

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

Funding Opportunity Title: U.S. Embassy, American Center Jerusalem
Annual Program Statement

Funding Opportunity Number: PD-TLV-ACJ-2018-001

Deadline for Applications: 1 September, 2018

CFDA Number: 19.441 – IIP – American Spaces

Total Amount Available: \$75,000, contingent upon availability of funds

Maximum for Each Award: \$10,000

A. PROGRAM DESCRIPTION

The U.S. Embassy's American Center Jerusalem (ACJ) of the U.S. Department of State is pleased to announce that funding is available through the ACJ Grants Program. This is an Annual Program Statement (APS) outlining funding priorities, strategic themes, and procedures for submitting requests for funding. Please carefully follow all instructions below.

Purpose of ACJ Grants: ACJ grants focus on projects that clearly support Embassy mission priorities:

- (1) Encourage Israeli and Palestinian cooperation that contributes to the search for a lasting peace
- (2) Deepen U.S.-Israel economic ties
- (3) Strengthen the bilateral security relationship
- (4) Foster Israeli understanding of U.S. policy.

ACJ grants must include use of the ACJ as the venue for the majority of the program sessions.

With these priorities in mind, the ACJ invites proposals for projects featuring cultural and exchange programs that highlight shared values and promote bilateral cooperation consistent with the goals stated above. **All programs are strongly encouraged to include an American element or connection with American expert/s, organization/s, or institution/s in a relevant field.**

Eligible Activities: Examples of the kinds of activities that can be funded under the ACJ Grants Program include, but are not limited to:

- Academic and professional lectures, workshops, seminars and speaker programs
- Professional or advocational training, particularly those that train the trainer
- Artistic and cultural workshops, joint performances and exhibitions
- Sports, self-defense, self-improvement workshops, joint competitions and friendly games
- Use of the MakerSpace/Innovation Lab to encourage creativity and entrepreneurship
- Discussions and encounters among key audiences

Priority Program Areas: Priority will be given to proposals that address one or more of the following priority program areas, **and** clearly connect the proposed program to at least one of the four priorities stated above.

- Programs that help create conditions more conducive to a peace agreement between Israelis and Palestinians.
- Programs that improve connections between Israeli and Palestinian (West Bank, East Jerusalem, Gaza) communities
- Programs that foster entrepreneurship and economic development/opportunity for disenfranchised communities.
- Programs that promote greater understanding of American policy, best practices and culture among Israeli audiences.
- Programs that improve instruction and student academic achievement in English language proficiency and/or science, technology, environment, architecture/art and math subjects (STEAM).
- Programs that improve connections between Israel's various minority communities and/or between peripheral communities and the center and/or that strengthen social cohesion and reconciliation among diverse communities of Israeli society.
- Programs that engage alumni of U.S. Embassy -sponsored cultural exchange programs.
- Programs that promote women's empowerment and gender inclusivity, especially linked to the four main goals stated above.
- Programs that increase public understanding of the U.S.-Israel security partnership.

Participants and Audiences: The ACJ strongly encourages proposals that bring together diverse groups from across Israeli society that customarily have little to no interaction. Proposals should describe both the primary and secondary audiences for the program, including numbers anticipated to be reached. Primary audiences are those who will participate directly in the program, while secondary audiences are those who will be reached by the project's primary audiences as a result of their participation. For example, in a teacher training program, the primary audience would be the teachers who will be trained, while the secondary audience would be their students. In addition to the high priority that will be given to proposals that bring together diverse groups, specific audiences who are considered a priority for grants funded under this APS are:

- Communities in Jerusalem
- Minority, peripheral and/or marginalized communities
- Young leaders, in either the 13-18 year old or the 18-45 year old age ranges
- Entrepreneurs, and those involved in strengthening the entrepreneurship ecosystem in Israel
- Women and girls
- Alumni of U.S. Embassy-sponsored cultural exchange programs
- Leading decision-makers in various sectors of Israeli society
- English language teachers
- Math and science teachers

Please note that proposal addressing audiences not listed above can still be eligible, but such proposals must clearly indicate why addressing the proposed audience is especially important to achieving the goals stated in Section A of this APS.

Program Partners: Partnerships with other organizations are not required for eligibility under this APS. However, to the degree that cooperation with key partners, multipliers, and influencers will enhance the effectiveness of the project, such partnerships are encouraged.

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; Projects that serve to promote only one faith or religion (though activities that are clearly designed to foster dialogue among adherents of many different faiths, including no faith, are encouraged);
- Fund-raising campaigns;
- Lobbying for specific legislation or projects;
- Scientific research;
- Projects intended primarily for the growth or institutional development or maintenance of the applicant organization or its partner organizations that are involved in the proposal;
- Projects that duplicate existing projects; and/or
- Unsolicited proposals.

Authorizing legislation, type and year of funding: Funding authority rests in the Smith-Mundt Act. The source of funding is FY2018 American Spaces and/or Public Diplomacy funding.

B. FEDERAL AWARD INFORMATION

This notice is subject to availability of funding. The ACJ reserves the right to reject any or all proposals received.

- Length of performance period: depending on the needs of the project, performance periods may be as short as one day but up to as long as 24 months
- Number of awards anticipated: Because the amounts requested for each project may and because funding is subject to confirmation of availability, it is not possible to predict how many awards will be made.
- Award amounts: awards may range from a minimum of \$500.00 to a maximum of \$10,000
- Total available funding: \$75,000, contingent upon availability of funds
- Type of Funding: Fiscal Year 2018 American Spaces and/or Public Diplomacy funding
- Anticipated program start date: Projects must start sometime during Fiscal Year (FY) 2018 (October 1, 2017 to September 30, 2018). Keep in mind that costs incurred in preparing the application or prior to the award being made are not eligible for funding.

Funding Instrument Type: Grant, Fixed Amount Award, or Cooperative Agreement. A cooperative agreement is different from a grant in that the U.S. Government involvement is considered to be substantial.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The American Center Jerusalem encourages applications from American and Israeli:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Non-profit or governmental educational institutions
- Individuals

Please note that coalitions of non-profit organizations are encouraged to apply as the impact of their projects may go further than that of projects conducted by one non-profit organization.

Please also note that, while applications from these kinds of organizations which are based in the United States are eligible, preference will be given to Israeli and U.S.-based organizations that have a clear, long-standing, effective presence in Israel.

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

2. Cost Sharing or Matching

Cost sharing is not required but encouraged. Please note that funds from any other federal U.S. government source may not be used to match funds applied for under this funding program, nor vice-versa.

3. Other Eligibility Requirements

Applicants are only allowed to submit one proposal per organization in each funding cycle. If more than one proposal is submitted from an organization, all proposals from that institution will be considered **ineligible** for funding.

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, as well as a valid registration on www.SAM.gov. Please see 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.

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. **The ACJ will accept proposals from March 15, 2018 to September 1, 2018. All application materials must be submitted by email to [ACJ Grants \(TelAvivACJGrants@state.gov\)](mailto:ACJGrants@TelAvivACJGrants@state.gov).**

Please ensure:

- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered

1. Required Forms:

a. **Mandatory application forms**

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

b. Summary Coversheet: 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.

c. Proposal (2 pages maximum, not including budget sheets or CVs): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. Please use the five areas listed below to describe your proposal.

Audience: Who is the primary and secondary audience of the program?

Behavioral Objective related to the problem to be addressed: Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed. What do you want the participants of the program to obtain/get out of their participation? What is the anticipated impact?

Content: What is the material that will be delivered? Describe the project activities and how they will help achieve the objectives.

Delivery: How will the content be delivered? Include information about what makes the project particularly important, interesting, and likely to succeed. Please provide a timeline.

Evaluation: How will you determine whether you've achieved your behavioral objectives? How will you evaluate success? Will there be media invited/included?

Please provide a one paragraph introduction to the individual/organization that is applying that illustrates the individual's/organization's track record and capacity to carry out projects of the same or similar nature. The names and credentials of key personnel are required. If there is a partner or sub-awardee, please provide information.

d. 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.

e. **Attachments:**

- 1-page CV or resume for each of the key personnel who are proposed for the project
- Letters of support from project partners describing the roles and responsibilities of each partner
- Official permission letters, if required for project activities

- Other attachments are permitted if the applicant feels they are appropriate and necessary beyond the description of the proposed activities.

2. Required Registrations:

All organizations applying for grants must obtain these registrations. All are free of charge:

- Unique Identifier Number from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- Unique entity identifier and System for Award Management (www.SAM.gov)

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/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F.%20http://fedgov.dnb.com/webform> For DUNS help in Israel call **+972-3-733-0330**.

Step 2: 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 help from within the U.S., call 1-888-227-2423

For 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 3: After receiving the NCAGE Code, proceed to register in SAM by logging onto:

<https://www.sam.gov>. SAM registration must be renewed annually.

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

Organizational capacity and record on previous grants, where applicable: The individual/organization's expertise in its stated field and 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. Applicant also clearly identifies the American component to be included in the program.

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. Clear justification is provided as to why ACJ funding makes sense in lieu of or in conjunction with funding from other sources.

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 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.

2. Review and Selection Process

Proposals will be evaluated by the American Center Jerusalem.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The award (fixed amount award, cooperative agreement, or standard grant as appropriate) 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 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 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 by electronic funds transfer or check in at least two installments, as needed to carry out the project activities. Payment schedules will be determined by the Grants Officer and specified in the award document, according to program's milestones.

Individuals/organizations whose applications will not be funded will also be notified via email.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications 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 Certifications and Assurances found in form, [SF424B](#). Please note that additional terms and conditions may apply, depending on the type of award, and these will be discussed with successful applicants during the award phase.

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.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact the American Center Jerusalem at: [ACJ Grants](mailto:ACJGrants@state.gov) (TelAvivACJGrants@state.gov).

Note: We do not provide pre-consultation for application-related questions that are addressed in the APS. Once an application has been submitted, American Embassy staff may not discuss this competition with applicants until the entire proposal review and selection process is completed.

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 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. 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.