

**American Institute in Taiwan, Public Diplomacy Section (PDS)
Annual Program Statement (APS)
Fiscal Year 2024**

Funding Opportunity Title:	AIT PDS Annual Program Statement
Funding Opportunity Number:	PD-TAIPE-FY24-001
Deadline for Applications:	July 31, 2024, 11:59 p.m. GMT+8 (reviewed on a rolling basis)
CFDA Number:	19.040 – Public Diplomacy Programs
Total Amount Available:	\$400,000 USD
Maximum for Each Award:	\$50,000 USD

A. PROGRAM DESCRIPTION

The American Institute in Taiwan (AIT) Public Diplomacy Section (PDS) is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is an Annual Program Statement (APS), outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

Purpose of Small Grants: PDS AIT Taipei and PDS AIT Kaohsiung invite proposals for programs that strengthen cultural ties between the U.S. and Taiwan through cultural and exchange programming that highlights shared values and promotes bilateral cooperation. The programs may take place anywhere within Taiwan. All programs must advance one or more of the policy goals listed below.

Examples of PDS Small Grants Program programs include, but are not limited to:

- Academic and professional lectures, seminars, speaker programs, events involving alumni of U.S. government exchange programs, and podcasts
- Artistic and cultural workshops, joint performances, and exhibitions
- Cultural heritage conservation and preservation programs
- Professional and academic exchanges and programs
- Training sessions to develop skills relevant to a policy goal

Policy Goals:

Proposals must advance one or more of the following policy goals:

- Provide programming for American Spaces and other PDS initiatives throughout Taiwan on key AIT goals that bolster people-to-people ties, provide outreach to diverse audiences, entrepreneurship training, empowerment of women and girls, promotion of democratic values, and programs that advance DEIA (Diversity, Equity, Inclusion, Accessibility) principles.
- Assist in efforts to promote media literacy, build fact-checking capabilities and techniques, and increase Taiwan society's capacity for civilian response to disasters.

- Help generate digital content to support AIT messaging campaigns on key goals including, but not limited to, expanding Taiwan's international space, promoting global supply chain resilience and U.S.-Taiwan trade relations, and raising awareness of cybersecurity and climate change.
- Promote or showcase Taiwan as an important partner in the Indo-Pacific region
- Leverage or complement the efforts of the U.S.-Taiwan Education Initiative to enhance educational exchanges, especially on STEM or through university-to-university partnerships.
- Highlight and raise public awareness and importance of key economic collaboration and cooperation between the United States and Taiwan, including by promoting entrepreneurship through provision of training or networking opportunities, especially to under-served communities.
- Enhance local climate change mitigation and adaptation actions, including issues related to oceans and marine conservation; raise youth awareness of climate or energy issues; facilitate the local stakeholder communications that help meet sustainability and energy transition goals; and build capacity and networks of climate-focused social enterprises.

Participants and Audiences:

- Target audience and participant selection must align with the United States government's commitment to diversity, inclusion, equity, and accessibility.
- This funding opportunity is available to organizations and individuals who have projects that directly benefit the people of Taiwan.

The following types of programs 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
- Personal scientific research
- Programs intended primarily for the growth or institutional development of the organization
- Programs that duplicate existing programs.

Authorizing legislation, type and year of funding:

The source of funding is **Fiscal Year 2024 AIT Funding**

B. FEDERAL AWARD INFORMATION

Length of performance period: 3 to 12 months

Number of awards anticipated: 20 awards (dependent on amounts)

Award amounts: \$1,000 - \$50,000 USD for each award

Total available funding: \$400,000 USD

Type of Funding: Fiscal Year FY2024 AIT Funding

Anticipated program start date: Generally 6 to 8 weeks from when the project is selected for funding

This notice is subject to availability of funding.

Funding Instrument Type: Grant, Fixed Amount Award (FAAs), or Cooperative agreement. Cooperative agreements and some FAAs are different from grants in that PDS staff are more actively involved in the grant implementation (“Substantial Involvement”).

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following applicants from the U.S. and Taiwan are eligible to apply:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Individuals
- Non-profit or governmental educational institutions
- Governmental institutions

FOR-PROFIT, COMMERCIAL ENTITIES AND INDIVIDUALS **ARE NOT ELIGIBLE TO APPLY.**

2. Cost Sharing or Matching: Cost sharing is not required.

3. 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 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 to download directly by just clicking the title of each from below. Or here: [Grant Forms | GRANTS.GOV](#)

2. 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 Submission

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** (please round up to the nearest hundred)
- All pages are numbered
- All documents are formatted to 8 ½ x 11 (letter-size) paper, and
- All Microsoft Word documents are single-spaced, 12-point Calibri font, with a minimum of 1-inch margins.

Form of Application Submission

The following documents are **required**:

(1) Mandatory application forms that must be completed and signed

ORGANIZATION

- [SF-424](#) (*Application for Federal Assistance – organizations*)
- [SF-424 Instructions](#)
- [SF-424B](#) (*Budget Information for Non-Construction programs – organization*)

OR

INDIVIDUAL

- [SF-424-I](#) (*Application for Federal Assistance - individuals*)
- [SF-424-I Instructions](#)
- [SF-424B](#) (*Budget Information for Non-Construction programs – individuals*)

(2) Summary Coversheet: Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

(3) Proposal (10 pages maximum): 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:** A description of past and present operations, showing ability to carry out the program, including

information on all previous grants from the AIT and/or 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. What aspect of the relationship between the U.S. and *Taiwan* will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe 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.
- **Proposed Program Schedule:** 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.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe 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.

(4) Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate file to describe each of the budget expenses in detail. See section **H. Other Information: Guidelines for Budget Submissions** below for further information.

(5) Attachments (*suggested examples*):

- 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
- Official permission letters, if required for program activities

3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

All organizations applying for grants (except individuals) must obtain Unique Entity Identifiers (UEI) and an active registration with the www.SAM.gov. All are free of charge – be wary of someone requesting payment for registration as it is never required. (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).

Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.

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.

- 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.
- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS), and a UEI number prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov.
- **Please note that as of November 2022 and February 2022 respectively, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code or CAGE code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove a CAGE or NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket (“incident”) with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: “I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to the American Institute in Taiwan should follow the below instructions: 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>

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis if:

- An applicant's identity must be protected due to potential endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

4. Submission Dates and Times

The Public Diplomacy Section will accept and review proposals on a rolling basis throughout the year. Applications may be submitted for consideration at any time before the closing date **July 31, 2024**. No applications for fiscal year 2024 funding under this Funding Opportunity will be accepted after that date.

5. Funding Restrictions

The following activities and costs are not covered under this announcement and are classified as not allowable – please read this section carefully and match it to your project activities:

- Activities that appear partisan or that support individual or party electoral campaigns.
- Procurement of vehicles.
- Activities that appear partisan or that support individual or party electoral campaigns.
- Direct support or the appearance of direct support for any religious organization, to include repair or building of structures used for religious purposes.
- Military assistance of any kind, including weapons buy-back or rewards programs.
- Purchase of firearms, ammunition, or removal of unexploded ordnances.
- Para-police (i.e., militias, neighborhood watch, security guards) and prison-related projects. This restriction includes no funding of any secondary need in a law-enforcement organization.

- Payments for any partner government, military, or civilian government employee salary or pension.
- Duplication of services immediately available through municipal, provincial, or national government.
- Funds for market research, advertising (unless directly related to publicizing grant activities), or other promotional expenses.
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.
- Charitable or development activities.
- Fund-raising campaigns.
- Lobbying for specific legislation or projects.
- Personal scientific research.
- Activities with unmitigated and negative environmental consequences (such as dams or roads through forest lands).
- Activities that benefit any employee of the United States Government.
- Procurement of pesticides, fungicides, or herbicides.
- Provision of capital to beneficiaries through either loans or grants.
- Revolving credit schemes.
- Lobbying for specific legislation or projects
- Purchase of alcohol, medicine, school uniforms, school fees, bursaries, or personal expenses.
- Purchase of food and food parcels, unless the grantee can demonstrate that such expenses are reasonable and necessary to meet the goals and objectives of the grant.
- Purchase of used equipment – to avoid recurring maintenance and support cost. There is a general policy for financing only new equipment unless it is simple in design and spare parts are available locally.
- Projects intended primarily for the growth or institutional development of the organization.
- Projects seeking funds for personal use.
- Projects that require a participation fee.

6. Other Submission Requirements

All application materials must be submitted by email to: AITPDGrants@state.gov

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

Organizational capacity and record on previous grants: The organization has expertise in its stated field and PDS is confident of its ability to undertake the program. This includes a financial management system and a bank account.

Program Planning/Ability to Achieve Objectives

Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

AIT priorities: Applicant has clearly described how stated goals are related to and support AIT's policy goals or target audiences.

Budget: 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.

Monitoring and evaluation plan: Applicant demonstrates it is able to measure program success against key indicators and provide 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.

Innovation & Sustainability: Program activities will continue to have positive impact after the end of the program. Program shows innovation in design, audience reached, problem to be solved, or method of solving.

DEIA: Program reaches diverse audiences and or includes diverse grantees/implementers, including ethnic, racial, gender, and socioeconomic diversity. Proposals should clearly demonstrate how the program will support and advance DEIA (Diversity, Equity, Inclusion, Accessibility) principles in program administration, design, and implementation.

Communications & Outreach: Proposal clearly describes how information, results, and success stories will be collected and disseminated before, during and after the project; Discusses how program outreach will leverage a range of outreach tools to amplify messaging to a defined target audience; Discusses how project activities will be communicated to stakeholders to foster continued engagement with the project.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications on a rolling basis.

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, American Institute in Taiwan 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 American Institute in Taiwan.

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 in at least two installments, as needed to carry out the program activities.

Organizations whose applications will not be funded will also be notified *via email*.

2. Administrative and 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 American Institute in Taiwan Standard Terms and Conditions, all of which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>. Note the U.S. Flag branding and marking requirements in the Standard Terms and Conditions.

In accordance with the Executive Order on Advancing Racial Equity and Underserved Communities, proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

3. 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 PDS at:

AITPDGrants@state.gov

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, American Institute in Taiwan officers and staff may not discuss this competition with applicants until the entire proposal review process is completed.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel: 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. 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 the 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. government. 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.