

**U.S. DEPARTMENT OF STATE  
U.S. EMBASSY BUJUMBURA**

**Notice of Funding Opportunity**

<b>Funding Opportunity Title:</b>	U.S. Embassy Bujumbura Public Affairs Section (PAS) Annual Program Statement
<b>Funding Opportunity Number:</b>	DOS-PAS-FY22-BJM01
<b>Deadline for Applications:</b>	Rolling deadline
<b>CFDA Number:</b>	19.040 – Public Diplomacy Programs
<b>Maximum for Each Award:</b>	\$20,000
<b>Minimum for Each Award:</b>	No minimum

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

**A. PROGRAM DESCRIPTION**

The Public Affairs Section (PAS) of the U.S. Mission to Burundi is pleased to announce an open competition for organizations and individuals to submit applications to carry out a program or project with funding through the Public Diplomacy 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.

**Purpose of Grants:** PAS Bujumbura invites proposals for programs that strengthen ties between the United States and Burundi through cultural and exchange programming that highlights shared values and promotes bilateral cooperation. All programs must include a U.S. element, connection with U.S. expert(s), organization(s), or institution(s) in a specific field that will promote increased understanding of U.S. policy and perspectives. Applicants are strongly encouraged to partner with English Clubs, American Spaces or U.S. exchange program alumni to conduct activities

**Priority Program Areas:**

The Mission is particularly interested in projects that address one of our following Priority Program Objectives:

- **Skills for Success:**
  - Programs promoting education, a lecture series, or an academic exchange
  - Programs promoting learning English
  - Programs promoting job training skills, such as resume writing, financial literacy, and digital literacy

- **Entrepreneurship:**
  - Programs providing entrepreneurship opportunities for Burundian youth
  - Programs supporting increased economic opportunities for women and marginalized communities
  - Programs promoting sustainable economic prosperity.
  
- **Democratic Values/ Journalism:**
  - Programs that help Burundian journalists produce high-quality reporting on topics of shared U.S.-Burundi interest
  - Programs that strengthen institutions to promote the rule of law, transparency, and accountability
  - Programs that promote universal freedoms and democratic principles and practices
  
- **Environmental sustainability:**
  - Programs that support initiatives to mitigate the effects of climate change
  - Programs that promote minimizing waste and regenerating our resources
  - Programs that support protecting the natural environment and sustainable agriculture

### **Participants and Audiences:**

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;
- Gifts and Prizes;
- Alcohol;
- Food and drink not directly related to the program outcome; and
- For-profit endeavors

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

The source of funding is FY2022 Public Diplomacy Funding.

**B. FEDERAL AWARD INFORMATION**

Length of performance period: up to 12 months.

**Award amounts:** Awards will have a maximum of \$20,000

**Type of Funding:** Fiscal Year 2022 Public Diplomacy Funding

**Anticipated program start date:** To be considered for FY2022, all programs must start before September 30, 2022.

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

Cooperative agreements are different from grants in that PAS staff are more actively involved in the grant implementation. The appropriate level of “substantial involvement” will be agreed upon by PAS Bujumbura and the grantee prior to award notification.

**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 U.S. and Burundian:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience;
- Individuals; and
- Non-profit or governmental educational 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 proposal per organization/individual. 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](http://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.

[Dun and Bradstreet Universal Numbering System \(DUNS\)](#): Organization registrations prior to April 2022 require applicants to obtain a DUNS prior to registering in SAM. By April 2022, the federal government will stop using the DUNS number as an entity identifier and will transition to the Unique Entity Identifier (UEI) issued by SAM. Beginning in April 2022, overseas organizations should apply for an NCAGE code and then go to [SAM.gov](http://SAM.gov) to complete their registration, a UEI will be generated as part of the [SAM.gov](http://SAM.gov) registration process.

## **D. APPLICATION AND SUBMISSION INFORMATION**

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 budgets are in U.S. dollars;
- All documents are in English or French. (Note: Because English is not widely understood in Burundi, applications do not need to be in English; successful applicants, however, will be required to submit additional forms in English as required by U.S. federal assistance regulations.)
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins
- All pages are numbered

### **The following documents are required:**

1. **Mandatory application forms** available at [www.grants.gov](http://www.grants.gov):

- **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) or SF-424B-Individual

2. **Summary Coversheet**: Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

**3. Proposal (five 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; the total amount of funding requested from PD Bujumbura, total amount of cost-share (if any), and total program amount (PD funds + cost-share).
- **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 Burundi 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.
- **Budget justification narrative:** please see Section H below for additional information.
- **Program monitoring and evaluation plan:** This is an important part of successful grants. Throughout the time frame 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 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.

#### **5. Attachments**

- 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

#### **6. Unique Entity Identifier and System for Award Management (SAM.gov)**

##### **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](mailto:govt@dnb.com). U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers: U.S. and U.S Virgin Islands: 1-866-705-5711

D&B Resources:

<http://fedgov.dnb.com/webform/index.jsp> – United States

<https://www.dnb.com/about-us/our-worldwide-network.html> – International

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%20NCAGE.pdf>

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

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

**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, applications submitted for consideration before July 15, 2022, will be considered for this fiscal year.

**All application materials must be submitted by email (.pdf or .doc formats only, not iCloud) to [BurundiPublicAffairs@state.gov](mailto:BurundiPublicAffairs@state.gov). Applications received in hard copy will not be eligible for funding consideration.**

Applicants must submit a complete application package with a concise budget that reflects the scope of work as indicated on the proposal.

Each application submitted under this announcement will be evaluated by a committee and rated on the basis of the evaluation criteria outlined below. Applications will be reviewed on the basis of their completeness, coherence, clarity, and attention to detail.

## **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 an ability 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.

## 2. Review and Selection Process

An Embassy Grants Review Committee will evaluate all eligible applications.

## 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 APS 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 program activities. Payment schedules will be determined by the Grants Officer and Grants Officer Representative and specified in the award document, according to program milestones and as needed to carry out the project activities.

**Organizations and individuals 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/wp-content/uploads/2020/10/U.S.-Department-of-State-Standard-Terms-and-Conditions-10-21-2020-508.pdf>

Note the U.S. Flag branding and marking requirements in the Standard Terms and Conditions.

**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.

**Branding Requirements:** As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. should be marked appropriately with the relevant U.S. Embassy branding in a size and prominence equal to (or greater than) any other logo or identity.

## **G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact PAS at: [BurundiPublicAffairs@state.gov](mailto:BurundiPublicAffairs@state.gov).

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