

## U.S. EMBASSY ATHENS, GREECE, PUBLIC AFFAIRS SECTION

**Funding Opportunity Title:** U.S. Embassy Athens, Public Affairs Section, Annual Program Statement

**Funding Opportunity Number:** PAS-Athens-FY20-01

**Posted Date:** Dec 2, 2019

**Closing Date for Applications:** January 2, 2020

**Total Amount Available:** Amount pending funds availability

**Award Floor and Ceiling:** USD 1,000 – USD 60,000

**CFDA NUMBER: 19.040 – Public Diplomacy Programs**

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

Funding authority rests in either the Smith-Mundt Act or the Fulbright-Hays Act. The source of funding is FY2020 Public Diplomacy Funding.

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

### **FUNDING OPPORTUNITY DESCRIPTION**

The U.S. Embassy Athens Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce funding is available through our Public Diplomacy Grants Program in fiscal year 2020 (October 1, 2019-September 30, 2020). This is an Annual Program Statement, outlining our funding priorities and the procedures for submitting requests for funding. Please carefully follow all instructions below.

The first deadline for grant applications is **January 2, 2020**. Funding decisions will be made on these applications on a rolling basis. Applicants may apply for funding between \$1,000 and \$60,000. Please use the grant application documents and budget template found on the sidebar of our website.

**Purpose of APS Grants:** PAS Athens invites proposals for projects that **strengthen ties between the United States and Greece** through concrete demonstrations of cooperation between our two peoples. All grant proposals must convey an element of American history, culture, or shared values. Competitive proposals should support a priority program area (see below). Competitive proposals should also include a connection with American expert/s, organization/s, or institution/s that will promote increased cooperation between the people of the United States and Greece even after the program has finished.

**Priority Program Areas:** The Public Affairs Section is focused on bilateral priorities in the form of programs, exchanges and media opportunities that:

- demonstrate active partnership and dialogue between the U.S. and Greece to support regional peace and stability, promote cooperation in areas such as security, defense, law enforcement and energy, and counter malign influence and disinformation;
- strengthen and expand collaboration between U.S. and Greek higher education institutions, expand outreach and engagement with Greek academics and students, and share educational best practices, including in English language education;
- promote mutual understanding and shared democratic values in areas including education, arts & culture, and STEM;

- introduce U.S. best practices and perspectives to empower young leaders, offer capacity building for civil society, and support socio-economic inclusion of vulnerable and marginalized populations, including ethnic minorities, migrants and refugees, and LGBTQI individuals;
- support bilateral economic cooperation, trade and investment, and initiatives that promote entrepreneurship, innovation and digital skills, employability, women's empowerment, research-to-market best practices, and development in the creative industries.

**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;
- Fundraising campaigns;
- Lobbying for specific legislation or projects;
- Competitions where the prize is the only outcome of the program;
- Scientific research; or
- Projects that duplicate existing projects.

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

Funding authority rests primarily in Fulbright-Hayes or Smith-Mundt FY2020 Public Diplomacy funding.

**A. FEDERAL AWARD INFORMATION**

Length of performance period: Up to twelve months

Number of awards anticipated: Dependent on funds availability

Award amounts: Awards may range from a minimum of \$1,000 to a maximum of \$60,000

Total available funding: To be determined

Type of Funding: Fiscal Year 2020 Public Diplomacy Funding

Anticipated project start date: No later than Sept 30, 2020

**Funding Instrument Type:** Grant, Fixed Amount Award, or Cooperative Agreement. Cooperative Agreements are different from grants in that Public Affairs Section staff are more actively involved in the grant implementation. Examples of the substantial involvement by PAS staff include the development of the grant program, final approval of grant activities, and participation in selection panels for program participants.

**Project Performance Period:** Proposed projects should ideally be planned for a period of no more than 12 months. In rare cases, depending on the nature of the program, a project of more than 12 months may be considered. 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.

**B. ELIGIBILITY INFORMATION**

1. Eligible Applicants

The Public Affairs Section encourages applications from the United States and Greece:

- Registered public or private non-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Non-profit or governmental educational institutions
- Greek or American individuals, or
- Governmental institutions

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

## 2. Cost Sharing or Matching

Cost sharing (providing funding or goods/services in-kind) is encouraged but not required.

## 3. Other Eligibility Requirements

Applicants are only allowed to submit one proposal per organization at a time. All organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and a CAGE/NCAGE number, as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section G 3 for information on how to obtain these registrations. Individuals are not required to have a DUNS number or to be registered in [www.SAM.gov](http://www.SAM.gov).

## C. APPLICATION AND SUBMISSION INFORMATION

### I. Address to Request Application Package

Application forms required below are available on the sidebar of this website. You may also request an application package by emailing [USEmbAthensGrants@state.gov](mailto:USEmbAthensGrants@state.gov). Please include the funding opportunity title and number "PAS Athens-FY20-01" and the applicant organization's name in the subject line of the email.

### II. 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;
- 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.

The following 4 documents are **required**:

**1. Summary Coversheet (please use the provided template):** A one-page cover sheet stating the applicant name and organization, proposal date, project title, project period proposed start and end date, and brief purpose of the project.

**2. Proposal: Please use the proposal application template found on the sidebar of our website.**

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

- Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- 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 and Project Goals and Objectives:** A clear concise statement of the problem you are trying to solve in Greece. Then, describe what the project is intended to achieve. What aspect of the relationship between the United States and Greece 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.
- Project Beneficiaries:** A description of who will be targeted and benefit from this program.
- 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? *For a project proposal over \$25,000, applicants must submit the resumes of key personnel.*
- Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees, as applicable.
- Expected Results:** What is the expected outcome of this project? How will that be measured? 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.
- Public Engagement Plan:** Applicant’s strategy for creating content for social media, the web, or printed materials that promotes the project activity or joint U.S.-Greece cooperation during the program timeline.

**3. Budget Justification Narrative** (describe each of the budget expenses in detail in the application form).

**4. Detailed Budget** (on a spreadsheet, please use the provided template).

Please note: One of the criteria for evaluating proposals is cost-effectiveness. The budget should demonstrate efficient use of funds appropriate to achieve project goals. Overhead and administrative components of the budget, including salaries and honoraria, should be kept as low as possible. All estimated expenses should be consistent with project plans and activities.

**5. Application:** Please use the application and budget forms found on our website sidebar.

Please send the following documents by email to [USEmbAthensGrants@state.gov](mailto:USEmbAthensGrants@state.gov)

- Application Form
- Excel Budget Spreadsheet
- Mandatory Application Form SF-424

**For Organizations**

- 1) SF424 Application for Federal Assistance
- 2) SF-424A Budget Information for Non-Construction Programs

These forms can be found at: <https://www.grants.gov/web/grants/forms/sf-424-family.html>

**For Individuals**

- 1) SF-424 Application for Federal Assistance –Individual
- 2) SF-424A Budget Information for Non-Construction Programs

These forms can be found at: <https://www.grants.gov/web/grants/forms/sf-424-individual-family.html>

*If applicable:*

- Short CV or resume of key personnel who are proposed for the project (for proposals over \$25,000).
- Letters of support from project partners, if any, describing the roles and responsibilities of each partner.
- Official permission letters if required for project activities with program partners, for instance.

**6. Submission Dates and Times**

Applications may be submitted for consideration at any time on or before **January 2, 2020**. No applications will be accepted after that date. It is strongly recommended that applicants submit proposals and supporting documentation to [USEmbAthensGrants@state.gov](mailto:USEmbAthensGrants@state.gov) well before this date to ensure receipt prior to the deadline.

**7. Funding Restrictions**

Award funds cannot be used for construction projects, vehicle purchases, real estate purchases, or other similar purposes.

**8. Other Submission Requirements**

All application materials must be submitted by email to [USEmbAthensGrants@state.gov](mailto:USEmbAthensGrants@state.gov). Please do not submit proposals via [www.grants.gov](http://www.grants.gov).

**D. APPLICATION REVIEW INFORMATION**

1. Criteria

The U.S. Embassy encourages applications that include organizations and communities that have not had extensive opportunities to work with the U.S. Embassy and the Department of State. Organizations that have received previous grants from the U.S. Embassy should make an effort to include new institutions and communities as sub-grantees or program partners. Each application submitted under this announcement will be evaluated and rated on the basis of the evaluation criteria outlined below.

**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 proposal 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 priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Greece's priority areas or target audiences.

**Budget:** The budget justification is detailed, and costs are allowable. 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.

**Project Impact and Monitoring and Evaluation plan:** The applicant has expected results and measurable outcomes and demonstrates the ability to measure program success against key indicators. The applicant provides milestones to indicate progress toward goals outlined in the proposal. 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.

**Cost Share:** The program implementer or another partner organization has provided measurable and trackable inputs that forward the program goals.

**Public Outreach:** The program includes live or real-time social media products in Greece, or otherwise promotes the collaborative nature of the project to the Greek public.

## 2. Review and Selection Process

A Grants Review Committee consisting of at least three U.S. Embassy Athens personnel from the Public Affairs Section (and other relevant sections if applicable) will evaluate all eligible applications.

Successful applicants will receive official written notification by email and detailed information on finalizing grant awards.

Organizations whose applications will not be funded will also be notified via email.

## 3. Anticipated Announcement and Federal Award Dates

Announcement and federal award dates will be announced on a rolling basis throughout the year and no later than September 30, 2020.

## E. FEDERAL AWARD ADMINISTRATION INFORMATION

### 1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the U.S. Embassy Greece 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 shown on the grant award document signed by the Grants Officer. If a proposal is selected for funding, the U.S. 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 U.S. Department of State.

Issuance of this Notice of Funding Opportunity 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. Initial installment may not exceed the amount of 80% (the rest will be disbursed after the

completion of programs and submission of closeout reports). The standard form SF-270 Request for Advance or Reimbursement Payments may be submitted in the amounts required by the recipient to carry out the purpose of this award.

## 2. Administrative and National Policy Requirements

**Terms and Conditions** for the administration of grant agreements include the following: Office of Management and Budget's Circular 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB circular cited, please contact the U.S. Government Publishing Office or download from the [www.ecfr.gov](http://www.ecfr.gov) website. Please reference the following websites for additional information:

<https://www.statebuy.state.gov/fa/pages/home.aspx>

## 3. Reporting

**Reporting Requirements:** Recipients will be required to submit program reports and financial reports. The award document will specify how often these reports must be submitted. Final programmatic and financial reports are due 90 days after the close of the project period. The disbursement of funds may be tied to submission of these reports in a timely manner.

## F. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process or the proposal requirements, please email [USEmbAthensGrants@state.gov](mailto:USEmbAthensGrants@state.gov). Note: U.S. Embassy Greece does not provide any pre-consultation for application-related questions that are addressed in the Notice of Funding Opportunity. 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.

## G. OTHER INFORMATION

### 1. 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. If your organization does not have a NICRA, the applicant may elect to charge a de minimis rate of 10% of the Modified Total Direct Costs (MTDC).

**2. Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$24,000 of each sub-award (regardless of the period of performance of the sub-awards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award in excess of \$24,000.

**Cost Share:** While not required, if the budget includes cost-sharing, please provide explanatory notes. Cost share refers to contributions from the organization or other entities other than the U.S. Embassy. It may also include in-kind contributions such as volunteers' time and donated venues. Cost sharing does not apply to Fixed Amount Awards, and is not required for approval of an award.

Budget restrictions include:

- Alcoholic beverages
- Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval.
- Expenses incurred before or after the specified dates of the award period of performance (unless prior written approval is received)

### 3. Registrations

To be eligible to receive funding from the U.S. government, all organizations (except individuals) must **obtain the following registrations**. All are free of charge but because the process can be lengthy, we encourage all interested applicants to begin the process immediately:

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

**Step 1:** Apply for a NCAGE number and DUNS number (these can be completed simultaneously, but your information must match exactly or else you will encounter errors registering at [www.SAM.gov](http://www.SAM.gov).)

NCAGE application: To request a new NCAGE code, organizations register with the NATO support and Procurement Agency (NSPA) by going to the NATO Codification Tool webpage <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx> and selecting the "CAGE/NCAGE Code Request" link. More detailed instructions for the NCAGE application process can be found at <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

Obtaining and validating this code may take up to 10 business days.  
For help from within the United States, call 1-888-227-2423  
For help from outside the United States, call 1-269-961-7766  
Email [NCAGE@dliis.dla.mil](mailto:NCAGE@dliis.dla.mil) for any problems in obtaining an NCAGE code.



DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. This may take up five business days. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visit <http://fedgov.dnb.com/webform>. For technical difficulties, contact [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com)

**Step 2:** You must have the NCAGE code and the DUNS number before registering in SAM. To register in SAM for first time, visit <https://www.sam.gov> and start by creating a user account. This may take up to 15 business days. **PLEASE NOTE: SAM registration must be renewed annually.**

## **Frequently Asked Questions:**

Q: Who can apply?

A: Individuals, organizations, schools and universities may apply for funding. Funding is open to both Americans and Greeks. Programs must further mutual understanding between our two countries.

Q: I'm an individual. Can I use the grant to pay salaries for others?

A: No, the Embassy issues different types of awards. An award for an individual can only be used for the individual. If you are an individual that is applying as part of a group and aren't connected to an organization, each individual will receive a separate award.

Q: What types of grant awards are there?

A: The Embassy awards individual awards and awards to organizations. The Embassy also awards cooperative agreements, in which the Embassy has substantial involvement in the project.

Q: How long does it take to receive funding?

A: It can take as quickly as 4 weeks for an individual or organization to receive funding in their bank accounts, but sometimes it can take 6-8 weeks for funding to arrive, for a variety of reasons. Sometimes, we may approve a grant proposal but come back to the grantee with questions about certain aspects of the program. In that case, it will take additional time to resolve the issues. American and Greek holidays can delay the process as well.

Q: I have already started spending money on my project but have not yet received a grant from the U.S. Embassy. Can I be reimbursed for these costs?

A: No, grant awards can only cover costs that are incurred after the grant is signed. The costs must be listed on the budget that is signed by both you and the Embassy. We will not approve a budget item if you have already purchased that item for the project.

Q: How does funding work?

A: Once a grant is signed by an officer at the U.S. Embassy, it means that the Embassy guarantees payment of the amount listed on the grant award pending completion of the project and proper reporting. Once you sign the grant, you have formally agreed to undertake the project and may begin work on the project and incur costs listed on the approved budget. Funds will be transferred upon the request of the organization or individual. They are not transferred automatically. Most organizations are expected to have funds on hand in their own accounts to begin working on the project before the first funds transfer

is complete. Once you have started the project, you may then request the funds for the listed budget items, up to 80% of the total cost of the project. Once the project is complete and reports have been sent and approved, you may request for us to transfer the final 20%.