

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

Funding Opportunity Title: Regional English Language Office (RELO) Small Grants Program
Funding Opportunity Number: PAS-Ukraine-2019-010
Deadline for Applications: June 3, 2019
CFDA Number: 19.040 – Public Diplomacy Grants
Total Amount Available: Amount pending funds availability
Maximum for Each award: \$50,000.

A. PROGRAM DESCRIPTION

The U.S. Embassy Kyiv of the U.S. Department of State invites proposals for projects that foster the development of English language learning and teaching in Ukraine. Projects should promote the use and spread of the English language through innovative forums, educational, and/or arts endeavors. Please carefully follow all instructions below.

Priority Region: Ukraine

Program Objectives:

The goal of the projects solicited through this Notice of Funding Opportunity is to clearly promote one or more of the following themes:

- English language teacher training;
- Inclusive education in English;
- Critical thinking in English;
- Media literacy in English;
- Using English for conflict resolution and encouraging peaceful solutions to conflict.

Examples of the projects include, but are not limited to:

- Hands-on methodology trainings and workshops for EL teachers;
- English for Specific Purposes;
- EL materials development.

Possible Partners and Audiences:

- Ukrainian NGOs (non-profit and non-governmental organizations) registered in accordance with Ukrainian law. NGOs include, but are not limited to, civic organizations or associations, charitable foundations;
- Academic institutions;
- EL instructors of secondary and tertiary levels;
- Specific groups of learners could include, but are not limited to students, community leaders, NGO staff, journalists and social media users.

The following types of projects are not eligible for funding:

- Projects relating to partisan political activity;
- Charitable or development activities;
- Construction projects;
- Projects that support specific religious activities;
- Fundraising campaigns;
- Lobbying for specific legislation or projects;
- Competitions where the prize is the only outcome of the program;
- Scientific research; or
- Projects that duplicate existing projects.

Authorizing legislation, type and year of funding:

Funding authority rests primarily in Fulbright-Hayes FY2019 Public Diplomacy funding.

B. FEDERAL AWARD INFORMATION

Length of performance period: Up to twelve months.

Number of awards anticipated: Dependent on funds availability

Award amounts: Although the maximum funding available for a single grant is \$50,000, we anticipate most awards will be in the range of \$5,000 – \$20,000.

Total available funding: To be determined.

Type of Funding: Fiscal Year 2019 Public Diplomacy Funding.

Anticipated project start date: No later than September 20, 2019.

This notice is subject to availability of funding.

Funding Instrument Type: Fixed Amount Award for an Individual, Grant, Fixed Amount Award, or Cooperative Agreement. Cooperative Agreements are different from grants in that Regional English Language Office staff are more actively involved in the grant implementation. Examples of the substantial involvement by RELO staff include the development of the grant program, final approval of grant activities, and participation in selection panels for program participants.

An award to an individual is defined as a Federal award to a specific person to carry out activities as outlined in a Federal award. The recipient of an award to an individual is a single person, not an organization or a group of individuals. Note: All allowable costs for awards to individuals must be direct costs only.

Project Performance Period: Proposed projects should ideally be planned for a period of no more than 12 months. In rare cases, depending on the nature of the program, the project of more than 12 months may be considered. RELO office will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The RELO office encourages applications from Ukraine only:

- Registered Ukrainian not-for-profit organizations, including think tanks and civil society/non-governmental organizations with educational programming experience;
- Individuals;
- Non-profit or non-governmental Ukrainian educational institutions.

For-profit or commercial entities are not eligible to apply. U.S. or other third-country organizations and individuals are not eligible to apply for grants.

2. Cost Sharing or Matching

Cost sharing (providing funding or goods/services in-kind) is encouraged but not required.

3. Other Eligibility Requirements

Applicants are only allowed to submit one proposal per organization. In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and CAGE/NCAGE number, as well as a valid registration on www.SAM.gov. Please see Section D. III for information on how to obtain these registrations. Individuals are not required to have a DUNS number or be registered in www.SAM.gov/

D. APPLICATION AND SUBMISSION INFORMATION

I. Address to Request Application Package

Application forms required below are available at www.grants.gov. You may also request an application package by emailing KyivRELO@state.gov. Please note the funding opportunity title in the subject line.

II. 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;
- All pages are numbered.

The following documents are **required**:

1. Mandatory application forms

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

SF-424-I (Application for Federal Assistance --individuals)

You can find them here: [SF424](#) and [SF424I](#)

- SF424A (Budget Information for Non-Construction programs).
It can be found here: [SF424A](#)

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. 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 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.
- Public Engagement Plan:** Applicant’s strategy for creating content for social media, the web, or printed materials that promote the project activity during the program timeline.

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

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

Registrations:

All organizations applying for grants (**except individuals**) must obtain these registrations **before funds can be dispersed**. You may choose to register now, or wait until after you are notified about your grant application. Note that waiting to register may delay your funds transfer, as the process can be rather lengthy. 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

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 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>.

Guidelines are available here: <https://ua.usembassy.gov/education-culture/democracy-grants/>

PLEASE NOTE: SAM registration must be renewed annually.

IV. Submission Dates and Times

Applications are due no later than **June 3, 2019**

V. Funding Restrictions

The following activities may not be funded:

1. Textbooks and publications
2. Social welfare projects
3. Capital improvements
4. Academic or analytical research
5. Scholarships
6. Provision of health care services
7. Projects of a commercial nature
8. Entertainment (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours)

VI. Other Submission Requirements

All application materials must be submitted by email to KyivRELO@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 – 35 points: 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 – 20 points: 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 – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 10 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: 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 – 10 points: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

A Grants Review PAS Committee will evaluate all eligible applications.

3. Anticipated Announcement and Federal Award Dates

Announcement and federal award dates will be announced not later than **June 10, 2019**.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the U.S. Embassy Kyiv 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: Payments will be made in at least two installments, as needed to carry out the project activities.

Organizations whose applications will not be funded will also be notified via email.

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, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://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: KyivRELO@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.

Budget restrictions include:

- o Alcoholic beverages
- o Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval.
- o Expenses incurred before or after the specified dates of the award period of performance (unless prior written approval is received)