

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

Funding Opportunity Title: Showcasing U.S. Diversity and Values and Addressing Social Issues in Ukraine through American Independent Film

Funding Opportunity Number: PAS-Ukraine-2020-015

Deadline for Applications: August 16, 2020, 11:59 p.m. EEST (Kyiv Time)

CFDA Number: 19.040

Type of Solicitation: Open Solicitation

Funding Floor: \$75,000

Funding Ceiling: \$100,000

Type of Funding: FY19 Smith Mundt Public Diplomacy Funds

Anticipated Number of Awards: 1

A. PROGRAM DESCRIPTION

The U.S. Embassy in Ukraine of the U.S. Department of State announces an open competition for Ukrainian not-for-profit organizations to submit applications to carry out a program that addresses social issues in Ukraine and showcases U.S. diversity and values through independent film. This opportunity envisions the organization of the 2021 American Independent Film Festival (AIFF) in Kyiv and related programming in priority regions of Ukraine. Please carefully follow all instructions below.

Priority Regions: For AIFF – Kyiv; for regional programming – eastern, southern, and/or southeastern Ukraine

Program Objectives:

Summary: A successful applicant will design a program that uses American independent film as a medium through which to address social issues in Ukraine and showcase U.S. diversity and values in a way that resonates with Ukrainian audiences. Your proposal should include plans to organize AIFF 2021 – the eleventh in a series of annual Embassy-supported festivals – as well as independent film programming in eastern, southern, and/or southeastern Ukraine. In addition,

you should plan to bring at least one American independent filmmaker to Ukraine for AIFF 2021 and, preferably, for part of the proposed regional programming.

For this solicitation, independent films are those produced outside the mainstream commercial film industry. Your budget must include costs for licensing and other related costs.

Structure: You will work with the Public Affairs Section (PAS) to organize the multi-day AIFF 2021 in Kyiv, Ukraine. To address social issues in Ukraine while showcasing U.S. diversity and values, the AIFF 2021 program should include feature and documentary film screenings as well as facilitated discussions around themes or topics raised in some of the films. Although AIFF 2021 will predominantly feature American independent films, we encourage applicants to consider whether pairing some Ukrainian films with similarly themed American ones might facilitate more in-depth discussions. The AIFF 2021 program should also leave some room for screenings of PAS-selected films. AIFF 2021 should also have an opening and/or closing reception.

Beyond AIFF 2021, applying organizations should outline plans for regional film programming. This programming can incorporate screenings and discussions of the same films shown during AIFF 2021. PAS has selected eastern, southern, and southeastern Ukraine as priority sites. However, with substantial justification, PAS welcomes suggestions for other areas of Ukraine.

Capacity-building workshops or similar events for emerging Ukrainian filmmakers alongside AIFF 2021 and/or as part of regional programming are encouraged.

PAS will give preference to proposals that demonstrate a clear link to PAS thematic priorities. These include combatting the spread of hateful ideologies, encouraging innovation and entrepreneurship, promoting police and judicial reform, and fostering an understanding of Euro-Atlantic values.

Note: Given the COVID-19 outbreak, proposals must also include plans for transitioning to an online format in case in-person programming should be unfeasible

Sample Timeline:

- September 2020 – Discussing programming themes with PAS

- October–November 2020 – Identifying potential films and U.S. guests, organizing AIFF 2021 and regional programming, purchasing film rights, securing travel for U.S. guests
- December 2020–January 2021 – Finalizing plans for AIFF
- February 2021 – AIFF 2021, start of regional programming, monitoring and evaluation
- March–September 2021 – Regional programming, monitoring and evaluation

Monitoring and Evaluation: You must demonstrate your organization’s capacity to monitor program activities and evaluate your program’s results by measuring performance and impact (results). Indicators of success should relate directly to the strategic goals outlined above. Your budget must cover the costs of monitoring and evaluating your program.

The evaluation plan should address the following: 1) What data will you collect to determine whether the program is on track? 2) How will you collect the data (e.g., pre- or post-surveys, focus groups, interviews, media monitoring, etc.), and what type of data will you collect (quantitative and/or qualitative)? 3) How will you organize and report your data? Your evaluation plan should be submitted as a “logic model,” a link to a sample of which is included in Section D.

Participants and Audiences:

Audience profiles will vary based on final themes. For instance, if showing films on tolerance for LGBTI+ individuals, the target audience could include mid-career Ukrainian government employees focused on human rights, new Ukrainian nongovernmental organizations working in this area, etc. U.S. Embassy representatives will assist the organizers in identifying audiences once themes are selected.

For capacity-building initiatives, participants should be young (18–30 years of age) Ukrainian filmmakers or students of filmmaking.

B. FEDERAL AWARD INFORMATION

This notice is subject to the availability of funding.

Funding Instrument Type: Cooperative Agreement. Cooperative Agreements

are different from grants in that Public Affairs Section staff are more actively involved in project implementation. Examples of substantial involvement could include the development of the AIFF 2021 and regional programming schedules, final approval of film and U.S. guest selections, and invitee coordination.

Program Performance Period: Proposed programs should finish in 12 months or less.

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

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- Ukrainian not-for-profit organizations, including civil society/nongovernmental organizations

2. Cost-sharing

Cost-sharing is encouraged but not required. The Grants Review Committee will not look more or less favorably on proposals due to the inclusion or lack of cost-sharing.

3. Other Eligibility Requirements

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.

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

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at <https://ua.usembassy.gov/education-culture/current-programs-grants/>.

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 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**:

1. Mandatory application forms

- **SF-424 (Application for Federal Assistance – Organizations)**
- **SF424A (Budget Information for Non-Construction programs)**
- **SF424B (Assurances for Non-Construction programs)**

All forms are available on the U.S. Embassy website at <https://ua.usembassy.gov/education-culture/current-programs-grants/>.

2. Summary Page: 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 (10 pages maximum): The proposal should contain sufficient information that anyone unfamiliar with it would understand what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** A 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 the 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. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable. Provide appropriate content to explain why these goals and objectives are essential for the U.S. Embassy to support.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Virtual Backup Plan:** Outline your strategy for transitioning project activities to an online format should in-person programming become unfeasible.
- **Program Methods and Design:** A description of how the program is expected to work to achieve the stated goals and objectives.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events. (Note: The sample timeline in Section A is only a suggestion.)
- **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 integral part of successful grants. Throughout the grant, how will the activities be monitored to ensure they are happening promptly, and how will the program be evaluated to make sure it meets the grant’s goals? What follow-on evaluation activities will you conduct to measure longer-term impacts? Your proposal should include a brief narrative statement summarizing the

answers to these questions and a more detailed logic model, as mentioned below.

- **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 the budget expenses in detail. As an example, you could use an Excel spreadsheet, as seen in the sample at <https://ua.usembassy.gov/educationculture/current-programs-grants/> for a preliminary budget estimate. See section H. Other Information: Guidelines for Budget Submissions below for further information.

5. Program Evaluation Plan: As an example, you could use an Excel spreadsheet “logic model” as seen in the sample at <https://ua.usembassy.gov/education-culture/current-programs-grants/> to visualize your evaluation plan.

6. Attachments:

- 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
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file
- Official permission letters, if required for program activities

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

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) 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.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier 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>.

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 NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dliis.dla.mil for any problems in getting an NCAGE code.

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

4. Submission Dates and Times

Applications are due no later than August 16, 2020, at 11:59 p.m. EEST (Kyiv Time).

5. Funding Restrictions

Proposals may not include funding requests for the following:

- Capital improvements, such as construction and renovation.

- Purchase of vehicles.
- Activities that convey the appearance of partisanship or support for electoral campaigns.
- Social welfare projects.

Note: Your proposal may include the cost of an audit that:

- a. Complies with the requirements of 2 CFR 200 Subpart F “Audit Requirements;”
- b. Complies with the requirements of American Institute of Certified Public Accountants (AICPA) Statement of Position (SOP) No. 92-9, “Audits of Not-for-Profit Organizations Receiving Federal Awards;”
- c. Complies with AICPA Codification of Statements on Auditing Standards AU Section 551, “Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents,” where applicable. When the U.S. Department of State is the largest direct source of Federal financial assistance (i.e., the cognizant Federal Agency) and indirect costs are charged to Federal grants, a supplemental schedule of indirect cost computation is required.

6. Other Submission Requirements

All application materials must be submitted by email to KyivPDGrants@state.gov. Please title the subject line of your email as follows:

Independent Film Programming: Abbreviated Project Title, Name of Applicant Organization

You will receive a message confirming receipt of your electronic application containing a registration number. Please do not send hard copies by mail. Please submit only the documents indicated above; no other materials will be reviewed or taken into consideration.

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

Quality and Feasibility of the Program Idea – 25 points: The program idea is well developed and detailed about how program activities will be carried out. The proposal includes a reasonable implementation timeline. The Grants Review Committee will pay particular attention to whether the proposal fits within the guidelines set in Section A.

Organizational Capacity and Record on Previous Grants – 20 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. These controls include a financial management system and a bank account.

Program Planning/Ability to Achieve Objectives – 20 points: Goals and objectives are clearly stated, and the program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 20 points: 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 – 15 points: The 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.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications within two weeks of the submission deadline. PAS will interview the 2-3 highest-ranked organizations before making final funding determinations.

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.

4. Anticipated Announcement and Federal Award Dates

PAS will conduct interviews of the 2-3 highest-ranked organizations within two weeks of the proposal submission deadline. Final decisions will be made within one week of the interviews.

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: The Recipient must request payment under this award by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer. Unless otherwise stipulated, the recipient may request payments on a reimbursement or advance basis. Advance payments must be limited to the minimum amounts needed and be timed per the actual, immediate cash requirements of the recipient in carrying out the purpose of this award. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the recipient for direct program or project costs and the proportionate share of any allowable indirect costs.

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 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: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be provided.

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 KyivPDGrants@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.