The U.S. Mission to Spain and Andorra announces an open competition for past participants (“alumni”) of U.S. government-funded and U.S. government-sponsored exchange programs to submit applications to the 2022 Alumni Engagement Innovation Fund to support Ukrainian Refugees (AEIF 2022). We are seeking proposals from teams of at least two alumni that meet all program eligibility requirements below.

**Deadlines for Applications:**

Exchange alumni interested in participating in this AEIF 2022 opportunity may submit proposals to spainpdgrants@state.gov. Proposals will be reviewed, and grants issued on a rolling basis, so please do not wait until the absolute deadline of April 27, 2022, to submit your application.

**Proposals Budget:** $10,000 to $25,000

**A. PROGRAM DESCRIPTION**

AEIF provides alumni of U.S. sponsored and facilitated exchange programs with funding to design and implement innovative solutions to the challenges that Ukrainian refugees are currently facing. Since its inception in 2011, AEIF has funded nearly 500 alumni-led projects around the world through a competitive global competition.

**B. PROGRAM OBJECTIVES**

PD Spain welcomes proposals for creative, engaging projects that may support Ukrainian refugee communities in areas such as (not required):
1. Community integration, inclusion, and tolerance building.
2. Skills building for woman and youth.
3. Workforce integration programs; and/or
4. Spanish language learning and acquisition.

All programs should ensure they promote diversity and inclusion in their implementation.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants:
The following individuals are eligible to apply:
   • Applicants must be alumni of a U.S. government-funded exchange program
     (https://alumni.state.gov/about-exchange-alumni)
   • Alumni who are U.S. citizens may not submit proposals, but U.S. citizen alumni may
     participate as team members in a project.
   • Alumni teams may be comprised of alumni from different exchange programs and
     different countries.
   • Applications must be submitted by exchange alumni. Not-for-profit, non-governmental
     organizations, think tanks, and academic institutions are not eligible to apply in the name
     of the organization but can serve as partners for implementing project activities.

2. Cost Sharing
Cost share is not a requirement of this opportunity.

3. Grant Program Area:
Proposals must address the PD Spain’s main objectives mentioned above. All project activities
must take place in Spain or Andorra and if presented in collaboration with other alumni, must
take place outside the United States and its territories.

4. Other Eligibility Requirements
If the grant will be processed with an individual, that individual is not required to have a DUNS
number or be registered in SAM.gov. However, should the grant be processed with an
organization that is a partner in the project, that organization must have a valid registration on
www.SAM.gov. Organizations must have a commitment to equal opportunity employment
practices and to non-discrimination practices with regard to beneficiaries, without regard to race,
religion, ethnicity, gender, sexual orientation, or political affiliation.
Applicants are only allowed to submit one proposal.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Send Application Packages
   Application and budget templates need to be sent to spainpdgrants@state.gov
2. Content and Form of Application Submission

Applications and budgets must be submitted using the official AEIF 2022 application and budget forms.

- AEIF 2022 Download Proposal Form (Available in Word) - Required
- AEIF 2022 Download Budget Form (available in EXCEL) - Required
  https://uploads.mwp.mprod.getusinfo.com/uploads/sites/58/2022/05/AEIF_2022_Budget_Form.xlsx

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.

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity.
- The proposal addresses all questions in the official AEIF 2022 application form.
- All documents are in English
- The budget is in U.S. dollars and is submitted using the designated AEIF 2022 budget form.
- All pages are numbered.

The following information are required:

Proposal: The proposal should contain sufficient information so that anyone not familiar with it would understand exactly what the applicant wants to do. Proposals should include the following items:

- Project Team Information: At least two exchange alumni team members are required for a project to be considered for funding. Applications need to provide the name and contact information, describe the role each team member will have in the project, and their experience, qualifications, and ability to carry out that role. Applicants need to indicate what proportion of the team member’s time will be used in support of the project.
- Proposal Summary: A short narrative which outlines the proposed project, including challenge/s to be addressed, project objectives, and anticipated impact.
- Project Goals and Objectives: The goal/s of the proposed project need to describe what the project is intended to achieve and include the objectives which support the goal/s. Objectives should be specific, measurable, and realistically achievable in a set time frame.
- Project Methods, Design, and Timeline: A description of how the project is expected to work to solve the stated problem and achieve the goal/s. This should include a description of the project’s direct and indirect beneficiaries as well as a plan on how to continue the program beyond the grant period, or the availability of other resources, if applicable. The proposed timeline for the project activities should include the dates, times, and locations of planned activities and events. Applicants may also submit proposed workshop or training agendas and materials.
- Local Project Partners: A list of partners who will support the proposed project, if applicable.
• **Communication Plan:** The communication plan should include a communication and outreach strategy for promoting the proposed project. It may include social media, websites, print news, or other forms of media intended to use to share information about the project to beneficiaries and the public. Communications should include AEIF 2022, Exchange Alumni, and U.S. Embassy branding.

• **Project Monitoring and Evaluation Plan:** The Monitoring and Evaluation component of the proposal should outline in detail how the proposal’s activities will advance the program’s goals and objectives. This should include any outcomes showing a change in knowledge, awareness, and attitudes; improved quality of services; increased capacity at a school, group; etc. Proposals should also include how the grantee will measure the impact of planned activities.

• **Budget Justification Narrative:** Applicants must submit a detailed budget and budget narrative justification utilizing the template provided. Line-item expenditures should be listed in the greatest possible detail. Budgets shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars.

**Budget Restrictions:** AEIF 2022 does not support the following activities or costs, and the selection committee will deem applications involving any of these activities or costs ineligible:

- Any airfare to/from the United States and its territories
- Activities that take place in the United States and its territories
- Staff salaries, office space, and overhead/operational expenses
- Large items of durable equipment or construction programs
- Alcohol, excessive meals, refreshments, or entertainment
- Academic or scientific research
- Social travel/visits
- Gifts or prizes
- Duplication of existing programs
- Institutional development of an organization
- Venture capital, for-profit endeavors, or charging a fee for participation in project
- Support for specific religious activities
- Fund-raising campaigns
- Support or opposition of partisan political activity or lobbying for specific legislation

**E. REVIEW AND SELECTION PROCESS**

Evaluation Criteria: Mission Spain will screen and pre-select proposals and a Selection Committee made up of regional and exchange program experts located at the Department of State in Washington, DC will make the final decision. Panelists will use the criteria below to review and evaluate applications:

**F. FEDERAL AWARD ADMINISTRATION INFORMATION**

The grant award 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 through Electronic Funds Transfer (ACH/EFT). Payment schedules will be worked out with grantees, after the grant is issued. The Recipient is required to refund to the U.S. Government any unexpended funds related to a reduction in scope of the federal assistance activity or purpose after the completion of the program.

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.