

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY BUDAPEST, PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity**

Funding Opportunity Title: U.S. Embassy Budapest, Public Affairs Section –
“Remembering World War II and its Aftermath –
The Long Road to Freedom”
Funding Opportunity Number: PAS-BUD-FY20-WWII001
Deadline for Applications: **June 1, 2020**
CFDA Number: 19.040 – Public Diplomacy Programs
Total amount available: TBD
Maximum for Each Award: \$25,000.00

The U.S. Embassy Budapest Public Affairs Section (PAS Budapest) of the U.S. Department of State is pleased to announce an open competition for organizations and individuals to submit applications to carry out a program (or project) with funding through its Public Diplomacy Small Grants Program that highlights the 75th anniversary of the end of World War II and the subsequent long road to freedom in Hungary. Please carefully follow all instructions below.

A. PROGRAM DESCRIPTION

PAS Budapest invites proposals for programs that foster truthful recognition and remembrance of the tragedies of the Second World War, the Holocaust, and the long road to freedom that followed. Proposals should concentrate on recognizing and remembering the complicated totality of national history -- they should focus on individual experiences and oral histories, including those involving acts of humanity and resistance as well as cruelty and collaboration in the midst of the Holocaust and Second World War, and under the tyranny of the Soviet Union.

1. Program Objectives:

All programs should underline the importance and value of the Transatlantic community in defeating fascism and building freedom together, and can include an American element, or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of Western democratic principles.

Activities that would typically be funded include, but are not limited to:

- Dynamic, innovative programs that engage youth and communities outside Budapest in remembering this period of history;
- Storytelling projects or historical research projects that personalize and document the events;
- Art programs directly related to the events and that include virtually interactive or digitally accessible exhibits or activities;
- Engaging conferences, workshops, forums, or panel discussions directly related to the end of World War II and the subsequent subjugation by the USSR – these must be accessible virtually via a web platform;
- Recording, producing and distributing audio/video footage or short films.

ALL proposed activities and programs MUST have a web-based, virtual option.

2. Participants and Audiences:

Including, but not limited to:

- Audiences born around or after the year 1985;
- Hungarian communities outside Budapest;
- Community leaders;
- Cultural institutions;
- Business leaders and entrepreneurs;
- Youth;
- Underserved communities;
- U.S. and Hungarian thought leaders; and
- Social and new media users.

B. FEDERAL AWARD INFORMATION

Closing date for applications:	June 1, 2020
Decision date:	June 2020
Length of performance period:	typically between 3 to 12 months
Number of awards anticipated:	2-5 awards (dependent on amounts)
Award amounts:	awards may range from a minimum of \$2,000.00 to a maximum of \$25,000.00
Total available funding:	TBD
Type of Funding:	FY2020 Public Diplomacy Funds, under the Smith-Mundt Act
Anticipated program start date:	between July 1, 2020 and September 30, 2020

This notice is subject to availability of funding.

Funding Instrument Type: Grant, Fixed Amount Award, or Cooperative agreement. Cooperative agreements are different from grants in that bureau/embassy staff are more actively involved in the grant implementation.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants:

PAS Budapest encourages applications from U.S. and Hungarian:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Public and private educational institutions
- Individuals
- Public International Organizations and Governmental institutions

2. Cost Sharing

Inclusion of cost share is not a requirement of this opportunity.

3. Other Eligibility Requirements

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.

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

D. APPLICATION AND SUBMISSION INFORMATION

1. 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. In order to be considered for funding, you must submit a proposal via our online proposal form, a budget, and a budget narrative. The online proposal form and sample budget forms are available at our website.

Proposal Requirements:

a. **Completed [Proposal form](#).** Please read the instructions and fill out all fields. The proposal should contain sufficient information that anyone not familiar with the proposed project would understand exactly what the applicant wants to do.

The submitted proposal form must include all the items below:

Proposal Summary: Short narrative that outlines the proposed program, including program objectives and anticipated impact. Describe, how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.

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.

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.

Expected Results: This is an important part of successful proposals. 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 promote the project activity or joint U.S.-Hungarian cooperation during the program timeline. List all media and social media you plan to use.

b. **Budget.** Please see **Section H** for additional budget guidelines. Sample form can be found on www.grants.gov as a supporting document to the present NOFO or on our website.

c. **Budget narrative.** Please use a separate document to describe each of the budget expenses in detail. You can find guidance on budget narrative in the budget sample form on our website.

Budget and budget narrative templates are available at <https://hu.usembassy.gov/education-culture/embassy-funding/>

If your proposal is favorably reviewed by the review panel, you will be requested to submit the following mandatory application forms below:

- a. **SF-424** (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals)
- b. **SF424A** (Budget Information for Non-Construction programs)
- c. **SF424B** (Assurances for Non-Construction programs)

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

You may also request an application package by emailing BudapestGrants@state.gov

2. 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 (except individuals) must obtain these registrations in order to receive a grant award. All are free of charge:

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

Please note that the full registration process may take from several days up to several weeks, so applicants are advised to start the registration process early.

Please also note that your information in DUNS and NCAGE registrations must match exactly or else you will encounter errors registering in www.sam.gov.

If your organization has a DUNS and/or NCAGE number and/or is registered in www.sam.gov, please check that the registrations are valid and the data is correct.

Step 1. Apply for a DUNS number:

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>

Step 2. Apply for an NCAGE code (CAGE for domestic, NCAGE for overseas organizations):

Application page:

<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@dlis.dla.mil for any problems in getting an NCAGE code.

Step 3. Register in www.sam.gov:

After receiving the NCAGE code, proceed to register in System for Award Management (SAM) by logging onto: <https://www.sam.gov>.

System for Award Management Non-Federal User Guide is available here:

https://sam.gov/SAM/SAM_Guide/SAM_Non_Federal_User_Guide/SAM_Non_Fed_User_Guide.html

Please note that your registration in www.sam.gov must be renewed annually.

To finalize your registration or if you need further assistance in connection with registration in www.sam.gov, you may contact the Federal Service Desk at <https://www.fsd.gov/fsd-gov/home.do>

3. Funding Restrictions

The following types of funding requests are typically not supported:

- Fees and travel cost to attend conferences in the United States
- Ongoing salary costs
- Office equipment
- Paying to complete activities begun with other funds

- Refreshments (exception: expenses for coffee breaks and working lunches which are essential to the realization of the program might be funded)
- Costs of alcoholic beverages are unallowable.

Furthermore, award funds cannot be used for construction projects, vehicle purchases, real estate purchases or other similar purposes or for costs which are determined as unallowable in [2 CFR 200](#).

E. REVIEW AND SELECTION PROCESS

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 – 25 points: 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 – 20 points: The organization 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 – 20 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 10 points: 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 – 15 points: 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 – 10 points: Program activities will continue to have positive impact after the end of the program.

Disclaimer: This notice is subject to availability of funding. U.S. Embassy Budapest does not guarantee availability of funding by receiving applications under this announcement. Only successful applicants will be contacted.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

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.

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 at least in two installments as needed to carry out the program activities.

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.

G. FEDERAL AWARDING AGENCY CONTACTS

All questions about PAS Budapest's NOFO on "Remembering World War II and its Aftermath – The Long Road to Freedom" should be addressed to BudapestGrants@state.gov

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.