

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

Funding Opportunity Title: *Alumni Small Grants*
Funding Opportunity Number: *SRB10020FO0001*
Deadline for Applications: *3 rounds*
Round 1 – 04/15/2020
Round 2 – 05/15/2020
Round 3 – 06/15/2020
CFDA Number: *19.900*
Total Amount Available: *\$325,000*

THIS NOTICE IS SUBJECT TO AVAILABILITY OF FUNDING.

A. PROGRAM DESCRIPTION

The U.S. Embassy Belgrade announces an open competition for individuals and/or organizations to submit applications to carry out a program in Serbia. Please carefully follow all instructions below.

Program Objectives:

The U.S. Embassy's Public Affairs Section has set aside funds for the Alumni Small Grants Program specifically designated for use by past participants of U.S. Government (USG)-sponsored exchange programs. (See below for list of USG-sponsored exchange programs.) The Alumni Small Grants Program allows our alumni to leverage their experience in the U.S. to develop ideas and implement projects on how to give back to their home community, or to Serbian society more generally. These projects will allow alumni to showcase their leadership and organizational skills, their creativity and innovative approaches to solving problems, and their ability to network and work with allies to achieve their goals.

B. FEDERAL AWARD INFORMATION

Length of performance period: up to 18 months

Number of awards anticipated: 20

Award amounts: awards may range from \$1,000 to a maximum of \$30,000 (smaller grants preferred)

Type of Funding: FY19/20 Economic Support Funds under the Foreign Assistance Act

Anticipated program start date: Depending on availability of funds

Funding Instrument Type: Grant or Fixed Amount Award

Program Performance Period: Proposed programs should be completed in 18 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 program, 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

To be eligible for consideration, applicants must have participated in a USG-sponsored exchange program.

Alumni can submit proposals either as individuals or as a part of NGOs and institutions registered in Serbia. We do encourage Serbian applicants to work with counterparts in other countries.

2. List of Major U.S. Government Exchange Programs:

Since 2001, Serbians have taken part in a number of official exchange programs funded by the U.S. Government. Those include:

- American Serbia-Montenegro Youth Leadership Exchange program (A-SMYLE)
- Benjamin Franklin Transatlantic Fellows Initiative
- Cochran Fellowship Program (U.S. Department of Agriculture)
- Community Connections
- Community Solutions
- Fulbright Faculty Development Program (FDP)
- Fulbright Graduate Student Program
- Fulbright Teaching Excellence and Achievement (TEA) Program
- Fulbright Visiting Scholar
- Future Leaders Exchange (FLEX) Program
- Global Sports Mentoring Program
- Global Undergraduate Exchange Program (Global UGRAD)
- Hubert Humphrey Fellowship Program
- International Leadership Visitors Program (IVLP)
- Junior Faculty Development Program (JFDP)
- Open World
- Professional Development Year (PDY)
- Ron Brown Fellowship Program
- Serbia Youth Leadership Program (SYLP)

- Study of the U.S. Institute (SUSI)
- Young Transatlantic Innovation Leaders Initiative (YTILI)
- Youth Leadership Program with Central Europe (YLPCE)

If you believe you participated in an exchange program that might have been funded by the U.S. Government and which qualifies you for participation in this alumni program, but it is not listed above, please contact belgradealumni@state.gov. Provide as many details as possible, i.e., the name of the exchange program, program dates, which U.S. government agency or institutions supported the exchange, etc.

3. Cost Sharing or Matching

Cost share is welcome but not required.

4. 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. 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 (alumni or organizations with an alumni connection) are only allowed to submit one proposal under the Alumni Small Grants program each fiscal year. If more than one proposal is submitted from an organization, all proposals from that institution will be considered technically ineligible for funding.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

The required application forms listed below are available on the U.S. Embassy website at <https://rs.usembassy.gov/alumni-small-grants-notice-of-funding-opportunity-2020/>

2. Themes for Alumni Small Grants Program Projects (for Fiscal Year 2020)

The following list represents the project themes that will receive preferential treatment during the Alumni Small Grants Program committee's review of submitted proposals:

- **PEOPLE WITH DISABILITIES.** Expanding opportunities for Persons With Disabilities (PWDs) in Serbian society (e.g., in education, business and the workplace, government, civil society, the media, sports, the arts, etc.), sharing

stories about the successes of the PWDs in Serbian society, and/or devising solutions to help the disabled overcoming remaining challenges to greater participation in society.

- **GENDER-FOCUSED PROGRAMS.** Promoting gender equality, female entrepreneurship, and women empowerment, as well as combating gender-based violence.
- **TOLERANCE & HUMAN RIGHTS.** Promoting tolerance of and equality for other vulnerable populations -- including the ethnic and religious minorities, the LGBT community, victims of human trafficking, etc. – and countering violent extremism and radicalism in Serbia and the region.
- **RULE OF LAW.** Rule of law, legal reform, transparency in government, and combat corruption, in the workplace, in education, in the delivery of healthcare, in the legal system, in government offices, etc.
- **CIVIC PARTICIPATION.** Promoting participation by Serbian citizens in public debate over policy issues, engagement with government officials and bodies, etc.
- **STABILITY, PEACE, & CROSS-BORDER COOPERATION.** Supporting conflict resolution efforts within Serbia and within the region, seeking reconciliation, promoting mutual understanding, and promoting cross-border cooperation and communication to solve common problems.
- **CIVIL SOCIETY.** Capacity-building efforts focused on the strengthening of civil society organizations, the media, and educational institutions.
- **FIGHTING BRAIN DRAIN.** Combating brain drain, promoting entrepreneurship and innovation, and developing Serbia's market economy
- **MEDIA LITERACY.** Promoting media literacy and critical thinking.

3. 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:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars.

Mandatory documents. The following forms are absolutely required:

- **SF-424** (*Application for Federal Assistance – organizations*) or **SF-424-I** (*Application for Federal Assistance --individuals*).
- **SF424A** (*Budget Information for Non-Construction programs*).
- **SF424B** (*Assurances for Non-Construction programs*) - the SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications.
- **Application form.**

- **Most recent CV (curriculum vitae) or résumé of applicant(s).**

4. Project Application Guidelines:

- **Full Proposal/Application Form (6 pages maximum):** The proposal should contain sufficient information and be explained clearly enough so that anyone not familiar with it would understand exactly what the applicant wants to do. It must include all the items below.
 - **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives, concrete activities, and anticipated impact or results.
 - **Introduction to the Organization or Individual:** A short introduction to the alumni applicant or description of the organization, as well as how the organization is connected to a USG alumnus. What are the individual's past and present activities, particularly those related to the theme of the project proposal? What past experience or other information, if any, would indicate an ability to carry out the program. On that last point, please include information on any previous grants from the U.S. Embassy, U.S. government agencies, and other donors or sponsors, including amount of grant, name of donor, description of activity, and results).
 - **Problem Statement**
 - Briefly explain what problem or challenge this project addresses. Feel free to provide some basic background.
 - **Overall Approach**
 - What approach are you taking to solving this problem or challenge? Who are you trying to help? Are you going to provide some training, run workshops, develop some curriculum, create opportunities of some sort for participants, create a traveling exhibit or a website, host an event, etc.? Will you be partnering with any other organizations or institutions? How will all this help fix the problem or overcome the challenge, and make a positive contribution to your community or to Serbian society more broadly?
 - How did the U.S. exchange program experience inspire or how is it connected, if at all, to this project? How does the project reflect, if at all, shared Serbian and American values?
 - **Project Beneficiaries.** Who are the specific target audiences for your program activity? In what town(s) will the activity take place?
 - **Description of Project Activities.**
 - What are going to be your specific "outputs," i.e., what specific activities will take place and how many of them will you carry out? How many individuals will be directly involved in program activities?
 - What is the project schedule? What is taking place at what points in time, or what are milestones during the lifetime of the project?

- How will you publicize what you are doing through public events, press coverage, media interviews, social media, or other means of communication?
 - **Key Personnel and Partners.**
 - Give the names, titles, roles of key personnel in this project, including any organizational staff and trainers, and 1-2 sentence about each person's qualifications.
 - What partner organizations or individuals will be involved in and in what capacity? Note: Partner organizations will need DUNS numbers, but contractors delivering goods or services – including suppliers, trainers, webs developers – will not.
 - **Measuring Outcomes.**
 - What are your anticipated outcomes? Make sure that your goals or objectives for what you want to accomplish by the end of program are S.M.A.R.T., i.e., ensure that they are Specific, Measurable, Achievable, Relevant, and Time-bound. Don't tell us you are going to achieve an unrealistic goal or will impact 1 million Serbian citizens.
 - What is the longer-term impact you hope to achieve after the program activities are completed? What changes in attitude or perceptions or awareness are you seeking? What actions do you want individuals to take as a result of this program? Do you have a plan to measure or track these longer-term outcomes, e.g., conducting a survey or maybe tracking activities by participants in the project? Have you worked that evaluation process into your planning and perhaps into your budget?
 - **Sustainability (optional).** What are your follow-on plans after the grant period ends? Do you have an idea for ways to make sure further progress is made to solve the problem or challenge you are addressing?
5. **Budget Justification Narrative:** After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See also section H. *Other Information: Guidelines for Budget Submissions* below for further information.
6. **Unique Entity Identifier (UEI) and System for Award Management (SAM.gov).** **SEE BELOW.** *(NOTE: This section is required, except for NOFOs targeting applications from individuals instead of organizations)*
7. **Required Registrations:**

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier (UEI) from Dun & Bradstreet (DUNS number).
- NCAGE/CAGE code
- System for Award Management (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 visiting <http://fedgov.dnb.com/webform>

Note: 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.

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>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dliis.dla.mil for any problems in getting an NCAGE code.

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.**

8. Submission Dates and Times

Applications are due no later than:

Round 1 – 04/15/2020

Round 2 – 05/15/2020

Round 3 – 06/15/2020

9. Funding Restrictions

- Project budget cannot include any expenses incurred outside of the territory of the Republic of Serbia, such as international transportation, purchase of goods or payment of services in other countries, etc.
- Equipment rental is allowed, but budget cannot include purchase of any equipment.
- Fees for any staff engaged in the implementation or execution of larger projects (e.g., project manager, project assistant, accountant, etc.) cannot exceed 30% of the total project budget.

- You **CANNOT** apply for an Alumni Small Grant from the Public Affairs Section of the U.S. Embassy in Belgrade if:
 - you are not an alumnus (i.e., part participant) of a USG-sponsored exchange program;
 - you are not a Serbian citizen or a registered Serbian NGO;
 - your project involves partisan political activity;
 - your project involves international travel to/from the U.S. or outside the Balkan region;
 - your project involves giving charitable activity and humanitarian aid;
 - your project is a fundraising campaign;
 - your project is commercial in nature, i.e., you are making money;
 - your project is focused on academic or scientific research.

10. Other Submission Requirements

All application materials must be submitted by email to belgradealumni@state.gov

E. APPLICATION REVIEW INFORMATION

1. Criteria

Project proposals that meet the basic criteria outlined above will be considered for funding through the Alumni Small Grants Program. Specifically projects will be evaluated based on:

- **Quality, feasibility, and creativity.** Proposal is well-developed, innovative, and offers a creative approach and/or solutions to deal with the stated problem or challenge, with necessary details that spell out on how the project activities will be carried out with appropriate milestones in the timeline. (50 points.)
- **Project goals/objectives.** The project has a clearly identified, S.M.A.R.T. objectives, with a good approach to measure impact on target audiences. The alum or organization, if there is a past track record, has a demonstrated ability to achieve the goals and objectives. (20 points.)
- **Budget.** The figures, narrative, and justification are complete and reasonable in related to the proposed activities and anticipated results. The budget accounts for all necessary expenses and the justification is detailed. Costs are reasonable and realistic in relation to the proposed activities and anticipated results. (15 points.)
- **Effect/Impact.** The proposal outlines in sufficient detail how success, impact, or progress will be measured, with a plan (even a basic one) on how to evaluate impact upon its conclusion. (15 points.)

2. Review and Selection Process

A Review Committee will evaluate all eligible applications. You may be invited for an interview or simply asked to submit additional information.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award 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 program 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.

2. 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

G. FEDERAL AWARDED AGENCY CONTACTS

If you have any questions about the grant application process, please contact: belgradealumni@state.gov.

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 program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves regional international travel,

include a brief statement of justification explaining why that is essential for the project. No international travel to the U.S. or beyond the Balkan region will be funded.

Equipment: Only rental of equipment is allowed. It should be listed under “Other Direct Costs”.

Supplies: List and describe all the items and materials that are needed for the program.

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 program activities.

Other Direct Costs: Describe other costs directly associated with the program, 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 program 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.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Food and Beverages: Please note that award funds cannot be used for alcoholic beverages. Costs for food and other drinks should not exceed 5% of the total amount of the award.