

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

**Funding Opportunity Title:** Ukraine: Professional Exchanges 2019  
**Funding Opportunity Number:** PAS-Ukraine-2019-015  
**Deadline for Applications:** August 30, 2019  
**CFDA Number:** 19.040  
**Total Amount Available:** \$150,000

**A. PROGRAM DESCRIPTION**

The U.S. Embassy in Kyiv announces a funding opportunity to support two brief professional exchanges for Ukrainians to visit the United States. The proposed program envisions a single grantee developing and carrying out two separate exchange programs, with four to six Ukrainians participating in each, to visit the United States on exchange for approximately two weeks. Participants for both programs would be selected by the U.S. Embassy in Ukraine.

**Supporting Social Influencers**

The first exchange program targets Ukrainian documentary film directors, producers or screenwriters, journalists specializing in film, or educators or policy makers involved in film. These participants have the opportunity to increase social awareness and promote progress through their creative endeavors. In the last five years, documentary filmmakers in Ukraine have focused on the country's most pressing issues, and a targeted exchange trip would further support their professional development and potential societal influence. The topics that program participants will explore in the United States could include the following:

- impact of independent films on the U.S. film industry
- innovations in film technologies
- production of low-budget/high-profit movies
- role of experimental/underground films in the U.S. movie industry
- promotion and distribution of independent films
- Intellectual Property Rights (IPR) protection
- U.S. cooperation with foreign studios
- financing strategies for independent film making
- impact of video distribution on film profitability
- video distribution strategies (e.g., targeting niche markets, cooperation with major studios and producers, foreign distribution)
- strategies for targeting new talent and working with talent agencies
- film festivals and film schools

Because film has the potential to reach large audiences and shed light on key social issues, the program will help advance multiple Mission Integrated Country Strategy goals, including the following objectives:

- **Objective 1.2:** A strong, resilient Ukraine successfully counters Russian aggression and influence.
- **Objective 2.1:** Enhanced anti-corruption and rule of law processes result in improved democratic governance, economic growth, and trust between society and the state.
- **Objective 3.1:** Ukraine is committed to shared values and lasting Western-oriented reform and integrates into European structures.

### **Economic Empowerment for People with Disabilities**

The second exchange should target four to six representatives from the Ukrainian government, nonprofit organizations, or the educational sector who specialize in providing professional development support to people with disabilities. In particular, programming that supports some or all of the following themes is preferred:

- Addressing regulatory issues to better support people with disabilities
- State cooperation with NGO's to promote inclusive work environments
- Awareness campaign strategies to encourage employers to better integrate and support people with disabilities at the workplace;
- Improve career development strategies and employment opportunities for people with disabilities;
- Identify and use innovative technologies to better integrate people with disabilities into general population, grant them easier access to state services and educational institutions, and increase their participation in civil society decision-making processes
- Develop methods and strategies to promote and support resilient professional development for those individuals

By highlighting progressive strategies for better supporting and integrating people with disabilities into the workforce at both a government and civil society level, this exchange is designed to advance the following Mission Integrated Country Strategy goals:

- **Objective 2.2:** Improved governance processes and outcomes cement Ukraine's democratic trajectory and movement toward European integration.
- **Objective 2.3:** Inclusive, sustainable, resilient, and market-driven economic development increase stability and growth, investment, and bilateral trade.
- **Objective 3.1:** Ukraine is committed to shared values and lasting Western-oriented reform and integrates into European structures.

Both of these projects should familiarize Ukrainian participants with how the United States successfully addresses these issues. To ensure a broad candidate pool, English proficiency of the participants will not be required. Both programs should be modeled after current, similar exchange programs such as the International Visitor Leadership Program (IVLP), with a trip duration from 10 days to 2 weeks and programming in at least three different U.S. cities.

The applicant should budget for all program elements, including J visa sponsorship, international and local transportation within the United States, lodging and per diem for participants in accordance to government per diem rates, and translation services.

## **B. FEDERAL AWARD INFORMATION**

Length of performance period: 6 to 12 months

Number of awards anticipated: One award

Award amounts: award will be a maximum of \$150,000

Total available funding: \$150,000

Type of Funding: FY 2019 Smith Mundt Public Diplomacy Funds

Anticipated program start date: October 1, 2019

**This notice is subject to availability of funding.**

**Funding Instrument Type:** Cooperative agreement. Smith Mundt Public Diplomacy Funds. The Embassy will select Ukrainian participants and provide administrative and visa support in Ukraine.

**Program Performance Period:** Proposed programs should be completed in 12 months or less from the time of award.

## **C. ELIGIBILITY INFORMATION**

### 1. Eligible Applicants:

U.S. 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/DUNS number from Dun & Bradstreet), as well as a valid registration on [www.SAM.gov](http://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 at <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**

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

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; and
- All pages are numbered.

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*)
- **Application form:** <https://ua.usembassy.gov/education-culture/democracy-grants/>

**2. Proposal (9 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant plans to do. You may 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:** 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 received in the last two years.
- **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 plans to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** A description of 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 should include the dates, times, and locations of planned activities and events.
- **Key Personnel:** This section should include the names, titles, roles, and experience/qualifications of key personnel involved in the program as well as an estimate of what proportion of their time will be used in support of this program.
- **Program Partners:** This section should include the names and type of involvement of key partner organizations.
- **Program Monitoring and Evaluation Plan:** This is an essential element of successful grants and should demonstrate how the activities will be monitored throughout the grant timeframe to ensure they are happening as scheduled and how the program will be evaluated to ensure it is meeting the goals of the grant.

**4. Budget Justification Narrative:** After filling out the SF-424A Budget (as requested earlier), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* for further information.

#### **5. Attachments:**

- 1-page CV or resume of key personnel who are proposed for the program
- Organization registration documents

#### **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](http://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: Apply for your NCAGE code here:

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

Instructions for the NCAGE application process can be found here:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA GE.pdf>

For NCAGE help from within the United States, call 1-888-227-2423. For NCAGE help from outside the United States, call 1-269-961-7766. You may also email NCAGE@dliis.dla.mil about any problems in obtaining 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.

### 3. Submission Dates and Times:

Applications are due no later than **August 30, 2019** (6 pm, EEST, Kyiv time)

### 4. Funding Restrictions:

Grant money may not be used to contribute to any political campaigns or to offset the expense of contributing to any political campaign.

### 5. Other Submission Requirements:

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

## **E. APPLICATION REVIEW INFORMATION**

### 1. Criteria:

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

**Quality and Feasibility of the Program Idea:** The program idea is well developed with details 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 indicators will be measured.

2. Review and Selection Process:

A Grants Review Committee will evaluate all eligible applications.

## **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 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 sole 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.

2. Administrative and National Policy Requirements:

**Terms and Conditions:** Before submitting an application, applicants should review all the terms and conditions and required certifications that will apply to this award, to ensure that they will be able to comply. These include 2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at [www.statebuy.state.gov/fa/pages/home.aspx](http://www.statebuy.state.gov/fa/pages/home.aspx). 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 submitted.

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](mailto: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.

**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, include it in the budget under Equipment rather than Supplies.

**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:** Outline 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”:** Describe contributions from the organization or other entities besides the U.S. Embassy. Include in-kind contributions such as volunteers’ time and donated venues.

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