

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY TO MAURITIUS AND SEYCHELLES
Notice of Funding Opportunity**

Funding Opportunity Title: Academy of Women Entrepreneurs Mauritius 2021

Deadline for Applications: March 26, 2021

CFDA Number: 19.040

Total Amount Available: \$ 24,640

FAIN number: SMP10021GR3004

A. PROGRAM DESCRIPTION

The U.S. Embassy to Mauritius and Seychelles announces an open competition for non-profit organizations to submit applications to lead a program for women entrepreneurs and implement the U.S. State Department's Academy for Women Entrepreneurs (AWE) program in Mauritius. Please carefully follow all instructions below.

Program Objectives:

To augment the existing slate of projects focused on women and economic empowerment, the Department of State's Bureau of Educational and Cultural Affairs (ECA) established the Academy for Women Entrepreneurs (AWE) in 2019. AWE provides women entrepreneurs with the skills, resources, and networks needed to start and scale successful businesses.

Through AWE, women entrepreneurs participate in a facilitated entrepreneurship program supplemented with localized content, as well as networking and mentorship opportunities. AWE is centered around the online training program, DreamBuilder, developed through a partnership between Arizona State University's Thunderbird School of Global Management and the company Freeport-McMoRan. The program equips women with the tools needed to create and grow their own businesses, raise capital, and effectively network with other successful business owners.

AWE is an educational opportunity for prospective women entrepreneurs and early-stage business owners that uses DreamBuilder at its core. Participants form cohorts meet in person to discuss course modules, to network, and to learn from one another.

Additional information is available at the following link: <https://eca.state.gov/awe>

The project will include the following components:

- develop a program aimed at increasing entrepreneurial capacity of AWE beneficiaries that will integrate the DreamBuilder (dreambuilder.org) online course as one of its key components. The program will encompass facilitated viewing sessions that will provide

the participants an opportunity to discuss the topics and to network. The modules may be augmented to localize the context, and to accommodate the topics of guest speaker talks.

- Identify a facilitator(s) to lead discussions, help localize the principles taught and engage in speed mentoring, influencer talks, pitch competitions or trade fairs for women to apply business skills in real-time.
- Create an educational cohort and recruit 25-35 women aged 25 or older to engage in U.S.-style online education with guided facilitation. The awardee will promote the call for participants through traditional and/or social media platforms and organizational networks that would maximize the number of women reached. In consultation with the awarding agency, the awardee will determine additional selection criteria beyond the basic eligibility parameters and devise an application form. The awardee will review and pre-select program participants and in close collaboration with the U.S. Embassy will organize and conduct final interviews to select the participants.
- Foster networks that support participants' access to peer-to-peer mentorship, business partners, and scaling opportunities with business in the region.

The project has the following goal:

Provide the selected women entrepreneurs with the skills, resources, and networks needed to start and scale successful businesses.

Participants and Audiences:

The target audience for this project are Mauritian women, aged 25 and older who have recently started a business and have about a year experience selling their product or service. Participants should have basic computer skills and have minimal previous business training.

B. FEDERAL AWARD INFORMATION

Length of performance period: **1 year**

Number of awards anticipated: **1 award**

Award amounts: Maximum of **\$24,640**

Total available funding: **\$24,640**

Application Deadline: **March 26, 2021**

Anticipated program start date: **May 1, 2021**

This notice is subject to availability of funding.

Contingent on the availability of funds, a total of \$24,640 for one grant will be awarded through this announcement. If selected to receive an award, an applicant will be awarded funds for 12 months, depending on the activities proposed.

Funding Instrument Type: Grant

Program Performance Period: Proposed programs should be completed in 12 months or less.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants: The Public Affairs Section encourages applications from Mauritians.

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

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

2. Other Eligibility Requirements

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted, 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 Data Universal Numbering System (DUNS) number 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 DUNS number or be registered in SAM.gov.**

D. APPLICATION AND SUBMISSION INFORMATION

1. **Application Package**

Application forms required below are available at: <https://www.grants.gov/web/grants/forms.html>

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

The following documents are **required**:

1. **Mandatory application forms**

- **SF424A (Budget Information for Non-Construction programs)** at <https://www.grants.gov/web/grants/forms/sf-424-family.html> (please download form to your computer in .pdf format and complete it)
 - **SF424B (Assurances for Non-Construction programs)** at <https://www.grants.gov/web/grants/forms/sf-424-family.html> (please download form to your computer in .pdf format and complete it)
- Application Requirements for awards to Organizations:**
- **SF-424 (Application for Federal Assistance – organizations)** at <https://www.grants.gov/web/grants/forms/sf-424-family.html> (please download form to your computer in .pdf format and complete it)
2. **Proposal Coversheet:** Cover sheet stating the applicant name and organization, proposal date, program title, start and end date of program, and brief purpose of the program.
3. **Proposal (three pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do and what the program will accomplish. You may use your own proposal format, but it must include all the items below.
- **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.
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 - **Program goals and objectives:** The goals describe what the program is intended to achieve. What aspect of the relationship between the U.S. and Mauritius/Seychelles 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?
 - **Media plan:** All submissions must include a detailed press and social media plan that outlines how the implementer will publicize the activities and goals of the 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 SF-424A Budget (above), use a separate spreadsheet to describe each of the budget expenses in detail. **See section H. Other Information: Guidelines for Budget Submissions below for further information.**
 5. **Attachments** (*if applicable*):
 - 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

3. **Required Registrations:**

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

- Unique Identifier Number from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- SAM.gov registration

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

DUNS Registration: Request a DUNS number online at <http://fedgov.dnb.com/webform>. For technical difficulties, contact Dun & Bradstreet by email at govt@dnb.com

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

NCAGE registration: 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%20NCA GE.pdf>

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.

4. **Submission Dates and Times:**

Pending funds availability, all applications received by midnight (Mauritius time) on **March 26, 2021**, will be considered in FY2021.

5. **Funding Restrictions:**

- Infrastructure/construction

- Development projects/programs
- Individual scholarships
- Personal development
- Social travel/visits
- Gifts or prizes
- Alcohol
- Food and drink not directly related to the program outcome
- Venture capital
- For-profit endeavors

All application materials must be submitted by email (.pdf or .doc formats only, **not iCloud**) to portlouis_pas@state.gov with subject line “Proposal: AWE 2021 – Name of Organization”.

E. APPLICATION REVIEW INFORMATION

1. Criteria

A grants review panel will review and evaluate each application based on the criteria outlined below:

U.S. Component: The project has a clear U.S. component that incorporates U.S. expertise, processes, or personnel.

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 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 details 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 priority areas and target audiences outlined in section A.

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 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.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

A U.S. government Grants Officer will award, sign, and administer the grant award or cooperative agreement. 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. **No actions or costs can be incurred before the grant is approved and 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 Annual Program Statement 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 either in one or 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 that 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/m/a/ope/index.htm>.
Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: For grants and cooperative agreements, recipients will be required to submit financial reports and program reports. Financial reports do not apply to Fixed Amount Awards.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact PAS at portlouis_pas@state.gov with subject line “Query: AWE 2021 – Name of Organization”.

Note: We do not provide any pre-consultation for application related questions that are addressed in this NOFO. Once an application has been submitted, U.S. government officials and staff may not discuss this competition with applicants until the entire proposal review process is complete.

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 and administration 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 percent 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.