

NOTICE OF FUNDING OPPORTUNITY

Opportunity Title: CULTURAL SMALL GRANTS PROGRAM
Opportunity Number: PAS-CHISINAU-FY20-04-CULTURAL
CFDA Number: 19.040
CFDA Title: Public Diplomacy Programs
Program: Cultural Programs Post
Announcement Type: Open Competition
Announcement Date: Wednesday, January 15, 2020
Submission Deadline: February 20, 2020 18:00
Anticipated Award Date: Friday, May 15, 2020
Agency Contact: Alexandru Leanca, LeancaAI@state.gov

A. PROGRAM DESCRIPTION

The Cultural Affairs Section of the U.S. Embassy in the Republic of Moldova works to build mutual understanding between Moldovans and Americans. We do this through establishing cultural, professional, and academic networking and partnerships involving Moldovan and American professionals in music, sports, and the arts.

Our program aims to a) encourage Moldova's European trajectory by supporting real reforms and tangible economic development for the Moldovan people; b) bridge divides in Moldovan society by promoting civic engagement and demand for accountable governance; and c) support a whole and secure Moldova.

We offer small grants for programs and activities that support these goals in music, sports, and the arts. Small grants generally range from \$5,000 to \$25,000.

Eligible applicants: Moldovan non-profit NGOs, American non-profit NGOs which will partner with a Moldovan NGO or will reach a Moldovan audience, and Moldovan public institutions.

STRATEGIC PRIORITIES

Strategic Priorities for the 2020 financial year are:

1. Supporting Independent Voices

2. Promoting American values
3. Reaching regional audiences
4. Encouraging Accountable Governance

Applicants are encouraged to look at ways of using cultural programs (music, sports, arts, literature, etc.) to support one of the above priorities.

Examples may include, but are not limited to, how sports can contribute to effective governance, using theater or art to address the social impact of economic issues, or creative writing classes to help bring to light fresh and independent voices. These are just suggestions of how cultural programs can support broader themes that are important to the U.S. Mission. We encourage applicants to carefully consider and clearly explain how their proposal advances our goals.

The Cultural Small Grants Fund is available for projects that promote mutual understanding and strengthen cultural ties between the U.S. and Moldova through programs in music, sports, and the arts.

Programs and activities may include, but are not limited to: coaching workshops, exhibits, performances, and creative collaborations. There should be a distinctly U.S. component to the program.

Covered Costs: The U.S. Embassy will cover economy-class airfare ticket (approx. \$2,000), per diem (\$73 per full day, \$55 per travel days), lodging costs (up to \$161), and honoraria (\$200 per work day) for travelers from the United States. Please include these numbers in your budget outline. It is the applicant's responsibility to identify the relevant American expert and ensure that he/she agrees to these conditions and states this in their letter of intent. Allowable costs are limited to immediate program needs, such as translation services, in-country transportation, conference room rentals, relevant supplies, and meals. The program cannot cover overhead or staff salaries.

B. FEDERAL AWARD INFORMATION

Funding Instrument Type: Cooperative Agreements, Grants or Fixed Amount Awards
Funding per grant: up to \$25,000
Expected number of awards: 5-10

The Department also reserves the right to award more or less funding as deemed in the best interest of the U.S. Government. The performance period for funded projects will generally be for up to 12 months. Recipients of funding under this announcement will be subject to the Department of State terms and conditions and the terms set forth in this announcement. Additional terms and conditions may apply as warranted. Quarterly or Semi-annual technical and financial reports may be required during the term of the project. A final assessment at the end of the project is mandatory for all grants.

Award recipients must comply with Executive Order 13224, Blocking Property and Prohibiting Transactions with Persons who Commit, Threaten to commit, or Support

Terrorism. Information about this Executive Order can be found at <http://www.gpo.gov/fdsys/pkg/FR-2001-09-25/pdf/01-24205.pdf>.

Cost Sharing or Matching

Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be given extra consideration, as cost-sharing demonstrates a strong commitment to the planned activities and greater cost effectiveness.

Cost sharing may be in a certain percentage or amount, or may take the form of contributions of specified items or activities (e.g., provision of equipment).

C. ELIGIBILITY INFORMATION

Eligible applicants: Moldovan non-profit NGOs, American non-profit NGOs which will partner with a Moldovan NGO or will benefit the Moldovan audience, Moldovan public institutions.

Other general criteria:

Organizations should have, or demonstrate the capacity to develop, active partnerships with in-country entities and relevant stakeholders, including the public sector, private sector, and civil society, as relevant to the proposed program objectives.

Organizations may form consortia and submit a combined proposal. However, one organization should be designated as the lead applicant.

Organizations should not submit multiple grant proposals unless the scope, goal, and substance of the proposals vary significantly.

The U.S. Embassy's Public Affairs Section reserves the right to request additional background information on applicants that do not have previous experience administering federal grant awards, and these applicants may be subject to limited funding on a pilot basis.

Please note: The Department of State prohibits profit under its assistance awards to for-profit or commercial organizations. No funds will be paid as profit to any recipient. Profit is defined as any amount in excess of allowable direct and indirect costs. The permissibility of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR Part 31, Cost Accounting Standards, and Part 31 Contract Cost Principles and Procedures. Program income earned by the recipient must be deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

Please note: No entity listed on the Excluded Parties List System in the System for Award Management (SAM) is eligible for any assistance or can participate in any activities under an award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR

Part 1989 Comp., p. 235), “Debarment and Suspension.” All applicants are strongly encouraged to review the Excluded Parties List System in SAM (www.sam.gov) to ensure that no ineligible entity is included.

The Cultural Small Grants Program cannot fund:

- Individuals
- Commercial organizations.
- Organizations with affiliation to elected officials, political parties, or religious groups;
- Humanitarian or charitable activities, including direct social services to populations;
- Fundraising campaigns;
- Career development activities;
- Political or partisan activities;
- Scientific research;
- Costs for meals and refreshments above 10% of the total funding;
- Staff salaries above 15% of the total funding (including fringe benefits);
- Transatlantic travel; or
- Purchase or lease of land and/or buildings

D. APPLICATION AND SUBMISSION INFORMATION

A complete application must contain the following mandatory elements:

1. **Application Format** in MS Word format (Please download from Related Documents)
2. **Detailed Budget** in MS Excel format (Please download from Related Documents)
3. **Budget Narrative** (free form)

Unsolicited attachments will not be read and should not be submitted for this award.

Do not archive documents and do not send links to external storages such as Google Drive or Dropbox. The documents must be attached as individual files and sent in one email before the deadline. Do not send the application package more than one time.

Please send the application electronically to moldovagrants@state.gov including the Funding opportunity Number and Name of the Organization in the subject of your email.

Example: *PAS-CHISINAU-FY20-04-CULTURAL Asociatia Moldova*

It is the responsibility of all applicants to ensure that proposals have been submitted on time the emails specified. The U.S. Embassy bears no responsibility for data errors during the transmission or conversion processes.

We encourage the applicants to use the downloadable forms. If Internet access is limited, please contact us to arrange an alternative way of receiving the application package.

Please use only Microsoft Word to fill out the project form. If you do not have Microsoft Office software, feel free to use the computers at the America House (find address on the Embassy's website) or any other public access center (e.g., Novateca's nationwide library network, Internet cafés, etc.).

Please contact us at LeancaAI@state.gov if you experience technical problems or are unable to submit an electronic version of the application.

Successful applicants may be required to register in SAM.GOV (System for Award Management) before an award can be made.

E. APPLICATION REVIEW INFORMATION

Proposals are judged by a review panel on a combination of the following criteria:

1. Originality and Relevance to Thematic Priorities (30%)

Proposals should exhibit originality and relevance to the aforementioned Mission Goals and Priority Themes.

2. Sustainability and Feasibility (25%)

Objectives should be measurable and achievable. Applicants should provide a timeline of project activities and outcomes.

3. Applicant's Record and Capacity (25%)

The Embassy will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposals from organizations should demonstrate an institutional record of successful program administration, including responsible fiscal management and full compliance with all reporting requirements for past grants. Any paid staff should play an essential role and have clearly-defined responsibilities.

4. Cost Effectiveness (20%)

The costs associated with the program should be reasonable and correspond to local market norms for full-time/part-time duties.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

Applicants will be notified electronically about selection results. An email message will be sent to the email account included in the application form. Grants Program Staff may also contact the applicants to request additional information or clarify certain aspects of the application documents; therefore it is important to provide accurate contact information.

Successful program applicants will have to sign a Notice of Award (grant agreement) before receiving the funds. No costs should be incurred by the applicant prior to signing a Notice of Award. The notice of Federal award signed by the grants officer is the authorizing document.

Unsuccessful program applicants will receive an email notification. The grants program may provide a signed rejection letter upon request; however, the Grants Program will not provide reasons for rejection. The grants program is highly competitive and may not be able to fund all good applications.

Reporting

During the grant implementation the recipient will have to inform the Embassy about the events and activities carried out under the grant.

The recipient will have to provide a final financial and performance report (narrative) submitted in electronic format in English via email at the end of the project, however, often the Embassy may choose to request semiannual or quarterly reporting. The U.S. Embassy reserves the right to request other proofs such as photos from events, participants' lists, copies of publications, etc., as well as request access to financial information related to the grant.

The U.S. Embassy reserves the right to contract certified auditors to conduct program and financial audits of the projects funded under this Notice of Funding Opportunity.

G. FEDERAL AWARDING AGENCY CONTACT(S)

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H. OTHER INFORMATION

Disclaimer

Organizations that submit applications in response to this announcement acknowledge and accept all of the requirements contained herein. This announcement serves as notice to select interested parties to have equal opportunity to submit project proposals for funding consideration. All submissions in response to this announcement are voluntary and do not obligate the Department of State to fund any proposal or proposal preparation costs.

Issuance of this Request for Proposals does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received. 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 total discretion of the Department of State.