

U.S. DEPARTMENT OF STATE
U.S. EMBASSY Khartoum, PUBLIC DIPLOMACY SECTION
Notice of Funding Opportunity

Funding Opportunity Title: U.S. Embassy Khartoum PDS Annual Program Statement
Funding Opportunity Number: PAS-Khartoum-FY23-01
Deadline for Applications: May 31, 2023
Assistance Listing Number: 19.040 – Smith Mundt
Total Amount Available: Subject to funding availability
Maximum for Each Award: \$25,000 or as negotiated

A. PROGRAM DESCRIPTION

The Public Diplomacy Section (PDS) of the U.S. Embassy in Khartoum’s Public Diplomacy Section (PDS) is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

The U.S. Embassy Khartoum strives to ensure that its efforts reflect the diversity of U.S. society and societies abroad. The Embassy seeks and encourages the involvement of people from traditionally underrepresented audiences in all its grants, programs, and other activities and in its workforce and workplace. Opportunities are open to people regardless of their race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation, or gender identity.

Purpose of Small Grants: PDS Khartoum invites proposals for programs that support U.S. Embassy goals in Sudan (**see priority program areas**). Successful proposals must include an American reference to American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of the United States, U.S. policy or perspectives. Successful proposals will clearly describe the U.S. component of the program. Successful proposals will clearly define anticipated results of the program, when results will be expected, and how the U.S. Embassy can measure the anticipated results. Successful grantees will proactively show progress towards results through regular reporting to the U.S. Embassy. U.S. Embassy officials will visit the program to monitor progress.

Examples of PDS Small Grants Program programs include, but are not limited to:

- Academic and professional lectures, seminars, and speaker programs;
- Artistic and cultural workshops, joint performances and exhibitions;
- Cultural heritage conservation and preservation programs;
- Professional and academic exchanges and programs;
- Conferences, workshops, or training opportunities.

Priority Program Areas: The proposal must address one of the following key program areas:

- Promoting civic education and engagement through youth participation in community service, volunteerism, democratic processes, good governance, and citizen-centered governance initiatives;
- Promoting and building the capacity of the Sudanese media;
- Promoting and strengthening human rights awareness and advocacy;
- Promoting women’s leadership, entrepreneurship, and STEM programs;
- Promoting societal inclusion for those from socially disadvantaged groups;
- Promoting any of the themes above through the arts.

Priority Participants and Audiences:

- Youth aged between 18 – 35 years;
- Young Professionals;
- Above priority areas with focus on women, under-privileged or culturally/ethnically diverse communities, or those from marginalized groups.

The following types of programs are not eligible for funding:

- Programs relating to partisan political activity;
- For-profit organizations or companies;
- Individuals;
- Charitable or development activities;
- Commercial or trade activities;
- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs;
- Scientific research;
- Programs intended primarily for the growth or institutional development of the organization;
- Professional development for individuals; or
- Programs that duplicate existing programs.

B. FEDERAL AWARD INFORMATION

Length of performance period: Six to 12 months

Number of awards anticipated: Subject to funding availability

Award amounts: Awards may range from a minimum of \$2,000 to a maximum of \$25,000, although exceptional proposals over \$25,000 may be considered.

Type of Funding: Fiscal Year 2023 Public Diplomacy Funding

Program Performance Period: Proposed programs should be completed in 12 months or less although may be longer if warranted by the proposed activity...

Anticipated program start date: May 1, 2023 through September 30, 2024

This notice is subject to availability of funding.

Funding Instrument Type: Grant, Fixed Amount Award, or Cooperative agreement. Cooperative agreements are different from grants in that PDS staff are more actively involved in the grant implementation. The appropriate level of “substantial involvement” will be agreed upon by PD Khartoum and the grantee prior to award notification.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Public Diplomacy Section encourages applications from:

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

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

- ### 2. Cost Sharing or Matching: Inclusion of cost sharing is welcome but not required
- ### 3. Other Eligibility Requirements

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at www.grants.gov.

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

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
- 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 www.grants.gov
- [SF424A](#) (*Budget Information for Non-Construction programs*) at www.grants.gov
- [SF424B](#) (*Assurances for Non-Construction programs*) at www.grants.gov

2. Summary Coversheet: Cover sheet stating the applicant’s name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (6 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. What aspect of the relationship between the U.S. and XXX will be improved? 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.
- **Proposed Program Schedule:** 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 timeframe 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 and Justification Narrative: In addition to filling out the SF-424A Budget (above), please also send a detailed spreadsheet budget with an accompany budget narrative on a separate document 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
- Official permission letters, if required for program activities

Required Registrations:

All organizations applying for grants must obtain these registrations. All are free of charge:

- www.SAM.gov registration
- Unique Entity Identifier (UEI)

Step 1: Register in SAM by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

Step 2: Retrieve Unique Entity Identifier (UEI) number also from <https://www.sam.gov>.

To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at <https://login.gov/>

Since April 2022, the UEI are assigned when an organization registers or renews its registration in SAM.gov at www.SAM.gov. Organizations should renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active SAM registration.

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

All prime organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov before submitting an application. The Khartoum Public Diplomacy Section may not review applications from or make awards to applicants that have not completed all applicable UEI and SAM.gov requirements. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. **Note:** As of April 2022, a DUNS number is no longer required for federal assistance applications.

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before the award is processed and/or directed to a sub-grantee. Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

Organizations based in the United States or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS), a Commercial and Government Entity (CAGE) code, and a UEI number prior to registering in SAM.gov.

Organizations based outside of the United States and that do not pay employees within the United States do not need an EIN from the IRS, but do need a UEI number prior to registering in SAM.gov. Please note that as of December 2022, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO CAGE (NCAGE) code to apply for non-DoD foreign assistance funding opportunities. If an applicant organization is mid-registration and wishes to remove an NCAGE code from their sam.gov registration, the applicant should submit a help desk ticket (“incident”) with the Federal Service Desk (FSD) online at www.fsd.gov to seek guidance on how to do so.

All prime organizations must also continue to maintain active SAM.gov registration with current information at all times during which they have an active Federal award or application under consideration by a Federal award agency. SAM.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov and to maintain that active registration. If an applicant has not fully complied with the requirements at the time of application, the applicant may be deemed technically ineligible to receive an award and use that determination as a basis for making an award to another applicant. Please refer to 2 CFR 25.200 for additional information.

Note: SAM.gov is not the same as SAMS Domestic. It is free of charge to register in both systems, but the registration processes are different. Information is included on the SAM.gov website to help international registrations. Navigate to www.SAM.gov, click “HELP” in the top navigation bar, then click, “Explore” and “New to SAM.gov?” for general information. Please note, guidance on SAM.gov and the guidance on GSA’s website is being updated to reflect the change in NCAGE requirement. Applicants should review the website frequently for the most up-to-date guidance.

Exemptions

An exemption from these requirements may be permitted on a case-by-case basis if:

- An applicant’s identity must be protected due to potential endangerment of their mission, their organization’s status, their employees, or individuals being served by the applicant.

- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

Note: As of December 2022, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO CAGE (NCAGE) code to apply for non-DoD foreign assistance funding opportunities.

Additional Submission Date and Time Information

The Public Diplomacy Section will accept proposals on an ongoing basis and will review proposals according to the following schedule:

- Proposals received between January 25 and February 28 will be reviewed by March 15, *with responses going out by approximately April 15, 2023*
- Proposals received between March 1 and May 31 will be reviewed by June 30, *with responses going out by July 31, 2023*

Applications may be submitted for consideration at any time before the closing date of May 31, 2023. No applications will be accepted after that date.

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

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application 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. An Embassy Grants Review Committee will evaluate all eligible applications.

Here are the review criteria:

Organizational capacity and record on previous grants: The organization has expertise in its stated field and PDS is confident of its ability to undertake the program. This includes a financial management system and a bank 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. When developing the purpose, summary, description, and

implementation plan, applicants should aim to make all descriptions clear, concise, and compelling. Reviewers will judge the proposals based on the likelihood for the project to exert a sustained, powerful influence on the community where it is undertaken. Does the project address an important gap of understanding or need? If the aim of the project is achieved, how will existing knowledge or practice be improved? What audience do the applicants hope to reach with this project? How many people will participate and how will they be selected?

U.S. component: Proposals must include an American reference to American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of the United States, U.S. policy or perspectives.

Participation and support from reliable local partners: A successful application will demonstrate buy-in and support from the community where the project will take place. The involvement of local partners is a strong sign that there is community support and that the project will engage a broad array of experts, such as subject matter experts, community centers, academic institutions, businesses, local/national government, non-governmental organizations, American Spaces, etc.

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 Khartoum's priority areas or target audiences as discussed above.

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. Costs are related to the proposed activities and anticipated results. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.

Monitoring and evaluation plan: Proposals must include a plan to monitor and evaluate the project's success, both as the activities take place and at the end of the project. Overall, the quality of monitoring and evaluation plan will be judged on how well it 1) specifies the intended outcomes and how these outcomes will be achieved, 2) gives clear descriptions of how each outcome will be measured, 3) identifies when the outcomes will be measured, and 4) explains how outcomes will be collected (such as surveys, interviews, or focus groups). Successful monitoring and evaluation depend heavily on setting clear goals and outcomes and consider potential problems, alternative strategies, and benchmarks for success. Interim and final reporting is required for winning projects, and winning applicants should have a reporting plan to share information about the success/impact of the project.

Communication, media, and outreach plan: The project includes a plan to share information about the project and the U.S. Embassy's role in sponsoring the program.

Sustainability: Program activities will continue to have positive impact after the end of the program.

Disclaimer: This notice is subject to availability of funding. U.S. Embassy Khartoum does not guarantee availability of funding by receiving applications under this announcement. Only successful applicants will be contacted.

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.

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

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

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

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

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

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: 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 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.