

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

Funding Opportunity Title: Media Training & Development
Funding Opportunity Number: SRB10019FO0002
Deadline for Applications: April 30, 2019
CFDA Number: 19.900
Total Amount Available: \$220,000

THIS NOTICE IS SUBJECT TO AVAILABILITY OF FUNDING.

A. PROGRAM DESCRIPTION

The United States Embassy in Belgrade announces an open competition for organizations to submit applications to carry out programs to support media development. Please follow all instructions below.

Program Objectives:

The purpose of the program is to award grants for specific projects that support media freedom, media diversity, and the development of professional media organizations in the Republic of Serbia. To be eligible for consideration, every applicant must be registered in the territory of the Republic of Serbia and engaged in, or propose to carry out, a project whose purpose is to further the development of media and an informed public in Serbia.

B. FEDERAL AWARD INFORMATION

- Length of performance period: up to 18 months
- Award amounts: awards may range to a maximum of \$24,000
- Number of awards anticipated: 20
- 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

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

- Media organizations
- Not-for-profit organizations and think-tanks
- Public and private educational institutions

To be eligible for consideration, every applicant must be registered in the territory of the Republic of Serbia (Agencija za privredne registre – APR).

2. Cost Sharing or Matching

Cost share is not required.

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. 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.

The following list represents the project themes that will receive preferential treatment during the review of submitted proposals:

1. Media Freedom / Role of the Free Press in Democratic Societies
2. Investigative Journalism
3. Supporting Pluralistic Voices and Media Diversity
4. Technology and the News: Impact of Digitalization
5. Effective Media Management
6. Media Literacy

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at Embassy website.

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:

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

The following documents are **required**:

Application Form “Media Small Grants”

1. SF424_2_1-V2.1 Organizations Application for Federal Assistance (See: SF424_2_1-V2.1-Instructions)
 2. SF-424A Budget Information
 3. SF-424B 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.)
 4. Registration certificate, Agencija za privredne register Republike Srbije (<http://www.apr.gov.rs>)
- **Proposal – application form (3 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.
 - **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
 - **Introduction to the Organization applying:** A description of past and present operations and activities, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies, which demonstrate the ability to carry out the proposed program,
 - **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be specific, measurable, achievable, realistic, and achievable within the time span of the grant.
 - **Program Justification:** A brief justification on why the project should be supported and how it will contribute to Serbia’s media community and how it will benefit Serbia’s citizens.
 - **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 section H. Other Information: Guidelines for Budget Submissions below for further information.
3. Unique Entity Identifier and System for Award Management (SAM.gov)

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 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>

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%20NCAGE.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.**

4. Submission Dates and Times

Applications are due no later than April 30, 2019.

5. Funding Restrictions

- Equipment rental is allowed, but budget cannot include purchase of any equipment.

You CANNOT apply if:

- you are not a registered Serbian organization;
- your project involves partisan political activity;

- your project involves giving charitable activity and humanitarian aid;
- your project is a fundraising campaign;
- your project is commercial in nature

6. Other Submission Requirements

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

E. APPLICATION REVIEW INFORMATION

1. Criteria

Project proposals that meet the basic criteria outlined above will be considered for funding through the Media Training and Development Program.

Project proposals are evaluated based on the theme of the project, the formulation of clear goals and target groups, project sustainability, and the ability of the applying individual or organization to carry out the project aims.

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

- **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.
- **Organizational Capacity and Record on Previous Grants:** 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.
- **Program Planning/Ability to Achieve Objectives:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.
- **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:** The applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal.
- **Sustainability:** Program activities will continue to have a positive impact that last even after the end of the program.

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 AWARING AGENCY CONTACTS

Email: belgrade@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.
- **Equipment:** Only rental of equipment is allowed. It should be listed under “Other Direct Costs”.
- **Supplies:** List and describe all the items and materials, including any computer devices, 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.
- **Alcoholic Beverages:** Please note that award funds cannot be used for alcoholic beverages.