**U.S. DEPARTMENT OF STATE  
U.S. EMBASSY Banjul, POLITICAL/ECONOMIC SECTION**

**Notice of Funding Opportunity**

**Funding Opportunity Title:** U.S. Embassy Banjul Political/Economic Section Annual Program Statement

**Deadline for Applications**: April 30, 2020

**CFDA Number:** 19.345 – General Department of State Assistance

**Total Amount Available:** TBD

**Maximum for Each Award:**  $15,000

**Submission:** All applications must be submitted electronically via email to: [PolEconBanjul@state.gov](mailto:PolEconBanjul@state.gov)

**Awards are subject to the availability of funding and Congressional Notification.**

**Eligibility**

Eligibility is limited to cooperatives registered with the Gambian Cooperative Agency (GCA).  Direct funding for NGOs (international or local) is available under this announcement.

All projects must begin on or after September 15, 2020 and should be completed within one year of the award date.

U.S. Embassy Banjul reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. Government (USG), pending the availability of funds and approval of the designated grants officer.

Cost Sharing

This program requires cost sharing.  The community contribution can include, but is not limited to cash, labor, or material, and are within the ability of the local community to operate and maintain.

For assistance with the requirements of this solicitation, contact **Joanna Carew Eber**, Programs Coordinator, at: PolEconBanjul[@state.gov](mailto:kigaliasgp@state.gov)

**I. BACKGROUND**

U.S. Embassy in Banjul is pleased to announce an open competition for assistance awards through this Notice of Funding Opportunity (NOFO).  The Ambassador’s Small Grants program (ASG) provides one-time small grants to improve basic economic or social conditions at the local community by funding the expansion of an existing project or activity.  The ASG Program is designed to support high-impact, quick-implementation activities which benefit a large number of people within one year without requiring further assistance.  **Projects that support livelihoods in Rural Provinces, value-added agricultural production, and projects that promote marketable skills are preferred.  Grants are intended for local cooperatives.**

**II. OBJECTIVES**

The purpose of ASG is to provide small-scale assistance to Gambian cooperatives as part of an ongoing commitment by the U.S. Government to support development activities on a local level.  Projects selected for funding are those which:

* Improve basic economic or social conditions at the local community by funding the expansion of an existing project;
* Have the potential to produce employment and marketable skills, such as sewing centers and agricultural cooperatives;
* Assist vulnerable groups;
* Support high-impact, quick-implementation activities which benefit a large number of people within one year without requiring further assistance;
* Have the potential to generate additional income; and
* Involve a significant local contribution in cash, labor, or material, and are within the ability of the local community to operate and maintain.

**III. ELIGIBILITY REQUIREMENTS**

U.S. Embassy Banjul encourages applications from all provinces. All interested cooperatives **must have an active registration with the Gambian Cooperative Agency at the time of submitting your application**.  In addition, the U.S. Embassy encourages all applicants to obtain for free a Data Universal Numbering System [(DUNS) number](https://rw.usembassy.gov/wp-content/uploads/sites/147/2017/05/DUNS-Number-Overview.pdf) and have an active registration with the System for Award Management (SAM).We recommend all applicants begin this process when they submit their application for funding.  Click [here](http://fedgov.dnb.com/webform) to request your DUNS Number and [here](https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm) to initiate your SAM registration.

**IV. APPLICATION AND SUBMISSION INFORMATION**

**Award Period:** 12 months

* **Award Amount:** Multiple awards will be granted, with a maximum amount per award of $15,000. The Embassy reserves the right to award less or more than the funds described in the absence of worthy applications or under such other circumstances as it may deem to be in the best interest of the U.S. government.
* **Application Form:** All proposals must be made using the Ambassador’s Small Grants form found [here](https://gm.usembassy.gov/form-for-selfhelp-grant-2020/). In addition, applicants must complete the [SF424](https://gm.usembassy.gov/sf424/) – Application for Federal Assistance, the [SF424A](https://gm.usembassy.gov/sf424a/) – Budget Information for Non-Construction Programs, the [SF424B](https://gm.usembassy.gov/sf424b/) – Assurances for Non-Construction Programs and a budget narrative describing the budget request in detail.
* **Application Submission Process:** Applicants must submit proposals by e-mail to PolEconBanjul[@state.gov](mailto:kigaliasgp@state.gov).For questions about this NOFO, contact **Joanna Carew Eber**, Programs Coordinator, Political/Economic Section at PolEconBanjul[@state.gov](mailto:kigaliasgp@state.gov).  Tel. 220-438-1354.
* **Application Deadline:** All applications must be submitted in English on or before **April 30, 2020, 11:59 p.m**.  Applications submitted after 11:59 p.m. will be ineligible for consideration.  Begin the application process early, as this will allow time to address any technical difficulties that may arise in advance of the deadline.  There will be no exceptions to this application deadline.  **If you submitted a previous proposal for the Ambassador’s Special Self-Help fund, you are required to resubmit your application following the instructions of this NOFO.  Previous proposals submitted will not be considered unless submitted through this NOFO.**
* **Application Content:** Applicants must follow the NOFO instructions and conditions contained herein and supply all information required.  **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information as required by this RFP.  The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

**V. AWARD SELECTION CRITERIA**

Each application submitted under this announcement will be evaluated and rated on the basis of the following evaluation criteria. **Projects that support livelihoods in Rural Provinces, value-added agricultural production, and projects that promote marketable skills are preferred.** Projects should:

* Improve basic economic or social conditions at the local community or village level;
* Support high-impact, quick-implementation activities that benefit a large number of people, without requiring further assistance;
* Involve a significant local contribution in cash, labor, and/or materials, and be within the ability of the local community to operate and maintain on a sustainable basis;
* Not initiate, continue, or supplement technical assistance programs;
* Contribute, whenever possible, to income-generating or self-sustaining activities; and
* Not exceed twelve months.

Limitations

* Religious activities (however, many religious organizations sponsor or supervise local community self-help activities that serve community needs rather than religious purposes and these activities may be eligible for assistance);
* Military, or law enforcement/police/prison-related activities;
* Salaries;
* Travel of any kind;
* Office supplies;
* Projects in Refugee Camps;
* Projects involving pesticides, fungicides or herbicides;
* Individually owned businesses or enterprises;
* NGOs (local or international);
* Projects outside The Gambia;
* Vehicle purchases; or
* Activities which benefit any employee of the U.S. Government.

**VI. AWARD ADMINISTRATION**

* **Award Notices:** The Embassy will notify applicants if their proposals are selected for funding no later than September 30, 2020. The ASG team will visit the project side and meet with the members of the cooperative.
* **The Agreement:** If a project is selected to receive support, the project director designated on the application form will sign an agreement with the United States Government. This agreement explains the responsibilities of each party.  The community organization responsible for the project must have sufficient financial resources to cover any project costs that exceed the amount provided by the ASG Program.
* **Reporting Requirements:** All awards issued under this NOFO will require mid-progress program and a financial report. A final grant report and budget/accounting in English is due 90 days after completion of the grant award end date.  The disbursement of funds may be tied to timely submission of these reports.  All other details related to award administration will be specified in the award agreement.
* **Mid-Progress Site Visit**: After a project is underway, the ASG Program team will visit the project site.  The community should recognize that Embassy representatives may be interested in visiting the site of an ASG Project even several years after the project has been completed.

**VII. DISCLAIMER**

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award.