Funding Opportunity Title (Grant Program): BOLD Workshops (FY2022)
Funding Opportunity Number:
Deadline for Applications: April 15, 2022
Assistance Listing Number: 19.900
Total Amount Available: $150,000

Please note that this notice is subject to availability of funding.

A. PROGRAM DESCRIPTION

The Public Diplomacy Section (PDS) of the U.S. Embassy in Belgrade announces an open competition for organizations to submit applications for the BOLD Workshop Program.

Please check for information on other PDS funding opportunities on the U.S. Embassy website at: https://rs.usembassy.gov/education-culture/grants-programs/.

The BOLD (Balkanski omladinski lideri, Young Balkan Leaders in English) network is a project of PDS that seeks to develop the leadership capacity of young Serbians by empowering them to implement projects for positive change in their communities in two thematic areas: civic engagement and economic development. Anyone age 18-35 in Serbia can join the BOLD network where members have access to three main types of competitive opportunities:

1. BOLD Academic Fellowships: Two in-depth leadership training experiences in the United States for 5-6 weeks, one on each BOLD theme.
2. BOLD Workshops: Two workshops, one week to 10 days long, on leadership and project management, each on one of the BOLD themes.
3. BOLD Small Grant Competition: An annual competition, open to all BOLD members, for funds up to $15,000 to implement projects in the areas of the BOLD themes over the course of a year.

Priority Region: Serbia.

PDS Belgrade strongly urges potential applicants to consider recruiting participants for these workshops from cities and towns in Serbia outside of Belgrade.

Program Objectives:

The BOLD Action Workshop Program consists of two workshops to take place in Serbia for one week to 10 days each, one on the theme of civic engagement and one on the theme of
economic development. Workshops should be scheduled in accordance with school/academic calendars.

**Applicants may propose implementation of either one of the workshops, OR implementation of two workshops.** If the proposal is for one workshop, please indicate in box “c” of the application form if the theme will be civic engagement or economic development.

The proposal should contain a detailed day-by-day schedule for each workshop, and other necessary information that makes it clear to anyone not familiar with it how the program will meet the stated objectives and projected outcomes.

The primary outcome desired by PDS is for workshop participants, either individually or in groups, to design a civic or economic project to be implemented in their communities over the course of the following year. By the end of the workshop, participants should complete a basic draft of their project designs in the form of a project proposal or business plan, which will be competitive for funding from the Embassy or other donors.

Participants will be eligible to submit their proposals in a BOLD small grant competition that will take place later in the year. To prepare them for this, a representative from the PDS grants team should be invited to present during the workshop on the basics of applying for a grant with the U.S. Embassy.

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.

In light of social distancing measures, and to limit the spread of COVID-19, we welcome proposals that utilize video conferencing, distance learning tools, etc. If your proposal includes in-person activities, please consider the inclusion of contingency plans, just in case the health situation requires that social distancing measures be implemented during the grant period. How might you switch your project from an in-person to a virtual format?

It is the obligation of the applicant to ensure that workshop participants’ information about themselves, their experience in the workshop, and/or their project ideas are shared and publicized on social media platforms of the BOLD network so that others can see their leadership examples and be motivated by their experience in the workshop.

**Program Themes:**

1. **CIVIC ENGAGEMENT.** This workshop should create opportunities for active participation and civic engagement of young leaders in their communities with special
emphasis on the development and implementation of their own projects to address a particular social need in the community. The workshops should provide a broad foundation of skills needed to succeed in the civil society sector, including, but not limited to, the fundamentals of project management, innovative civic engagement project design, project-based collaboration, leveraging assets within the BOLD network to ensure project success, strategies to overcome apathy and skepticism, and how to work with other like-minded individuals or groups to lead the broader community toward positive change.

2. ECONOMIC DEVELOPMENT. This workshop should develop the skills of young leaders to create opportunities for economic development in their communities through developing and/or launching their own business plan or developing projects in support of entrepreneurship. Special emphasis should be placed on innovative business model design, project-based collaboration, and leveraging assets within the BOLD network to ensure project success. Content can include, but is not limited to, the ideas for starting and running a small business in the region, market research and pitching business ideas, organizational development and management, innovation, emerging markets and risk analysis, strategic business planning, corporate social responsibility, overcoming obstacles and failure, gaining entrepreneurial skills that will better prepare them for the 21st century market, or an idea about enhancing existing enterprises.

Participants and Audiences:

Each workshop should be designed for at least 40 participants, who will be derived from the membership of the new BOLD Network as well as from the recruiting efforts of the applicant. Each workshop should be composed of at least 25 participants from across Serbia, 10 from Bosnia and Herzegovina (BiH), and 5 from Montenegro. Priority should be given to qualified applicants from outside the capital city in each country. The age range of BOLD members is 18-35, but the applicant may limit the age range of participants in either workshop, to best fit the proposed workshop’s theme and objectives. Each participant should only attend one workshop.

The applicant should propose a regionwide recruitment plan to reach workshop participants from all parts of the three countries that goes beyond a public call for applications to include targeted outreach to appropriate youth audiences. PDS will coordinate with Embassies in BiH and Montenegro to assist with recruitment through BOLD networks there. The applicant should select and vet workshop participants and present the final list of participants for each workshop to PDS for review before they are notified of their selection.

Information Session. PDS will hold a virtual information session on February 23, 2022, at 16:00 (4 pm) Central European time to discuss this funding opportunity and to answer questions from potential applicants. Please contact PDS at BOLDSerbia@state.gov for details.

B. FEDERAL AWARD INFORMATION
Length of performance period: 12-24 months (including the evaluation period).
Number of awards anticipated: 1-2 awards (dependent on capacity of applicant)
Award amounts: Up to $75,000 for one workshop, up to $150,000 for two
Total available funding: $150,000
Type of Funding: FY22/23 Economic Support Funds under the Foreign Assistance Act.
Anticipated program start date: No sooner than July 1, 2022.

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative Agreement

Program Performance Period: Proposed programs should be completed in 24 months or less (including the time you have built in for project assessment and evaluation).

PDS and the U.S. Department of State may entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants.

To be eligible for consideration, applicants must be a local, non-profit civil society or non-governmental organizations (CSOs or NGOs) or an independent media outlet legally registered in Serbia.

2. Cost Sharing or Matching. Cost sharing is allowed but not required and will not impact funding decisions.

While filling out the application, you will be required to tell us whether you are also receiving funding from other donors for your project. Please be aware, however, that you must be able to carry out all the activities described in your application with the funding you receive from PDS, even if the contributions from other donors or other funding sources fail to materialize.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must receive a unique entity identifier (UEI) from Dun & Bradstreet called a Data Universal Numbering System or DUNS number, as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

Individuals are allowed to submit only one proposal through this NOFO. PDS prefers that organizations submit one proposal under this funding opportunity.
If an applicant (either individual or organization) has already received a grant from the U.S. Embassy and the older project and the new one would overlap, or if an organization has submitted more than one project proposal, please use section “y” in the application form to explain to the PDS grant review panel how the applicant will manage more than one project and describe your past experience and track record indicating that you have the capacity to do so.

4. Funding Restrictions.

You may NOT apply for a grant from PAS if your project:

- involves partisan political activity,
- involves charitable activities and/or the distribution of humanitarian aid,
- is a fundraising campaign,
- is commercial in nature, i.e., you or a project partner are making money from this project, or the activity supports a current or future business or entrepreneurial venture.
- involves the provision of health care or services, childcare, food subsidies, or other social services to populations.

This funding opportunity aims to support workshops to take place within a set timeframe. We will **not** accept applications which are aimed more broadly at supporting your organization’s usual or typical daily activities and operations. Those will be deemed **technically ineligible** and will not be considered for funding by the review committee.

For this particular NOFO, grant funding **can** be used to cover the cost of travel within the region. Grant funding can likewise be used to cover the cost of travel between the United States and Serbia for program participants if that is an essential part of the project.

As a general rule, participants or audiences should **not** be charged for taking part in any PDS-funded activity. If you envisage that your workshop will **not** be free for some reason, please contact PDS while you are in the process of completing the application to see whether that could be allowed. Depending on the funding source, PDS **might** be able to support your project, but only if you can demonstrate how the revenue generated will be used to support the larger objectives and explain that your organization will profit from the modest entrance fee.

See also “Guidelines for Budget Justification” under Section H below for more information on budget items.

D. APPLICATION AND SUBMISSION INFORMATION

1. Requesting the Application Package
All the mandatory application forms required below are available online at https://rs.usembassy.gov/education-cultural/grants-programs/. We do not send out hardcopy versions of the application packages.

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.

Please ensure that:

- 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 either to A4 or 8½ x 11 paper.

The following documents are required:

a. The following two forms:
   - SF-424 (Application for Federal Assistance – organizations) and
   - SF-424A (Budget Information for Non-Construction programs)

b. If the applicant is an organization whose registration in SAM.gov is still pending, the SF-424B (Assurances for Non-Construction programs) is also required.

c. Grant Application Form for FY2022 (Fiscal Year 2022). Note: Detailed directions for filling out the grant application are included with the form.

d. Budget Justification Narrative (Excel Spreadsheet): After filling out the SF-424A Budget (above), use the Excel spreadsheet template to describe and explain each of the budget expenses in detail. See section H. Other Information: Guidelines for Budget Submissions below for further information.

a. 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, if applicable.
   - 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.
   - Official permission letters, if required for program activities.
   - If you still have not completed SAM.gov registration, a screenshot from SAM.gov reflecting that you have started the process.

Please follow all the instructions in Appendix A when filling out the Application Form.
3. **Required Registrations:** Registration for a Unique Entity Identifier (UEI), obtaining an NCAGE/CAGE code, and registering within the System for Award Management (www.SAM.gov) is not optional for organizations, i.e., it is mandatory. Individuals applying under this NOFO, however, can skip this section.

Please be aware that SAM registration must be renewed annually.

If an applicant is listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM), the individual or organization is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (but not individuals) must obtain these registrations. All are free of charge:
- Unique entity identifier (UEI) from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

**Step 1:** Apply for a DUNS number, which is a Unique Entity Identifier (UEI), and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)

NCAGE application: Application page here: [https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx](https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx)

Instructions for the NCAGE application process: [https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20N SPA%20NCAGE.pdf](https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf)

For NCAGE help from within the U.S., call 1-888-227-2423
For NCAGE help from outside the U.S., call 1-269-961-7766
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

**Step 2:** After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: [https://www.sam.gov](https://www.sam.gov). SAM registration must be renewed annually.

**IMPORTANT NOTE:** The registration process can take some time and past applicants have, in fact, run into difficulties. Please do not wait until the last minute to start the registration process. If in the end you are unable to complete the SAM registration by the
application submission deadline, do not panic. Check the appropriate box in section “h” of the application form after “SAM.gov Registration.” You will also need to attach a screenshot from SAM.gov as proof that you have started the registration process. Let us know as soon as you have completed your SAM registration. Until that step is complete, the review panel will not read or consider your application. If you are unable to finish the SAM registration process, we unfortunately will be unable to support your project.

4. Submission Dates and Times

Applications are due April 15, 2022

5. Other Submission Requirements

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

If PDS does not receive a complete project proposal at the above address by the deadline, it will be considered technically ineligible and will not be considered for funding.

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

- **Quality of the project proposal.** The proposal is well-developed, clear, and innovative. It offers a creative approach and/or solutions to deal with the stated problem or challenge, focused on specific audiences or participants, with an approach that is likely to achieve results and have an impact. The application includes sufficient details that spell out exactly what the project activities will entail, and how and when elements will be carried out, with a reasonable implementation timeline and clear milestones provided. Appropriate partners, if applicable, have been identified and have agreed to take part in the activity. (40 points)

- **Organizational capacity and (if applicable) record on previous grants.** The individual or organization submitting this application has the qualifications, skills, talent, drive, and/or demonstrated ability, perhaps with the assistance of an identified partner organization or contractor, to carry out the grant activities (outputs) with the participants, which will provide a good chance of achieving the goals and objectives laid out in the proposal. Applicant has sufficient internal controls in place to monitor activities, track spending, etc. If the applicant has received a grant (or grants) in the past from PDS or others, those were carried out in line with the project proposal[s], reports were filed in a timely manner, etc. (20 points)
• Monitoring and Evaluation (M&E) Plan. The project has a clearly identified, S.M.A.R.T. objectives (in addition to outputs), with a good approach to measure the impact of the grant activity on target audiences and/or to bring about some change. (S.M.A.R.T. stands for: Specific, Measurable, Achievable, Relevant, and Time-bound.) The proposal outlines in sufficient detail how activities will be monitored or tracked. The applicant also has a plan for how to measure or evaluate impact or results, giving the organization the ability to explain in a report or what has changed as a result of the project, where the project succeeded, where it might have fallen short, and to discuss lessons learned. (15 points)

• Support of Underserved Communities. The proposal should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation. (5 points)

• Budget. The figures, narrative, and justification are complete and reasonable in relation to the proposed activities and anticipated results. The budget accounts for all necessary expenses and the justification is detailed. Costs are reasonable and realistic in relation to the proposed activities and anticipated results. (20 points)

• Potential for Multiplier Effect/Longer-term Impact/Sustainability. The proposal includes a discussion of the follow-on impact of the funded activity even after the end of the program through the multiplier effect or through expected follow-on activities by the applicant and/or partners and/or primary or secondary audiences. (Up to 10 points extra)

2. Review and Selection Process

A grants review committee will evaluate all eligible applications. You may be asked to submit additional information and/or a revised budget. Please also be aware that, depending on the availability of funding, PDS might be able to fund only part of the budget you have requested.

3. Anticipated Announcement and Federal Award Dates

PDS anticipates that final funding decisions will be made by May 15, 2022.

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:** PAS will discuss payment method and frequency with you before
issuance of the award.

2. **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.

These include:

- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD
  MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE
  COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE
  WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

In accordance with the Office of Management and Budget’s guidance located at 2 CFR
part 200, all applicable Federal laws, and relevant Executive guidance, the Department of
State will review and consider applications for funding, as applicable to specific
programs, pursuant to this notice of funding opportunity in accordance with the
following:

- President’s September 2, 2020 memorandum, entitled *Memorandum on
  Reviewing Funding to State and Local Government Recipients of Federal Funds
  that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- Executive Order on Protecting American Monuments, Memorials, and Statues
  and Combating Recent Criminal Violence (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal
  Regulations (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August
  13, 2020, particularly on:
Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),

- Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),

- Promoting the freedom of speech and religious liberty in alignment with Promoting Free Speech and Religious Liberty (E.O. 13798) and Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),

- Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and

- Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

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.

The final report to PAS must be submitted no later than 120 days after the project end date.

**Foreign Assistance Data Review:** As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: BOLDSerbia@state.gov.

H. OTHER INFORMATION

**Guidelines for Budget Justification**
Personnel and Fringe Benefits: Describe the fees -- 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. Total fees for any staff who might be engaged in the implementation or execution of the project (e.g., project manager, project assistant, accountant, etc.) cannot exceed 30% of the total project budget. Fees should be reasonable, in accordance with expected levels in the locality where the grant activity is taking place.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. Costs for international travel, including within the Balkans, can be included in the budget only if that travel is essential to the implementation of the project. Please make sure the project proposal makes clear why international travel is necessary. If you are proposing a visit to Serbia by a subject matter expert, trainer, instructors, performer, or anyone else from the U.S., please contact PAS to check whether that would be an allowable expense.

Honorarium: Honorarium is limited to a maximum of $250 per day. Compensation for time spent preparing for a presentation, workshop, or other activity, however, can be included in Personnel and Fringe Benefits, including hours spent in preparation based on a realistic hourly rate.

Equipment: The budget cannot include purchase of any equipment, which is defined by the USG as property costing $5,000 or more with a useful life of one year (or longer than the duration of the grant). Only rental of equipment is allowed. The rental should be listed under “Other Direct Costs.”

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, see entry for “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, such as rent, salaries for personnel not directly involved in the project, etc. 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. If you do this, you are obviously not allowed to include itemized indirect costs in your budget request.
**Cost Sharing.** The term “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.