

**U.S. DEPARTMENT OF STATE**  
**U.S. MISSION TURKEY**  
**Notice of Funding Opportunity**

**Funding Opportunity Title:** U.S. Mission Turkey Grants Program  
**Funding Opportunity Number:** ANK-NOFO-FY21-01  
**Deadline for Applications:** January 29, 2021, 17:00 Turkey Time  
**CFDA Number:** 19.040

**A. PROGRAM DESCRIPTION**

U.S. Mission Turkey announces its country-wide grants program. Funding is available to support projects that address one or more of the following key bilateral themes.

**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 efforts to counter terrorism, address transnational crime, promote the role of women in peace and security, and increase cooperation in the eastern Mediterranean.

**Strengthen Economic Prosperity, Promote Innovation, Foster Entrepreneurship, and Improve the Digital Economy:**

Proposals in this category may include, but are not limited to, entrepreneurship training; small-and-medium enterprise (SME) planning; teaching marketing and outreach techniques; fostering research and development/innovation; and advancing awareness of and adherence to labor rights and laws. Proposals are welcome that strengthen the open and dynamic digital economy and that highlight sectors with growth potential such as local tourism/hospitality, value-added agrobusiness, innovative agricultural technology/practices, and inclusive financial services. These projects 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. Proposals are welcome to increase cooperation between U.S. and Turkish scientists and industry, particularly in the fields of agricultural technology innovation, green technology applications, mitigating pollution and climate impacts on the blue economy, and efforts to address Covid-19. Proposals that partner with U.S. private sector firms to strengthen business-to-business relationships and those that harness the Turkish-American diaspora’s knowledge, experience, and investment resources to spur growth in economically disadvantaged regions across Turkey are welcome.

**Reinforce Democratic Values:**

Proposals in this area should reinforce respect for international human rights norms within Turkey, counter gender-based violence, support LGBTI rights, promote the rule of law and freedom of expression, and/or strengthen the capacity of Turkish media and civil society in order to advocate for human rights and freedoms. Programs here may also aim to assist Turkish media consumers in identifying and responding to misinformation and disinformation.

**Foster Turkish and U.S. Ties:**

Proposals for this category should include programs to develop English language teaching/learning that also promote diversity, inclusion, and/or the representation of specific marginalized communities. Proposals are also welcome that promote STEAM education, develop networks between U.S. and Turkish STEAM educators and organizations, and encourage study in the United States. Activities would seek to build personal, educational, and commercial ties between the Turkish and American people and promote a positive understanding of the value of the relationship between the two countries. Proposals aiming to protect and/or restore important cultural and historical sites are also welcome.

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 May 2021.**

Applications must be submitted in English; applications submitted in Turkish will be considered ineligible. For an application to be considered eligible upon technical review, all mandatory documents must be submitted. Any documents missing would cause the application to be considered ineligible and will not be subject to further evaluation.,

The total amount requested per grant cannot exceed \$50,000. 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 \$50,000

**Type of Funding:** FY21 Smith-Mundt

**Anticipated project start date:** May 2021

**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](http://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. Mission 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 are submitted by e-mail to [GrantsTurkey@state.gov](mailto:GrantsTurkey@state.gov) by the deadline. 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 January 29, 2021, 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 an automatically 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 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)**

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

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

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

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

- Realistic - The budget is realistic, accounting for all necessary expenses to achieve proposed activities (up to 5 points)
- Reasonable – Costs are reasonable in relation to the proposed activities and anticipated results (up to 5 points)
- Scalable – The project's scale and budget can be reduced, if necessary (up to 5 points)
- 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)**

- 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)
- Sustainability – Project activities will continue to have positive impact after the conclusion of the program (up to 5 points)

**Monitoring and Evaluation (10p)**

- 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)
- 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

All applicants will be informed about the results of this competition by e-mail by April 2021.

## **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 and meeting requests. Please check the **Frequently Asked Questions** section of the Embassy's **Grant Opportunities** webpage. 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 December 24, 2020**.

#### **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.