Funding Opportunity Title: Support to Civil Society and Civic Populations of Ukraine in the Time of War
Funding Opportunity Number: PAS-Ukraine-FY22-09
Deadline for Applications: June 16, 2022
Assistance Listing Number: 19.900
Total Amount Available: $2,000,000

A. PROGRAM DESCRIPTION
The U.S. Embassy Kyiv / EUR Bureau of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to foster the development of civil society and public engagement in Ukraine. Please follow all instructions below.

Priority Region: Ukraine

Program Objectives:
The U.S. Embassy in Ukraine calls for proposals from Ukrainian NGOs to foster the development of civil society and public engagement in Ukraine. The grant competition supports both new and experienced human rights organizations in their efforts to sustain the work of civic organizations affected by the war time as well as civic populations of Ukraine in need. The U.S. Embassy welcomes proposals from all regions of Ukraine. However, the priority will be given to civil society organizations remaining in or relocated from regions previously besieged by Russian troops, or in temporary occupation. The project activities must fall into the following areas to be considered for funding in this thematic competition:

- Developing and sustaining a network of civil society groups throughout Ukraine;
- Providing institutional support for small and medium-size organizations;
- Tracking and recording war crimes;
- Providing assistance to victims of sexual harassment in areas occupied by Russia;
- Conducting employment training for deficit fields;
- Facilitating security and safety of NGOs and civic activists;
- Providing services to affected population (shelters and legal assistance for IDPs, relocation inside Ukraine, support to vulnerable groups, assistance to persons with disabilities, work with children, and psychological services);
- Promoting volunteer activities and building partnerships in Ukraine to raise funds and increase support for Ukraine.

Other innovative ways address these issues will also be considered.

PAS strongly encourages proposals to include new and effective communication tools and demonstrate a clear target audience.
Proposals must identify the project’s target audience; concrete and achievable goals and plans to measure progress against these goals; a realistic action plan; and a reasonable cost estimate. PAS strongly supports cooperation between different stakeholders and will give preference to projects that engage state and private institutions to implement the project and ensure its sustainability.

Ten percent of grant funds may be allocated for administrative needs of the organization during the period of project implementation.

**Participants and Audiences:**
Ukrainian civic activists and initiative groups; human rights defenders; representatives of the vulnerable groups (including, but not limited by women, LGBT, people with disabilities, ethnic and religious minorities, IDPs); Ukrainian state institutions.

**B. FEDERAL AWARD INFORMATION**

Length of performance period: 5 to 12 months  
Number of awards anticipated: up to 20 depending on the quality of the proposals  
Award amounts: awards may range from a minimum of $50,000 to a maximum of $250,000  
Total available funding: $2,000,000  
Type of Funding: FY22/23 AEECA  
Anticipated program start date: August 1, 2022

This notice is subject to availability of funding.  

**Funding Instrument Type:** Grant or fixed amount award.

**Program Performance Period:** Proposed programs should be completed in 12 months or less.

**C. ELIGIBILITY INFORMATION**

1. Eligible Applicants  
The following organizations are eligible to apply: Not-for-profit organizations, including think tanks and civil society/non-governmental organizations,

2. Cost Sharing or Matching  
   Cost sharing is not required

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System), 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.
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.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available via the U.S Embassy in Ukraine website: https://ua.usembassy.gov/education-culture/democracy-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 clearly addresses the goals and objectives of this funding opportunity
- All documents are in English (applicants may also submit applications in Ukrainian in addition to 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)
   - SF-424A (Budget Information for Non-Construction programs)
   - SF-424B (Assurances for Non-Construction programs) *(note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov)*

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 (3 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. The Democracy Commission Small Grants Program has an application that you may use (https://ua.usembassy.gov/uk/education-culture-uk/democracy-grants-uk/). You may also 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. 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. Include a logic model as appropriate.

• **Proposed Program Schedule and Timeline:** 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:**
   - 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 Negotiated Indirect Cost Rate Agreement (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:

- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a NCAGE number (these can be completed simultaneously)

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@dlis.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 June 16, 2022.

5. Funding Restrictions

Funding cannot be spent for political purpose as well as call to the actions that are contradicting the official position of the State Department.

6. Other Submission Requirements

All application materials must be submitted by email to KyivDemGrants@state.gov

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

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

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

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 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.

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

2. Review and Selection Process

A 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 §200.206 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:
All the grant payments will be conducted in tranches once per quarter. The first payment will be
made at the start of the project. Next payments will be processed after grantee submits interim
reports. All the payments will be made in the U.S. dollar equivalent of the local currency.

2. Administrative and National Policy Requirements

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 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD
  MANAGEMENT

- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION
  INFORMATION

- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
In accordance with the Office of Management and Budget’s guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- President’s September 2, 2020 memorandum, entitled Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities;
- Executive Order on Combating Race and Sex Stereotyping (E.O. 13950);
- Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with Promoting Free Speech and Religious Liberty (E.O. 13798) and Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

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.

**Foreign Assistance Data Review:** As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the
Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS
If you have any questions about the grant application process, please contact: KyivDemGrants@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.