

**U.S. DEPARTMENT OF STATE**

**U.S. EMBASSY Burkina, PUBLIC AFFAIRS SECTION**

**Notice of Funding Opportunity (NOFO)**

Funding Opportunity Title: U.S. Embassy Burkina PAS Annual Program Statement

Funding Opportunity Number: BF-NOFO-20-002

Deadline for Applications: September 30, 2020 (Proposals will be downloaded for review on a Yearly base)

CFDA Number: 19.040 – Public Diplomacy Programs

Total Amount Available: \$100,000 - \$200,000 (Budget Dependent)

Maximum for Each Award: \$25,000

Number of Awards Available: 10-20

**I. Program Description**

The U.S. Embassy Burkina 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.**

**II. Purpose of Small Grants:**

PAS Ouagadougou invites proposals for programs that promote democracy and good governance, advance peace and security, and promote equitable economic and social growth.. 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, highlight shared values, and promote bilateral cooperation.

Examples of PAS Small Grants Program include, but are not limited to:

- U.S. experts conducting speaking tours/public talks, roundtable discussions, workshops, etc.;
- Academic and professional lectures and seminars;
- Cultural and arts programs/workshops/performances and exhibitions;
- Development of initiatives aimed at maintaining contacts with alumni of our exchange programs;

Priority Program Areas:

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

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- 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, democracy, counterterrorism, health security, regional and global security, trade relations, youth outreach, energy and environment, and travel, space science and technology, and tourism.

Programs related to Innovation, Entrepreneurship, and Economic Empowerment: should develop innovative ideas involving STEAM, space, social entrepreneurship, adaptive technologies, rural economic development, economic diversification, women's empowerment, corporate social responsibility, access to finance, and support for entrepreneurs.

- **Programs that address issues of regional security, counter terrorism, nonproliferation, cyber security, and countering violent extremism.**

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- **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'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.

## **Funding Restrictions**

1. **Construction:** This award does not allow for construction activities or costs.
  
2. **Pre-award Costs:** Pre-award costs will be considered on a case-by-case basis as an allowable expense for this funding opportunity.
  
3. **Program Activities:** Activities that are not typically funded include, but are not limited to:
  - Programs relating to political activity;
  - profit-generating projects
  - Charitable or development activities;
  - Construction programs;
  - Programs that support specific religious activities;
  - Fund-raising campaigns;
  - Lobbying for specific legislation or programs
  - Scientific research or surveys;
  - Programs intended primarily for the growth or institutional development of the organization;
  - 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.

### **Section III. Award Information**

**1. Funding Type and Amount:** Grant/cooperative agreement

- Minimum (“Floor”) Award Amount: \$1,000
- Maximum (“Ceiling”) Award Amount: \$25,000

The Public Affairs Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

**2. Project and Budget Periods:** Grant projects generally should be completed in one year or less unless otherwise specify.

### **Section IV. Eligibility Criteria**

1. Eligibility is open to all non-profit, non-governmental organizations. Individuals are not eligible for an award under this Notice of Funding Opportunity (NOFO). Organizations may sub-contract with other entities, but only one, non-profit, non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the roles and responsibilities of each entity must be clearly defined in the proposal.
2. Cost sharing or matching is not required for this funding opportunity.

#### **Technical Requirements**

**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

**The following documents are required:**

- 1. Mandatory application forms:** Standard Forms 424 are available, along with guidance for completing these forms, at: <http://www.grants.gov/web/grants/forms.html> under the heading, “SF-424 Family.”
  - a. SF-424 (*Application for Federal Assistance – organizations*);**
  - b. SF424A (*Budget Information for Non-Construction programs*);**
  - c. SF424B;**
  - d. Application Form (*Attachment 1*);**
  - e. Budget Narrative (*Attachment 2*) *If applicable*.**
  - f. Proof of Non-profit Status: Documentation to demonstrate the applicant’s non-profit status (Burkinabe organizations should provide a copy of their NGO status).**
- 2. Summary Page:** Cover sheet stating the applicant name and organization, proposal date, project title, project period, proposed start and end date, and brief purpose of the project.
- 3. Proposal:** Proposals should use the attached application template (*Attachment 1*).
- 4. Budget Justification Narrative:** The budget narrative supplements the information provided in the budget spreadsheet and justifies how the budget cost elements are necessary to implement project objectives and accomplish the project goals. Together, the budget narrative and spreadsheets should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant’s proposal.

**Other Eligibility Requirements:**

Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet <http://fedgov.dnb.com/webform> and an active SAM registration ([www.SAM.gov](http://www.SAM.gov)). The U.S. Department of State will not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements by the time the Department is ready to make an award.

There are three steps that you must complete before you are able to register:

(1) Obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by visiting <http://fedgov.dnb.com/webform> ;

(2) Register with System for Award Management (SAM) [www.SAM.gov](http://www.SAM.gov);

(3) Acquire a Ncage number if the amount of your grant is above \$20,000

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

For more information, go to [www.grants.gov](http://www.grants.gov). Please note that your SAM registration must be annually renewed.

**Instructions:** Please follow all instructions carefully. Failure to furnish all information or comply with stated requirements may lead to the application's disqualification for consideration. Applicants must set forth accurate and complete information as required by this NOFO.

The U.S. Embassy reserves the right to request additional programmatic and financial information regarding the proposal.

Questions: For questions on this solicitation please contact Public Affairs Section, U.S. Embassy Burkina at: [Amembouaga@state.gov](mailto:Amembouaga@state.gov)

**All application materials must be submitted electronically via email at [Amembouaga@state.gov](mailto:Amembouaga@state.gov) .**

The subject line should be as follows -- **Applicant Organization name – BF-NOFO-20-001: U.S. Embassy Burkina PAS Annual Program Statement.** If you have any questions about this funding opportunity, you may submit your questions via email at [Amembouaga@state.gov](mailto:Amembouaga@state.gov)

## **Section VI. Review and Selection Process**

**1. Criteria.** Each application submitted under this announcement will be evaluated and rated **on the basis of the criteria enumerated below**. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

**2. Acknowledgement of receipt.** Applicants will receive acknowledgment of receipt of their proposal.

**3. 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.

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

### **Section VII. Application Evaluation Criteria**

1. Completeness of Proposal: The proposal meets all the technical and logistical criteria requested in this NOFO, addressing the objectives as noted in Section II above. (20 points)

2. 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)

3. 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)

4. 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)

5. Monitoring and evaluation: Applicant demonstrates it 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.

A plan to include the grantee's reflection of how their program, as a whole, contributed to the program's goals. As applicable, a strong final report would be supported by success stories, behaviors changed, lessons learned, and results obtained.

6. Sustainability: The project demonstrates sustainable capacity and relationship building between the Burkinabe and American organizations, as appropriate. The proposal describes how activities will be carried on after the program ends and may include (but not be limited to) continued involvement of stakeholders; future commitment of funding; on-going training; planned meetings of program participants. (20 points)

### **Section VIII. Award Administration**

**1. Award notices:** The grant or cooperative agreement award shall be written, signed, awarded, and administered by the Grants Officer, who is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and will be provided to the recipient. The awardee will interact with a designated Grants Officer Representative (GOR).

**2. Reporting requirements:** All awards issued under this announcement require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds will be tied to the timely submission of these reports. All details related to award administration will be specified in the award agreement. The point of contact for questions or issues related to the administration of the grant/cooperative agreement will be specified in the award agreement.

### **Instructions**

**Key Personnel:** Name of the organization, address, phone/fax number/e-mail address, name and title of director (or person who is to sign the grant/cooperative agreement) and other significant staff members, particularly those who will be involved in the project and budget specifics. Provide an executive summary of the project description (no more than one page) with reference to the amount and duration of the funding request.

**Description of Organization:** Applicants must submit a full description of the organization and its expertise to organize and manage all aspects of this particular project. This applies to all proposed project partner as well.

**Justification:** This is a very important aspect of the proposal and applicants should pay particular attention to it. Define what the project will accomplish, and how will it benefit stakeholders. Please do not exceed one page.

**Activities:** Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Provide an overview of the full sequence of proposed project activities, including beginning and end dates and locations of events. Account for all functions or activities identified in the application.

**Accomplishments, Monitoring and Evaluation, and Sustainability:** Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. Describe how you plan to monitor progress, and determine overall success and impact of the program. Note how you expect the impact of the project will be sustained over time, and by whom.

**Budget:** Please refer to Attachment “Suggested Grant Proposal Budget Worksheet.” Provide a detailed budget of every cost associated with the project. The more information and detail that you provide about the proposed budget, with a budget narrative, the better we can determine the viability and completeness of your proposal. For the budget line item “indirect costs” or “administrative overhead,” any figure you provide without a specific breakout will be returned for additional information or rejected. Budgets must be calculated in U.S. dollars. Please note that the Fly America Act requires that anyone whose air travel is financed by U.S. Government funds to utilize the economy class services of a U.S. flag carrier.

**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.

### **Copyrights and Proprietary Information**

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.