

## **U.S. EMBASSY BANDAR SERI BEGAWAN, PUBLIC AFFAIRS SECTION**

### **Notice of Funding Opportunity / COVID-19**

**Funding Opportunity Title:** U.S. Embassy BSB – PAS Notice of Funding Opportunity (NOFO)

**Funding Opportunity Number:** PAS-BANDAR-FY20-01

**Deadline for Applications:** August 7, 2020

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

**Minimum for Each Award:** \$1,000

**Maximum for Each Award:** \$10,000

**Type of Funding:** Fiscal Year 2020 Public Diplomacy Funding

**Funding Instrument Type:** Grant, Fixed Amount Award, or Awards to Individuals

**Funding Contact:** Shova Thapa: [Embassybruneiipas@state.gov](mailto:Embassybruneiipas@state.gov)

#### **THIS NOTICE IS SUBJECT TO AVAILABILITY OF FUNDING.**

The Public Affairs Section reserves the right to award less or more than the funds described under such circumstances as it may deem to be in the best interest of the Government of the United States.

#### **A. PROGRAM DESCRIPTION**

The U.S. Embassy BSB Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce an open competition for organizations and individuals to submit applications to carry out a program or project that will reactivate the Bruneian economy and/or support communities during and after the COVID-19 global pandemic. **Please carefully follow all instructions below. Submissions that do not adhere to these instructions will not be considered.**

**Purpose of Grants:** PAS BSB invites proposals that reactivate the Bruneian economy, promote (press) freedom of information and transparency, and support communities during and after the COVID-19 pandemic through projects that highlight shared values between the United States and Brunei Darussalam. **All projects must align with at least one of the program priority areas listed below. We are particularly interested in virtual programs, as applicable.**

#### **PROGRAM PRIORITY AREAS:**

- **Economy:** Projects that revive the economy during and after the global pandemic, improve the business climate, or promote entrepreneurship, innovation, and corporate social responsibility.
- **Education or English Teaching:** Online programs using new tools to reach public school teachers/students, higher education professors/students, and young professionals during the COVID-19 pandemic.

- **Information:** Programs that combat disinformation or promote press freedom, investigative journalism, and transparency during the COVID-19 pandemic.
- **Civil Society:** Projects that improve the lives of at-risk youth, women, or other marginalized communities during or after the COVID-19 pandemic.

**Examples of programs eligible for funding:**

- Creative projects, especially using virtual platforms (if applicable), that advance one or more of the priority areas listed above and will make a lasting impact;
- Online literacy activities that will impact priority program areas;
- Online academic and professional lectures, seminars and speaker programs featuring U.S. experts with Bruneian counterparts, focused on priority programs.
- Joint U.S. –Brunei online conferences, meetings, or training programs that produce concrete results in priority program areas; and
- Projects that showcase a U.S. model or curriculum to advance priority program areas.

**Programs that are NOT eligible for funding include, but are not limited to:**

- Social welfare projects, acts of charity, or international development projects;
- Investments that primarily benefit only one or a few organizations or individuals;
- Activities that do not contain a U.S. component or address one of the program priority areas;
- Programs intended primarily for the growth or institutional development of the organization;
- Scientific research that does not include participation of U.S. and Bruneian researchers or students;
- Projects that are inherently political in nature or relate to partisan political activities;
- Exchange programs (unless exclusively virtual);
- Projects that support specific religious activities;
- Construction programs;
- Refreshments as the main purpose of the grant / Alcoholic beverages;
- Vehicle purchases;
- For-profit endeavors;
- Fund-raising campaigns; or
- Programs that duplicate existing programs.

**B. FEDERAL AWARD INFORMATION**

- **Program Period of Performance:** Priority will be given to projects that are completed in one year or less. Proposals for project duration over one year will also be considered.

**C. ELIGIBILITY INFORMATION**

## 1. Eligible Applicants

The Public Affairs Section encourages applications from U.S. and Bruneian:

- Individuals,
- Registered nonprofit organizations; and
- Public and private educational and cultural institutions.

U.S. government exchange program alumni may apply as individuals or through their organizations (if educational or non-profit).

**For-profit or commercial entities and government institutions (other than educational and cultural institutions) are not eligible to apply.**

## 2. Other Eligibility Requirements

If your proposal is selected as a finalist, in order to be eligible to receive an award, all organizations must obtain a Unique Entity Identifier (Data Universal Numbering System / DUNS number from Dun & Bradstreet), as well as a valid registration on [SAM.gov](https://sam.gov). The Public Affairs section will notify you in writing if your proposal was selected as a finalist, and you will need to submit this documentation and other mandatory documents. **Individuals are not required to have a DUNS number or be registered in SAM.gov**

Please contact [Embassybruneiipas@state.gov](mailto:Embassybruneiipas@state.gov) if you have difficulty obtaining a Unique Entity Identifier (DUNS number) or registering in [SAM.gov](https://sam.gov)

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

### 1. Content and Form of Application Submission

Our recommendations include 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 equivalent (**please use the rate 1.35**)
- All pages are numbered;
- All documents are formatted to A4 size paper, Times New Roman font, size 12; and
- The proposal does not exceed five (5) pages of narrative and a one-page (1) budget (six pages total).

## **E. APPLICATION REVIEW INFORMATION**

### 1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application. **Reasons for non-selection and any rankings of projects by the review committee will not be shared.**

**Embassy Priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Brunei Darussalam’s priority areas or target audiences, stated in section A of this document.

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

**Organizational Capacity and Record on Previous Grants:** The organization has expertise in its stated field and PAS BSB is confident of its ability to undertake the program. This includes a financial management system and a bank account.

**Quality and Feasibility of the Program Idea:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

**Budget:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

**Monitoring and Evaluation Plan:** Applicant demonstrates ability to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

**Sustainability:** Program activities will continue to have positive impact after the end of the program.

## **2. Review and Selection Process**

A Grants Review Panel will review and evaluate all eligible applications.

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

### **a) Federal Award Notices**

The award will be written, signed, awarded, and administered by the Grants Officer (*U.S. Embassy Brunei Darussalam’s Grant Officer is Mr. Daniel K. Lee*). 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. No actions or costs can be incurred before the grant is approved and 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:** Payments will be made through an Electronic Funds Transfer (EFT) upon receipt of the SF270 (Request for Advance of Reimbursement), available at [Grants.gov](https://www.grants.gov). Once the SF270 is received, our Financial Office begins the transfer process and funds are disbursed within the next two to three weeks. Timeframe is subject to change.

#### **b) Administrative and National Policy Requirements**

**Terms and Conditions:** Before submitting an application, applicants should review all the terms and conditions and required certifications that 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>

**Please note the U.S. flag branding and marking requirements in the Standard Terms and Conditions.**

#### **c) Reporting Requirements**

Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

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

If you have any questions about the grant application process, please contact Public Affairs Section, Bandar Seri Begawan at [Embassybruneiipas@state.gov](mailto:Embassybruneiipas@state.gov)

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