

**Department of State- Embassy of the United States of America in Paraguay
Notice of Funding Opportunity**

Program Office: Public Diplomacy
Funding Opportunity Title: U.S. Embassy Asuncion, Paraguay Public Diplomacy Small Grants Program Fiscal Year 2018.
Announcement Type: Initial
Funding Opportunity Number: SPA10018GR003-WHA-12132017
CFDA 19.040
Deadline for Applications: The Grants Selection Panel will review applications received once during the first three quarters of fiscal year 2018. The deadlines for submitting applications each quarter are the following: 2nd quarter by February 1, 2018, 3rd quarter by May 1, 2018 and 4th quarter by August 1, 2018.

I. PROGRAM DESCRIPTION

The Embassy of the United States of America in Paraguay's Public Diplomacy (PD) section is pleased to announce an open competition for assistance awards through this Notice of Funding Opportunity (NOFO). This funding opportunity is made possible under the Fulbright-Hays Act as amended.

The PD section seeks to inform and share with audiences in Paraguay about the United States, its culture, society, government, legal, economic, and political systems, and values through programs focusing on the priority areas outlined below. To further these goals, proposals must include American content. American content can include speakers who are experts in U.S. policy, academia, culture, and economics; the use of U.S. training models or materials; exchanges with U.S. institutions; or promotion of U.S. culture and art.

Funding Priorities: PD invites eligible organizations and individuals to submit proposals to support activities directly linked to one or more of the following priority areas:

1. Preparing under-served youth to become future leaders within the global economy through educational exchange, English language programs, entrepreneurship, or STEM related activities.
2. Improving transparency and accountability in government using public data online portals, social media, traditional media, and other fora.
3. Promotion of human rights, especially through the inclusion and empowerment of persons with disabilities and ethnic, gender, and/or sexual minorities.

Activities that are typically funded under this notice include, but are not limited to:

1. Academic and professional lectures; public seminars and programs clearly linked to one or more of the three funding priorities of this notice.
2. Professional development workshops and training for youth and underserved communities clearly linked to one or more of the three funding priorities of this notice.
3. Professional and academic exchanges that are clearly linked to one or more of the three funding priorities of this notice.
4. Artistic and cultural workshops, joint performances and exhibitions clearly linked to one or more of the three funding priorities of this notice.

Activities that will not typically be funded under this notice include, but are not limited to:

1. Religious or partisan political activity.
2. Fundraising campaigns; commercial projects or strictly for-profit ventures.
3. Individual academic research projects; construction projects; or projects whose primary aim is the institutional development of the organization or the personal enrichment or career development of an individual.

II. FEDERAL AWARD INFORMATION

Award Period: Up to 27 months

Award Amount: A maximum amount per award of \$15,000 is available under this program. Similar awards in the past have typically ranged from \$3,000 - \$10,000.

Cost Sharing or Matching: This program does not require cost sharing but any cost sharing will be looked upon favorably.

Proposals will be considered on a competitive basis in the first three quarters during Fiscal Year 2018 by U.S. Embassy Asuncion's Grant Selection Panel.

All applicants are typically contacted 3-4 weeks after they submit a proposal and informed whether their proposal was selected. Therefore, proposals must be submitted at least 6 to 7 weeks before the start of the program.

The U.S. government may make the award on the basis of initial applications received, without discussions or negotiations. Each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right to enter into discussions with one or more applicants to obtain clarification, additional details, or to suggest refinements in the program description, budget, or other aspects of the application.

All awards will be made before September 30, 2018 using Grants or Fixed Amount Awards (simplified grants) and are subject to the availability of funds.

Applications for renewal or supplementation of existing projects are not eligible for funding under this notice.

III. ELIGIBILITY REQUIREMENTS

1. Eligible Applicants: Eligibility is limited to not-for-profit organizations subject to 26 U.S.C. 501 (c) (3) of the U.S. tax code or to similar statutes in the Republic of Paraguay such as Civil society organizations, local representatives of civil society, think tanks, non-governmental organizations, and academic institutions located in Paraguay; U.S. not-for-profit with a partner in Paraguay. Direct funding for non-U.S. institutions and individuals is available under this announcement. The Public Diplomacy section encourages organizations that have not previously received U.S. Federal Award program funding to apply under this announcement.

2. Cost Sharing or Matching: Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost-sharing demonstrates a strong commitment to the planned activities and will be considered to show great cost effectiveness. There may also be additional funding from the private sector to include additional participants in the program.

3. Other: Eligibility is limited to those organizations and individual who qualify to receive Grants or Fixed Amount Awards from the U.S. Department of State and have the ability to develop and implement proposed programs in Paraguay. Please follow all instructions below carefully especially concerning deadlines as applications received after the final deadline will not be reviewed or considered.

IV. APPLICATION AND SUBMISSION INFORMATION

Address to download application package:

Primary: [U.S. Embassy Grants Corner](#)

Application Submission Process: Applicants must submit grants proposals electronically to educationparaguay@state.gov. Applications are accepted in English only, and final award agreements will be concluded in English as the controlling language. Applicants will receive a confirmation e-mail from the U.S. Embassy in Asuncion's Public Diplomacy section to indicate that we have received the proposal.

Application Content: Applicants must follow the NOFO instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information as required by this NOFO. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

Funding proposals may not exceed 4 double-spaced pages in 12-point, Times New Roman font with 1-inch margins. This requirement excludes the allowable appendices, which are identified in Section 6 below. Organizations are permitted to submit multiple grant proposals, but should be aware that PD seeks to provide opportunities to as many organizations as possible. The proposal must consist of the following:

Section 1 - Application for Federal Assistance (SF-424):

This form can be found on-line at:

Organizations:

SF 424 [Http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf](http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf)

SF424A <https://py.edit.usembassy.gov/wp-content/uploads/sites/274/SF424A.pdf>

SF424B <https://py.edit.usembassy.gov/wp-content/uploads/sites/274/SF424B.pdf>

Individuals:

http://apply07.grants.gov/apply/forms/sample/SF424_Individual_1_1-V1.1.pdf

Section 2 - Abstract:

The abstract is limited to 300 words in length. It must provide a summary of the identified need, proposed activities, and expected results.

Section 3 - Problem Statement:

The problem statement must describe the need for the project, with regards to location and the impact that the proposed program will have.

Section 4 – Project Goals/Implementation Plan:

The applicant must specify the goals and objectives of the project, relative to the problem statement. The proposed activities should be described in sufficient detail to show how objectives and goals will be met. This section should also describe how success will be measured via performance indicators. Finally, this section must include a time-task plan that clearly identifies the objectives and major activities.

Section 5 - Organizational Capability:

Applications must include a clear description of the applicant’s management structure, previous experience with similar proposed programs, and organizational experience and background in Paraguay as these relate to the proposed activities. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project.

Section 6 - Appendices:

The grant proposal submission must include two appendices. Only the appendices listed below may be included as part of the application:

- (a) **Budget (Required)** – the detailed budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. The budget should normally be prepared using an Excel or similar spreadsheet, and may include an estimated cost for continuation activities, which will be considered for successful applicants to this NOFO in future fiscal years based on performance and the availability of funds.
- (b) **Resume (Required)** – a resume, not to exceed 1 page in length, must be included for the proposed key staff person. If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a resume.

All organizations applying must have the following (does not apply to individuals):

1. Have or obtain a Unique Entity Identifier currently known as a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by applying on line at:
<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
2. Have or obtain an N-Cage number by applying on line at:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
3. Register with the System for Awards Management (SAM) data base; please note that your SAM registration must be renewed annually. Failure to renew your SAM registration may prohibit submission of a grant application through Grants.gov. The website for registering after your organizations has both a DUNS and N-Cage number is: <https://www.sam.gov/portal>

Application Deadline: All applications must be submitted via e-mail before 5:30 p.m. Paraguay time for each of the quarterly deadline dates. Applications submitted after 5:30 p.m. on those dates will be ineligible for consideration during the current quarter. **Begin the application process early**, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to application deadlines.

V. APPLICATION REVIEW INFORMATION

Consistent with the federal award regulations, the Department of State reserves the right to give priority for its funds to those organizations working on key USG objectives that are and have been supportive, in policy and programs, of USG policies in Paraguay.

Evaluation Criteria: Applicants should note that the following criteria (1) serve as a standard against which all proposals will be evaluated, and (2) serve to identify the significant matters that should be addressed in all proposals. The USG will award a Grant or Fixed Amount Award to the applicant(s) whose offer represents the best value to the USG on the basis of technical merit and cost.

Each application will be evaluated by a Grants Selection Panel at the Embassy of the United States of America in Paraguay. The evaluation criteria have been tailored to the requirements of this NOFO.

- **Problem Statement (25 points):** This section should identify the importance and relevance of the applicant's proposal to one or more of the funding priorities of this notice.
- **Project Goals/Implementation Plan (40 points):** Applicants should describe what they propose to do and how they will do it. The proposed activities must directly relate to meeting the goals and objectives, and applicants should include information on how they will measure activities' effectiveness. The Grants Selection Panel will be viewing the implementation plan in terms of how well it addresses the problem statement, relevance of the goals and objectives, feasibility of the proposed activities and their timeline for completion, and the extent to which the impact of the project will continue beyond the conclusion of the funding period.
- **Organizational Capability (20 points):** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated goals and objectives. In addition, applicants should describe how and with whom they will collaborate to meet project goals.
- **Appendices (15 points):**
 - **Budget:** Costs shall be evaluated for realism, control practices, and efficiency. The Department of State must determine that the costs paid for an award are reasonable, allowable, and allocable to the proposed project activities. This will consist of a review of the Budget to determine if the overall costs are realistic for the work to be performed, and if the costs are consistent with the program narrative.
 - **Resume:** The Grants Selection Panel will consider the appropriateness of the selected project director; in view of the role and responsibility that

person will play in guiding the project through implementation to completion. Position descriptions submitted in lieu of the resume will be reviewed for the appropriateness of the qualifications and skills identified.

VI. FEDERAL AWARD ADMINISTRATION

Federal Award Notices: The Grant award or Fixed Amount Award shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer Grants and Fixed Amount Awards. The assistance award agreement is the authorizing document and it will be provided to the Recipient through either e-mail or facsimile transmission. Organizations and individuals whose applications will not be funded will be notified in writing. This notice is made and any awards will be made in line with the [2 CFR 200](#).

Applicants under consideration for an award will be subject to a pre-award survey to determine fiscal responsibility and ensure adequacy of financial controls. This survey contains a list of criteria for determining whether the applicant's accounting system meets the minimum standards to be eligible for USG funding. These standards include appropriate accounting software and written financial management policies and accounting procedures. The pre-award survey will involve assessing the extent to which these are in place within an organization and being actively implemented.

Administrative Requirements: Awards made through Grants under this notice will be subject to [The U.S. Department of State Standard Terms and Conditions for Federal Assistance Awards](#).

Anticipated Time to Award: Applicants should expect to be notified of the proposals recommended by the Grants committee for funding within 15 working days after the submission deadline.

Reporting Requirements: Grantees 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 programmatic and financial reports are due 90 days after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award.

VII. FEDERAL AWARDED AGENCY CONTACT

For questions about this solicitation, contact Darren Beltran, Grants and Program Specialist, at:

Email: educationparaguay@state.gov (Preferred method of communication)

Phone: 595-21-213-715

VIII. OTHER INFORMATION

Issuance of this NOFO does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received.