**U.S. DEPARTMENT OF STATE**

**U.S. EMBASSY HARARE, PUBLIC DIPLOMACY SECTION**

**NOTICE OF FUNDING OPPORTUNITY**

**Funding Opportunity Title:** U.S. Embassy Harare PD Annual Program Statement

**Funding Opportunity Number:** AF-HAR-FY23-02

**Deadline for Applications**: August 1, 2023

**CFDA Number:** 19.040 – Public Diplomacy Programs

**Total Amount Available:** US$250,000

**Minimum for Each Award:** US$2,500

**Maximum for Each Award:**  US$75,000\*

1. **PROGRAM DESCRIPTION**

The U.S. Embassy Harare Public Diplomacy Section of the U.S. Department of State is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is an Annual Program Statement, outlining our funding priorities, our strategic themes, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

**Purpose of Small Grants:**

PD Harare invites proposals for projects that **strengthen networks between the people of the United States and the people of Zimbabwe** through exchanges highlighting our ideas and values. All programs MUST include an American component, such as an American expert engagement (physical or virtual) in Zimbabwe or Zimbabweans traveling to the United States to collaborate and exchange best practices in a specific field that will promote increased understanding of U.S. perspectives. Projects that correspond to this year’s specific Notices Of Funding Opportunities (NOFO) and incorporate a strong American component into their design will be prioritized over other proposals.

**Priority Program Areas:**

PD Harare strongly encourages applicants to apply directly to 2023’s specific NOFOs to increase their chances of selection. Other projects must tie into the following themes:

* Promote democratic principles including freedom of speech; particularly if they share best practices for citizen advocacy or explore the challenges modern media houses face in a digital economy and the ethical standards needed to gain public confidence.
* Progress an inclusive economy; particularly connecting social entrepreneurs and the creative community with emerging digital markets.
* Deepen U.S.-Zimbabwean university partnerships; particularly if they bolster stronger research capacity and explore the challenges university administrations face in today’s market.
* Deepen U.S.-Zimbabwean professional networks through participation in conferences and rekindling alumni exchange partnerships to solve new problems.
* Foster social inclusion of underserved communities, such as disabled persons, minority ethnic groups, LGBTQI+, and those in remote rural areas.

The following types ofprograms **are not eligible for funding:**

* + Programs relating to partisan political activity;
	+ Charitable or development activities;
	+ Construction programs;
	+ Programs that support specific religious activities;
	+ Fund-raising campaigns;
	+ Lobbying for specific legislation or programs
	+ Scientific research;
	+ Programs intended primarily for the growth or institutional development of the organization; or
	+ Programs that duplicate existing programs.

**Authorizing legislation, type and year of funding:** Funding authority rests in the Smith-Mundt. The source of funding is FY2023 Public Diplomacy Funding.

1. **FEDERAL AWARD INFORMATION**

Length of performance period: 2-18 months

Award amounts:

* Awards may range from a minimum of US$2,500 to a maximum of US$75,000\*.
* Awards for travel to participate in U.S. conferences may not exceed $5,000.
* Awards for festivals looking to bring American talent must have free events.

Total available funding: $250,000 USD

Type of Funding: FY2023 Public Diplomacy Funding

\*Awards proposals for a higher amount must be extraordinary.

**Funding Instrument Types:**

1. Grant,
2. Fixed Amount Award (award amount cannot be amended), or
3. Cooperative Agreement (The PD is more extensively and actively involved in the project implementation that a grant of Fixed Amount Award).

**THIS NOTICE IS SUBJECT TO AVAILABILITY OF FUNDING**

**C. ELIGILIBITY INFORMATION**

**Eligible Applicants**

* PD Harare accepts applications from both the United States and Zimbabwe, while encouraging local applicants:
* Registered not-for-profit organizations, including think tanks, trusts and civil society/non-governmental organizations with programming experience;
* Individuals; and/or
* Non-profit or governmental educational institutions.

**\*For-profit or commercial entities are not eligible to apply.**

**Other Eligibility Requirements:**

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.

Registrations: In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via [www.SAM.gov](http://www.SAM.gov) as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information.

Individuals are not required to have a UEI or be registered in SAM.gov.

Cost Sharing and Matching: Cost sharing is **not** required but encouraged.

Financial capacity: Pressures on Zimbabwe’s financial systems may affect the selected applicant’s ability to follow through with the grant agreement. PD Harare does not infuse additional funds into a grant agreement to compensate for currency fluctuations or for unforeseen work. To guard against non-compliance owing to cash shortages borne of banking complications, it is strongly suggested that applicants have a Foreign Currency Account in addition to a local currency account. Applicants should be aware of their banking institution’s policies and fees regarding electronic deposits, transfers and withdrawals of U.S. dollars. Applicants should ensure their bank has a corresponding relationship with U.S. banks. You will only be asked to supply banking information if your proposal is selected for funding.

**D. APPLICATION AND SUBMISSION INFORMATION**

1. **To Request Application Package:**

Email PublicDiplomacyGrants-ZIM@state.gov; an automatic reply with the Application forms will be sent. Forms are also available at [www.grants.gov](http://www.grants.gov)

1. **Content and Form of Application Submission:**

Content of Application – the proposal should:

* Clearly serve the goals and objectives of this funding opportunity;
* Be specific and concise in describing the who, what, why, when, where, how and cost aspects of the project;
* Provide all documents in English; and
	+ Include a budget narrative and a budget table in U.S. dollars breaking down costs per unit rates, quantities as well as totals.

**Application Forms required:**

* Completed application (form attached)
* Detailed projected budget (form attached)
* SF-424 (Application for Federal Assistance – Organizations)

or SF-424-I (Application for Federal Assistance – Individuals)

* SF-424A (Budget Information for Non-Construction programs)
* SF-424B (Assurances for Non-Construction programs)

**Attachments**

* 1-page CV or resume of key personnel who are proposed for the program (for projects over $50,000)
* Letters of support from program partners describing the roles and responsibilities of each partner
* If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file. If you do not have a NICRA indirect and overhead costs can’t be over 10 percent of the budget.
* Official permission letters, if required for program activities.
1. **Required Registrations:**

All organizations (not individuals) applying for grants must obtain these registrations. All are free of charge:

* [www.SAM.gov](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sam.gov%2F&data=04%7C01%7Cfjeldkk%40state.gov%7C8a179f425ec644553b0a08da0c446ace%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C637835785239027166%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=1O%2BquRWkk5TWZ9R%2FzeWA%2BjVqSPwgts5FKs5lUXBCVGU%3D&reserved=0) registration which will generate a unique entity identifier (UEI)
* NCAGE/CAGE code

Since April 2022, the UEI are assigned when an organization registers or renews its registration in SAM.gov at [www.SAM.gov](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sam.gov%2F&data=04%7C01%7Cfjeldkk%40state.gov%7C8a179f425ec644553b0a08da0c446ace%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C637835785239027166%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=1O%2BquRWkk5TWZ9R%2FzeWA%2BjVqSPwgts5FKs5lUXBCVGU%3D&reserved=0). Organizations should renew their registration once a year in order to maintain an active registration status in SAM.gov.  It is the responsibility of the applicant to ensure it has an active SAM registration.

To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at [https://login.gov/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Flogin.gov%2F&data=04%7C01%7Cfjeldkk%40state.gov%7C8a179f425ec644553b0a08da0c446ace%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C637835785239027166%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=tZgLWndOJE4QfgsenOHTZxlAyGwD1%2FcsHk9zT0XqO9g%3D&reserved=0).

Foreign-based organizations: Must apply for an NCAGE code before registering in SAM.gov. Go to : [https://eportal.nspa.nato.int/AC135Public/CageTool/home](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Feportal.nspa.nato.int%2FAC135Public%2FCageTool%2Fhome&data=04%7C01%7Cfjeldkk%40state.gov%7C8a179f425ec644553b0a08da0c446ace%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C637835785239027166%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=%2BTHWRv0gnfDbegXazZ4K1%2FRbBP1LF6fHbu58wbsscVM%3D&reserved=0#_blank) to apply for a NCAGE code.  NCAGE codes must be renewed every 5 years.

U.S.-based organizations: A CAGE code will be automatically assigned when the U.S. organizations registers in [www.sam.gov](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sam.gov%2F&data=04%7C01%7Cfjeldkk%40state.gov%7C8a179f425ec644553b0a08da0c446ace%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C637835785239027166%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=1O%2BquRWkk5TWZ9R%2FzeWA%2BjVqSPwgts5FKs5lUXBCVGU%3D&reserved=0).  CAGE must be renewed every 5 years.  Site for CAGE: [https://cage.dla.mil/Home/UsageAgree](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcage.dla.mil%2FHome%2FUsageAgree&data=04%7C01%7Cfjeldkk%40state.gov%7C8a179f425ec644553b0a08da0c446ace%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C637835785239027166%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=bFd%2Bl85kI4M5naGwjUh%2FT%2BhzzO9oM99ycJhXxaj8E0M%3D&reserved=0#_blank). Grantees may be asked for more information to finalized and must comply.

It is in the organization’s best interest to check if their CAGE/or NCAGE codes are active.  Organizations are required to register/or renew their CAGE or NCAGE codes **prior** to registering or renewing [www.sam.gov](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sam.gov%2F&data=04%7C01%7Cfjeldkk%40state.gov%7C8a179f425ec644553b0a08da0c446ace%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C637835785239027166%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=1O%2BquRWkk5TWZ9R%2FzeWA%2BjVqSPwgts5FKs5lUXBCVGU%3D&reserved=0#_blank) .  Both registration and renewals for both CAGE and NCAGE can take up to 10 days.  Organization’s legal address in NCAGE/CAGE must mirror [www.sam.gov](http://www.sam.gov).

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number).  Those entities can register for a UEI only at SAM.gov.

If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed **ineligible.**  All organizations applying for grants (except individuals) must obtain these registrations, the latter are free of charge.

Note: As of April 2022, a DUNS number is no longer required.

1. **Submission Dates and Times**

PD Harare will accept proposals starting November 1, 2022. All serious applicants should submit their proposals prior to **January 31, 2023** to be given the fullest of consideration.

Applications may be submitted for consideration at any time before the closing date of August 31, 2023, but without guarantee of full review, must be brilliant, and will be subject to availability of funds. No applications will be accepted after that date.

1. **Other Submission Requirements**

All application materials may be emailed to PublicDiplomacyGrants-ZIM@state.gov (with “Annual PD Program Statement Grant Proposal” in the subject line).

**E. APPLICATION REVIEW INFORMATION**

1. **Criteria**

Each application will be reviewed and rated based on evaluation criteria outlined below.

**Quality and Feasibility of the Program Idea**: The program idea is well developed and focused with detail about how program activities will be carried out. It articulates why the project is important to advancing Zimbabwe. The proposal includes a reasonable implementation timeline, an identified target audience and outcome measures.

**Goals and Objectives:** Goals and objectives are clearly stated. Project approach is clearly matched to goals and likely to provide maximum impact in achieving the proposed results.

**Embassy Priorities and American Component:** Applicant has clearly described how the project’s stated goals are related to and support U.S. Embassy Harare PD’s priority areas. The required U.S. component of the project is clearly articulated.

**Budget:** The budget justification is detailed, with a narrative description that matches the budget numbers. There is a budget spreadsheet showing per unit cost breakdowns, subtotals, and totals in U.S. dollars. Estimated expenses 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:** The monitoring plan articulates realistic key indicators, outputs, outcomes, and milestones to indicate progress toward goals outlined in the proposal. It describes how and when indicators will be measured. The evaluation plan describes measures to be used in assessing the outcome and impact of the project. The plan may address potential pitfalls and possible contingencies to correct the course of the project.

**Sustainability:** The proposal addresses follow-on activities that will sustain and continue the positive impact of the project after its completion.

**Organizational Capacity:** 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 and understanding of the Zimbabwean entrepreneurship ecosystem and experience in implementing complex programs.

1. **Review and Selection Process**

Applications are reviewed on a competitive, annual basis by the Public Diplomacy Grants Committee, depending on availability of funds, on the technical and substantive criteria above. Organizations whose applications are not selected for funding will be notified via email no later than September 30, 2023.

All qualified proposals will remain on file for up to 12 months forthe committee for consideration at any time, if funds become available.

If you wish to receive an update on the status of your proposal, please email PublicDiplomacyGrants-Zim@state.gov with the Subject line: “*Request for Update on my Submitted Proposal [Title/Date of submission].”*

**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 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 on, not before, 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 Funding Opportunity announcement 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 via electronic funds transfer.

* 1. **Administrative and U.S. 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, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/m/a/ope/index.htm>.
* Note the U.S. Flag branding and marking requirements in the Standard Terms and Conditions.
	1. **Reporting Requirements**

Recipients will be required to submit financial reports and program reports. Reports will include an accounting for expenditure of amounts already received before the next tranche of funds can be released. 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 PD Harare at PublicDiplomacyGrants-Zim@state.gov .

Note: **Once an application has been submitted, State Department 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.**