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-FY22-01

Posted Date: October 22, 2021
Closing Date for Applications: November 22, 2021

Total Amount Available: Amount pending funds availability
Award Floor and Ceiling: USD 5,000 – USD 50,000

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 FY2022 Public Diplomacy Funding.

This notice is subject to availability of funds.

FUNDING OPPORTUNITY DESCRIPTION

The U.S. Embassy Athens Public Affairs Section (PAS Athens) of the U.S. Department of State is pleased to announce funding is available through our Public Diplomacy Grants Program in fiscal year 2022 (October 1, 2021-September 30, 2022). This is an Annual Program Statement (APS), outlining our funding priorities and the procedures for submitting requests for funding. Please carefully follow all instructions below.

The deadline for grant applications is November 22, 2021. Funding decisions will be made on these applications on a rolling basis after this deadline, with a goal of informing all applicants of the final funding decision by January 31, 2022. Applicants may apply for funding between $5,000 and $50,000. Please use the grant application documents and budget template found on the sidebar of our website.

This notice is subject to availability of funds

COVID-19 SPECIAL ANNOUNCEMENT TO ALL POTENTIAL APPLICANTS: In light of the restrictive travel and public gathering environments caused by the COVID-19 pandemic, the U.S. Embassy expects interested applicants to submit their proposal with a virtual option in response to this Notice of Funding Opportunity (NOFO). The proposal may be based on “business as usual” environments, where international travel, large public gatherings, and other programming parameters are unaffected by public health constraints; however, it should include your ideas on how to execute the desired project goals in a manner that accounts for restrictions on public gatherings and travel, as well as public health concerns.

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). They 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:

- strengthen and expand collaboration and exchanges 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.
- support capacity building within the cultural sector and creative industries, with a special focus on film, and leverage public-private partnerships in culture and technology.
- support bilateral economic cooperation, trade and investment, tourism, and initiatives that promote entrepreneurship, innovation, and employability, with an emphasis on countering Greece’s “brain drain” and promoting women’s economic empowerment and the social and economic inclusion of youth from vulnerable and marginalized populations.
- strengthen civil society, educational and cultural institutions, and the media by promoting common U.S.-Greek values and shared Transatlantic goals that reduce malign influence, counter disinformation, and promote human rights, and diversity, equity and inclusion.
- raise awareness of the climate crisis among broad audiences and civil society stakeholders and promote greening and sustainability practices in diverse areas of economy, culture and society, developing stronger ties between U.S. and Greek organizations responsible for disaster prevention-preparedness and resilience building, including wildfire response and recovery.

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 FY2022 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 $5,000 to a maximum of $50,000
Total available funding: To be determined
Type of Funding: Fiscal Year 2022 Public Diplomacy Funding
Anticipated project start date: No later than Sept 30, 2022

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 is encouraged but not required. However, if a project includes cost sharing, please detail whether the cost-share is through in-cash or in-kind contribution and approximate dollar amounts.

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. OMB approved forms are available at [www.grants.gov](http://www.grants.gov). 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-FY22-01” and the applicant organization’s name in the subject line of the email.

**II. Content and Form of Application Submission**
Full applications must be submitted by email to USEmbAthensGrants@state.gov. Please do not submit proposals via www.grants.gov.

Please carefully follow ALL instructions below. 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 that:
- 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:** If already known, please include: names, titles, roles, and experience/qualifications of key personnel involved in the program, including what proportion of their time will be used in support of this program. 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

- 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
3) Key Contact Form

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 –Individual
3) SF-424B Assurances Non-Construction Programs
4) Key Contact Form

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 November 22, 2021, 5:00 p.m. Athens time. No applications will be accepted after that date. It is strongly recommended that applicants
submit proposals and supporting documentation to 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.

Award funds cannot be used for past expenses incurred before the start of the award period.

8. Other Submission Requirements
All application materials must be submitted in English by email to USEmbAthensGrants@state.gov no later than the date and time specified.

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.

Embassy priorities: Applicant has clearly described how stated goals are related to and support U.S. Embassy Greece’s priority areas or target audiences.
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.
Program Planning/Ability to Achieve Objectives: The capacity of the organization to successfully implement the program. Goals and objectives are clearly stated and project approach is likely to provide maximum impact in achieving the proposed results.
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.
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. This is an important part of successful grants. Throughout the timeframe of the grant, the grant application should indicate what results do they expect of the program, how the activities will be monitored to ensure they are occurring in a timely manner and that the activities are meeting the goals of the grant. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and potential success of a program. Successful monitoring and evaluation depend on the following:
- Setting SMART (specific, measurable, attainable, results-focused, and placed in a reasonable time frame) objectives;
- Linking project activities to stated objectives; and
- Developing key performance indicators that measure realistic progress towards the objectives.
**Sustainability**: Long-term sustainability of program, including whether it is a repeatable or scalable initiative after receiving Embassy support. Project activities will continue to have positive impact after the end of the project.

**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.

We endeavor to notify all successful applicants by official written notification via email and information on finalizing grant awards by a Grants Officer Representative (GOR), by January 31, 2022.

All unsuccessful applicants, ineligible or unqualified applicants will be informed once the initial screening has been completed, also by January 31, 2022.

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, 2022.

**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**: 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, and the US Department of State Standard Terms and Conditions for Federal Awards.
For a copy of the OMB circular cited, please contact the U.S. Government Publishing Office or download from the 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 financial and program reports signed and certified by an authorized representative of the recipient organization.

Required reporting forms may be found in https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html

The award document will specify how often these reports must be submitted.

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. 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 and Fringe Benefits:** 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, for program staff, consultants or speakers, and participants/beneficiaries. 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.

- **A contract** is for the purpose of obtaining goods and services for the recipient’s own use and creates a procurement relationship. A consulting agreement with a consultant or contractor is generally considered a contract.
- **A subaward** is provided to a subrecipient to carry out a portion of the Federal award. A beneficiary of a program is not considered a subrecipient. A subaward may be provided through any form of legal agreement, including an agreement that the prime recipient entity considers a contract.

**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 program 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. Organizations that have never had a NICRA may request indirect costs of 10% of the **modified total direct costs** as defined in [2 CFR 200.1](#).

**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)

**2. 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). Here is where to apply for DUNS for sam.gov: [https://fedgov.dnb.com/webform/](https://fedgov.dnb.com/webform/)

- NCAGE/CAGE code. We recommend doing NCAGE first and not using anything but American characters. NCACE has less fields and all three addresses need to match. NCAGE needs to be renewed every 5 years and must be done before the sam.gov can be renewed.

**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. We recommend you do the online application because you have more control over what is entered.
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@dlis.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. We recommend you do the online application because you have more control over what is entered. For technical difficulties, contact SAMHelp@dnb.com.

**Step 2:** You must have the NCAGE code and the DUNS number before registering in SAM. To register in SAM for the 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.