

**U.S. DEPARTMENT OF STATE  
U.S. EMBASSY ANKARA  
Notice of Funding Opportunity**

**Funding Opportunity Title:** U.S. Embassy Grants Program  
**Funding Opportunity Number:** ANK-NOFO-FY20-03  
**Deadline for Applications:** July 13, 2020, 17:00 Turkey Time  
**CFDA Number:** 19.040

**A. PROGRAM DESCRIPTION**

The U.S. Embassy in Ankara announces its country-wide Grants Program. Funding is available to support projects that address one or more of the following key bilateral themes below. For each project, we encourage applicants to consider developing programs for Turkish participants from any or all age groups, to include educational audiences, such as teachers and students, from elementary school through university and vocational programs. Please carefully follow all instructions below.

**Priority Region:** Proposals including activities located outside Turkey's metropolitan areas are encouraged.

**Key Bilateral Themes:**

- **Support Shared Security:** Projects for consideration in this category should support and advance cooperation between the United States and Turkey in bilateral counterterrorism efforts and transnational crime as well as in NATO and other multilateral security organizations.
- **Strengthen Economic Prosperity: Promoting Innovation, Fostering Entrepreneurship, and Strengthening the Digital Economy** – Depending on the level of entrepreneurial opportunity and ability in the targeted region(s) for the activity, proposals here could include: training to introduce the concept and principles of entrepreneurship; providing small-and-medium enterprise (SME) planning, such as crafting a business plan or attracting financing; teaching marketing and outreach techniques; fostering research and development/innovation; and advancing awareness of and adherence to labor rights and laws, etc. Proposals to strengthen an open and dynamic digital economy are also welcome, which could include the utilization of cloud-based technology to meet local needs, training on the importance of the free flow of data, and improving the data literacy of citizens to take advantage of publicly-available information.
- **Reinforce Democratic Values: Media** – should support journalists, citizen journalism, and critical media literacy. Trainings or activities can address, investigative journalism, principles of journalistic integrity, social media/internet publishing, media literacy, outlet sustainability, research and fact-checking, documentary filmmaking, visual or other storytelling, etc.

- **Reinforce Democratic Values: Freedom of Expression and Public Discourse** – Proposals should focus on activities promoting public discourse and freedom of opinion, including but not limited to arts, culture or other innovative forms of creative expression, reaching and teaching underserved audiences (e.g., ethnic or religious minorities, LGBTI, youth, or women – or promoting awareness of their issues), and encouraging respect of cultural and social diversity, pluralism and equity in cultural life and policy.
- **Foster Turkish and U.S. Ties:** Proposals for programs developing English language teaching/learning, cross-cultural awareness and understanding, STE(A)M education among Turkish youth, and which encourage study in the United States will be considered under this category.

Preference will be given to individuals and organizations with a proven track record of executing superior cultural and NGO events and programs. Applications with an American component are considered stronger.

Projects that have an established working Memorandum of Understanding among all partners will also be considered stronger. Projects should have a public teaching/public dialogue or educational component. **Project implementation timeline should not start before mid-October 2020.**

The total amount requested per grant cannot exceed \$80,000. Minimum amount for a grant is \$5,000. Staffing costs should not exceed 25% of the total budget requested from the U.S. Embassy. The budget must be submitted in U.S. dollars.

#### **Participants and Audiences:**

Projects focused on underserved communities and projects located outside Turkey’s metropolitan areas are encouraged. Projects should have a public teaching/public dialogue or educational component.

#### **B. FEDERAL AWARD INFORMATION**

**Length of performance period:** Maximum 24 months

**Award amounts:** Awards may range from a minimum of \$5,000 to a maximum of \$80,000

**Type of Funding:** FY20 Smith-Mundt

**Anticipated project start date:** Mid-October 2020

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

**Funding Instrument Type:** Grant or Cooperative Agreement

**Project Performance Period:** Proposed projects should be completed in **24 months or less.**

The Department of State will 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 project, 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**

The following organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- Public and private higher educational institutions
- Individuals

*The Mission cannot give grants to commercial firms, not-for-profit companies, municipalities, or government establishments.*

### **2. Cost Sharing or Matching**

Applications that have in kind or cost sharing support from other organizations are also considered stronger.

### **3. 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.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

Organizations or individuals with an existing, open grant with the U.S. Embassy to Turkey are ineligible to apply.

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

### **1. Address to Request Application Package**

Application forms required below are available at <https://tr.usembassy.gov/education-culture/grant-opportunities/> and [www.grants.gov](http://www.grants.gov)

## 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.

### Content of Application

Please ensure:

- All mandatory documents must be submitted. If any documents are found to be missing, the application package will be considered incomplete and therefore ineligible for further evaluation in this competition cycle.
- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English; applications submitted in Turkish or in another language other than English will be considered ineligible.
- All budgets are in U.S. dollars
- All pages are numbered

The following documents are **mandatory**:

**1. SF424 Forms:** Please make sure to submit all **three** SF424 forms.

These forms can be found under the “Docs & Forms for Applicants” section of the Embassy’s Grant Opportunities webpage <https://tr.usembassy.gov/education-culture/grant-opportunities/>

**1.1. Form SF-424 (Application for Federal Assistance for organizations)** if applying as an organization or form **SF-424-I (Application for Federal Assistance for individuals)** if applying as an individual.

**1.2. Form SF424A (Budget Information for Non-Construction programs)**

**1.3. Form SF424B (Assurances for Non-Construction programs)**

**2. Budget Justification Narrative:** There is no specific form for this; any format is acceptable.

Explain how and why each budget line item helps to meet the project deliverables. In other words, describe each of the budget expenses as to how the costs were estimated and justify the need for the cost. Include information about your project’s scalability. For example, can your budget increase or decrease based on such factors as the number of participants or geographic spread? Note that increased budget flexibility can increase a proposal’s competitiveness. The budget justification narrative can also be included in the end of the Grant Application Form.

**3. Grant Application Form:** Please use the Grant Application form provided under the “Docs & Forms for Applicants” section of the Embassy’s Grant Opportunities webpage <https://tr.usembassy.gov/education-culture/grant-opportunities/> The proposal should contain sufficient information that anyone not familiar with the subject matter or the project would understand exactly what the applicant wants to achieve. Please do not exceed the character limits.

Make sure that your application package consists of at least 5 attachments (mentioned above). If any of the documents mentioned above are missing, the submitted application will be considered ineligible, regardless of the amount of funding requested.

#### **4. Attachments: (optional)**

- 4.1. Legal registration documents of non-profit organizations
- 4.2. One page CV or resume of each key personnel who are proposed for the project
- 4.3. Letters of support from project partners describing the roles and responsibilities of each partner or a Memorandum of Understanding among all partners (if applicable)
- 4.4. Official permission letters, if required for project activities

#### **Required Registrations:**

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) 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 (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

Step 1: Apply for a DUNS number 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> or <https://www.dnbturkey.com/>

NCAGE application: Application page here:  
<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%20NSPA%20NCA%20GE.pdf>

or

See instructions under Additional Resources at <https://tr.usembassy.gov/education-culture/grant-opportunities/>

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

See the registration guide under Additional Resources at <https://tr.usembassy.gov/education-culture/grant-opportunities/>

### 3. Submission Dates and Times

Applications are due no later than July 13, 2020 17:00 Turkey Time

### 4. Funding Restrictions

Activities that are not typically funded include, but are not limited to: paying to complete activities begun with other funds; political party activities; charitable activities; construction projects; fund-raising campaigns; commercial projects; scholarships to support educational opportunities or study and research for individuals; or projects aimed only at primary institutional development of the organization. Lump sum overhead costs, office rental, alcoholic beverages, and vague budget line items, such as “Miscellaneous Items” or “Unforeseen Expenses” will not be funded. Proposals with budgets in large part requesting funding for travel to the United States will be viewed unfavorably.

### 5. Other Submission Requirements

All applications must be submitted electronically to [GrantsTurkey@state.gov](mailto:GrantsTurkey@state.gov) by the deadline.

Applications sent via cloud transfer systems and applications received after the deadline will not be processed.

Please be aware that the Embassy’s e-mail system has a 25 MB limitation. Any e-mail which exceeds 25 MB may not be delivered. Should your application package exceed 25 MB, consider sending it in several smaller e-mails.

We cannot download files from cloud transfer platforms. Therefore, applications sent via cloud transfer systems will not be processed. We also cannot process win.rar and win.zip attachments.

All applicants will receive a manually sent confirmation e-mail. Please check your spam/junk mailbox and make sure you have received the confirmation e-mail. If you do not receive the confirmation e-mail from [GrantsTurkey@state.gov](mailto:GrantsTurkey@state.gov) within 3 days, this means we did not receive your application.

Applicants are only allowed to submit one proposal per organization/individual. If more than one proposal is submitted from an organization/individual, all proposals from that institution/individual will be considered ineligible for funding.

## **E. APPLICATION REVIEW INFORMATION**

### **1. Criteria**

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

#### **Relevance to Key Bilateral Themes (25p)**

- o Aligns strongly with more than one goal (20-25 points)
- o Aligns reasonably well with at least one goal (10-19 points)
- o Poorly aligns with goals (0-9 points)

#### **Project Quality/Project Planning/Ability to Achieve Objectives (25p)**

- o The project ideas are well-developed, with detail about how the project will be carried out (up to 15 points)
- o The proposal includes a reasonable implementation timeline and effectively allocates resources (up to 10 points)

#### **Budget (20p)**

- o Realistic - The budget is realistic, accounting for all necessary expenses to achieve proposed activities (up to 5 points)
- o Reasonable – Costs are reasonable in relation to the proposed activities and anticipated results (up to 5 points)
- o Scalable – The project’s scale and budget can be reduced, if necessary (up to 5 points)
- o Cost sharing – The applicant is seeking funds from other sources or willing to contribute (in-kind support is acceptable (up to 5 points)

#### **Impact and Sustainability (10p)**

- o Impact – Goals and objectives are clearly stated, and project approach is likely to provide maximum impact in achieving the proposed results. Project shows strong potential to reach a new or large target audience (up to 5 points)
- o Sustainability – Project activities will continue to have positive impact after the conclusion of the program (up to 5 points)

#### **Monitoring and Evaluation (10p)**

- o Applicant demonstrates it can measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal (up to 5 points)
- o The project includes output and outcome indicators and the proposed evaluation provides tangible/measurable products (up to 5 points).

#### **Organizational Capacity and Record on Previous Grants (10p)**

The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

## 2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

## 3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

## 4. Anticipated Announcement and Federal Award Dates

Applicants will be informed about the results of this competition by e-mail by mid-September 2020.

## **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 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. 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 Electronic Funds Transfer (ACH/EFT). Payment schedules will be worked out with grantees, after the grant is issued.

The Recipient is required to refund to the U.S. Government any unexpended funds related to a reduction in scope of the federal assistance activity or purpose after the completion of the program.

2. 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: <https://www.state.gov/about-us-office-of-the-procurement-executive/>

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

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. Recipients may be required to submit quarterly program and financial reports.

**G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact [GrantsTurkey@state.gov](mailto:GrantsTurkey@state.gov) Due to the heavy workload, we are not able to accept telephone inquiries. If you have any questions about the grant application process, please submit your questions in English to [GrantsTurkey@state.gov](mailto:GrantsTurkey@state.gov) before **17:00 on July 2, 2020**.

FAQ will be posted at the date of the announcement and will be updated when necessary.

## 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. Fringe Benefits applies only to U.S. entities.

**Travel:** Estimate the costs of travel and per diem for this project, for project 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. Indirect Costs applies only to U.S. entities.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Mission to Turkey. 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.