, Entrepreneurship, and Economic Empowerment: should develop innovative ideas involving STEAM, social entrepreneurship, adaptive technologies, rural economic development, economic diversification, women’s empowerment, corporate social responsibility, access to finance, and support for entrepreneurs.
- Programs promoting English Language Capacity: through projects that encourage the usage and learning of English language as a tool for civic and economic development.
- Media Strengthening: Increase transparency, media professionalism, access to diverse sources of news. Projects may develop Burkinabe media, fact-checking and research for journalists or media consumers, capitalize on social media use for greater transparency, and/or expand such programs beyond the capital and secondary cities.

Participants and Audiences:

PAS Burkina Faso’s target audiences include national and regional media; NGOs and think tanks; underserved communities; government officials (state, district, and municipal officials; policy makers, civil servants); cultural and educational leaders; next generation leaders (e.g., innovators, digital influencers, campus leaders); youth from underserved communities; Universities, and other minority communities. All proposals should focus on engaging Burkinabe in Burkina Faso.

The following types of programs are not eligible for funding: (suggested examples below)

- Programs relating to partisan political activity;
- Charitable or development activities;
- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs
- Scientific research;
- Programs intended primarily for the growth or institutional development of the organization; or
- Programs that duplicate existing programs;
- profit-generating projects;
- Scholarships to support educational opportunities or study for individuals. Individuals interested in educational exchange or study opportunities in the
United States should visit https://bf.usembassy.gov/ for more information on available programs.

Authorizing legislation, type and year of funding:
*Such as: Funding authority rests in the Smith-Mundt.... The source of funding is FY2022 Public Diplomacy Funding.*

**B. FEDERAL AWARD INFORMATION**

Length of performance period: *1day to 12 months*
Number of awards anticipated: *20-30* awards (dependent on amounts)
Award amounts: awards may range from a minimum of *$100* to a maximum of *$25,000* (*Exceptional proposals above $25,000 may be granted funds pending availability of funding*)
Total available funding: *$300,000*
Type of Funding: *Fiscal Year 2022 Public Diplomacy Funding*
Anticipated program start date: *02/30/2022*
This notice is subject to availability of funding.

**Funding Instrument Type:** Grant, Fixed Amount Award, or Cooperative agreement.
Cooperative agreements are different from grants in that PAS staff are more actively involved in the grant implementation. *(Note: If a cooperative agreement is used, this section must include a description of the substantial involvement)*

**Program Performance Period:** Proposed programs should be completed in a *year* or less unless otherwise specify.
Optional: PAS 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

The Public Affairs Section encourages applications from U.S. and *Burkina Faso with Burkina Faso as the implementing country base (edit, or include all that apply):*
- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Individuals
- Non-profit or governmental educational institutions
- Governmental institutions

For-profit or commercial entities are not eligible to apply.
2. Cost Sharing or Matching

Cost sharing is not required.

3. Other Eligibility Requirements

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

In order to be eligible to receive an award, all organizations must have a 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 DUNS number or be registered in SAM.gov.

**Dun and Bradstreet Universal Numbering System (DUNS):** Organization registrations prior to April 2022 require applicants to obtain a DUNS prior to registering in SAM. By April 2022, the federal government will stop using the DUNS number as an entity identifier and will transition to the Unique Entity Identifier (UEI) issued by SAM. Beginning in April 2022, overseas organizations should apply for an NCAGE code and then go to SAM.gov to complete their registration, a UEI will be generated as part of the SAM.gov registration process.”

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at [https://bf.usembassy.gov/education-culture/local-grants-program/](https://bf.usembassy.gov/education-culture/local-grants-program/) and in our Grant.gov application package.

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

**Content of Application**

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.
The following documents are **required**:

   - SF-424 (*Application for Federal Assistance – organizations*) or SF-424-I (*Application for Federal Assistance --individuals*)
   - SF424A (*Budget Information for Non-Construction programs*)
   - SF424B (*Assurances for Non-Construction programs*)

2. **Summary Coversheet:** Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. **Proposal (4-5 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.
   - **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
   - **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
   - **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
   - **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. What aspect of the relationship between the U.S. and XXX will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
   - **Program Activities:** Describe the program activities and how they will help achieve the objectives.
   - **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.
   - **Proposed Program Schedule:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
   - **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
   - **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
   - **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame 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.
4. **Budget Justification Narrative**: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. **Attachments (suggested examples):**
   - 1-page CV or resume of key personnel who are proposed for the program
   - Letters of support from program partners describing the roles and responsibilities of each partner
   - Official permission letters, if required for program activities

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

**Required Registrations:**
All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:
- Unique Identifier Number from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

**Step 1:** Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F. http://fedgov.dnb.com/webform

NCAGE application: Application page here
https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx
Instructions for the NCAGE application process:
https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf

For help from within the U.S., call 1-888-227-2423
For help from outside the U.S., call 1-269-961-7766
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

**Step 2:** After receiving the NCAGE Code, proceed to register in SAM by logging onto:
https://www.sam.gov. SAM registration must be renewed annually.

4. **Submission Dates and Times**

The Public Affairs Section will accept proposals throughout the year and will review proposals according to the following schedule:
• Proposals received between October 1 and December 31 will be reviewed by January 30th, with responses going out by February 1st.
• Proposals received between January 1 and March 31 will be reviewed by April 30th, with responses going out by May 1st.
• Proposals received between April 1 and June 30 will be reviewed by July 30th, with responses going out by August 1st.
• Proposals received between July 1 and September 30 will be reviewed by October 30th with responses going out by Nov 1st.

5. Funding Restrictions

• **Construction:** This award does not allow for construction activities or costs.

• **Pre-award Costs:** Pre-award costs will be considered on a case-by-case basis as an allowable expense for this funding opportunity.

6. Other Submission Requirements

All application materials must be submitted by email to Amembouaga@state.gov (or: Applications may be submitted electronically through www.Grants.gov or by email to Amembouaga@state.gov)

**E. APPLICATION REVIEW INFORMATION**

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

*List here the review criteria, with or without weighting or numerical scoring - examples include :*
**Organizational capacity and record on previous grants:** The organization has expertise in its stated field and PAS is confident of its ability to undertake the program. This includes a financial management system and a bank account.

**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.

**Goals and objectives:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

**Embassy priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Burkina Faso’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 plan: Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

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

2. Review and Selection Process

- Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal.

- Review. A review panel will review the proposal and based upon some criteria (stated below). A determination will be made regarding the program’s proposed area of activity and the Mission’s strategic goals, and those proposals that are the best fit will be given additional consideration.

- Follow up notification. Applicants will generally be notified within 90 days after the NOFO deadline regarding the results of the review panel.

A Grants Review Committee will evaluate all eligible applications.

- Completeness of Proposal: The proposal meets all the technical and logistical criteria requested in this NOFO, addressing the objectives. (20 points)

- Innovation: Applicant clearly describes how its proposal will address the requested program within the proposed period and articulates an innovative strategy and implementation plan. (20 points)

- Institutional and organizational capacity: The grantee should have good research abilities, and experience in managing similar programs. The organization and any partners demonstrate subject matter expertise in the form and content of the proposal, and in organizing and managing the project. (10 points)
- **Budget and narrative justification:** The budget should be detailed, and narrative justification be complete and reasonable in relation to the proposed activities and anticipated results. The cost estimates are realistic. (15 points)

- **Monitoring and evaluation:** Applicant demonstrates he/she is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. (15 pt)

Any outcomes the grantee expects to occur because of their program. Outcomes could include change in knowledge, awareness, and attitudes; improved quality of services; increased capacity at a school, group; etc. Proposals should also include how the grantee will know those outcomes are occurring (surveys, interviews, observations, etc.).

A schedule of when grant activities will occur (such as participant selection, workshops, travel, lectures, trainings, etc.), and when the grantee will check the grant’s progress to know how it is performing. Results of those checks are expected to be reported in the quarterly reports.

3. **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.

4. **Anticipated Announcement and Federal Award Dates (Optional)**

*Refers to Section D part 4.*
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:** Payments will be made in at least two installments, as needed to carry out the program activities.

Organizations whose applications will not be funded will also be notified via email.

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, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: [https://www.state.gov/about-us-office-of-the-procurement-executive/](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:** Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

4. Branding Requirements

As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients, materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement,
including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag. **Note:** Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

**G. FEDERAL AWARDING AGENCY CONTACTS**
If you have any questions about the grant application process, please contact PAS at: Amembouaga@state.gov.

**Note:** We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

**H. OTHER INFORMATION**

**Guidelines for Budget Justification**

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

**Travel:** Estimate the costs of travel and per diem for this program. If the program involves international travel, include a brief statement of justification for that travel.

**Equipment:** Describe any machinery, furniture, or other 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.