



U.S. EMBASSY PARAMARIBO

NOTICE OF FUNDING OPPORTUNITY PUBLIC AFFAIRS SMALL GRANTS PROGRAM

Announcement Type: Grant/Fixed Amount Award

Funding Opportunity Title: U.S. Embassy Paramaribo Public Affairs Small Grants Program

Funding Opportunity Number: NS-500-17-GR000

CFDA Number: 19.040 – Public Diplomacy Programs

Date Opened: March 7, 2017

Closing Date and Time for Submission of Application: Proposals will be considered once in 2017. This year's application deadline is May 8, 2017. All projects must begin no later than September 30, 2017 and should be completed within one year of the award date. Awards are subject to the availability of funds.

Eligibility Category: Committed and organized civil society organizations, non-governmental organizations, and academic institutions located in Suriname may apply. Applicants must have a demonstrated expertise in programming, people-to-people exchanges, and/or institution-to-institution partnerships.

Award Ceiling: U.S. \$15,000.00

Award Floor: U.S. \$1,500.00

The U.S. Embassy Paramaribo reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

Electronic Requirement: All applications must be submitted electronically via email to: Paramaribo-grants@state.gov).

Announcement Type: New Announcement

Federal Agency Contact: Grants Officer Patrick C. Geraghty

Email: paramaribo-grants@state.gov

I. Funding Opportunity Description

Background Information:

The U.S. Embassy Paramaribo Public Affairs Section (PAS) is pleased to announce that limited funding is available through the Public Affairs Small Grants program to support activities that promote U.S.-Suriname bilateral relations in the following four priority areas:

- 1) Enhance civil society's ability to engage actively in the democratic process and public policy development;

- 2) Enhance bilateral partnerships in promotion of rule of law assistance, development, and cooperation in the Caribbean and beyond;
- 3) Increase entrepreneurship and economic prosperity; maximize economic growth and bilateral trade, tourism, and investment, especially among youth and underserved communities;
- 4) Promote cultural exchange and enhance understanding of our countries' history, traditions, and values.

Please follow *all* instructions below carefully.

II. Purpose of Grant

The goal of the Public Affairs Small Grants Program is to enhance relations between Surinamese and U.S. organizations and people in the priority areas described, and/or inform Surinamese audiences about the United States, its culture, society, government, legal, economic and political systems, and values. To further these goals, grant proposals must include American content. American content can include speakers who are experts in U.S. policy, academia, culture, and economics; the use of U.S. training models or materials; exchanges with U.S. institutions; or promotion of U.S. culture and art.

1. Activities that *are* typically funded include, but are not limited to:

- Academic and professional lectures; public seminars and programs;
- Professional development workshops and training for youth and underserved communities;
- Professional and academic exchanges and projects;
- Artistic and cultural workshops, joint performances and exhibitions.

2. Activities that *are not* typically funded include, but are not limited to:

- Grants to individuals;
- Scientific or academic research;
- Paying to complete activities begun with other funds;
- Projects that are inherently political in nature or that contain the appearance of partisanship/support to individual or single party electoral campaigns;
- Trade shows.

III. Award Information

PAS reserves the right to award less or more than the funds described in the absence of worthy applications or under such other circumstances as it may deem to be in the best interest of the U.S. government.

Proposals will be considered once in 2017, with the submission deadline being May 8, 2017. All applicants are typically contacted 4 to 6 weeks after the submission deadline and

informed whether their proposal was selected. **Therefore proposals should be submitted for projects with a start date of 6 to 8 weeks after the submission deadline.**

The U.S. government may make the award on the basis of initial applications received, without discussions or negotiations. Each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right to enter into discussions with one or more applicants to obtain clarification, additional details, or to suggest refinements in the program description, budget, or other aspects of the application.

IV. Eligibility Information:

The U.S. Embassy encourages applications from committed and organized civil society organizations, non-governmental organizations, and academic institutions.

DUNS and SAM registration: If selected to receive funding, applicants must show proof of a Data Universal Numbering System (DUNS) number for their organization, as well as have a valid System for Award Management (SAM) registration. Awards will not be issued until this registration is complete. Therefore, we recommend all applicants begin this process when they submit their application for funding. [Click here to request your D-U-N-S Number via the Web.](#) A System for Award Management (SAM) registration can be completed at <https://www.sam.gov>. ***Organizations not currently registered should register immediately.*** It may take several weeks to finalize registration (sometimes longer for non-U.S. based NGOs) to get the required registration numbers.

V. Application Submission

Proposals should be entered into the [PAS Grants Application template](#). Those selected for funding will be required to fill out additional forms.

Proposals must be submitted electronically to U.S. Embassy Paramaribo at the following email address: Paramaribo-grants@state.gov. Applications must be submitted in English.

Applications not submitted in English will not be considered. Final grant agreements will be concluded in English. Applicants will receive a confirmation e-mail from the U.S. Embassy Paramaribo (Public Affairs Section) to indicate that we have received the proposal.

VI. Application Documents

Proposals should be a maximum of six pages, not including attachments (CVs, for example). Please submit a concise project description, clearly identifying the activities that the grant funding will support. The instructions give a broad overview of what the project description should include, and the evaluation criteria provide details of more program-specific information that is needed.

Cover Sheet: Section I of the Grants Application is a cover sheet that provides a summary of the project description with reference to the amount and duration of the funding request.

Narrative: The applicant must concisely outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Applicants must account for all activities

for which they are seeking grant funding. If appropriate, cite factors that might accelerate or decelerate the work and state reasons for taking the proposed approach rather than alternatives. Describe any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Applicants must provide projections of the accomplishments each function or activity will achieve in such terms as the number of people it will reach and the number of activities. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. List organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution. Requests to fund speaker travel must include the name of the speaker, his or her organization, and a short biography of the speaker.

Budget: Applicants must complete and submit a detailed budget, *with a detailed explanation for each budget line item*. Please see application form for detailed information about budget. *Budget numbers must be provided in U.S. dollars.*

Completeness of Proposal: Grant proposals should include all of the information requested above. Incomplete grant proposals will not be considered. Proposals will not be considered until all information is received in electronic form. Proposals must be completed in English. All pages must be numbered, including budgets and attachments. All documents are formatted to 8.5 x 11 paper and should be Microsoft Word documents that are double-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

VII. Review and Selection Process

Each application submitted under this announcement will be evaluated and rated on the basis of the following evaluation criteria:

Goals and Objectives: The project is likely to provide maximum impact in achieving the proposed results. The project addresses one or more of the PAS thematic priorities outlined in the “Funding Opportunity Description.” Applicant demonstrates she/he is able to measure program success against key indicators and provide milestones to indicate progress toward U.S. Embassy Paramaribo goals. (30 points)

Strengths and Innovation: Applicant clearly describes how his/her proposal will accomplish the requested program within the proposed time-frame, and articulates an innovative strategy or plan. The project builds civil society leadership and capacity, and demonstrates sustainable capacity building. (25 points)

Organizational Capacity: The organization has expertise in one or more of U.S. Embassy Paramaribo’s thematic priorities and demonstrates the ability to perform the proposed activities. The applicant details each partner’s respective role and provides curriculum vitas (CVs) for persons responsible for the project and financial administration. Each key person responsible for the proposed project and its financial administration is listed and a CV for these persons is provided. (25 points)

Budget and Budget Justification: The budget and narrative justification are reasonable in relation to the proposed activities and anticipated results, and the plan for services is realistic and allowable. Please see Department of State’s [Standard Terms and Conditions](#). (20 points)

VIII. Award Administration

Award Notices: Public Affairs will notify applicants whose proposals are selected for funding four to six weeks after the submission deadline. Applicants who have not heard from us after four weeks may contact us at Paramaribo-grants@state.gov. Organizations whose applications will not be funded will also be notified in writing.

Upon Selection of Your Proposal: Applicants whose projects are **selected will have to provide a DUNS number from Dun and Bradstreet in order to receive a grant. The DUNS number is a unique nine-digit identifier that identifies an organization. A SAM registration, as outlined above, is also required.**

Reporting Requirements: All awards issued under this announcement will require either a program and/or financial report on a frequency specified in the award agreement. A final grant report and budget/accounting in English is due 90 days after completion of the grant award end date. The disbursement of funds may be tied to timely submission of these reports. All other details related to award administration will be specified in the award agreement.

Terms and Conditions: All recipients must be aware of the Standard Terms and Conditions that apply to overseas grantees and comply with all applicable terms and conditions during the project period. Applicants can access the [Standard Terms and Conditions](#).



Thank you for your interest in U.S. Embassy Paramaribo's Public Affairs Small Grants Program.