

**U.S. DEPARTMENT OF STATE**  
**U.S. EMBASSY GEORGETOWN, PUBLIC AFFAIRS SECTION (PAS)**  
**Notice of Funding Opportunity**

**Funding Opportunity Title:** U.S. Embassy Georgetown PAS Alumni Fund

**Deadline for Applications:** June 15, 2022

**Total Amount Budgeted:** \$5000 USD

**A. PROGRAM DESCRIPTION**

The U.S. Embassy Georgetown Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is an Alumni Fund 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.

**Purpose of Alumni Fund:** PAS Georgetown invites proposals from alumni of U.S. government exchange programs for programs that build sustainability in community organizations, help develop people skills, and help put academics and training into practice. All programs must be initiated by at least one alumna or alumnus from one of the U.S. government exchange programs, including Fulbright, Humphrey, YLAI, YAP, AWE, and IVLP.

**Priority Program Areas:**

—Building sustainability in organizations, by funding proposals which: encourage a strong civil society by building on the management and leadership in friendly societies and limited liability company.

—Strengthen people skills to encourage a cultural consciousness that builds on initial training.

—Project management training.

—Training in softer people skills, civic education, and empowerment

**Participants and Audiences:**

Program proposals should clearly outline who the audience is, and what will be the impact of the program on the stated problem. Program participants should be in a position to benefit from or influence change in a program area.

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

- Programs relating to partisan political activity;
- Charitable or development 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; or
- Programs that duplicate existing programs.

- Salaries, computers or other office basics.

**Authorizing legislation, type and year of funding:**

Funding authority rests in the Smith-Mundt Act (U.S. Public Law 80-402). The source of funding is FY2022 Public Diplomacy Funding.

**B. FEDERAL AWARD INFORMATION**

Length of performance period: Grants must be completed before September 30, 2023.

Number of awards anticipated: 5 awards (dependent on amounts)

Anticipated earliest program start date: June 2022

**This notice is subject to availability of funding.**

**C. ELIGIBILITY INFORMATION**

1. Eligible Applicants

**The Public Affairs Section encourages applications from Guyanese**

- Alumni from any USG program

2. Cost Sharing or Matching - Cost sharing is not required.

3. Other Eligibility Requirements

Applicants are allowed to submit one proposal. If more than one proposal is submitted, the person will be asked to prioritize the projects. However, it is unlikely that more than one proposal from the same person will be funded.

**D. APPLICATION AND SUBMISSION INFORMATION**

1. Before applying, PAS strongly suggests the organization first submit a letter of intent to [PDGeorge@state.gov](mailto:PDGeorge@state.gov), outlining in one paragraph the overall goals and objectives of the potential project. PAS will review the concept and direct the organization to continue the application process or look for other sources of funding. Please type "Letter of Intent – (Name of Organization)" in the subject line of your email.

2. Address to Request Application Package

Forms required below are available at <https://gy.usembassy.gov/education-culture/small-grants-program>

3. Content and Form of Application Submission

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

## Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered

The following documents are **required**:

### 1. Mandatory application forms

- SF-424 (*Application for Federal Assistance – organizations*)
- SF-424A (*Budget Form*)

**2. Summary Coversheet:** 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 (5 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 Justification Narrative:** After filling out the budget section on SF-424A, use a separate sheet of paper to describe each of the budget expenses in detail. Here are guidelines for the 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).

**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. Indirect costs of 10% of the modified total direct costs may be allowed, 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.

## **5. Attachments may include but are not mandatory:**

- 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

Applications may be submitted for consideration at any time before the closing date of June 30, 2022. No applications will be accepted after that date.

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

## **E. APPLICATION REVIEW INFORMATION**

### **1. Criteria**

PAS and the Alumni Fund Board will review and score the grants. 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.

**Capacity and record on previous grants:** The person 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.

**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 Georgetown's priority areas or target audiences.

**Budget:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

**Monitoring and evaluation plan:** 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. Anticipated Announcement and Federal Award Dates

Grants will be reviewed in late June or early July 2022.

## 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.

**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 one week after the meeting of the grants review committee.

### 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 AWARDED AGENCY CONTACTS

If you have any questions about the grant application process, please contact PAS at: [PDGeorge@state.gov](mailto:PDGeorge@state.gov). Note: We do not provide any pre-consultation for application related questions that are addressed in this announcement. 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.