



## ***PAS Dhaka Annual Program Statement FY2021***

**Program Office:** Public Affairs Section (PAS), U.S. Embassy Dhaka

**Funding Opportunity Title:** Annual Program Statement (APS) for Public Affairs Dhaka

**Announcement Type:** Grant or Cooperative Agreement

**Funding Opportunity Number:** PAS-DHAKA-FY2021-01

**Posted Date:** January 10, 2021

**Deadline for Applications:** June 30, 2021 (11:59 p.m. U.S. Eastern time). Proposals will be reviewed on a rolling basis as they are received, with two intermediate deadlines: February 28, 2021 (11:59 p.m. U.S. Eastern time) and April 30, 2021 (11:59 p.m. U.S. Eastern time). Therefore, early submission is encouraged. Please note that review may take up to 90 days.

**Award Floor and Ceiling:** \$20,000 - \$75,000

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

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

### **CONTACT INFORMATION**

- A) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.
- B) For assistance with the requirements of this solicitation, contact: PAS Dhaka Grants Committee, DhakaGrants@state.gov.



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**A. FUNDING OPPORTUNITY DESCRIPTION:** The U.S. Embassy Dhaka Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce a funding opportunity through this Annual Program Statement (APS) focused on strengthening, expanding, and celebrating U.S.-Bangladesh people-to-people ties, institutional linkages, and bilateral cooperation ahead of the 50th anniversary of U.S.-Bangladeshi diplomatic ties in 2022.

As Bangladesh celebrates 50 years of independence, U.S. Embassy Dhaka looks forward to celebrating 50 years of U.S.-Bangladesh diplomatic relations. Over almost five decades, the United States and Bangladesh have expanded cooperation based on people-to-people ties and friendship grounded in mutual respect. In security, development, trade, health care, education, and energy, the United States and Bangladesh work together with a shared commitment to peace, prosperity, and a free, open, and secure Indo-Pacific region. As we look forward to celebrating a half century of partnership in 2022, PAS Dhaka invites proposals for projects that further the Embassy's public diplomacy goals of celebrating the 50th anniversary of the establishment of bilateral relations between the United States and Bangladesh and renewing our commitment to work together to ensure a future full of peace and prosperity for the American and Bangladeshi people, including through programs that further strengthen people-to-people ties, highlight shared values, and promote bilateral cooperation.

This APS outlines funding priorities, strategic themes of interest, and procedures for submitting requests for funding. PAS is soliciting proposals for projects from U.S. and Bangladeshi not-for-profits, non-governmental organizations (NGOs), think tanks, educational institutions, governmental institutions, and international organizations that focus on one of the priority areas specified below. (For more information, see Part C Eligibility Information.) Applicants should pay close attention to these priorities, examples of PAS programming, and key audiences when developing proposals. Applications will be reviewed on a rolling basis until the final deadline or funding is exhausted; see Section D for intermediate review deadlines. Applications may be submitted at any time for consideration before the deadline of this APS. However, applicants are encouraged to apply early. Please carefully follow all instructions below. Due to the volume of applicants and inquiries, *PAS does not accept letters of intent, concept papers, or requests for meetings prior to application.*



**Background:** Proposals for projects must focus on one of the APS Funding Priority Areas listed below and must include elements of public outreach and U.S. culture or a connection with U.S. expert(s), organization(s), or institution(s) that will promote increased understanding of U.S. policy and perspectives, and promote people-to-people and institution-to-institution ties. Proposals must also include a component/element related to the 50th anniversary of U.S.-Bangladesh diplomatic ties. PAS is more likely to fund programs that directly support U.S. Embassy Dhaka's Integrated Country Strategy, which can be found under South and Central Asia Region/Bangladesh at: <https://www.state.gov/integrated-country-strategies/#sca>.

Proposed projects may\* include, but are not limited to:

- Academic and professional lectures, seminars, and speaker programs;
- Artistic, cultural, and sports workshops, including joint performances, exhibitions, festivals, culinary diplomacy, creative writing, comedy, clinics, master classes, etc.;
- Cultural heritage conservation and preservation programs;
- Professional or academic exchanges and projects, including virtual exchanges with U.S. experts or communities; and
- Professional development workshops and training for English language instructors, civil society organizers, female entrepreneurs, etc.

*\*Due to the ongoing COVID-19 pandemic, it is recommended that proposals include virtual programming alternatives in the event in-person activities, including international travel, continues to be impacted by the pandemic.*

**APS Funding Priority Areas:** Proposals must focus on one of the priority areas specified below and target at least one of PAS Dhaka's key audiences, including: youth (14-35 years old), educators, women, other minority/marginalized groups, journalists, policy makers, civil society organizations, and entrepreneurs/innovators, and must include a component/element related to the 50th anniversary of U.S.-Bangladesh diplomatic ties.

*NOTE: Applicants may submit only one proposal for each priority area. Priority will be given to proposals aimed at broad institutional and long-term impact beyond the life cycle of the grant.*

1. **Awareness:** Raising awareness of U.S.-Bangladesh relations and the importance of our bilateral partnership.
2. **Civil Society Strengthening:** Building institutional capacity of Bangladeshi non-profit, NGOs, grassroots organizations, and other civil society institutions to develop a more engaged and informed citizenry able to tackle major social challenges facing Bangladesh.
3. **Education:** Improving student-centered teaching and soft skills training to strengthen student employability; English teaching; continuing education opportunities for teachers, teaching methods, and modernizing education systems; promoting Science, Technology, Engineering and Math (STEM) education; promoting tolerance and diversity among student populations; and strengthening linkages between U.S. and Bangladeshi higher education institutions.



4. **Human Rights/Inclusiveness:** Expanding women’s rights and empowerment; access and legal reform for disabled persons, LGBTI rights, and ethnic/religious minorities’ rights; supporting freedoms of expression, press, association, religion; preventing and eliminating trafficking in persons; and strengthening rule of law.
5. **Inclusive Economic Growth and Prosperity:** Promoting sustainable enterprises, small businesses, innovation, and the development of human capital in Bangladesh; encouraging implementation and enforcement of environmentally friendly business practices; reducing barriers to trade; strengthening intellectual property rights; improving opportunities for U.S. businesses; and promoting U.S. products and American business values.
6. **State Department Exchanges Alumni Network in Bangladesh:** Leveraging Bangladeshi alumni of U.S. government exchange programs to achieve long-term objectives in Bangladesh through capacity building and strengthening connections through people-to-people ties and institutional linkages.

### **Priority Area Descriptions:**

**1. Awareness:** Proposals in this project area must raise Bangladeshi public awareness of U.S.-Bangladesh relations and the importance of our bilateral partnership and promote greater people-to-people ties and bilateral cooperation. Proposals could include, but are not limited to:

1. Speaker/lecture series about U.S.-Bangladesh relations;
2. Cultural and artistic performances, concerts, exhibitions, etc., that highlight and/or preserve 50 years of U.S.-Bangladesh ties;
3. Campaigns that highlight key moments or important aspects of U.S.-Bangladesh relations;
4. Competitions/contests that highlight the 50th anniversary of U.S.-Bangladesh relations, such as a contest to develop an Embassy logo for the year-long celebration;
5. Compilation of historical artifacts, including audio records, to share via public exhibition; and
6. Special 50th anniversary scholarship fund or scholarship opportunities for Bangladeshi students to study in the United States.

**2. Civil Society Strengthening:** Proposals in this project area should address at least one of the following objectives:

1. Build institutional capacity, including advocacy skills and organizing skills, of local non-profits, NGOs, grassroots organizations, and other civil society institutions, including on university campuses, to develop greater citizen engagement and more effective solutions to major social challenges facing Bangladesh;
2. Encourage development of corporate social responsibility programs and philanthropy;
3. Foster interfaith dialogue aimed at greater and more effective community involvement by religious leaders to mitigate social challenges, including preventing and combatting gender-based violence, trafficking in persons, and violent extremism; and
4. Promote dialogue, adoption, and enforcement of international worker’s standards to ensure worker safety and labor rights.



**3. Education – Student-Centered Learning / English Language Learning / Capacity Building / Promoting Tolerance and Diversity on Campus / Academic Linkages:** Proposals in this project area should link online technology components with at least one of the following objectives:

1. Development of student-centered soft skills courses such as analytical writing, critical thinking, leadership, interpersonal communication skills, media literacy, public speaking, and entrepreneurship;
2. Development of student-centered STEM education initiatives aimed at encouraging women and girls, and other minority groups to pursue careers in STEM education;
3. Strengthen English language teaching and acquisition at secondary and tertiary levels;
4. Strengthen student guidance, career counseling services, and programs aimed at connecting students with prospective employers, and transitioning students to full-time employment;
5. Professional development programs for educators, including continuing education related to student-centered curriculum and course development, teaching skills, and strategic planning, English language skills, and formative assessment for secondary and tertiary education; and
6. Promote the following values and principles among students: tolerance, human rights for all, peaceful resolution of conflict, freedom of expression, media literacy, civic participation, prevention of violent extremism, prevention of gender-based violence, empowerment of women, girls, and other minority groups, including LGBTI and refugees, and accessibility to education for disabled students and scholars.

*NOTE: For all objectives under the Education Priority Area, priority will be given to proposals aimed at broad institutional and long-term impact beyond the life cycle of the grant. While proposals may include in-person exchange components between U.S. and Bangladeshi institutions for teachers, students, administrators, and/or other education professionals, proposals that fail to include a long-term outcome or impact sustainable beyond the life cycle of the grant award will not be considered.*

**4. Human Rights/Inclusiveness:** Proposals in this priority area should address at least one of the following social issues by engaging with local communities, promoting social opportunities, and encouraging understanding and public visibility through programs and activities that address short-term awareness and advocacy, with an aim to change public perceptions, attitudes, and behavior over the long-term related to:

1. Empowering women and girls;
2. Preventing and eliminating gender-based violence;
3. Advocating for LGBTI and other ethnic/religious minorities' rights;
4. Promoting access and legal reform for disabled persons;
5. Preventing and eliminating trafficking in persons;
6. Strengthening rule of law; and



7. Encouraging diversity, tolerance, freedoms of expression, press, and assembly, and interfaith dialogue to prevent violent extremism and promote human rights for all.

**5. Inclusive Economic Growth and Prosperity:** Proposals in this project area should address at least one of the following objectives:

1. Promote sustainable enterprises, small businesses, innovation, labor rights, and the development of human capital in Bangladesh, in particular for women and other minority/marginalized groups;
2. Encourage government offices, policy makers, and businesses to work together to adopt and implement environmentally friendly practices and reduce air pollutants;
3. Enhance intellectual property rights; and
4. Develop, strengthen, or expand public-private linkages, partnerships, and/or coalitions, including educational institutions, business development associations, NGOs, and government offices, with special focus on any of the following: encouraging sustainable growth, eliminating barriers to local, regional, and international trade, tackling air pollution, equipping recent graduates with applicable professional skills for successful entry into the labor market to address emerging youth unemployment bulge; building capacity of industry sectors such as hospitality and tourism, cultural heritage, green building, air quality, and others that have economic growth potential and/or that can serve as economic development anchors within Bangladesh, regionally, and internationally, and which, and have the potential to benefit from linkages with U.S. companies.

*NOTE: Preference will be given to proposals that clearly demonstrate how the program will provide opportunities for U.S. businesses and products, and/or investment in Bangladesh.*

**6. State Department Exchanges Alumni Network in Bangladesh:** Proposals in this project area should address at least one of the following objectives and identify U.S. government-funded exchange alumni as the primary beneficiary group:

1. Develop mentoring program that connects youth alumni with adult alumni mentors;
2. Develop a series of networking activities that provide alumni opportunity to engage with other alumni around the country on any of the priority areas outlined in this APS;
3. Develop an alumni-led campaign on any of the priority areas outlined in this APS; and
4. Develop a plan to establish a self-sustaining, non-profit alumni association to oversee and lead combined alumni engagement/outreach activities.

**In addition to the specific requirements listed above by program area, all proposals must:**

1. Clearly and specifically indicate the primary APS priority activity area to which it is being submitted for consideration;
2. Identify the cities/districts in which activities will take place;
3. Focus on one of PAS Dhaka's key audiences and activities specified in the areas;
4. Identify specific outcomes to be achieved by the end of the grant period;
5. Clearly delineate how elements of the program will have a multiplier effect and be sustainable beyond the life of the grant;





6. Provide a traditional and/or social media plan for marketing program activities and outcome, if applicable; and
7. Identify any tools (surveys, beneficiary interviews, focus groups, etc.) that will be developed for monitoring and evaluation purposes.

*NOTE: Priority will be given to projects serving marginalized groups and/or underserved geographic regions of Bangladesh.*

Applicants must also demonstrate competency to manage all administrative and financial aspects of the project, including participant costs, and transparent arrangements of sub-grant relationships with partner organizations, if applicable.

## **B. FEDERAL AWARD INFORMATION**

Length of performance period: 9 to 18 months

Number of awards anticipated: To be determined, based on funding availability

Award amounts: Awards may range from a minimum of \$20,000 to a maximum of \$75,000

Type of Funding: Fiscal Year 2021 Public Diplomacy Funding

Anticipated project start date: Before September 30, 2021

**Funding Instrument Type:** Grant or Cooperative Agreement. Cooperative Agreements are different from grants in that PAS staff are more actively involved in the project execution and anticipate having moderate to substantial involvement once the award has been made.

**Project and Budget Periods:** Grant projects generally should be completed within 9 to 18 months. Applicants should consider their budgets carefully and submit a budget commensurate with their project goals.

## **C. ELIGIBILITY INFORMATION**

Submissions are encouraged from Bangladeshi and U.S. entities, and international organizations with relevant programming experience. Experience should be documented in the proposal.

**U.S.-based organizations should submit a copy of their IRS determination letter. Non-U.S.-based organizations should submit a copy of their certificate of registration from the appropriate government organization.**

Eligible entities include:

1. Registered public or private non-profit organizations, such as think tanks and civil society/non-governmental organizations;
2. Non-profit or governmental educational institutions (including schools, colleges and universities); and
3. Governmental institutions.



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

**Cost Sharing or Matching:** Inclusion of cost share is not a requirement of this opportunity. If cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal.

**Other Eligibility Requirements:** In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on [www.SAM.gov](http://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.

#### **D. APPLICATION AND SUBMISSION INFORMATION**

**Application Deadline:** Applications may be submitted at any time for consideration before the final closing date of this annual program statement on June 30, 2021 (11:59 p.m. U.S. Eastern time). **NO EXCEPTIONS WILL BE MADE FOR SUBMISSIONS AFTER THE DEADLINE.** It is the responsibility of the applicant to ensure that an application has been received in its entirety.

**Proposals will be reviewed on a rolling basis as they are received, with two intermediate deadlines:** February 28, 2021 (11:59 p.m. U.S. Eastern time) and April 30, 2021 (11:59 p.m. U.S. Eastern time). Therefore, early submission is encouraged. Please note that review may take up to 90 days.

U.S. Embassy Dhaka bears no responsibility for applications received after the due date or for data errors resulting from transmission.

**Application Submission Process:** All application materials **must** be submitted through Grants.gov. Thorough instructions on the application process are available at <http://www.grants.gov>. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or go to <https://www.grants.gov/support.html>.

*NOTE: [DhakaGrants@state.gov](mailto:DhakaGrants@state.gov) is unable to assist with technical questions or problems applicants experience with Grants.gov.*

Applicants utilizing Grants.gov must register with Grants.gov prior to submitting an application. **Registering with Grants.gov is a one-time process; however, it could take as long as two weeks to have the registration validated and confirmed. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications.** Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission.





### **Required Registrations:**

All organizations applying for grants must complete these four steps before you are able to register with Grants.gov. All are free of charge.

**Step 1:** Apply for a DUNS number and an NCAGE number (these can be completed simultaneously).

- (a) **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>
- (b) **NCAGE application:** Application page here (but need to click magnifying glass and then scroll down to click new registration)  
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
  - i. Instructions for the NCAGE application process: <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>
    - 1. For help from within the U.S., call 1-888-227-2423
    - 2. **For help from outside the U.S., call 1-269-961-7766**
  - ii. Email [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in getting an NCAGE code. After receiving the NCAGE Code, proceed to register in SAM by logging onto: [www.SAM.gov](http://www.SAM.gov)

**Step 2:** Once DUNS and NCAGE are obtained, continue to SAM registration on [www.SAM.gov](http://www.SAM.gov).

- i. Create SAM Individual User Account at [www.SAM.gov](http://www.SAM.gov)
- ii. Log in the account and select “Register New Entity”

Organizations must maintain an active SAM registration ([www.SAM.gov](http://www.SAM.gov)) with current information at all times during which they have an active federal award or an application under consideration by a Federal awarding agency. SAM registration must be renewed annually. Failure to renew your SAM registration may prohibit submission of a grant application through Grants.gov.

*NOTE: Only DUNS, NCAGE, and SAM can assist with technical questions or problems applicants may experience during the registration process.*

**Step 3:** Once SAM registration is confirmed, continue to Grants.gov organization registration <http://www.grants.gov/web/grants/applicants/organization-registration.html>.

**Step 4:** Register yourself as an Authorized Organization Representative (AOR); and be authorized as an AOR by your organization on [www.grants.gov](http://www.grants.gov)



### **Timely receipt requirements and proof of timely submission**

Applicants will receive a confirmation of receipt from Grants.gov. If the applicant does not receive an email confirmation, please contact Grants.gov.

### **Technical Requirements**

#### **Address to Request Application Package**

This Annual Program Statement (APS) document and any amendments can be found at [www.grants.gov](http://www.grants.gov) (search by Opportunity Number).

**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:

1. The proposal clearly addresses the goals and objectives of this funding opportunity;
2. All documents are in English;
3. All budgets are in U.S. dollars;
4. All pages are numbered;
5. All documents are formatted to 8 ½ x 11 or A4 paper; and
6. All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

When submitting a proposal, applicants are required to include the following documents and information, as applicable:

#### **The following documents are required:**

1. **Mandatory application forms:** Standard Forms 424 are available, along with guidance for completing these forms, at: <http://www.grants.gov/web/grants/forms.html> under the heading, “SF-424 Family.”
  - a. **SF-424** (*Application for Federal Assistance – individuals and organizations*)
  - b. **SF424A** (*Budget Information for Non-Construction programs*)
  - c. **SF424B** (*Assurances for Non-Construction programs*)
2. **Cover Letter:** Cover letter on the organization’s letterhead stating the applicant name and organization, proposal submission date, project title, specific priority area of focus, project performance period (including proposed start and end date), amount of funding sought, and primary purpose of the project.
3. **Proposal:** The proposal should contain sufficient information so that anyone not familiar with it would understand exactly what the applicant wants to do. Applicants must submit a complete proposal using either Option A or Option B including the items listed below.



- a. **Option A - Proposal Template:** This funding opportunity contains an attached proposal template that may be used to fulfill this requirement. Completing the attached Proposal Template will ensure a thorough Proposal. (*Template-based proposals must comply with stated length restrictions in the template.*)

or

- b. **Option B - Free Form Proposal:** Applicants are welcome to prepare a proposal in their own format. (*Free form proposals must not exceed 10 pages total.*)

- **Proposal Summary:** Brief narrative that outlines the proposed project and priority area of focus, including its objectives and how it advances at least one of the Embassy's Integrated Country Strategy (ICS) goals, which can be found under South and Central Asia Region/Bangladesh at: <https://www.state.gov/integrated-country-strategies/#sca>. Project summary should be one to two pages maximum.
- **Introduction to the Organization or Individual Applying:** A description of past and present operations. Please include information on all previous grants from the U.S. Embassy, U.S. government agencies, and other international entities.
- **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed project is needed.
- **Project Goals, Audience(s), and Objectives:**
  - a. **Project Goal:** [General, broad, and immeasurable]: Generally speaking, what is the desired end result?
  - b. **Project Audience(s):** Who are the primary beneficiaries? Who is primarily involved, or affected by this end result? Possible audience characteristics:
    - Gender
    - Age Group
    - Social Class
    - Profession
    - Geographic Location
    - Level of Education
    - Religious Practice
    - Caste
  - c. **Project Objectives:** [Specific, Measurable, Achievable, Relevant, and Timely]: What *specific achievements* does this APS envision, in order to move toward the Project Goal, i.e. the desired end result? Example: *Train [number] of [beneficiaries] in [training content] within [number] months.*
- **Project Activities:** Specific activities related to the objectives that must be reached and the methods used to achieve the stated objectives.



- **Program Methods and Design:** A description of how the project is expected to work and how it will solve or address the stated problem.
- **Proposed Project Schedule and Timeline:** The proposed timeline for undertaking and completing the specific project activities. Dates, times, and locations of planned activities and events should be included.
- **Key Personnel:** Names, titles, roles, and experience/background on the key personnel to be involved in the project. Applicants must submit the resumes of key personnel.
  - Who will work on the project?
  - What responsibilities will they have?
  - What qualifications do they have?
  - What proportion of their time will be used in support of this project (e.g. total monthly/yearly salary at 5%)?
  - Please note if any of the key personnel are alumni of a U.S. government-funded exchange program.
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Project Monitoring and Evaluation:** The Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP) should outline in detail how the proposal's activities will advance the program's goals and objectives. The selected applicant(s) will be required to submit an M&E PMP before an award is signed.

*NOTE: If the proposal is selected, the applicant will be required to work with PAS to develop an M&E PMP that achieves an expected level of expertise.*

An M&E PMP will include:

1. A schedule of when grant activities will occur (including overview planning and participant selection) and when the applicant will check the project's progress to know how it is performing. Results of those checks are expected to be reported in the quarterly reports.
2. Expected project **outputs**, including definitions and targets. Outputs can include: number of meetings or conferences held; number of workshops implemented; number of outreach activities conducted.
3. Expected project **outcomes**, including definitions and targets. Outcomes can include number of new network members who *join as a result of* participant outreach, number of new women's social entrepreneurship *created after and in response to* project training,



percentage of participants who, in a post-test, show increased knowledge of different religious traditions *after* an awareness-raising activity.

4. A plan to include the grantee's reflection of how their project, as a whole, contributed to the program's goals. As applicable, a strong final report would be supported by success stories, behaviors changed, lessons learned, and results obtained, as well as the detailed feedback of project participants, including American and Bangladeshi trainers and other experts.

- **Media/Communications Plan:** How will the applicant use traditional and social media to raise awareness about this project and its results?
- **Future Funding or Sustainability:** Applicant's plan for continuation beyond the grant period, or the availability of other resources, if applicable.

4. **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. Personnel salaries should define the percentage of time each position will allocate to the project and the rate of pay. Budgets shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars.

#### 5. **Organization Information**

- a. **Applicant Organizational Information Sheet:** Applicants must complete and submit the attached Organizational Information Sheet.
- b. A copy of the organization's registration should be provided with the proposal application. U.S.-based organizations should submit a copy of their IRS determination letter. Bangladesh-based organizations should submit a copy of their certificate of registration from the appropriate government organization.

#### 6. **Attachments**

- a. 1-page CV or resume of key personnel who are proposed for the project.
- b. Letters of support should be included for sub-awardees or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.
- c. If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- d. Official permission letters, if required for project activities.

**Please note:**



1. Other items **NOT** required/requested for submission, but which *may* be requested if your application is approved for funding include:
  - a. Copies of an organization or program audit within the last two (2) years
  - b. Copies of relevant human resources, financial, or procurement policies
  - c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas.
2. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

Applications are accepted in English only, and final grant agreements will be concluded in English.

### **Funding Restrictions**

1. **Construction:** This award does not allow for construction activities or costs.
2. **Pre-award Costs:** Pre-award costs are not an allowable expense for this funding opportunity.
3. **Program Activities:** Activities that are not typically funded include, but are not limited to:
  1. profit-generating projects;
  2. scholarships to support educational opportunities or study for individuals\*;
  3. paying to complete activities begun with other funds;
  4. financial support for fundraising or fund development projects;
  5. projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns;
  6. political party and lobbying activities;
  7. projects that support specific religious activities; and,
  8. microloans/microfinance projects, distribution of seed money for enterprises, and legal/land rights-focused programs are not allowable.

\*Individuals interested in educational exchange or study opportunities in the United States should visit this [link \(https://eca.state.gov/programs-and-initiatives\)](https://eca.state.gov/programs-and-initiatives) for more information on available programs.

## **E. REVIEW AND SELECTION PROCESS**

### **Criteria**

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





- **Quality and Feasibility of the Program Idea – 25 points:** The program idea should be well developed, with sufficient detail about how project activities will be carried out. The proposals should demonstrate originality and outline clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
- **Organizational Capacity and Record on Previous Grants – 25 points:**
  - The organization has expertise in the subject area and demonstrates the ability to perform the proposed activities.
  - The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system and a bank account.
  - Applicants who have received grant funds previously have been compliant with applicable rules and regulations.
  - Where partners are described, the applicant details each partner's respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate
- **Project Planning/Ability to Achieve Objectives – 15 points:** The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
- **Budget – 10 points:** The budget and narrative justification are sufficiently 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. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.
- **Monitoring and Evaluation – 15 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.
- **Sustainability – 10 points:** Project activities will continue to have positive impact after the end of the project.

Successful applicants will receive official written notification by email and detailed information on finalizing grant awards.

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



Grant awards are contingent upon availability of U.S. Government funding and signing of official grant documents. Verbal or other informal communications cannot be considered official notification of an award, and applicants may not incur expenses for a proposed project until all required administrative procedures have been completed.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

**Federal Award Notices:** The grant award or cooperative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants, fixed amount awards, and cooperative agreements. 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 project 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 in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

The Federal government is not obligated to make any Federal award as a result of the announcement. Issuance of this APS 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. The U.S. government also reserves the right to make an award in excess of the award ceiling.

### **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 Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/m/a/ope/index.htm>

### **Reporting Requirements**

Recipients are required to quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 90 days after the close of the project period.

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high-risk designation has been removed.



The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF-428 form.

## **G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact:  
[DhakaGrants@state.gov](mailto:DhakaGrants@state.gov).

For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

## **H. OTHER INFORMATION**

### **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 project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project, for both program staff, consultants or speakers, and participants/beneficiaries. If the project 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 project, which has a useful life of more than one year (or a life longer than the duration of the project), 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 project. 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 project activities.

Other Direct Costs: Describe other costs directly associated with the project, 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 project 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. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

**Branding Requirements:** As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity.

*NOTE: Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.*

### **Copyrights and Proprietary Information**

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.

### **I. Inquiries**

If you have any questions about the grants application process, please contact PAS at: [DhakaGrants@state.gov](mailto:DhakaGrants@state.gov).