

**U.S. DEPARTMENT OF STATE
AMERICAN EMBASSY LA PAZ
Notice of Funding Opportunity**

Funding Opportunity Title: Emerging Leaders TechCamp 2022
Funding Opportunity Number: PAS-LA PAZ-FY21-3
Deadline for Applications: August 7, 2021
Total Amount Available: \$80,000

This notice is subject to availability of funding

Section I. Funding Opportunity Description

The U.S. Embassy in Bolivia announces an open competition for applications to develop and implement a 2-3 day TechCamp on the topic “Improve Media Literacy and Counter Disinformation” to take place in Cochabamba, Bolivia on or about September-October 2022. Please read through and follow all instructions below.

Program Description:

Sixty emerging leaders from Bolivia, Peru, Ecuador, Paraguay and Venezuela will be assisted by established IT professionals in learning about existing technologies and developing online solutions to improve their media literacy and counter disinformation. They will learn how to become effective force multipliers and devise creative follow-on projects to disseminate fact-based information and techniques for verifying news content within their own communities. Applicants will need to organize and host visitors from different cities throughout Bolivia, as well as Peru, Ecuador, Paraguay and Venezuela, who are selected to participate in this program. Participants should include 30 Bolivians and 7-8 emerging leaders from Peru, Ecuador, Paraguay and Venezuela, for a total of 60 participants.

The grantee will need to coordinate all logistics, including but not limited to domestic and international travel, hotels, meals, venue rentals, welcome event, honoraria for experts, and supplies needed for the event.

Program Goals:

- To empower emerging leaders to develop technological solutions to improve media literacy in order help discern facts from falsehoods; and
- To promote the use of those tools among their peers in their own communities.

Section II. Tech Camp: Tech Tools to Improve Media Literacy & Counter Disinformation

Objective: To organize and implement a 2-3 day Tech Camp on improving media literacy and countering disinformation for up to 60 participants from Bolivia, Peru, Ecuador, Paraguay and Venezuela.

The Public Affairs Section (PAS) of the U.S. Embassy in Bolivia is pleased to announce an open competition for organizations to submit proposals to carry out a 2-3 day Tech Camp entitled *Improve Media Literacy & Counter Disinformation*. The selected organization (grantee) will be responsible for all aspects of implementation of the program, at the direction of the Department of State (DoS) staff from the Bureau of International Information Programs (IIP) and PAS in La Paz. The program will be conducted in Spanish and will include up to 60 participants: 30 Bolivian participants, and 7-8 participants each from Peru, Ecuador, Paraguay, and Venezuela, in addition to local and U.S. trainers/experts.

The grantee will be responsible for all aspects of planning and implementation of the Tech Camp. These responsibilities include, but are not limited to: securing the venue; coordinating all domestic and international air/ground travel and hotel accommodations for all participants and trainers; catering; acquiring all printed programmatic materials and promotional items; implementing the Tech Camp agenda and themes developed by DoS staff; organizing a high-profile opening reception and inauguration; and working with PAS La Paz on publicity and press support. The grantee will also work with PAS La Paz on recruiting participants and identifying local tech experts. The Tech Camp is tentatively scheduled for September-October 2022.

The grantee is responsible for all aspects of the program. Submitted proposals should include programmatic and financial details on the following:

- 1. Identification of local tech experts/local partner organization:** The grantee will identify local tech experts who could conduct the workshop. IIP and PAS La Paz will provide final approval on the identified experts.
- 2. Selection of participants:** In consultation with the Embassy, the grantee will identify participants for the Tech Camp. Invitations will be sent out by PAS La Paz. The grantee will be responsible to cover all elements related to the participants' travel, including international and domestic flights, ground transportation, visas, accommodations, per diem, insurance, etc. The grantee will be responsible for visa arrangements.
- 3. Logistics for the program:** The grantee will be responsible for implementing the Department of State-designed agenda, organizing schedules, acquiring all printed programmatic materials and promotional items, arranging expert travel, and all logistics and planning associated with this Tech Camp in coordination with PAS La Paz, and will manage all logistics of the program. Proposals must cover the expenses associated with the program, including venue(s) and facilities, printing services and promotional items and A/V support, providing simultaneous translation if needed, and developing and implementing a media amplification plan, on which PAS La Paz will provide assistance and final approval.
- 4. Traditional and/or social media plan for amplification of the program activities and outcomes:** The grantee will develop and implement a robust traditional and social media plan for amplification of program activities and

outcomes. PAS La Paz will provide assistance and final approval on the media plan.

5. Monitoring and evaluation plan: The grantee will be responsible for submitting a detailed monitoring and evaluation plan for all components of the program, including the follow-on program activities. The grantee will brief PAS La Paz periodically on the qualitative and quantitative progress of project implementation.

6. Follow-on projects: In coordination with PAS La Paz, the grantee will select relevant follow-on projects and be responsible for sub-awards and monitoring the projects' quality and effectiveness. Follow-on activities may include alumni workshops, small grants competitions, ongoing mentorships, etc.

Section III. Award Information

Length of performance period: *18-24 months*

Number of awards anticipated: *One award*

Award amounts: Up to \$80,000

Total available funding: *\$80,000*

Type of Funding: FY21 ECA Fulbright-Hays Funds

Anticipated program start date: September 2021

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement. Cooperative agreements are different from grants in that bureau/embassy staff are more actively involved in the grant implementation.

Post will engage U.S. tech and journalism experts to present (likely virtual) sessions to participants via the ECA Speaker Program. Post will also fully leverage Bolivia's active alumni network to recruit speakers/instructors from YLAI, Fulbright and IVLP. At least one member of the planning team at post will remain in-country throughout the full duration of TechCamp activities, including follow-on.

Section IV. Eligibility Criteria

Eligibility is open to all non-profit, non-governmental organizations. Individuals are not eligible for an award under this Notice of Funding Opportunity (NOFO). Organizations may sub-contract with other entities, but only one, non-profit, non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the responsibilities of each entity must be clearly defined in the proposal. **For-profit or commercial entities are not eligible to apply.**

1. Cost sharing or matching is not required for this funding opportunity.
2. Pre-award costs are not an allowable expense for this funding opportunity.
3. This award does not allow for construction activities or costs. This award does not allow for office or working space rentals.

4. U.S. Embassy La Paz grants cannot be used to fund religious or partisan political activity; fundraising campaigns; commercial projects; scientific research; projects whose primary aim is the institutional development of the organization, or illegal activities.

Other Eligibility Requirements:

Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and an active SAM registration. The U.S. Department of State will not award an applicant until the applicant has complied with all applicable DUNS and SAM requirements by the time the Department is ready to finalize an award.

Applicants must register with Grants.gov prior to submitting an application. Registering with Grants.gov is a one-time process; however, it may take weeks to have the registration validated and confirmed. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications. Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission.

You must complete each of the following before you are able to register:

1. Obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already)
2. Obtain your NCAGE/CAGE code
3. Register with System for Award Management (SAM)

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS Registration: Request a DUNS number online at <http://fedgov.dnb.com/webform>. For technical difficulties, contact Dun & Bradstreet by email at govt@dnb.com. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers: U.S. and U.S Virgin Islands: 1-866-705-5711

D&B Resources:

<http://fedgov.dnb.com/webform/index.jsp> – United States

<https://www.dnb.com/about-us/our-worldwide-network.html> – International

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

NCAGE registration: <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 help from within the U.S., call 1-888-227-2423

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

Step 2: After receiving the NCAGE Code, proceed to register in SAM by logging onto: <https://www.sam.gov>. Please consider that you either need to upgrade to an Internet Explorer version of IE11 or higher, or access SAM with another supported browser type (Chrome, Firefox, Safari, etc).

For more information, go to www.grants.gov. Please note that your SAM registration must be annually renewed. Failure to renew your SAM registration may prohibit submission of a grant application through Grants.gov.

Applicants must acquire all required registrations and rights in the United States and Bolivia. All intellectual property considerations and rights must be fully met in the United States and Bolivia. Any sub-recipient organization must also meet all the U.S. and Bolivian requirements as described above.

Section V. Application Submission Requirements

Instructions: Please follow all instructions below carefully. Failure to furnish all information or comply with stated requirements may lead to the proposal or application's disqualification for consideration. Applicants must set forth accurate and complete information as required by this NOFO.

Applicants must ensure:

- All documents are in English or Spanish
- All budgets are in U.S. dollars
- All pages are numbered
- All materials are submitted in PDF format

The following documents are **required**

Application Requirements for awards to Organizations:

- **SF-424 (Application for Federal Assistance –organizations)** at <https://www.grants.gov/web/grants/forms/sf-424-family.html> (please download form to your computer in .pdf format and complete it)
- **SF424A (Budget Information for Non-Construction programs)** at <https://www.grants.gov/web/grants/forms/sf-424-family.html> (please download form to your computer in .pdf format and complete it)

We recommend that you submit your program proposal using “Suggested Application format” template (**Attachment A**) and detailed budget using “Suggested Budget Spreadsheet” template (**Attachment B**). Feel free to submit additional information as you think necessary.

- **Budget Narrative:** The budget narrative supplements the information provided in the budget spreadsheet and justifies how the budget cost elements are necessary to implement project objectives and accomplish the project goals. Together, the budget narrative and spreadsheets should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant’s proposal.
- **Letters of Intent:** If local partnerships are included as part of the proposal, applicants must include a letter of intent between all partners as part of their application. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed activities, and the expected result of the partnership. The individual letters cannot exceed one page in length.
- **Proof of Non-profit Status:** Documentation to demonstrate the applicant’s non-profit status (e.g. U.S.-based organizations should submit a copy of their IRS determination letter; Ecuadorian organizations should provide a copy of their NGO status).

The U.S. Embassy reserves the right to request additional programmatic and financial information regarding the proposal.

Questions: For questions on this solicitation please contact the Public Affairs Section, U.S. Embassy La Paz at LaPazGrants@state.gov

Submit all application materials via email at LaPazGrants@state.gov before the deadline.

Section VI. Review and Selection Process

- 1. Criteria.** Each application submitted under this announcement will be evaluated and rated based on the criteria enumerated in Section VII below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.
- 2. Acknowledgement of receipt.** Applicants will receive acknowledgment of receipt of their proposal.
- 3. Review.** A technical review panel will review the proposal. Based on the criteria noted in Section VII, a determination will be made regarding the program’s proposed activity and the

Mission's strategic goals, and those proposals that are the best fit will be given additional consideration.

4. Follow up notification. Applicants will generally be notified within 30 days after the NOFO deadline regarding the results of the review panel.

Section VII. Application Evaluation Criteria

Each application/proposal will be evaluated using the following criteria:

- **Completeness of Proposal (5%).** The proposal meets all of the outstanding technical and logistical criteria required in this grant/cooperative agreement, addressing the objectives as noted in Section II.
- **U.S. Component (5%):** The project has a clear U.S. component that incorporates U.S. expertise, processes, or personnel.
- **Quality and feasibility of the program idea (15%):** The program idea is well developed, with details about how program activities will be carried out. The proposal includes a reasonable implementation timeline and articulates an innovative strategy or plan.
- **Institutional and organizational capacity (20%).** The organization and partners demonstrate subject matter expertise in the form and content of the proposal, and in organizing and managing the project. PAS Guayaquil is confident of the ability of the organization and partners to undertake the program.
- **Goals and objectives (15%):** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.
- **Budget and narrative justification (20%).** The budget and narrative justification are detailed, complete and reasonable in relation to the proposed activities and anticipated results. The cost estimates are realistic.
- **Monitoring and evaluation plan (15%):** 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 (5%).** The project demonstrates sustainable capacity and relationship building among the journalists as well as with U.S. Embassies and Consulates in their countries. The proposal describes how activities will be carried out after the program ends and may include (but not be limited to) continued involvement of stakeholders;

future commitment of funding through small grants; on-going training; planned meetings of program participants.

Section VIII. Federal Award Administration, Payment and Reporting

A U.S. government Grants Officer will award, sign, and administer the grant award or cooperative agreement. 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. **No actions or costs can be incurred before the grant is approved and 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.

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

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: <https://www.state.gov/resources-for-programs-and-grants/>.

Note the U.S. Flag branding and marking requirements in the Standard Terms and Conditions.

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.

Section IX. Federal Awarding Agency Contacts

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

Note: We do not provide any pre-consultation for application-related questions that are addressed in the Program Statement. Once an application has been submitted, U.S. government officials and staff may not discuss this competition with applicants until the entire proposal review process is complete.

Section X. 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.

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 and administration costs needed to help keep the organization operating. “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.

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

Attachment A

SUGGESTED APPLICATION FORMAT

1. GENERAL INFORMATION

1.1 Applicant Name

a. Legal Name:

b. Address:

c. City/Town:

d. Province:

f. Other Info. (if any):

1.2 Point of Contact

a. Last Name:

b. First Name:

c. Tel:

d. Cell:

E. E-mail

2. BACKGROUND OF ORGANIZATION

2.1 Description

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2.2 Key Personnel

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2.3 Project Partner(s)

•

2.4 Past Grants (U.S. Embassy, Department of State, Other)

•

2.5 Strengths and Capacity of Organization

•

3. PROJECT DESCRIPTION

3.1 Project Information

a. Project Name:

b. Duration (months):

c. Start Date: Click here to enter a date. d. End Date: Click here to enter a date.

3.2 Executive Summary

•

3.3 Project Justification

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3.4 Project Goal and Objectives
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•

3.5 Project Innovation

•

3.6 Project Activities

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3.7 Project Accomplishments (Milestones)

•

3.8 Monitoring and Evaluation Plan

•

3.9 Sustainability

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4. BUDGET

4.1 (See Attachment B: Suggested Grant Proposal Budget Worksheet to submit your Detailed Budget submission)
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• Total Funding applied for: \$ _____ (must match with Attachment B)
• Total Recipient share (if any)\$ _____ (must match with Attachment B)

4.2 Budget Narratives and other Remarks (if any)

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Instructions

Key Personnel: Name of the organization, address, phone/fax number/e-mail address, name and title of director (or person who is to sign the grant/cooperative agreement) and other significant staff members, particularly those who will be involved in the project and budget specifics. Provide an executive summary of the project description (no more than one page) with reference to the amount and duration of the funding request.

Description of Organization: Applicants must submit a full description of the organization and its expertise to organize and manage all aspects of this particular project. This applies to all proposed project partner as well.

Justification: This is a very important aspect of the proposal and applicants should pay particular attention to it. Define what the project will accomplish, and how will it benefit stakeholders. Please do not exceed one page.

Activities: Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Provide an overview of the full sequence of proposed project activities, including beginning and end dates and locations of events. Account for all functions or activities identified in the application.

Accomplishments, Monitoring and Evaluation, and Sustainability: Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. Describe how you plan to monitor progress, and determine overall success and impact of the program. Note how you expect the impact of the project will be sustained over time, and by whom.

Budget: Please refer to Attachment B “Suggested Grant Proposal Budget Worksheet.” 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.

Attachment B

BUDGET NARRATIVE FORM			
Country(ies):		Project title:	
Bolivia		TEHCAMP	
Total Embassy Funds		\$80,000	Total Cost Share \$0
Activity/Item Description	Embassy Funds Requested	Cost Share or In-kind support	

1	Personnel:	Cost (\$USD)	Quantity	Total (\$USD)	Cost (\$USD)	Quantity	Total (\$USD)
	Subtotal			\$-			\$-
2	Travel:						
2.1	Domestic airline tickets for Bolivia participants						
2.2	International airline tickets for foreign participants						
2.3	International airline tickets for U.S. experts						
2.4	International airline tickets for South American technologists						
2.5	Domestic airline tickets for National technologists						
2.6	Lodging						
2.7	Meals and Incidentals						
2.8	Bolivian visa costs						
	Subtotal						\$-
3	Equipment:						
	Subtotal			\$			\$
4	Supplies:						
				\$			
	Subtotal			\$			\$
5	Contractual:						
	Subtotal						\$
6	Other Direct Costs:						
6.1	Follow-on projects: 20% of the total cost						
	Subtotal						\$
	TOTAL DIRECT COSTS:						
7	Indirect Costs:						

7.1	Overhead:					
	Subtotal					\$-
Overall Project Costs (\$USD)						\$0