**NOTICE OF FUNDING OPPORTUNITY**

**Annual Program Statement**

**Funding Opportunity Title:** Ambassador’s Special Self-Help Program

**Funding Opportunity Number:** DOS-ABJ-FY20-01

**Deadline for Applications**: March 1, 2022

**CFDA Number:** 19.220

**Amount Available:**  $2,000 - $11,000 per award

**A. PROGRAM DESCRIPTION**

The U.S. Embassy in Abidjan, Côte d’Ivoire (Embassy Abidjan) is pleased to announce an open competition for organizations to submit a project proposal for its Ambassador’s Special Self-Help (SSH) Program. This document is an Annual Program Statement for the SSH Program outlining funding priorities and the procedures for submitting applications.

**Program Overview:**

The Ambassador’s Special Self-Help (SSH) Program awards grants to registered non-governmental, non-profit, community-based organizations to implement short-term, small-scale development projects that include community involvement and benefit a large number of people.

**Priority Objectives:**

Priority consideration is given to income generating projects that improve basic economic or social conditions at the village level and benefit many people.

Proposals submitted by community groups, village associations, women’s groups, or any other community-based group that can show it has formed into an entity recognized by the relevant authority in the area where it operates will be prioritized.

The SSH Program receives hundreds of applications for funding each year. All submissions are reviewed in a competitive and transparent manner. However, given the limited funding available through the SSH Program, we can only fund a small number of projects each year.

**B. FEDERAL AWARD INFORMATION**

Performance period: 12 months or less

Award amounts: Minimum $2,000, maximum $11,000

Funding instrument type:Grant

Anticipated project start date: October 2022

Type of funding: Economic Support Fund-Overseas Contingency Operations

This notice is subject to the availability of funding.

 **C. ELIGILIBITY INFORMATION**

There are three basic eligibility requirements:

* The applicant must be a Cote d’Ivoire registered non-governmental, non-profit, or community-based organization.
	+ Registered non-governmental organizations, trusts, associations, cooperatives, women’s groups, schools, churches, etc. meet this eligibility requirement.
* All applications must include and identify a significant community contribution (cash, labor, and/or materials).
* Applicants must display sound management capabilities in the form of financial and administrative procedures that protect against fraud, waste, and abuse.

For-profit or commercial entities and individuals are NOT eligible for SSH funding.

**Funding Restrictions:**

The following types of projects are NOT eligible for funding:

* + Requests to buy sophisticated equipment such as vehicles, motorcycles, computers, etc.
	+ Projects relating to partisan political activity;
	+ Projects that support specific religious activities;
	+ Fund-raising campaigns or lobbying for specific legislation or projects;
	+ Scientific research;
	+ Projects that duplicate existing projects;
	+ Private commercial enterprises;
	+ Payments for pesticides, herbicides; scholarships, workshops, or seminars;
	+ Construction projects, although certain projects, such as renovating canteens, community centers, or other buildings that involve minimum construction and risks could qualify.

**D. APPLICATION AND SUBMISSION INFORMATION**

**Content and Form of Application:**

Follow the Application Template to ensure all details are included. Do not exceed 10-pages.

**Submission Details:**

Embassy Abidjan will begin accepting applications on September 1, 2021.

The deadline for submitting proposals is COB March 1, 2022.

Email applications to SSHAbidjan@state.gov.

Each applicant must be registered in the System for Award Management (SAM) before submitting its application, provide a Unique Entity Identifier in its application, and always continue to maintain an active SAM.gov registration. Further, forms SF-424—Application for Federal Assistance, and SF-424A—Budget Information for Non-Construction Programs, will be required before award. The Department may not make a Federal award to an applicant until the applicant has complied with all applicable Unique Entity Identifier and SAM.gov requirements and, if an applicant has not fully complied with the requirements by the time the Department is ready to make a Federal award, the Department may determine that the applicant is not qualified to receive a Federal award.

**E. APPLICATION REVIEW INFORMATION**

Each application will be evaluated by an Embassy Abidjan grants committee and rated based on the evaluation criteria outlined below.

1. **Quality and Feasibility of the Program Idea – 25 points**: The project idea is well developed, with details about the 5Ws:
	1. What activities are being proposed;
	2. Where will the project be located;
	3. When will activities take place;
	4. Who will be responsible for completing the activities, and;
	5. Why this project should be funded/why is it important.
2. **Goals and objectives – 25 points:** Goals and objectives are clearly stated, beneficiaries identified, and proposed approach is likely to achieve maximum impact. Objectives are SMART: Specific, Measurable, Achievable, Realistic, and Timebound.
3. **Organizational capacity and record on previous grants – 15 points**: The organization has expertise in its stated field and has a financial management system, including an existing bank account or the ability to open a bank account. Organization demonstrates ability to identify potential risks associated with the proposed activities and includes a realistic plan to address potential risks.
4. **Monitoring and evaluation (M&E) plan – 15 points:** The M&E Plan demonstrates the ability to measure indicators and milestones and shows how and when those will be measured. Indicators are SMART: Specific, Measurable, Achievable, Realistic, and Timebound.
5. **Sustainability – 15 points:** The Sustainability Plan demonstrates how project activities will be sustained after the life of the grant is finished. Provides a reasonable plan for activities to become self-sustaining after the grant period and identifies potential risks.
6. **Budget – 5 points:** The budget is realistic and reasonable, accounting for all necessary expenses to achieve proposed goals, and includes cost notes explaining the budget items.

The Grants Team will evaluate all eligible applications against the criteria list above. Any conditions identified by the Grants Team review should be addressed by the organization.

**F. FEDERAL AWARD ADMINISTRATION INFORMATION**

1. **Federal Award Notices**

The grant award will be written, signed, awarded, and administered by Embassy Abidjan’s Grants Officer. The assistance award agreement is the authorizing document and will be provided to the recipient for review and signature by email or in person. 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 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. Organizations whose applications were not selected for funding will be notified viaemail.

1. **Administrative and National Policy Requirements**

**Terms and Conditions:**

Before applying, 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/>. Please note the U.S flag branding and marking requirements in the Standard Terms and Conditions.

1. **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](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=027fb85899500d580fc71df69d11573a&mc=true&n=pt2.1.200&r=PART&ty=HTML%20-%20ap2.1.200_1521.i#ap2.1.200_1521.xii).

**G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the SSH grant application process, please contact Embassy Abidjan at: *SSHAbidjan@state.gov*.

We do not provide any pre-consultations for application-related questions that are addressed in this notice of funding opportunity. Once an application has been submitted, Department of State 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.