

**U.S. DEPARTMENT OF STATE
U.S. CONSULATE FUKUOKA, PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity**

Funding Opportunity Title: U.S. Consulate Fukuoka PAS Annual Program Statement
Funding Opportunity Number: PAS-FUKUOKA-FY2018-0002
Deadline for Applications: November 1, 2018
CFDA Number: 19.040 – Public Diplomacy Programs
Total Amount Available: \$15,000.00
Maximum for Each Award: \$10,000.00

A. PROGRAM DESCRIPTION

The U.S. Consulate Fukuoka 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 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. **This notice is subject to availability of funding.**

Purpose of Small Grants: PAS Fukuoka invites **Statement of Interest (SOI)** for projects that **strengthen cultural ties between the U.S. and Japan** 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 PAS Small Grants Program projects include, but are not limited to:

- Academic and professional lectures, seminars and speaker programs;
- Artistic and cultural workshops, joint performances and exhibitions; or
- Professional and academic exchanges and projects

Priority Program Areas:

I. U.S. – JAPAN BILATERAL RELATIONSHIP

Programs that seek to explain U.S. policies, culture, and values to Japanese audiences, resulting in a positive impact on the bilateral relationship.

II. REGIONAL SECURITY

Programs that address issues of regional security, non-proliferation, and countering violent extremism, as well as exchanges that promote multilateral cooperation and enhance stability in the Asia-Pacific region.

III. ECONOMIC GROWTH

Programs related to bilateral trade, investment, economic integration, entrepreneurship, innovation, intellectual property rights, and women's empowerment.

IV. SOCIAL ISSUES

Programs that seek to promote a better understanding of human rights and diversity and inclusion.

V. ENGLISH TEACHING

Programs that promote teacher training in areas related to English teaching, or those that enhance English learning among Japanese youth.

VI. EDUCATION

Programs related to promoting study in the United States, the internationalization of Japanese universities, and/or capacity the building of linkages between American and Japanese institutions of higher learning.

Participants and Audiences:

PAS will only consider grants that are geared to Japanese audiences.

The following types of projects are not eligible for funding:

- Projects relating to partisan political activity;
- Charitable or development activities;
- Construction projects;
- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or projects
- Scientific research;
- Projects intended primarily for the growth or institutional development of the organization; or
- Projects seeking funds for personal use

Authorizing legislation, type and year of funding:

Funding authority rests in the Smith-Mundt act. The source of funding is FY2018/FY2019 Public Diplomacy Funding.

B. FEDERAL AWARD INFORMATION

This notice is subject to availability of funding.

Length of performance period: Up to 24 months

Number of awards anticipated: 2 awards (dependent on your requested amounts for funding)

Award amounts: awards may range from a minimum of \$1,000.00 to a maximum of \$10,000.00

Total available funding: \$15,000.00

Type of Funding: Fiscal Year 2018/ Fiscal Year 2019 Public Diplomacy Funding

Anticipated project start date: June 2018

Funding Instrument Type: Grants, Fixed Amount Awards, Awards to Individuals or Cooperative agreement. Cooperative agreements are different from federal awards in which PAS staff are more actively involved in the grant implementation.

Project Performance Period: Proposed projects should be completed in 2 years or less. PAS will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Public Affairs Section encourages applications from U.S. and Japan:

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

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

2. Cost Sharing or Matching

Cost sharing is not required.

3. Other Eligibility Requirements

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

No entity listed on the Excluded Parties List System in the System for Award Management (SAM) is eligible for any assistance or can participate in any activities under an 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.”

If an organization’s SOI is approved, a valid Unique Entity Identified (UEI) number, formerly referred to as a DUNS (Data Universal Numbering System) number, and an active SAM.gov registration will need to be obtained before an organization is able to submit a full application. Individuals are not required to have a UEI (DUNS) number or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

- Content and Form of Application Submission

Please follow all instructions below carefully. SOIs 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 SOI 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 documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

HOW TO APPLY:

Please send your project and budget **Statement of Interest (SOI)** to FACProgram@state.gov.

SOI (10 pages maximum): The SOI should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own format, but it must include all the items below.

- **Project Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Requested amount:** The amount of funding that you are requesting.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the project, 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 project is needed
- **Project Goals and Objectives:** The “goals” describe what the project is intended to achieve. What aspect of the relationship between the U.S. and Japan will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities:** Describe the project activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the project is expected to work to solve the stated problem and achieve the goal.
- **Proposed Project Schedule:** The proposed timeline for the project 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 project. What proportion of their time will be used in support of this project?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Project Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the federal award, 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 federal award?

- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the award period, or the availability of other resources, if applicable.

If your SOI is favorably reviewed by the review panel, you will be requested to submit the other mandatory documents below:

1. Application forms <https://www.grants.gov/web/grants/forms.html#sortBy=1>

- **SF-424 (Application for Federal Assistance – organizations)** or **SF-424-I (Application for Federal Assistance --individuals)**
- **SF424A (Budget Information for Non-Construction programs – organizations only)**
- **SF424B (Assurances for Non-Construction programs)**

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

3. Budget Justification Narrative: 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.

4. Attachments:

- 1-page CV or resume of key personnel who are proposed for the project
- Letters of support from project partners describing the roles and responsibilities of each partner
- Official permission letters, if required for project activities

5. UEI and SAM.gov Required Registrations:

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

- Unique Identifier Number 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>

For help from within the U.S., call 1-888-227-2423

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

Email NCAGE@dliis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

- Submission Dates and Times

Applications may be submitted for consideration at any time before the closing date of November 1, 2018. No applications will be accepted after that date.

- Other Submission Requirements

All application materials must be submitted by email to FACProgram@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.

Organizational capacity and record on previous grants: The organization has expertise in its stated field and PAS is confident of its ability to undertake the project. 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 project activities will be carried out. The SOI includes a reasonable implementation timeline.

Goals and objectives: Goals and objectives are clearly stated and project approach is likely to provide maximum impact in achieving the proposed results.

Embassy/Consulate priorities: Applicant has clearly described how stated goals are related to and support U.S. Embassy Tokyo/U.S. Consulate Fukuoka'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 provides milestones to indicate progress toward goals outlined in the SOI. The project includes output and outcome indicators, and shows how and when those will be measured.

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

2. Review and Selection Process

A Review Panel will evaluate all eligible applications.

3. FAPIIS

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates

Applications will be received and evaluated on a “rolling” basis beginning April 15, 2018 until the deadline for applications on November 1, 2018. Incomplete applications will not be reviewed until completed, and applicants with incomplete applications will not be notified. Unsuccessful applicants will be notified within 30 business days of application submission. Applicants selected for further consideration will be contacted within 30 days and asked to submit all remaining mandatory documents. Applicants should submit their applications at least three months prior to the proposed project’s start date. Please note we do not accept ongoing projects.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The assistance 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 project expenses beginning on the start date of Period of Performance shown on the federal award document signed by the Grants Officer. If a SOI 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 notice 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 project 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/j/drl/p/c72333.htm>. 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 federal award application process, please contact PAS at: FACProgram@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.

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 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. 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.