Fundving Opportunity Title: U.S. Embassy, Conakry- PD Annual Program Statement
Funding Opportunity Number: PASCONAKRY-FY21-002
Deadline for Applications: May 1, 2021 at 11:59 p.m. (GMT)
Assistance Listing Number: 19.040 - Public Diplomacy Programs
Total Amount Available: $150,000

A. PROGRAM DESCRIPTION

The U.S. Embassy Conakry/ Bureau of Public Affairs of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to Public Diplomacy Grants. Please follow all instructions below.

Applications may be submitted at any time for consideration before the closing date of this Annual Program Statement on **May 1, 2021**. Awards will be made on a rolling basis, pending
the availability of funds. Applicants are encouraged to apply early.

Background: The U.S. Embassy Public Affairs Section (PAS) in Conakry is soliciting proposals for grants from not-for-profit, non-governmental organizations, think tanks, and academic institutions that focus on one of the priority areas specified below. Applicants should pay close attention to these priorities, the Public Affairs Section's goals, and target audiences when developing their proposals. Due to the volume of applicants and inquiries, PAS does not accept letters of intent, concept papers, or requests for meetings prior to application.

This program will be funded under the appropriate Public Diplomacy or Foreign Assistance Act authorization. All programming is subject to the statutory limitations of the funding determined.

Program Objectives:
PAS Conakry invites proposals for projects that focus on one of the priority areas specified below.

Public diplomacy programming includes communications with international audiences, cultural programming, educational exchanges, promoting education including science, technology and math education, and international visitor programs.

Purpose of Small Grants: PAS Conakry invites proposals for programs that strengthen cultural ties between the U.S. and Guinea through cultural and exchange programming that highlights shared values and promotes bilateral cooperation. 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. Examples of Public diplomacy programs include, but are not limited to:

- Academic and professional lectures, seminars and speaker programs;
- Cultural heritage conservation and preservation programs;
- Professional and academic exchanges and programs;
- Programs developed by an alumnus/a of a U.S. sponsored or supported educational or

professional exchange program;
● Programs that strengthen U.S. college and university relationships with local higher education institutions, American Chambers of Commerce (AmChams), businesses, and/or regional organizations.
● New media concepts projects aimed at reaching wider audiences;
● English language programs;
● Programs that strengthen government, public and private sector capacity and collaboration.
● Youth community service projects that promote democratic processes and encourage volunteerism;
● Civic education projects that promote democratic processes and human rights;
● Proposals that support the proliferation of tolerant voices of traditional and community leaders;
● Arts and culture programs that feature an element of increasing understanding of American culture or American-Guinea cooperation;
More information about the Public Affairs Section can be found at:
https://gn.usembassy.gov/embassy/conakry/

Priority Region:
Funding is available for projects that address the priority areas below and focus on Public Affairs' key audiences, including civil society organizations, entrepreneurs/innovators, journalists, women, and youth (14-30 years old).

Grant proposals should address one or more of the 6 Public Affairs priority areas:
1. **Strengthening Civil Society**: through the promotion of local cultural heritage, traditional and modern art forms, and other forms of creative expression; support for civil society organizations, educational institutions; or the emerging leaders in these fields through linkages with U.S. counterparts.
2. **Supporting Economic Empowerment and Entrepreneurship:** through projects that promote human/workers' rights, women's empowerment, corporate social responsibility, access to finance, and support for entrepreneurs. Particular emphasis should be placed on strengthening chambers of commerce, entrepreneurs, and core private sector industries through interactions or linkages with U.S. counterparts.
3**. Fostering Regional Stability:** through projects that support academic, art and cultural, civil society, and other exchanges and projects by strengthening ties between the United States, Guinea, and regional neighbors; thus assisting in the development of friendly, sympathetic and peaceful relations.
4. **Boosting Democracy, Human Rights, and Good Governance**: Through projects that encourage participation in building democracy and civil society, especially for women, religious or ethnic minorities, and youth.
5. **Promoting English Language Capacity**: through projects that encourage the usage and learning of English language as a tool for civic and economic development.
6. **Stimulating Women Empowerment**: through projects that encourage and promote the role of women in the civic, public and business sectors.

In addition to the specific requirements listed above by program area, all proposals must:

1. Clearly indicate the primary activity area to which it is being submitted for consideration;
2. Focus on the key public diplomacy audiences and activities specified in the areas, provide programs for underserved geographic regions of Guinea, as well as non-elite schools (if applicable);
3. Clearly delineate how elements of their program will have a multiplier effect and be sustainable beyond the life of the grant;
4. Provide a traditional and/or social media plan for marketing program activities and outcome, if applicable
5. Identify the cities/districts in which activities will take place
6. Identify specific outcomes to be achieved by the end of the grant period
7. Identify any tools (surveys, beneficiary interviews, focus groups, etc.) that will be developed for Monitoring and Evaluation purposes.

Applicants must also demonstrate competency to manage all financial aspects of the project, including participant costs and transparent arrangements of sub-grant relationships with partner organizations, if applicable.

Participants and Audiences:
All proposals should focus on engaging Guineans in Guinea. Proposals that reach marginalized communities and youth are encouraged.

B. FEDERAL AWARD INFORMATION

Length of performance period: 9-12 months
Number of awards anticipated: 6
Award amounts: awards may range from a minimum of *$5,000* to a maximum of *$25,000*
Total available funding: *$150,000*
Type of Funding: *Public Diplomacy Funds - FY21*
Anticipated program start date: *June 1, 2021*

The U.S. Embassy Conakry Public Affairs Section reserves the right to award less or more than the funds described in the absence of worthy applications or under such other circumstances as it may deem to be in the best interest of the U.S. Government.

This notice is subject to availability of funding.

Funding Instrument Type: Grant, fixed amount award and/or cooperative agreement. Cooperative agreements are different from grants. PAS Conakry staff is more actively involved in the grant implementation. PAS will **provide direction and promotional assistance for cooperative agreements.**

Program Performance Period: Proposed programs should be completed in on year or less.

C. ELIGILIBITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply*:*

- **U.S. and Guinean** registered non-for-profit organizations
- Civil society/non-governmental organizations
- Educational institutions with at least **two years** of programming experience.

This experience should be documented in the organization's proposal. A copy of the organization's registration should be provided with the proposal application.

U.S.-based organizations should submit a copy of their IRS determination letter.

Guinea-based organizations should submit a copy of their certificate of registration from the appropriate government organization.

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

2. Cost Sharing or Matching

Applicants may include a cost share, but it is not a requirement of this opportunity.

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 http://fedgov.dnb.com/webform/displayHomePage.do from Dun & Bradstreet), as well as a valid registration on 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.

D. APPLICATION AND SUBMISSION INFORMATION

Application Deadline
Applications may be submitted at any time for consideration before the final closing date of this annual program statement on May 1, 2021. **Proposals will be reviewed on a rolling basis as they are received, with two intermediate deadlines:** March 1 and May 1, 2021.

1. Address to Request Application Package

Application forms required below are available at https://fedgov.dnb.com/webform/displayHomePage.do

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.

3. **Application Submission Process:**
   There are two submissions methods available to applicants.
Applicants may submit their application using Submission Method A **or** Submission Method B outlined below.

● **Submission Method A**: Submitting all application materials directly to the following email address: PASConakryGrants@state.gov. Applicants opting to submit applications via email to PASConakryGrants@state.gov **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.

● **Submission Method B**: Submitting all application materials through Grants.gov. For those opting to apply through Grants.gov, thorough instructions on the application process are available at http://www.grants.gov. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or go to https://www.grants.gov/support.html. Please note that PASConakryGrants@state.gov is unable to assist with technical questions or problems applicants experience with Grants.gov.

Applicants utilizing Grants.gov must register with Grants.gov prior to submitting an application. **Registering with Grants.gov is a one-time process; however, it could take as long as two 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.

There are four steps that you must complete before you are able to register:
Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously).

a. 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 https://fedgov.dnb.com/webform/displayHomePage.do

b. NCAGE application: Application page here (but need to click magnifying glass and then scroll down to click new registration) https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

i. 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
ii. Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.
After receiving the NCAGE Code, proceed to register in SAM by logging
onto: https://www.sam.gov/

Step 2: Once DUNS and NCAGE are obtained, continue to SAM registration on
www.SAM.gov

Step 3: Once SAM registration is confirmed, continue to Grants.gov organization
registration http://www.grants.gov/web/grants/applicants/organizationregistration.
html.Organizations must maintain an active SAM registration (www.SAM.gov) with current
information at all times during which they have an active Federal award or an application under
consideration by a Federal awarding agency.
SAM registration must be renewed annually. Given the volume of applications, review
may take up to 90 days, and we are unable to individually confirm receipt of proposals.

Step 4: Register yourself as an Authorized Organization Representative (AOR); and
be authorized as an AOR by your organization on www.grants.gov

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.

Content of Application
Please ensure:
- The template submission at https://gn.usembassy.gov/wp-content/uploads/sites/218/Project-Proposal-Template-for-PAS-Funding.pdf or 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
  - All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with
    a minimum of 1-inch margins.

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)* at http://www.grants.gov/web/grants/forms.html , under the heading "SF-424 Family"
- SF-424A *(Budget Information for Non-Construction programs)* at *https://www.grants.gov/web/grants/forms/sf-424-family.html*

- SF-424B *(Assurances for Non-Construction programs)*
at https://www.grants.gov/web/grants/forms/sf-424-family.html (note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov)

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. Applicants are recommended to use the project proposal template: https://gn.usembassy.gov/wp-content/uploads/sites/218/Project-Proposal-Template-for-PAS-Funding.pdf.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.

4. Budget Justification Narrative: Applicants must submit a detailed budget and budget narrative justification utilizing the template provided. Line item expenditures should be

listed in the greatest possible detail. Personnel salaries should define the percentage of time each position will allocate to the project and the rate of pay. Budgets shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars.
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
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities

6. **Unique Entity Identifier and System for Award Management (SAM.gov)**
(NOTE: This section is required and not optional, except for NOFOs targeting applications from individuals instead of organizations)

Please note:
1. Other items **NOT** required/requested for submission, but which *may* be requested if your application is approved for funding include:
a. Copies of an organization or program audit within the last two (2) years
b. Copies of relevant human resources, financial, or procurement policies
c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas.
2. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

Applications are accepted in **English only**, and final grant agreements will be concluded in English.

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.

Applicants utilizing Grants.gov must register with Grants.gov prior to submitting an application. **Registering with Grants.gov is a one-time process; however, it could take as long as two**

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.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

There are four steps that you must complete before you are able to register:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

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

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting http://fedgov.dnb.com/webform

NCAGE application: Application page here: https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx
Instructions for the NCAGE application process:
https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf

For NCAGE help from within the U.S., call 1-888-227-2423
For NCAGE help from outside the U.S., call 1-269-961-7766
Email NCAGE@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. SAM registration must be renewed annually.

4. Submission Dates and Times

Applications are due no later than May 1, 2021 at 11:59 p.m.

5. Funding Restrictions

a. Construction: This award does not allow for construction activities or costs.
b. Pre-award Costs: Pre-award costs are not an allowable expense for this funding opportunity.

4. Program Activities: Activities that are not typically funded include, but are not limited to:

a. profit-generating projects;
b. scholarships to support educational opportunities or study for individuals*;
c. paying to complete activities begun with other funds;
d. financial support for fundraising campaign or fund development projects;
e. projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns;
f. political party and lobbying activities; Programs relating to partisan political activity;
g. Programs solely focused on purchasing supplies;
h. Construction programs
i. Scientific research
j. projects that support specific religious activities; and,
k. microloans/microfinance projects, distribution of seed money for enterprises, and legal/land rights-focused programs are not allowable.
l. Charitable or development activities;
m. Programs intended primarily for the growth or institutional development of the organization; or
n. Programs that duplicate existing programs.

*Individuals interested in educational exchange or study opportunities in the United States should visit https://gn.edit.usembassy.gov/education-culture/educationalexchange/educational-advising-center/ for more information on available programs.

6. Other Submission Requirements

All application materials must be submitted by email to PASConakryGrants@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:** The program idea should be well developed, with sufficient detail about how project activities will be carried out. The proposals should demonstrate originality and outline clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.

● **Organizational Capacity and Record on Previous Grants:**
   o The organization has expertise in the subject area and demonstrates the ability to perform the proposed activities.
   o The organization demonstrates capacity for successful planning and responsible

fiscal management. This includes a financial management system and a bank account.

o Applicants who have received grant funds previously have been compliant with applicable rules and regulations.

o Where partners are described, the applicant details each partner's respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate

● **Project Planning/Ability to Achieve Objectives:** The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.

● **Embassy priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Conakry's priority areas or target audiences.
Embassy Priority Program Areas:
   o Strengthening Civil Society
   o Supporting Economic Empowerment and Entrepreneurship
   o Fostering Regional Stability
   o Boosting Democracy, Human Rights and Good Governance
   o Promoting English Language Capacity
   o Stimulating Women Empowerment

● Participants and Audiences:
All proposals should focus on engaging Guineans in Guinea. Proposals that reach marginalized communities and youth are encouraged.

● **Budget:** The budget and narrative justification are sufficiently 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. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.

● **Monitoring and Evaluation:** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal.

● **Sustainability:** Project activities will continue to have positive impact after the end of the project.

   2. Review and Selection Process

A review committee will evaluate all eligible applications.

Proposals will be reviewed on a rolling basis as they are received, with two intermediate deadlines: March 1 and May 1, 2021.

3. Federal Awardee Performance & Integrity Information System (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 §200.206 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

a. 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.

The Federal government is not obligated to make any Federal award as a result of the Announcement. 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 in three or two installments, as needed to carry out the program activities.

b. Administrative and National Policy Requirements

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 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
    - o Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
    - o Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),

o   Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),

o   Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and

o   Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

c.   Reporting

Reporting Requirements: Recipients are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 90 days after the close of the project period. The award document will specify how often these reports must be submitted.

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent
reports until their high-risk designation has been removed.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

G. FEDERAL AWARDING AGENCY CONTACTS
If you have any questions about the grant application process, please contact:
PASConakryGrants@state.gov

For questions relating to www.Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

Note: We do not provide any pre-consultation for application related questions that are addressed in the 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 and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project, for both program staff, consultants or speakers, and participants/beneficiaries. If the project 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 project, which has a useful life of more than one year (or a life longer than the duration of the project), 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 project. 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 project activities.

Other Direct Costs: Describe other costs directly associated with the project, 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 project 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.

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

Branding Requirements: As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity
under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Note: Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.