

**U.S. DEPARTMENT OF STATE**  
**U.S. EMBASSY PANAMA, PUBLIC AFFAIRS SECTION**  
**Notice of Funding Opportunity**

**Funding Opportunity Title:** *U.S. Embassy Panama Public Diplomacy Small Grants Program*

**Funding Opportunity Number:** *PAS-PAN-FY21-01*

**Application Period Opens:** *February 01, 2021*

**Deadline for Applications:** *April 30, 2021*

**CFDA Number and Title:** *19.040 – Public Diplomacy Programs*

**Total Amount Available:** *\$250,000*

**Amount Per Award:** *\$1,000 to \$50,000*

**A. PROGRAM DESCRIPTION**

The Public Affairs Section (PAS) of the U.S. Embassy in Panama is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is a Notice of Funding Opportunity describing the purpose of this program, the parameters of the projects it seeks to support, and the requirements and procedures for submitting proposals. Please carefully follow all instructions below.

**Purpose:** The Public Affairs Section invites proposals for programs that further U.S. foreign policy and public diplomacy interests in Panama in one of the four categories below. **All programs must include** an American cultural element, or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives.

**1. Promote more open and sustainable economic growth in Panama through activities that encourage or strengthen local entrepreneurship**

The U.S. Embassy seeks to expand the reach of economic opportunity to all levels of society and areas of Panama. As people struggle to adapt to and recover from the effects of the COVID-19 pandemic, small businesses in particular must also acquire new skills and resources. Support for entrepreneurship improves not only the lives of individuals and communities but also prospects for greater integration of economic activities between the U.S. and Panama. The U.S. Embassy will give particular consideration to projects addressing social entrepreneurship, in which the focus of work serves the public interest and the local community. Activities in this category may include entrepreneur-focused training, workshops, or presentations; the development of tools, material, or resources for public benefit; or the establishment of networks or consortia to promote beneficial policies or collaboration with U.S.-based partners.

**2. Encourage the development of a strong civil society that upholds the values of transparency, accountability, and good governance**

The U.S. Embassy seeks to support Panama's expansion of mechanisms for promoting transparent and independent institutions, while addressing official corruption and responding responsibly in identified cases of concern. Projects in this area may focus on:

a. **Freedom of the press**

A free and independent press is essential to the maintenance of a democratic society. Media outlets require external support to resist undue pressure, and to build their commitment to providing fair and balanced media coverage. Social media's rise in popularity is due, in part, to perceptions of bias within dominant media outlets. The Embassy, therefore, seeks to advocate for increased press freedoms and access. Activities in this category may focus on broader systemic or regulatory issues, facilitating greater appreciation among state and local actors of the benefits of an independent media and publicizing their critical role in the maintenance of a healthy democracy. Activities may also provide support on the individual or organizational level, building the capacity of media professionals to conduct objective, high-quality investigative reporting through training, workshops, or even the development of new tools and platforms to support their work.

b. **Civil society support**

The Embassy is committed to the development and institutionalization of a vibrant Panamanian civil society. However, Panama's civil society suffers from significant marginalization and is largely unable to leverage its influence to spur governmental action towards transparency, democratic institutionalization, and accountability. Civil society organizations suffer from weak institutional development and minimal funding, significantly limiting their efforts. Moreover, the majority of civil society organizations are lightning rods for political controversy, which hinders their ability to establish effective, long-term partnerships with the government. Activities in this category may provide support to civil society organizations, establish networks of organizations, or directly address some of the systemic challenges those organizations encounter.

c. **Countering disinformation**

Disinformation, or the manipulation and dissemination of information to adversely influence public perceptions and behaviors, has emerged as a major destabilizing force in the global information space. These sophisticated threats weaken state credibility, perpetuate destabilizing narratives about national identity and values, and, most dangerously, erode public confidence in democratic institutions. Activities in this category may include educational exchange and training programs that focus on building resilience to disinformation effects through media literacy, capacity building, and content support for local independent media outlets and successor generation outreach initiatives.

d. **Cybersecurity**

The increasingly digital nature of modern society offers the potential for immense progress while also posing considerable new challenges. From data privacy to

human rights and freedom of expression, cybersecurity is both the lock and the key to ensuring security for future generations. Through cyber capacity building initiatives, the United States promotes cybersecurity best practices through a common vision of an open, interoperable, reliable, and secure Internet that encourages investment, education, and the protection of our shared values. Activities in this category may range from specific efforts to improve cybersecurity regulation, education, or resources to general skill-building, tech camps, and public awareness campaigns.

### **3. Improve the quality of or access to English and STEAM education for young people in marginalized communities**

The U.S. Embassy seeks to improve the quality and availability of English and STEAM (Science, Technology, Engineering, Arts, and Math) education in Panama. Science, technology, and innovation are an important linkage between the U.S. and Panama and represent an opportunity for both economic growth and closer cooperation. To promote equitable distribution of opportunities and resources, the U.S. Embassy will prioritize projects that engage young people in marginalized communities. Activities in this category may include educational programs like workshops or training programs; the development of educational tools or resources; joint activities with U.S. public school students; and efforts to integrate English into existing curricula.

### **4. Promote sustainable development through responsible management of Panama's environmental resources**

The U.S. Embassy seeks to promote sustainable development by encouraging Panama to focus on strengthening environmental protection. Environmental stewardship is integral to U.S. policies concerning economic growth, energy, industry, health, and international trade. As Panama's number one trading partner and as a close neighbor in the Americas, the United States has an interest in supporting effective environmental protection.

#### **a. Sustainable development**

Sustainable development ensures that economic prosperity accounts not only for people today but also for future generations. The environment provides the resources on which humans depend for our survival and economic growth both now and in the future. This intersection of environment and economy ranges from water and forest management and reducing pollution to sustainable agriculture and responsible consumption and production. Activities in this category may include educational programs, the development of community networks incorporating U.S. counterparts or resources, or the development of innovative tools to guide sustainable development practices.

#### **b. Illegal, Unreported, and Unregulated Fishing**

Illegal, unreported, and unregulated (IUU) fishing does not respect rules adopted at either the national or international level. It threatens economic growth, food security, and ocean ecosystems in Panama by undermining sustainable fisheries

and the law-abiding fishers and communities that depend on them. The U.S. Embassy seeks to improve Panama's capacity to manage domestic fisheries and to combat IUU fishing. Activities in this category may include outreach, education, and awareness campaigns, or capacity-building and technical assistance workshops that leverage U.S.-sourced tools, resources, information, and experts to solve IUU issues, combat IUU fishing, and promote sustainable fishing practices.

The Public Affairs Section will prioritize projects that:

- Encourage inclusion and diversity through engagement with marginalized populations, women, at-risk youth, and minorities to reduce economic inequality
- Apply innovative, environmental, or technological solutions to support entrepreneurship
- Address provincial or rural audiences outside of Panama City
- Promote U.S. culture, including music, history, sports, tourism, or the English language
- Support multiple U.S. foreign policy priorities, including but not limited to education, transparency, civil society, human rights, regional security, journalistic standards, intellectual property rights, environmental protection, and market access for U.S. business.

The following types of programs are **NOT eligible** for funding:

- Construction programs;
- Programs relating to partisan political activity;
- Charitable or development activities;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs
- Programs intended primarily for the growth or institutional development of the organization
- Commercial or for-profit projects

## **B. FEDERAL AWARD INFORMATION**

**Length of Performance Period:** Up to 12 months

**Award Amounts:** \$1,000 to \$50,000

**Total Available Funding:** \$250,000

**Type of Funding:** Fiscal Year 2021 Public Diplomacy Funding

**Funding Authority:** Smith-Mundt

**Funding Instrument Type:** Grant, Fixed Amount Award, or Cooperative Agreement

**This notice is subject to availability of funding. The U.S. Department of State is under no obligation to fund any of the proposals submitted under this funding opportunity.**

Although each grant proposal will be considered on its individual merit, the grant review process will also seek to exercise responsible stewardship of government resources by maximizing the

impact of available funds and balancing the nature and number of policy priorities addressed through the selected grants. In practical terms, two separate grant proposals for \$10,000 may be selected for funding instead of a single, stronger proposal for \$20,000. Grant funding requests should be reasonable and proportional to the scope of the project. Submitting a funding request for a larger amount may disadvantage the application, however the grant review panel may communicate with applicants after receipt of a proposal to adjust the budget or scope of scalable projects prior to making a final decision.

The Public Affairs Section will review applications for continuation of 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

- **Registered not-for-profit organizations**
- Universities and educational institutions
- Government institutions
- Individuals are eligible to apply if they have no organizational affiliation and will be the sole person conducting activities. Grants to individuals may not include sub-grants, contracts, or payments to other individuals and typically only consist of expenses for travel and per diem.

**For-profit or commercial entities are not eligible to apply.**

### 2. Cost Sharing or Matching

Encouraged; not required

### 3. Other Eligibility Requirements

In order to be eligible to receive an award, **all organizations must have a NCAGE/CAGE Code, DUNS number** (Data Universal Numbering System) from Dun & Bradstreet, **as well as an active registration on www.SAM.gov**. Please see Section D.3 for information on how to obtain these registrations. We recommend following the order NCAGE, DUNS, SAM.gov. **More step-by-step instructions with screen captures are available on our website <https://pa.usembassy.gov/education-culture/grants/>** Individuals are not required to have a DUNS number or be registered in SAM.gov.

## D. APPLICATION AND SUBMISSION INFORMATION

**PLEASE NOTE:** PAS strongly encourages applicants to immediately access SAM.gov and www.grants.gov in order to obtain a username and password. For instructions on how to register with SAM.gov for the first time, please refer to information on the U.S. Embassy website, under the section on guidelines at: <https://pa.usembassy.gov/education-culture/grants/>.

## **PART 1: Statement of Interest**

The submission of a Statement of Interest (SOI) is the first step in a two-part process. Applicants must first submit a SOI using the SOI Submission Form located at <https://forms.gle/fszyhgaS2ZYrpN216>. The purpose of the SOI process is to allow applicants the opportunity to submit program ideas for PAS to evaluate prior to requiring the development of full proposal applications. Upon review of eligible SOIs, PAS will invite selected applicants to expand their ideas into full proposal applications.

**PAS will not accept full proposals from organizations that have not obtained the necessary registrations (See details below).** The full registration process can take up to five weeks to complete. PAS therefore encourages all applicants to begin the DUNS, SAM.gov, and NCAGE registration processes as early as possible.

Evaluation Criteria for SOIs:

- **Feasibility** – The project is likely to achieve its stated objective in Panama with the resources and budget available. The applicant has the capacity to implement the project.
- **Policy Focus** – The project has a clearly defined objective that closely aligns with the policy categories described in this NOFO.
- **U.S. Component** – The project incorporates a clear U.S. cultural, programmatic, or material component.
- **Compatibility** – The project is compatible with current U.S. Embassy programs and activities. The project does not duplicate programs already conducted or sponsored by the U.S. Department of State.

Organizations may submit no more than one SOI and must explicitly identify the category under which the SOI is being submitted. If a SOI may fit within more than one category, the organization must explicitly identify which category they determine is the best fit for the work proposed. If a SOI does not explicitly identify one of the four categories above, it may be deemed technically ineligible and may not be forwarded to the review panel for consideration.

Projects should aim to have impact that leads to measurable improvements in their designated policy category, and should have the potential for sustainability beyond U.S. Embassy resources. The Embassy's preference is to avoid duplicating past efforts by supporting new and creative approaches. This does not exclude from consideration projects that improve upon or expand existing successful projects in a new and complementary way.

Technically eligible SOIs are those which:

1. Arrive electronically via the submission form (<https://forms.gle/fszyhgaS2ZYrpN216>) by **11:59 PM EST on April 30, 2021**. PAS reserves the right to review applications on a rolling basis prior to the identified deadline and may (but will not automatically) keep applications on file for consideration under subsequent funding opportunities. Organizations can submit SOIs for subsequent funding opportunity competitions regardless of the outcome of the previous SOIs.
2. Are in English (applications in Spanish will not be accepted);
3. Heed all instructions and do not violate any of the guidelines stated in this solicitation.

#### Information

<https://pa.usembassy.gov/education-culture/grants/>  
<https://pa.usembassy.gov/es/education-culture-es/subvenciones/>

## PART 2: Complete Application Submission

The Public Affairs Section will conduct a panel review of eligible SOIs no later than **May 21, 2021** and will notify all applicants of selection or non-selection by **May 28, 2021**. Selected applicants will then have until **June 30, 2021** to submit a complete application according to the process below. Applicants may, at their own discretion, choose to begin preparing the complete application documents prior to notification of selection or non-selection of their submitted SOI.

The following documents are **required** for the complete application package. Applications that do not include all of the required documents will not be eligible for selection. Applicants (except individuals) must also have completed the full process of registrations in order to be eligible.

### 1) Mandatory application forms

- **SF-424** Application for Federal Assistance–Organizations or **SF-424-I** Application for Federal Assistance-Individuals
- **SF424A** Budget Information for Non-Construction programs

SF-424 Forms are available at <https://pa.usembassy.gov/education-culture/grants/> and <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>

2) **Summary Coversheet:** Cover sheet stating the applicant name, organization DUNS number, point of contact, submission date, program title, program start and end date, amount requested and brief summary of the program.

3) **Proposal:** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. We encourage the use of the **Proposal Template** available at <https://pa.usembassy.gov/education-culture/grants/> 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.
- **Applicant Introduction:** 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. What aspect of the relationship between the U.S. and Panama will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities and Schedule:** Describe the program activities, how they will help achieve the objectives, and the proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.
- **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.

Where appropriate, competitive proposals may include:

- Opportunities for beneficiaries to apply their new knowledge and skills in practical efforts.
- Solicitation of feedback and suggestions from beneficiaries when developing activities in order to strengthen the sustainability of programs and participant ownership of project outcomes.
- Input from participants on sustainability plans and systematic review of the plans throughout the life of the project with adjustments made as necessary.
- Inclusion of vulnerable populations.
- Joint identification and definition of key concepts with relevant stakeholders and stakeholder input into project activities.

For more information about how to write a proposal visit *Fundamentals of Grant Writing*: <https://ylai.state.gov/online-courses/fundamentals-of-grant-writing/#/>  
<https://grantsgovprod.wordpress.com/category/learngrants/grant-writing-basics/>



4) **Budget Narrative:** Describe each of the budget expenses in detail. The Budget Narrative should be as detailed as possible with a **breakdown** of all **specific** expenditures, including **all calculations**, the totals, the funding expected from the U.S. Embassy, and the contribution of the recipient organization (Cost Sharing) and other sponsors as applicable. The more information and detail that you provide about the proposed budget the better we can determine the viability and completeness of your proposal. Any figure you provide without a **specific breakout** will be returned for additional information or rejected.

See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5) **Budget Worksheet:** In addition to the mentioned narrative, **please add an Excel spreadsheet outlining every budget expense.** *Budget Worksheet* available at <https://pa.usembassy.gov/education-culture/grants/>

6) **Attachments:**

1-page CV or resume of key personnel involved with the program

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

1. **Unique Entity Identifier (DUNS) and System for Award Management (SAM.gov)**

**REQUIRED REGISTRATIONS:**

All organizations applying for grants (except individuals) **must obtain the following registrations:**

- **NCAGE code** (Non-US Organizations) / **CAGE code** (U.S. Based Organizations)
- **DUNS number** (Unique Identifier Number from Dun & Bradstreet)
- **SAM.gov Active Registration**

We recommend following the order NCAGE, DUNS, SAM.gov. All registrations are **always free of charge.**

**!! Important Note !!** It is very important that in the registrations in NCAGE, DUNS, and SAM.gov you enter the **exact same name** of the organization and the **exact same address, character for character** (we recommend no symbols, no accents and **using only one address line in NCAGE**). If NCAGE and DUNS do not match exactly, the system will reject the SAM.gov registration.

Step 1: Apply for an NCAGE/CAGE code and a DUNS number.

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/CageTool/request-new-cage>

Instructions for the NCAGE application process:

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

For help from within the U.S., call 1-888-227-2423. Toll Free 1-877-352-2255

For help from outside the U.S., call 1-269-961-7766

E-mail [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil) and [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) or contact the Federal Service Desk (FSD) Live Chat <https://www.fsd.gov/fsd-gov/home.do> for any problems in getting an NCAGE code.

**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>  
For technical difficulties, contact [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com)

Step 2: After receiving the NCAGE Code and DUNS number (please make sure organization name and address match exactly in both registrations) proceed to register in **SAM.gov** by logging onto: <https://www.sam.gov>

SAM.gov USER GUIDE available at:

<https://www.sam.gov/SAM/pages/public/help/samUserGuides.jsf>

Non-Federal User Guide, click on *Download PDF* or view online:

[https://www.sam.gov/SAM/SAM Guide/SAM Non Federal User Guide/SAM Non Fed User Guide.html](https://www.sam.gov/SAM/SAM%20Guide/SAM%20Non%20Federal%20User%20Guide/SAM%20Non%20Fed%20User%20Guide.html)

For free help with your SAM entity registration, please contact the Federal Service Desk (FSD) Live Chat at <https://www.fsd.gov/fsd-gov/home.do> or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally).

## Registration Renewal Process

SAM.gov registration **must be renewed annually, free of charge, by logging directly into your account in** <https://www.sam.gov>

Please be advised, there are some companies that troll public records of grant applicants and tell them, usually by e-mail, that they have to pay a fee for SAM.gov or some other part of the federal assistance process. This is never the case. The entire process is **free** and does not involve any third-party companies or organizations. Please disregard any such solicitation.

**More step-by-step instructions with screen captures are available in our website**  
<https://pa.usembassy.gov/education-culture/grants/>

## 2. Submission Dates and Times

Applications may be submitted for consideration at any time between February 1<sup>st</sup> and the **closing date of 11:59 PM EST on April 30, 2021**. The Period of Performance for program activities should begin no earlier than August 1, 2021. Exceptions to this timeline will be considered on a case-by-case basis.

### 3. Funding Restrictions

**Alcoholic beverages, lump sum overhead costs and vague budget line items, such as “Miscellaneous Items” or “Unforeseen Expenses” will not be funded.**

Please provide a **detailed budget of every cost** associated with the project. The more information and detail that you provide about the proposed budget, **with a budget narrative**, the better we can determine the viability and completeness of your proposal. **Any figure you provide without a specific breakout will be returned for additional information or rejected.**

### 4. Other Submission Requirements

All application materials must be submitted through Grants.gov  
Contact [PanCulturalGrants@state.gov](mailto:PanCulturalGrants@state.gov) with any questions or concerns.

## E. APPLICATION REVIEW INFORMATION

### 1. Criteria

#### PART 1: Statement of Interest

The submission of a Statement of Interest (SOI) is the first step in a two-part process. Applicants must first submit a SOI using the SOI Submission Form located at <https://forms.gle/fszyhgaS2ZYrpN216>. The purpose of the SOI process is to allow applicants the opportunity to submit program ideas for PAS to evaluate prior to requiring the development of full proposal applications. Upon review of eligible SOIs, PAS will invite selected applicants to expand their ideas into full proposal applications.

Evaluation Criteria for SOIs:

- **Feasibility** – The project is likely to achieve its stated objective in Panama with the resources and budget available. The applicant has the capacity to implement the project.
- **Policy Focus** – The project has a clearly defined objective that closely aligns with the policy categories described in this NOFO.
- **U.S. Component** – The project incorporates a clear U.S. cultural, programmatic, or material component.
- **Compatibility** – The project is compatible with current U.S. Embassy programs and activities. The project does not duplicate programs already conducted or sponsored by the U.S. Department of State.

## PART 2: Complete Application Submission

Each full application among those selected from among the SOIs in Part 1 will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

Evaluation Criteria for Full Applications:

- **Organizational capacity and performance on previous grants:** The organization has expertise in its stated field and PAS is confident of its ability to undertake the program. This includes a financial management system and a bank account. If the organization has previously received grants, performance of those projects will be taken into account.
- **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.
- **Goals and objectives:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.
- **Embassy priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Panama's priority areas or target audiences.
- **Budget:** The budget justification is detailed, showing calculations and with all expenditures well broken down and specific. 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 provide 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 technical review panel will evaluate all eligible applications according to the criteria established at each step of the review process. The panel will be composed of no fewer than three U.S. Embassy employees from the Public Affairs Section and other offices of the Embassy. The first review panel will meet in May to review SOIs for invitation to submit a full application. The second review panel will meet in July to review full applications and make selection and funding recommendations to the Public Affairs Officer who makes the final determination on funding awards.

## 3. 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 §200.205 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:** Payments will be made in at least two installments, as needed to carry out the program activities. Recipients can request advance payments, but approval is not guaranteed. In many cases, the final payment is made after receipt of the final reports.

## 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.state.gov/about-us-office-of-the-procurement-executive/> Note the **U.S Flag branding and marking requirements** in the Standard Terms and Conditions: “*All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, **should be marked** appropriately overseas **with the standard U.S. flag**”*”

## 3. Reporting

Reporting Requirements: Recipients will be required to submit **Financial Reports and Performance Progress Reports**. The award document will specify how often these reports must be submitted. The **Performance Progress Report** will compare actual to planned performance and indicates the progress made in accomplishing each assistance award task/goals noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative, for key indicators. The **Financial Reports** provide a means of monitoring expenditures and comparing costs incurred with progress. Recipient must maintain written records to support all allowable costs claimed as being its contribution to cost participation, as well as costs to be paid by the Department of State. Such records are subject to audit. The recipient will report the amount of cost sharing contributed under the award in its financial status.

The recipient must report immediately when a program faces unplanned delays in implementation, fails to meet program targets or milestones, or costs increase. Any changes or revisions to the approved budget or extensions to the approved period of performance **require prior written approval from the Grants Officer**.

## G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact PAS at: [panculturalgrants@state.gov](mailto:panculturalgrants@state.gov)

**Note: We do not provide any pre-consultation for application related questions that are addressed in this NOFO.** Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

## H. OTHER INFORMATION

## Guidelines for Budget Justification

*Personnel:* 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. If the program involves international travel, include a brief statement of justification for that travel. Please note that the ***Fly America Act*** requires that anyone whose air travel is financed by U.S. Government funds to utilize the economy class services of a U.S. flag carrier.

*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.