

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

**Funding Opportunity Title:** PAS Budapest - Student Artist in Residence  
**Funding Opportunity Number:** PAS-BUD-FY21-NOFO-100YEARS-ART  
**Deadline for Applications:** **June 17, 2021 (11:59 p.m. CET)**  
**Assistance Listing Number:** 19.040 – Public Diplomacy Programs  
**Total Amount Available:** \$5,000.00

**A. PROGRAM DESCRIPTION**

The U.S. Embassy Budapest, Public Affairs Office (PAS Budapest) of the U.S. Department of State announces an open competition for young artists or student artist to submit applications to carry out a program to commemorate 100 years of diplomatic relations between the United States and Hungary. Please follow all instructions below.

**Priority Region:**

Project activity will take place in Hungary

**Program Objectives:**

The program will artistically represent the work of diplomacy through eight visual depictions (drawing, painting, photos, or other), on themes to be presented throughout the course of the grant.

The program is intended to positively highlight the bilateral relationship and the work of diplomacy, by artistically presenting the bilateral relationship, the work of diplomacy, and the hundredth anniversary of diplomatic relations, to followers on the Embassy's Instagram channel. The selected artist or student artist will also hold several interactions on Instagram, related to the works created.

The artist will be invited to participate in meetings, observe events and news, reflect on the bilateral relationship, engage in dialogue and more. The artist temporarily resides within the institution of our bilateral relationship; the federal assistance award will provide support to work outside their normal environment.

The applicant may budget for travels, program materials, stipend and other costs (in this case please explain these other costs).

**Participants and Audiences:**

Project activities should be directed at Hungarian audience and participants:

- Youth (13-25), including students;
- Followers of the U.S. Embassy's Instagram account.

## **B. FEDERAL AWARD INFORMATION**

Length of performance period: **6 months**  
Number of awards anticipated: **1 award**  
Award amounts: **\$5,000.00**  
Total available funding: **\$5,000.00**  
Type of Funding: **FY21 Public Diplomacy Funds under Smith-Mundt Act**  
Anticipated program start date: **expectedly by middle of July 2021, but no later than September 30, 2021**

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

**Funding Instrument Type:** Fixed amount award to an individual

**Program Performance Period:** Proposed programs should be completed in **6 months**.

## **C. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

The following organizations are eligible to apply:

- Individuals, U.S. or Hungarian citizens living and studying in Hungary

### **2. Cost Sharing or Matching**

Cost sharing is not required.

### **3. Other Eligibility Requirements**

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**

Application forms required below are available at U.S. Embassy Budapest 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

Applicants have to submit all application materials directly to the following email:

[BudapestGrants@state.gov](mailto:BudapestGrants@state.gov)

Applicants must include the Funding Opportunity Number and Funding Opportunity Title (PAS-BUD-FY21-NOFO-100YEARS-ART; Student Artist in Residence) in the subject of their email.

After submission applicants will receive an email, confirming their application has been received.

Required proposal form is available at U.S. Embassy Budapest website.

Applications must contain the following attachments:

- a. Summary page in PDF format
- b. Completed Proposal form in PDF format (sample form is available at U.S. Embassy Budapest website.) Please read the instructions and fill out all fields.
- c. Completed Budget form for Individuals (sample format is available at U.S. Embassy Budapest website)
- d. Reference material (a vision statement):
  - link to an online portfolio;
  - two references.

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All pages are numbered

**a. Summary Page:** Cover sheet stating the applicant name, proposal date, program title, program period proposed start and end date, and brief description of the program.

**b. Proposal (10 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 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, 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.

**c. Proposed budget:** Please see sample budget form at U.S. Embassy website and please also see H. Other Information Guidelines for Budget Justification for further information

**PAS Budapest reserves the right to request any additional programmatic and/or financial information regarding the proposal.**

**After the review and selection process only the selected Applicant will have to submit the following documents:**

### **1. Mandatory application forms**

- SF-424-I (*Application for Federal Assistance --individuals*) at grants.gov
- SF-424A (*Budget Information for Non-Construction programs*) at grants.gov
- SF-424B (*Assurances for Non-Construction programs*) at grants.gov

### **3. Submission Dates and Times**

The Public Affairs Section will review proposals according to the following schedule. Please note that while the deadline for submission of applications is firm, all of the review and response

dates are approximate and are subject to change, based on availability of funds. All funding decisions are also subject to availability of funds at all times.

Applications are due no later than **June 17, 2021 (11:59 p.m. CET)**

#### **4. Funding Restrictions**

Award funds cannot be used costs which are determined as unallowable in 2 CFR 200.

#### **5. Other Submission Requirements**

All application materials must be submitted by email to [BudapestGrants@state.gov](mailto:BudapestGrants@state.gov)

### **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 – 20 points:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

**Capacity and Record on Previous Grants – 15 points:** The individual has expertise in its stated field and has experience to manage federal funds. This includes a bank account.

**Program Planning/Ability to Achieve Objectives – 10 points:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

**Budget – 5 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.

#### **2. Review and Selection Process**

A 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 §200.206 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 in at least two installments, as needed to carry out the program activities. Payment schedules will be determined by the Grants Officer and specified in the award document, according to program's milestones and as needed to carry out the project activities.

## 2. Administrative and National Policy Requirements

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 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and

- Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

### **3. Reporting**

**Reporting Requirements:** Recipients will be required to submit 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:  
[BudapestGrants@state.gov](mailto:BudapestGrants@state.gov)

### **H. OTHER INFORMATION**

#### **Guidelines for Budget Justification**

The federal assistance award may provide support for the costs of the following budget elements:

- Travel: Estimate the costs of in-country travel needed to implement the project
- Lodging: Estimate the costs of lodging with including expected number of days for which lodging will be needed
- Meals and incidental expenses (M&IE): Estimate the M&IE costs with including the expected number of days for which M&IE will be needed
- Program Material: Estimate the costs of program materials needed to implement the program and please explain the needed materials
- Other Costs: Estimate the other costs needed to implement the program and please explain the type of cost which may occur
- Honoraria or Stipend: Estimate the amount of honoraria or stipend requested to implement the program

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.