

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY Jerusalem
Notice of Funding Opportunity**

Funding Opportunity Title: Alumni Opportunity Grants
Funding Opportunity Number: PAU-PD-FY20-005
Deadline for Applications: Rolling until July 15, 2020 or exhaustion of available funds
CFDA Number: 19.021
Total Amount Available: \$40,000

A. PROGRAM DESCRIPTION

The Public Diplomacy Section of the Palestinian Affairs Unit (PAU-PD), at the U.S. Embassy Jerusalem announces a limited competition for a grant through this Notice of Funding Opportunity (NOFO). Palestinian U.S. Government (USG) Exchange and Public Diplomacy Program Alumni from Jerusalem, the West Bank and Gaza are invited to submit proposals that encourage alumni networking, professional development, and civic involvement and build on the strong links between the people of the United States and Palestinian people and institutions. Palestinian alumni of USG sponsored professional, educational, and cultural programs have made significant contributions in their communities by sharing skills and best practices gained through their programs and their continued engagement with American partners.

With funding support from the Alumni Opportunity Grants Program, the U.S. government seeks to support alumni-led initiatives in line with PAU-PD's goals to advance a comprehensive, lasting, negotiated peace between Israelis and Palestinians and the development of a prosperous, stable, and transparent Palestinian society, economy and system of governance through substantive engagement with American people, institutions, ideas and ideals in order to improve American-Palestinian relations and create greater opportunities for mutually beneficial partnership and cooperation.

Priority Region: Jerusalem, West Bank and Gaza

Program Objectives:

The objective of this program is to strengthen the Palestinian USG alumni network and support alumni-led initiatives that advance the PAU-PD goals stated above and achieve at least one of the following objectives:

- Promote community leadership and volunteerism.
- Develop a culture of mentorship in Palestinian society, education, business, etc.
- Encourage collaboration and understanding through projects that promote tolerance, pluralism, and shared values between diverse groups.
- Promote inclusive economic and educational opportunities to reach marginalized communities, youth, and women.
- Foster entrepreneurship, critical thinking, and problem-solving skills amongst youth;

- Develop soft skills (leadership, teambuilding, problem solving, communication) for young professionals.
- Develop locally designed solutions to environmental, economic, or social problems.
- Support gender advocacy, inclusivity, and empowerment through training and awareness campaigns aimed at achieving gender equality throughout society.
- Encourage substantive engagement with American people, institutions, ideas and values.

B. FEDERAL AWARD INFORMATION

Length of performance period: up to 12 months

Number of awards anticipated: TBD based on the number and amount of awards funded under this NOFO.

Award amounts: awards may range from a minimum of \$500 to a maximum of \$10,000

Total available funding: \$40,000

Type of Funding: FY2020 Smith Mundt Public Diplomacy Funds

Anticipated program start date: Funded projects could start no earlier than April 30.

This notice is subject to availability of funding.

Funding Instrument Type: Grant or Fixed Amount Award

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

C. ELIGIBILITY INFORMATION

Eligible primary applicants for grant funding *must* be Palestinian alumni (individuals) of USG programs or Palestinian not-for-profit organizations (NGOs) submitting projects with significant alumni involvement as described below.

Individual eligibility: Palestinian alumni are defined as individuals residing in Jerusalem, the West Bank, or Gaza who have participated in a U.S. Government-sponsored exchange program, including (but not limited to) the following: Fulbright Program, International Visitor and Leadership Program (IVLP), Global Undergraduate Exchange Program (UGRAD), Studies of the U.S. Institute (SUSI), TechWomen and TechGirls, Kennedy-Lugar Youth Exchange and Study (YES), Sports Visitor Program, the English Access Micro-scholarships program, and the U.S.-Middle East Partnership Initiative (MEPI).

Organization eligibility: Palestinian NGOs based in Jerusalem, the West Bank, or Gaza submitting proposals in which an alumni individual or alumni team will have a significant and leading role in the planning and implementation of the project to be supported with Alumni Small Grant Program funds.

Proposals must be submitted in English; proposals submitted in Arabic will not be considered.

Applicants wishing to submit proposals to the PAU Public Diplomacy Section should send a proposal detailing:

- what they intend to do to achieve the goals and objectives outlined in this call for proposals;
- a budget and budget narrative providing specific details on how the budget line-items will be used and what they will cover; and
- specific indicators of success of the proposed project and intended method of measuring achievement of those indicators.

Applicants may use the optional proposal template (link on the website) as a guide for structuring their proposals. Use is not required. For proposals to be considered, applicants are required to complete all applications forms and budget templates listed in the Content of Application section below. **Alumni interested in applying should submit proposals via email. Jerusalem and the West Bank to Jerusalemalumni@state.gov; Gaza to Gazausgalumni@gmail.com**

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

All required application forms are available online and hyper-linked on the website.

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity and contains clear and measurable indicators of success along with a clear plan for measuring and evaluating whether or not those indicators have been met. (See sections A,C and E).
- The proposal contains a clear budget and budget narrative detailing how the budget proposal supports the proposed activities and goals/objectives of the project
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered

Applicants may use this optional proposal template (link on the website) to help if desired. The following documents are **required**:

1. Mandatory application forms

- **SF-424** (*Application for Federal Assistance – organizations*) or **SF-424-I** (*Application for Federal Assistance --individuals*) at [grants.gov](https://www.grants.gov)
- **SF424A** (*Budget Information for Non-Construction programs*) at [grants.gov](https://www.grants.gov)
- **SF424B** (*Assurances for Non-Construction programs*) at [grants.gov](https://www.grants.gov)

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

3. Proposal (4 pages maximum): 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 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, 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. 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. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** 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?
- **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 time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner? What measures will be used to determine whether indicators of success have been met? 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
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities

3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

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

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- 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 calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: 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 NCAGE help from within the U.S., call 1-888-227-2423

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

Email NCAGE@dliis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

4. Submission Dates and Times

Applications are accepted on rolling basis until July 15, 2020. The PAU-PD alumni opportunity grants committee will meet to consider proposals three times during the 2020 fiscal year: April, May, and July.

5. Funding Restrictions

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 or promote only one faith/religion
- Fund-raising campaigns
- Lobbying for specific legislation or projects
- Scientific research
- Projects intended primarily for the growth/institutional development/maintenance of the applicant organization or its partner organizations.

6. Other Submission Requirements

All application materials must be submitted by email to JerusalemAlumni@state.gov or Gazausgalumni@gmail.com **including, for NGOs only, your organization official registration.**

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants: The organization or individual has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Program Planning/Ability to Achieve Objectives: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

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.

2. Review and Selection Process

The PAU-PD Alumni Opportunity Grants committee will evaluate eligible proposals at the committee's earliest possible meeting after receipt of each proposal. The committee will meet three times in fiscal year 2020 to consider proposals: approximately late-April, late-May, and late-July. Applicants will be notified of the result of the committee's decision regarding their proposal within one week of each committee meeting.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment

about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates: before September 30, 2020.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the 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 program 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 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 by electronic funds transfer. Payment schedules will be determined by the Grants Officer and specified in the award document, according to the program's milestones.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>. Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

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. Applicants should be aware of the post award reporting requirements reflected in 2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters.

G. FEDERAL AWARDING

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact:
JerusalemAlumni@state.gov with “Alumni Opportunity Grant” in the subject line.

H. OTHER INFORMATION

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 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, for program staff, consultants or speakers, and participants/beneficiaries. 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 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.