

**U.S. DEPARTMENT OF STATE
United States Mission to China
Notice of Funding Opportunity**

Funding Opportunity Title: Small Grants Program in the People’s Republic of China
Program Office: Public Affairs Section, U.S. Embassy Beijing
Announcement Type: Standard Grant, or Cooperative Agreement
Federal Award Identification Number: **EAPBJ-19-GR-001-EAP-050919**
Deadline for Applications: **June 15, 2019, 12:00 a.m. (Beijing time)**
CFDA 19.040
Total Amount Available: Maximum amount up to US\$20,000 for one grant

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A. PROGRAM DESCRIPTION

The Public Affairs Section (PAS) of the U.S. Embassy to China (Embassy Beijing and Consulates General Chengdu, Guangzhou, Shanghai, Shenyang, and Wuhan) is pleased to announce an open competition for assistance awards through this Notice of Funding Opportunities (NOFO). Supporting civil society and creating a space for a diversity of people and ideas is a cornerstone of U.S. foreign policy abroad. To that end, PAS invites proposals for activities that promote civic engagement, human rights, and good governance, rule of law, environmental protection, education, and multilateral and economic engagement. Please carefully follow all instructions below.

Program Objective: Supporting civil society and creating a space for a diversity of people and ideas, enhancing and broadening the outreach of U.S. Mission China.

Funding Amount: Multiple awards will be granted, with a maximum amount per award of US\$20,000.

Prospective Grantees: Prospective grantees will include but are not limited to NGO/ civil society organizations (religion, rule of law, educational institutions, LGBTQ, environment, etc.) and individuals carrying out programs in support of civil society.

Program Preferences: PAS seeks to fund creative and impactful projects in China that promote civic engagement.

Below is a sample list of the types of projects PAS will consider funding:

1. Awareness campaigns, training and workshops aimed at raising public interest and involvement in addressing social issues.
2. Lecture series, seminars, training and workshops for volunteers, government officials, social workers, and other stakeholders working on civil society programs and issues.
3. Use of the arts, social media, technology or other creative approaches to address issues that impact the people of China in China.

B. FEDERAL AWARD INFORMATION

Length of performance period: Most grants should be limited to 12 months or less.

Number of awards anticipated: Subject to funds availability. In recent years, approximately 25 projects have been selected annually for funding.

Award amounts: PAS will generally award multiple grants of up to US\$20,000 per grant.

Type of Funding: Public Diplomacy funds

This notice is subject to availability of funding.

Funding Instrument Type: Standard Grant or Cooperative Agreement. A cooperative agreement “is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.”

C. ELIGIBILITY INFORMATION

Eligibility is limited to entities/individuals qualified to receive U.S. grants and able to develop and implement programs in the People’s Republic of China. These include:

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

For the purpose of this NOFO, proposals from for-profit/commercial entities will not be considered. Proposals for the establishment of projects/programs in Hong Kong, Macau, or Taiwan will not be considered.

The U.S. Embassy in Beijing and the Department of State encourage organizations/individuals that have not previously received international program funding from the U.S. Government to apply under this announcement.

Other Specific Eligibility Criteria

Expertise and established relationships with local Chinese institutions/organizations and local officials in the area where the proposed project/program(s) will be conducted is strongly preferred.

D. APPLICATION AND SUBMISSION INFORMATION

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.

These application instructions and the mandatory forms are available at the U.S. Embassy’s website and www.grants.gov by searching under the Federal Award Identification Number list at the top of this document.

Submission Process: All application materials should be submitted by email to ChinaSmallGrants@state.gov. Questions can be directed to the same email address. One applicant could submit more than one separate and different proposal.

Deadline: We will review program proposals following the deadline submission. **All applications must be submitted on or before June 15, 2019, 12:00 a.m. Beijing Time.** **Begin the application process early,** as this will allow time to address any difficulties that may arise in advance of the deadline. There will be no exceptions to these application deadlines.

Project Start Date: Proposals should be for projects that start no earlier than October 1, 2019 and no later than December 31, 2019. The start date refers to the beginning of focused planning and preparation of the project, not the public opening or performance of an activity. The small grants program supports projects that last up to 12 months in duration.

Registration Information: 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 and include:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- [System for Award Management \(SAM\)](#) registration

Step 1: Apply for a DUNS number and a Commercial and Government Entity Code (CAGE) for U.S. organizations or NATO Commercial and Government Entity Code (NCAGE) for non-U.S. organization (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>

CAGE & NCAGE application:

Commercial and Government Entity Code (CAGE) for U.S. organizations or NATO Commercial and Government Entity Code (NCAGE) for non-U.S. organization applications can be found 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 DUNS and CAGE or NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. **SAM registration must be renewed annually.**

Formatting Requirements

Please ensure that proposals include the following:

- Proposal clearly addresses the goals and objectives of this funding opportunity.
- Documents are in English.
- Budgets are in U.S. dollars.
- Pages are numbered.
- Proposals are formatted with single-spaced, 12 point Times New Roman font with a minimum of 1-inch margins.

This requirement excludes the allowable appendices, which are identified in Section 6 below. Institutions/organizations are permitted to submit multiple concept papers, but should be aware that PAS seeks to provide opportunities to as many organizations as possible, and is less likely to fund an organization to work in more than one location.

Application Content: Applicants must follow the NOFO's instructions and conditions contained herein and supply all information required. Failure to furnish all information or comply with stated requirements will result in disqualification from the competition. Applicants must set forth full, accurate, and complete information as required by this NOFO. The penalty for making false statements in proposals to the U.S. Government is prescribed on 18 U.S.C.1001.

The proposal must consist of the following:

Section 1 - Application for Federal Assistance includes a several mandatory forms.

The required forms are available at grants.gov or on the U.S. Embassy Beijing's [website](#). These forms **must be** submitted in **English**. The required forms include:

- SF-424 (*Application for Federal Assistance – organizations*) or SF-424-I (*Application for Federal Assistance --individuals*)
- SF424A (*Budget Information for Non-Construction programs*)

Section 2 - Summary Page:

Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and a 250 character summary of the program.

Section 3 - Project Statement:

The project statement must describe the rationale for the proposed project including the need for the project in the proposed location and the intended target audience.

Section 4 – Project Goals/Implementation Plan:

The applicant must specify the goals and objectives of the project, relative to the project statement. The proposed activities should be described in sufficient detail to show how objectives and goals will be met. This section should also describe how success will be measured via performance indicators. Finally, this section must include a time-task plan that clearly identifies the objectives and major activities.

Section 5 - Organizational Capability:

Applications must include a clear description of the applicant’s management structure, previous experience with similar projects, and organizational experience and background in China as these relate to the proposed activities. This section must also identify the proposed management structure and staffing plan for the proposed project.

Section 6 - Appendices:

Proposals must include two appendices. Only the appendices listed below may be included as part of the application:

- (a) **Budget Justification Narrative:** After filling out the SF-424A Budget, use a separate sheet of paper to describe each of the budget expenses in detail. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. The budget may not exceed one page in length. *See section H, Other Information: Guidelines for Budget Justifications below for further information.*

- (b) **Resume** – a resume, names, titles, roles and relevant experience/qualifications of key personnel involved in the program, not to exceed two pages in length, must be included for the proposed key staff personnel, such as the Project Director. If an individual for this type of position has not been identified, the applicant may submit a one-page position description identifying the qualifications and skills required for that position in lieu of a resume.

Section 7- Program Partners:

List the names and type of involvement of key partner organizations and sub-awardees.

E. APPLICATION REVIEW INFORMATION

Consistent with federal grant regulations, PAS reserves the right to give priority for its funds to those organizations working on key U.S. Government policy objectives.

Evaluation Criteria: Applicants should note that the following criteria (1) serve as a standard against which all proposals will be evaluated, and (2) serve to identify the significant matters that should be addressed in all proposals. The U.S. Government awards grants to the applicants whose offers represent the best value to the U.S. Government on the basis of technical merit and cost.

Each application will be evaluated by a peer review committee of the U.S. Embassy in Beijing and/or the Department of State, and other experts, as deemed appropriate. The evaluation criteria have been tailored to the requirements of this NOFO.

- **Project Goals/Implementation Plan (35 points):** Applicants should describe what they propose to do and how they will do it. The proposed activities must directly relate to meeting the goals and objectives, and applicants should include information on how they will measure activities' effectiveness. The review panel will be viewing the implementation plan in terms of how well it addresses the project statement, relevance of the goals and objectives, feasibility of the proposed activities and their timeline for completion, and the extent to which the impact of the project will continue beyond the conclusion of the funding period.
- **Organizational Capability (25 points):** Proposals should demonstrate the ability to develop and implement programs in the areas of cultural programming described above. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated goals and objectives. If applicable, applicants should describe the nature of their existing partnership with Chinese partner organizations and how that affiliation will help to meet project goals. The application must distinguish all key partners and organizations that will be involved.
- **Project Statement (20 points):** This section should identify the importance and relevance of the applicant's proposal to the broader U.S. policy objectives, as well as relevance to the program objectives of the U.S. Mission to China/the Department of State as described under the first two Sections of this solicitation. A compelling statement of need for the project will be given great consideration by the review panel. Emphasis will be placed on the extent to which the proposed activity
- **Budget (20 points):** Costs shall be evaluated for realism, control practices, and efficiency. PAS must determine that the costs paid for this award are reasonable, allowable, and allocable to the proposed project activities. This will consist of a review of the budget to determine if the overall costs are realistic for the work to be performed, if the costs reflect the applicant's understanding of the allowable cost principles established by OMB Circular A-122, and if the costs are consistent with the program implementation plan.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

Award Notices: The grant or cooperative agreement shall be written, signed, awarded, and administered by the Grants Officer (GO). The Grants Officer is the U.S. Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The

assistance award agreement is the authorizing document, and it will be sent to the Recipient by mail, email, or fax.

Institutions/organizations whose applications are not funded will be notified in writing. Given the number of applications received, it may not be possible for the Embassy Beijing Grants Team to give detailed feedback to those organizations that are not awarded funds.

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.

Anticipated Time to Award: Applicants should expect to be notified of the selected proposals within 90 days after the submission deadline. PAS staff will provide information at the point of notification about any further requirements and/or refinements for the pre-award phase of the process. This may include revisions to the activities proposed and/or budget clarifications and adjustments.

Applicants should be aware that there will be a delay between the time that full applications are submitted and awards are made. All awards are subject to available funding. Furthermore, funds will not be immediately available. This delay is primarily due to the extensive clearance process prior to awarding grants.

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.

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://www.statebuy.state.gov/fa/pages/home.aspx>

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

Reporting Requirements: Grantees are expected to keep the GO or Grants Officer Representative (GOR) updated on progress throughout the project period. The GO or GOR is also responsible for site visits to some or all of the activities supported by the grant as stated in the grant agreement. The grantee should notify the GO or GOR of any problems or issues that might make it difficult for the grantee to comply with the terms of the award within the project period. 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

- A) For questions related to obtaining a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (sometimes referred to as a Unique Entity Identifier (UEI) contact 1-866-705-5711 (8:00 am -9:00 pm EST) or email <http://fedgov.dnb.com/webform>.
- B) For assistance with the requirements of this solicitation, contact the U.S. Embassy Beijing Grants Team at: ChinaSmallGrants@state.gov

H. OTHER INFORMATION

Funding levels and Allowable Expenses: Costs incurred before the official grant period begins (pre-award costs) will not be reimbursed. Subject to availability of funds, organizations and individuals may apply for grants of up to \$20,000 U.S. dollars. Allowable costs are those directly related to the project activities. The program encourages organizations to provide in-kind contributions and/or coordinate funding with other donors.

Proposals may not include funding requests for the following:

- Office rent and utilities
- Ongoing operating costs and capital improvements
- Purchase of vehicles
- Academic or analytical research (if not part of a larger project)
- Scholarships
- Medical and psychological research
- Clinical studies and/or provision of health care services
- Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours)

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. **Normally the cost of travel should not include international travel expenses.**

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. 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 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.