

**Funding Opportunity** Ukraine: U.S. Embassy Book Translation Program

**Funding Opportunity Number:** PAS-Ukraine-2021-004

**Announcement Type:** Grant

**Funding Amount:** **\$50,000 Total Funding**  
**To be awarded in grants valued up to \$8,000 for publishers**

**CFDA:** 19.900

**Opening Date:** January 20, 2021

**Closing Date:** August 31, 2021

**Program: Ukraine: U.S. Embassy Book Translation Program**

**Public Affairs Section of the U.S. Embassy**

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[KyivPDBookTranslations@state.gov](mailto:KyivPDBookTranslations@state.gov)

[KrekotenOV@state.gov](mailto:KrekotenOV@state.gov)

**SUMMARY:** The U.S. Embassy in Kyiv announces the 2021 Book Translation Program. Subject to availability of funds, the Embassy will award small grants as described below to Ukrainian publishers seeking to translate American books from English into Ukrainian. The program seeks to further Ukraine's efforts in the spheres of economic, social, and educational reform through book translations and publications.

This funding will support the translation of texts written by American authors and originally published by American publishers pertaining to the themes listed below. Translated books are distributed to universities and schools, libraries, government organizations and ministries, NGOs, the media, and other selected organizations. The main criteria for selecting books are their relevance, timeliness, and quality.

Applications will be accepted and reviewed throughout the year on a rolling basis.

**ELIGIBILITY REQUIREMENTS:**

Ukrainian non-profit and non-governmental publishers are eligible to apply.

**Organizations Not Eligible to Apply:**

Commercial publishers are not eligible, unless they have a non-profit division that qualifies as a separate non-profit organization under U.S. or Ukrainian law.

Third-country publishers are not eligible.

## **ELIGIBLE PROJECT THEMES**

The goal of the Book Translation Program is to leverage U.S. expertise, knowledge, and experience, as reflected in American literature, to assist Ukraine in its implementation of economic, social, and educational reforms. Regarding works of fiction, priority will be given to books whose themes highlight similarities and connections between U.S. and Ukrainian society or are otherwise relevant to contemporary Ukrainian reality.

Eligible themes include:

- Civil society development
- Strengthening rule of law
- Combating corruption
- Human rights
- Women's empowerment
- Entrepreneurship and economic development
- Counterterrorism and cyber-security
- Elections and political processes
- U.S.-Ukrainian relations
- Conflict resolution
- Social cohesion and integration, including issues relevant to refugees and internally displaced persons (IDPs)
- Post-traumatic stress disorder and trauma
- Academic integrity
- Educational psychology
- Young adult and children's literature (fiction and nonfiction), including comics and graphic novels)

## **FUNDING LEVELS AND ALLOWABLE EXPENSES**

Subject to availability of funds, publishers may apply for grants up to \$8,000. Allowable costs are those directly related to the project activities: copyright, pre-publication including translation, printing, and public events. Proposals for public events may include promotional programs, such as book launch ceremonies and speaking engagements with the author (both in person and through video conferences). Allowable costs include travel and accommodation of book authors, advertising associated with a book launch, and costs associated with promoting the translated books at Ukrainian book festivals. We welcome creative programming ideas that will bring the translated books to the attention of target audiences in Ukraine.

**Important notes:**

- The program encourages organizations to provide in-kind contributions and/or coordinate funding with other donors.
- We cannot pay for the food and beverages at public outreach events. Those costs are excluded from our awards.
- Costs incurred before the official grant period begins (pre-award costs) will not be reimbursed.

**APPLICATION AND SUBMISSION INFORMATION:**

**Period of Performance:** This program supports projects up to 12 months in duration. Applications are due by August 31, 2021 for consideration, but will be reviewed on a rolling basis throughout the year, as long as funding permits.

Proposed projects should have a start date no earlier than January 20, 2021 and no later than September 1, 2021.

Note: the start date of the project refers to the date in which the implementers will begin work on the planning and coordination of the translation project. The start date precedes the beginning of the translation and any public events.

**Application Submission Process:** Application materials must be submitted by email to [KyivPDBookTranslations@state.gov](mailto:KyivPDBookTranslations@state.gov), or [KrekotenOV@state.gov](mailto:KrekotenOV@state.gov) (Program coordinator). The subject line of submission emails should follow this format: Book Translation Program: Title of Book, Name of Ukrainian Publisher.

For assistance with the requirements of this solicitation, please email [KyivPDBookTranslations@state.gov](mailto:KyivPDBookTranslations@state.gov), or [KrekotenOV@state.gov](mailto:KrekotenOV@state.gov). Please write in the subject line: Book Translation Program.

**Application Deadline:** Applications will be accepted between January 20, 2021 and August 31, 2021, and reviewed on a rolling basis by an Embassy grants committee.

**Application Content and Format:** Applicants must follow the 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. Providing false or misleading information in an application will result in disqualification from this and future U.S. Government Public Diplomacy Small Grants competitions.*

## APPLICATION INSTRUCTIONS

Applications can be found at <https://ua.usembassy.gov/education-culture/current-programs-grants/>. Applications should be submitted in English to [KyivBookTranslations@state.gov](mailto:KyivBookTranslations@state.gov) (please do not use Google Translate or other programs to fill out applications). The application includes:

- Information about the publisher applying, including prior grants received, previous experience with similar projects, and/or organizational capacity.
- Information about partner organizations, if applicable.
- Description of the project, including why the selected book is important and relevant, and who the primary audience is. This also should include marketing and distribution plans, including any public events to promote the book and foster dialogue on its themes.
- Completion dates. If the book is linked to a specific event or date, please note it here.
- A detailed budget using the template provided. The purchase of alcoholic beverages is not permitted under any circumstances. Expenses incurred before the project begins will not be reimbursed.

## REQUIRED ATTACHMENTS

In addition to the completed application form and continuation sheets, proposals should include the following documents:

- 1) If applicable, a complete list of previous grants received within the last five years, whether from the U.S. Government or another donor, including the date, amount, donor, and project theme.
- 2) Resumes of key personnel/participants.

## ADDITIONAL REQUIREMENTS FOR ORGANIZATIONS:

All organizations applying to receive Federal assistance must have a Dun & Bradstreet Number (DUNS), a CCR (NCAGE) number, and an active account with the System for Award Management (SAM.gov) **before an award can be made.**

**Ukrainian entities registering in SAM must NOT submit a notarized letter appointing their authorized Entity Administrator!**

Please note that process of registration on the SAM.gov portal can take substantial amount of time, so we recommend starting the process as early as possible.

**Dun & Bradstreet DUNS** - A DUNS number may be acquired at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or requesting on-line at [www.dnb.com](http://www.dnb.com).

The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. All organizations applying for U.S. Government grant funds must have a DUNS number. To obtain a DUNS number, please follow the steps below:

1. Go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.
2. Select the country where your organization is physically located. Complete and submit the form. Organizations will need to provide basic information, including physical and mailing addresses, name and title of the chief executive, primary Standard Industrial Code (SIC), and annual revenue. Typically, organizations can complete this process in one day and have a DUNS number emailed to them. For technical difficulties in obtaining this number, please contact D&B at: [govt@dnb.com](mailto:govt@dnb.com).

**System for Award Management (SAM)** - SAM is a U.S.-government wide registry of vendors doing business with the U.S. federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information. More information about SAM.gov and useful guides for setting-up a new account, updating an existing account, or renewing an expired account can be found at: <https://www.statebuy.state.gov/fa/Pages/SAMInfo.aspx>

Foreign-based applicants are strongly encouraged to review these guides when creating an account with SAM.gov. Further, applicants must maintain an active account, with current information, while its application is under consideration for funding. To keep an active SAM.gov account, Applicants must renew it at least once each year. If an account expires, the Organization cannot submit a grant application until it is renewed.

Only individuals who are authorized to represent a particular entity, or individuals representing themselves as an entity, may register an entity in SAM. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have civil and criminal penalties, and may negatively impact the status of the SAM registration maintained for the entity.

### **Instructions to Entity**

1. **International Entity, No U.S. Banking Information.** Use this template to formally appoint an Entity Administrator for a single international entity only if your entity does not use banking information from a U.S. financial institution in your SAM entity registration.
2. **Complete the template.** Fill in the blanks. Enter the highlighted information on the next two pages. Do not include this instruction page in your letter.
3. **Print the letter on your entity's letterhead.** If you don't have letterhead, enter your entity's legal business name and physical address at the top of the letter before printing.

4. **Sign the completed letter.** Make sure the person who signs the letter is someone with signatory authority, i.e. who can make commitments on behalf of the entity like an executive, officer, partner, or other authorized representative.
5. **Scan the completed, signed letter.** Submit a copy to the Federal Service Desk by creating a service ticket at <https://www.fsd.gov> and attaching the scanned letter. Your registration can be conditionally activated for 45 days if you have an approved, scanned copy of the letter on file.
6. **Mail the completed, signed letter.** It must be received at the address below within 45 days of activation or your registration will be expired.

FEDERAL SERVICE DESK  
ATTN: [SAM.GOV](https://www.sam.gov) REGISTRATION PROCESSING  
460 INDUSTRIAL BLVD  
LONDON, KY 40741-7285  
UNITED STATES OF AMERICA

**[Insert Date]**

FEDERAL SERVICE DESK  
ATTN: [SAM.GOV](https://www.sam.gov) REGISTRATION PROCESSING  
460 INDUSTRIAL BLVD  
LONDON, KY 40741-7285  
UNITED STATES OF AMERICA  
SUBJECT: Information Required to Activate SAM Entity Registration

### **Purpose of Letter**

The purpose of this letter is to formally appoint an Entity Administrator for each named Entity and to attest to the accuracy of the information contained in the entity registration.

### **Designation of Entity Administrator**

I, **[Insert Name and Title of Signatory]**, the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Entity. This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

### **Entity Covered by this Letter**

**DUNS® Number:** \_\_\_\_\_

**Legal Business Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

### **Entity Administrator Contact Information**

**Full Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*\*The Entity Administrator must have an individual user account in SAM associated with the email address listed.*

**Account Administration Preference (ONLY CHOOSE ONE)**

You must choose **ONE** of the two following statements by checking the applicable box. Remember, there is no cost to register in SAM — it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

**Self-Administration Confirmation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entity listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrator is not a third-party agent.

**Third-Party Agent Designation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize [**insert full name, phone number, address, and email address of the Third-Party Agent**](Designated Third-Party Agent) to act on behalf of the Entity listed above. This authorization permits the Designated Third-Party Agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

**Attestation**

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Accounts created with the email address provided in this letter.

Respectfully,

[Insert Full Name of Signatory]

[Insert Title of Signatory, e.g. Director of Contracting, Managing Partner, Vice President for Research, etc.]

[Insert Email of Signatory]

[Insert Entity Legal Business Name]

[Insert Entity Physical Address]

To create a new account, please follow the steps below:

1. Go to <http://www.sam.gov>
2. Select Create User Account, and then select Create an Account on the left-hand side of the screen under Individual Account Details. Organizations must have DUNS number and a CAGE number (US Domestic Organizations) or a NCAGE number (Foreign Organizations), to create an account.
3. Complete and submit the online form. If the applying organization already has the necessary information on hand (see the SAM User Guide), the online form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it can take anywhere from three to fourteen days to complete the process of creating an account with the system.

For help with SAM.gov, please visit their support page at: <https://www.fsd.gov> or contact them at: (+1) 334-206-7828.

**Authority:** Overall grant making authority for this program is contained in the Foreign Assistance Act of 1961, Public Law 87-195, as amended. The purpose of the Act is “to enable the Government of the United States to promote the foreign policy, security, and general welfare of the United States by assisting peoples of the world in their efforts toward economic development and internal and external security, and for other purposes.” The funding authority for the program above is provided through legislation.

### **SELECTION CRITERIA:**

Book translation requests for funding provided by the U.S. Embassy should not exceed \$8,000.

The Embassy Public Diplomacy Grants Committee will use the following criteria to evaluate proposals received in response to this funding opportunity:

**Project Plan:** A clear overview of the project, including marketing and distribution plans, should be indicated in the proposal. The Embassy Public Diplomacy Grants Committee will closely consider whether the overall objectives lead to improving the spheres of economic, social, and educational reform in Ukraine. Priority will be given to those applicants whose marketing and distribution plans include public events in different regions to promote the book and foster dialogue on its themes.

**Organizational Capacity:** Applications must include a clear description of the project management structure staffing plan, as well as previous experience with similar projects. Applicants must demonstrate the ability and commitment to complete the project.

**Budget:** Costs should be reasonable and realistic in relation to the project activities. Applicants are encouraged to provide as much detail as possible so that the committee may determine the extent to which the request represents an efficient use of U.S. Government resources. The budget should be consistent with the narrative description of the project and should reflect the applicant's understanding of the allowable cost principles established by Title 2 CFR 200.306 (part 230) on cost principles for non-profit organizations.

**Cost Sharing:** Cost sharing is strongly encouraged; however, it is not a requirement of an application in response to this funding announcement.

### **DISCLAIMER**

Applicants can expect to be notified of the status of their application within 60 days of the submission deadline. Issuance of this funding opportunity does not constitute an award commitment on the part of the U.S. Government. It does not commit the U.S. Government to pay for costs incurred in the preparation and submission of proposals. The U.S. Government reserves the right to reject any or all proposals received. If a proposal is selected for funding, the U.S. Embassy in Kyiv has no obligation to provide any additional future funding in connection with the award. The U.S. Government reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project evaluation requirements.

### **CONTACT INFORMATION**

Should additional information be required, please contact the U.S. Embassy in Kyiv at [KyivPDBookTranslations@state.gov](mailto:KyivPDBookTranslations@state.gov).