

U.S. DEPARTMENT OF STATE
US Embassy Kyiv
Notice of Funding Opportunity

Funding Opportunity Title: Ukraine: USG Exchange Alumni Small Grants Program

Funding Opportunity Number: PAS-Ukraine-2021-009

Deadline for Applications: March 9, 2021

Assistance Listing Number: 19.900

Total Amount Available: \$ 300, 000

A. PROGRAM DESCRIPTION

The *U.S. Embassy Kyiv* of the U.S. Department of State announces an open competition for organizations and individuals to submit applications. Please follow all instructions below.

Priority Region: *Ukraine*

Program Objectives:

The U.S. Embassy in Kyiv announces the 2021 Alumni Small Grants Program. Subject to availability of funds, the Embassy will award small grants as described below to alumni of U.S. Government-funded exchanges and training programs. The program seeks to encourage alumni networking, professional development, and civic involvement by supporting alumni-initiated projects that support civil society involvement in Ukraine's reform efforts, encourage tolerance and integration of marginalized or displaced populations, and celebrate the strong links between the people of the United States and the people of Ukraine.

Ukraine is continuing its ambitious effort to reform its institutions to bring transparency to governance, reduce corruption, enhance democracy, and grow its economy while pursuing greater integration with Western institutions. Alumni of U.S. government-sponsored professional and academic exchanges have made significant contributions to this effort by sharing skills and best practices acquired during their U.S. exchange experience with colleagues and communities across Ukraine. With funding support from the Alumni Small Grants Program, the U.S. government seeks to support alumni initiatives. Specific thematic priorities are described in detail below.

Alumni may apply for grants for the following purposes:

- To conduct projects that support democratic and economic reform initiatives in Ukraine, and that encourage public participation, discussion and community problem solving;
- To conduct projects that support or improve the sense of national unity and tolerance for Ukrainians of all backgrounds, as well as promote conflict resolution.
- To conduct projects that enhance civic and voter education;
- To conduct projects that encourage connections with populations in and near the conflict zone in Eastern Ukraine;
- To conduct projects that encourage dialogue with and support for internally displaced populations and their new communities;
- To conduct projects that support English learning and teaching;
- To initiate a public or community service program;
- To support alumni association events or alumni networking opportunities;
- To support alumni activities that strengthen links with Ukraine's Window on America network;
- To organize training programs or conferences for professional colleagues and/or other alumni.

Participants and Audiences:

Individual Ukrainian citizens and Ukrainian registered non-profit, non-governmental organizations are eligible to apply if they meet the criteria listed in paragraph C.

B. FEDERAL AWARD INFORMATION

Length of performance period: *up to 12 months*. Proposed projects should have a proposed start date no earlier than April 19, 2021, and no later than September 20, 2021

Number of awards anticipated: 20-30 awards (depending on amount and quality of proposals)

Award amounts: maximum of \$5,000 for individuals and \$ 50,000 for organization (average amount of funding up to \$ 25,000 for organizations)

Total available funding: *\$300, 000*

Type of Funding: *FY21/Foreign Assistance Act*

Anticipated program start date: *February 4, 2021*

Funding Instrument Type: Grant, fixed amount award, or cooperative agreement.

Program Performance Period: Proposed programs should be completed in *2021-2022* or less.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations and individuals are eligible to apply.

Individuals: Any Ukrainian citizen, with permanent residency in Ukraine, who is an alumnus or alumna of one or more of the following U.S. Government-funded exchange and training programs is eligible to apply.

- Programs funded by the State Department's Bureau of Educational and Cultural Affairs, including the Future Leaders Exchange (FLEX), Global UGRAD, Edmund S. Muskie Graduate Exchange Program, Fulbright Exchanges, Teacher Exchanges, International Visitor Leadership Exchange Program, and the Professional Fellows Program, others.
- Participants of other State Department-funded programs, such as press tours and tech camps.
- Exchange and training programs funded by the U.S. Agency for International Development, the U.S. Department of Agriculture (such as the Faculty Exchange Program), and the Department of Commerce, including SABIT training, others.
- The Open World Leadership Program, funded by the U.S. Library of Congress.

Organizations: A registered Ukrainian non-governmental, non-profit organization is eligible if:

- 1) An individual U.S. government exchange program alumnus or alumna is a member, and
- 2) That exchange program participant will have a significant role in the planning and implementation of the project to be supported with Alumni Small Grant Program funds.
- 3) Groups with a clear connection to U.S. government alumni networking, such as alumni associations, are also eligible.

Individuals and Organizations Not Eligible to Apply:

U.S. and third-country organizations or individuals are not eligible.

Ukrainian citizens who are U.S. exchange alumni but who are not permanent residents of Ukraine are not eligible.

2. Cost Sharing or Matching

Cost sharing is strongly encouraged; however, it is not a requirement of an application in response to this funding announcement. Applicants may provide in-kind contributions and/or coordinate funding with other donors.

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/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov.

Individuals are not required to have a unique entity identifier or be registered in SAM.gov. See <https://ua.usembassy.gov/education-culture/current-programs-grants/> and Section D 3 for more information regarding the process to obtain required registrations.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Applications may be found at <https://ua.usembassy.gov/uk/education-culture-uk/exchange-programs-uk/alumni-resources-uk>.

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.

The following documents are required for short-listed proposals and will be sent additionally:

- SF-424 (*Application for Federal Assistance – organizations*) or SF-424-I (*Application for Federal Assistance --individuals*)
- 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*)

Proposal: The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do.

Section 1: Provide information about the individual or organization applying, including prior grants received, personal experience, and/or organizational capacity.

Section 2: Provide the name of the U.S. government funded exchange program in which the applicant participated, and the program year.

Section 3: Provide information on individual or organizational project partners, if any.

Section 4: Summarize the project and its intended impact.

Section 5: Provide project dates.

Section 6: Describe the project in detail, linking project activities to intended results.

Explain why the project is important, and how and why the particular audience and project location was selected. Include a description of how project managers will measure results. Include a detailed timeline that explains how the project will be implemented, when, and by whom.

If the project is linked to a specific event or date, please note it here. If the project can be

implemented earlier or later than indicated, please note it here (6f).

Section 7: Provide a detailed budget, using the template provided. Expenses incurred before the project begins will not be reimbursed.

Attachments: 1-page CV or resume of key personnel who are proposed for the program

3. 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%20NCA GE.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 *March 9, 2021* at 11:59 p.m. GMT+2

March 9, 2021: Application Deadline

March 9-28, 2021: Application Review

March 29 – April 2, 2021: Notification of successful applicants begins

April - September 2021: Depending on project scheduling, PAS will work with successful applicants to finalize project plans and budgets, to implement projects, and submit required project reports, including monitoring and evaluation data.

Subject to availability of funds, the second round of the call for applications is possible.

5. Funding Restrictions

Proposals **may not** include funding requests for the following:

- Office rent and utilities;
- Ongoing operating costs and capital improvements;
- Purchase of furniture and office decorations;
- Purchase of vehicles;
- Establishing an alumni center or association unless part of a broader project;
- Activities that convey the appearance of partisanship or support for electoral campaigns;
- Social welfare projects;
- Academic or analytical research (if not part of a larger project);
- Scholarships;
- Travel, lodging, or per diem for international participants or speakers at events;
- Medical and psychological research;
- Clinical studies;
- Provision of health care services;
- Projects of a commercial nature;
- Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours).
- Grant funds may not be used for the purchase of alcoholic beverages.

Costs incurred before the official grant period begins will not be reimbursed.

6. Other Submission Requirements

All application materials must be submitted by email to KyivAlumniGrants@state.gov
The subject line of submission emails should follow this format: **Alumni Small Grants Application: Project Title, Name of Individual or Organization.**

E. APPLICATION REVIEW INFORMATION

1. Review and Selection Process

A review committee will evaluate all eligible applications and notify in March-April 2021.

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

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

Program Goals and Objectives/Activities Plan: A clear overview of the program, as well as goals and objectives, should be indicated in the proposal. The Embassy Alumni Small Grants Program Committee will closely consider whether the overall objectives lead to the goals of the program. Applicants should describe what they propose to do and how they will do it. The proposed activities must directly relate to meeting the goals and objectives, and applicants should include information on how they will measure activities' effectiveness. Proposals should have a clear **monitoring and evaluation plan** to ensure proper implementation of the program. The Grants Committee will evaluate the activities planned in terms of their relevance to the current situation and the program goals and objectives, the feasibility of the proposed activities, and their timeline for completion.

Individual or Organizational Capacity: Applications must include a clear description of the project management structure and previous experience with similar programs. Besides information about the organization and/or individual, this section must also identify the proposed management structure and staffing plan for the proposed program. Applicants must demonstrate the ability and commitment to complete the program.

Budget: Costs should be reasonable and realistic in relation to the program activities. Applicants are encouraged to provide as much details as possible so that the committee may determine the extent to which the request represents an efficient use of USG resources. The budget should be consistent with the narrative description of the program 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.

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 award document will specify payment methods and frequency.

2. 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.

G. FEDERAL AWARDED AGENCY CONTACTS

If you have any questions about the grant application process, please contact: KyivAlumniGrants@state.gov.

H. OTHER INFORMATION

Guidelines for Budget Justification

Allowable costs are those **directly related to the project activities**.

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.

Equipment: Describe any machinery 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.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.