U.S. DEPARTMENT OF STATE
U.S. EMBASSY TO MAURITIUS AND SEYCHELLES
PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity

Funding Opportunity Title: U.S. Embassy Port Louis, Public Affairs Sections (PAS) Notice of Funding Opportunity (NOFO)
Deadline for Applications: July 27, 2020
CFDA Number: 19.040 – Public Diplomacy Programs
Minimum for Each Award: $10,000
Maximum for Each Award: $50,000

A. PROGRAM DESCRIPTION

The Public Affairs Section (PAS) of the Embassy of the United States of America to Mauritius and Seychelles is pleased to announce a funding opportunity through the Public Diplomacy Small Grants Program. This document outlines our funding priorities based on availability of funds, the strategic themes we have identified for this Notice of Funding Opportunity (NOFO), and the procedures for submitting requests for funding. Please follow all instructions below carefully.

Purpose: The U.S. Embassy invites proposals for programs that strengthen cultural ties between the U.S. and Mauritius or Seychelles 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.

Priority Program Areas:

1. University Partnerships with U.S. Universities
2. Entrepreneurship
3. Alumni from U.S. government funded educational and cultural exchange programs.

1. University Partnerships with U.S. Universities

a. Promote U.S.- Mauritius or Seychelles faculty and student exchanges, particularly the development of dual degree programs that allow students to complete their studies in Mauritius or Seychelles.
b. Encourage joint research, PAS will prioritize projects in agriculture, food security, and STEM.

c. Provide training and transfer skills in all aspects of university administration.

d. Explore public-private partnerships, with an emphasis on commercialization, technology transfer, and job creation.

2. **Entrepreneurship**: Provide training to support and promote entrepreneurship and enhance essential business skills, soft skills, and create networking opportunities among youth and underprivileged or marginalized groups.

   Preference will be given to projects that support:

   a. Startup Bootcamps. Multi-day, intensive workshops for entrepreneurs that provide them the skills, knowledge, and network to develop their ventures.

   b. Investor training. A program for in-country stakeholders in the entrepreneurial ecosystem to bolster local financial support for startups and create sustainable investment networks.


   a. Build public awareness of alumni efforts to support democracy, economic growth, and sustainable development in Mauritius and Seychelles. The campaign should highlight the skills and networks developed directly as a result of their exchange program in the United States.

   b. PAS will prioritize proposals that include a recruit plan for new Mauritian and Seychellois participants for U.S. government educational and cultural exchange programs.

**Audience:**

All proposals should clearly indicate their intended participants and audiences.

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

- Activities that do not contain a distinctly U.S. component
- Programs relating to partisan political activity
- Development projects/programs
- Infrastructure/construction programs
- Individual scholarships
- Personal development
- 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
• Programs that duplicate existing programs
• Social travel/visits
• Venture capital
• For-profit endeavors

Authorizing legislation, type and year of funding:
Funding authority rests in the Smith-Mundt Act. The source of funding is FY20 Public Diplomacy Funding.

B. FEDERAL AWARD INFORMATION

Length of performance period: up to 18 months.
Award amounts: Awards may range from a minimum of $10,000 to a maximum of $50,000
Type of Funding: Fiscal Year 2020 Public Diplomacy Funding
Anticipated program start date: September 2020.

This notice is subject to availability of funding.

Funding Instrument Type: Grant, Fixed Amount Award, Awards to Individuals, or Cooperative Agreement.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants: The Public Affairs Section encourages applications from U.S., Mauritian or Seychellois:
   • Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
   • Individuals
   • 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 Required Registration below 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

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

Applications should be submitted by email to portlouis_pas@state.gov

1. The following documents are required:

   Mandatory application forms available on the following link: https://www.grants.gov/web/grants/forms/sf-424-family.html

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

2. Summary 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.

   - 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. Please include information on previous grants the organization or individual received. If applicable, please include information about 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 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?

• **Marketing Plan**: Short description of how the applicant will recruit program participants (if applicable) and then publicize the program activities and/or results, taking into consideration social and traditional media, as well as other methods of public outreach as necessary. U.S. funded programs must typically include U.S. branding, which will be made available to successful applicants.

• **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
- If required, official permission letters for program activities

**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
- [www.SAM.gov](http://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 visiting https://fedgov.dnb.com/webform/

NCAGE application: Application page here https://eportal.nspa.nato.int/AC135Public/CageTool/home

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:
Pending funds availability, all applications received by July 27, 2020, will be considered in FY2020.

5. Funding Restrictions:
- Infrastructure/construction
- Development projects/programs
- Individual scholarships
- Personal development
- Social travel/visits
- 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) portlouis_pas@state.gov with subject line “Proposal: PAS NOFO 2020 – Name of Organization/individual”.

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, model, 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.

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**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 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 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: PAS NOFO 2020”.

*Note: We do not provide any pre-consultation for application related questions that are addressed in the 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.