**American Institute in Taiwan**

**Notice of Funding Opportunity**

**Funding Opportunity Title:**Cybersecurity Awareness Month Outreach

**Deadline for Applications**: May 10, 2023

**Total Amount Available:** Up to $24,000 USD

**A. PROGRAM DESCRIPTION**The American Institute in Taiwan announces an open competition for individuals or organizations to submit applications to design and implement a program for local outreach that helps bolster Taiwan’s cybersecurity resilience. Please follow all instructions below.

**Program Objectives:**

Taiwan is a constant hotspot for the PRC and other malicious actors’ cyber intrusions, and vulnerabilities in Taiwan society continue to be exposed. Despite the importance of combating disinformation and enhancing media literacy, which is part of the “information war,” this program will mainly focus on the issues and types of attacks related to the “cyber war.” The output of the program is targeted to be delivered in October, the Cybersecurity Awareness Month. Proposals should emphasize how the program will make an impact. By utilizing and building upon the video that AIT collaborated and created with the Taiwan Bar in 2022 (<https://tinyurl.com/2nwbxfcj>), the applicant will create one or two short videos that are suitable for AIT’s release in October on social media platforms and other channels. Proposals should include a clear description of the proposed video(s), and a promotion strategy for the video(s). In addition, the proposal should include at least one in-person event where the videos will be used to directly engage the targeted audiences. The applicant should also develop a suitable post-event evaluation mechanism (such as a survey) to help AIT better understand the impact of the program.

**Participants and Audiences:**

The target audiences are any specific communities in Taiwan that lack enough cybersecurity awareness while playing an important role in advancing Taiwan’s cybersecurity resilience. The program description must explain why and how reaching the selected target audiences will achieve the goals of the program.

**B. FEDERAL AWARD INFORMATION**

Length of performance period: From the date of grant signing to January 31, 2024.

Number of awards anticipated: One to two awards (dependent on amounts)

Award amounts: Minimum of $10,000 USD to a maximum of $24,000 USD

Total available funding: Up to $24,000 USD

Type of Funding: FY23 Public Diplomacy Funds

Anticipated program start date: Monday, June 12, 2023

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

**Funding Instrument Type:**Standard Grant

**Program Performance Period**: Proposed programs should be completed by January 31, 2024.

**C. ELIGILIBITY INFORMATION**

1. Eligible Applicants

The following organizations are eligible to apply

* Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
* Public and private educational institutions
* Individuals
* Public International Organizations and Governmental institutions
1. Cost Sharing or Matching

Cost sharing is not required. However, proposals with cost-sharing elements will be viewed favorably.

1. Other Eligibility Requirements

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.

**D. APPLICATION AND SUBMISSION INFORMATION**

1. Address to Request Application Package

Application forms required below are available at <https://www.ait.org.tw/>

1. 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**

Please ensure:

* The proposal clearly addresses the goals and objectives of this funding opportunity
* All documents are in English
* All budgets are in U.S. dollars
* All pages are numbered
* All documents are formatted to 8 ½ x 11 paper (A4), and
* All Microsoft Word documents are single-spaced, 12 point Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

1. **Mandatory application forms:** SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals).
2. **Summary Page:**Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief description of the program.
3. **Proposal:**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 Organization or Individual applying**: Background information on the experience and qualifications of the organization or individual. A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the 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.
* **Target Audience(s) and Program Activities**: Describe the target audiences and 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 if any.
* **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.
1. **Budget Justification Narrative**: Use a separate page to describe each of the budget expenses in detail. See APPENDIX*: Guidelines for Budget Submissions* for further information.
2. **Attachments:**
* 1-page CV or resume of key personnel who are proposed for the program
* Letters of support from program partners describing the roles and responsibilities of each partner
1. Unique Entity Identifier and System for Award Management (SAM.gov) (except for applicants that are individuals)

**Required Registrations:**

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

The 2 CFR 200 requires that sub-grantees obtain a UEI number.  Please note the UEI for sub-grantees is not required at the time of application but will be required before an award is processed and/or directed to a sub-grantee.

***Note:  The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks.  Please begin your registration as early as possible.***

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**Organizations based outside of the United States and that DO NOT plan to do business with the U.S. Department of Defense should follow the below instructions:**

Step 1:  Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process.  SAM.gov registration must be renewed annually.

**Organizations based outside of the United States and that DO plan to do business with the U.S. Department of Defense in addition to Department of State should follow the below instructions:**

Step 1:  Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

[https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Feportal.nspa.nato.int%2FAC135Public%2Fscage%2FCageList.aspx&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=v3TLT8F%2FNfk5SuTcI2zw7SMhV4HK542OhP9XDx4ln%2BY%3D&reserved=0)

NCAGE Code Request Tool (NCRT):

1. Submission Dates and Times

Applications are due no later than April 28, 2023.

1. Funding Restrictions

Award funds may not be used to pay for food or alcohol, nor for paid media participation or endorsement.

1. Other Submission Requirements

All application materials must be submitted by email to **AIT\_GrantProposals@mail.ait.org.tw** with the subject line stating: **AIT Grant Proposal - Cybersecurity Awareness\_Name of applicant or organization**.

**E. APPLICATION REVIEW INFORMATION**

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

**Program Planning/Ability to Achieve Objectives – 25 points:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

**Organizational Capacity and Record on Previous Grants – 20 points:** 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.

**Budget – 15 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. No food, alcohol or paying for media coverage.

**Monitoring and evaluation plan – 10 points:** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

**Sustainability – 10 points:** Program activities will continue to have positive impact after the end of the program.

**Innovation – 10 points:** Program shows innovation in design, audience reached, problem to be solved, or method of solving.

**Diversity – 10 points:** Program reaches diverse audiences and or includes diverse grantees/implementors, including ethnic, racial, gender and socioeconomic diversity.

1. Review and Selection Process

A review committee will evaluate all eligible applications.

1. Anticipated Announcement and Federal Award Dates: Week of May 22, 2023

**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:** AIT will disburse funds through electronic fund transfers. Payment frequency will be discussed upon grantee selection.

* 1. 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. See U.S. Department of State Standard Terms and Conditions under Resources via link below:

<https://www.state.gov/about-us-office-of-the-procurement-executive/>.

* 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.

**G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact: AIT\_GrantProposals@mail.ait.org.tw

**APPENDIX**

**Guidelines for Budget Justification**

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

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

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| **Budget Categories** | **Total Costs** |
| 1. Personnel
 | $--- |
| 1. Fringe Benefits
 | $--- |
| 1. Travel
 | $--- |
| 1. Equipment
 | $--- |
| 1. Supplies
 | $--- |
| 1. Contractual
 | $--- |
| 1. Construction
 | $--- |
| 1. Other Direct Costs
 | $--- |
| 1. Total Direct Costs (lines 1-8)
 | $--- |
| 1. Indirect Costs
 | $--- |
| 1. U.S. Share of Costs (lines 9-10)
 | $--- |
| 1. Recipient Share of Costs
 | $--- |