



# U.S. Embassy Malabo Small Grants Program Notice of Funding Opportunity (NOFO)

Funding Opportunity Title: U.S. Embassy Malabo PAS Small Grants Program  
Deadline for Applications: August 5, 2022  
Applications Reviewed: Every 4-6 Weeks  
CFDA Number: 19.040 – Public Diplomacy Programs  
Maximum for Each Award: \$25,000 (with limited exceptions)

## **PROGRAM DESCRIPTION**

The Public Affairs Section (PAS) of the U.S. Embassy in Malabo, Equatorial Guinea, is pleased to announce that funding is available through its Small Grants Program. This Annual Program Statement outlines our funding priorities and the procedures for submitting requests for funding. Please carefully follow all instructions below.

Purpose of Small Grants: PAS invites proposals for programs that strengthen ties between the United States and Equatorial Guinea, highlight our shared values, and promote bilateral cooperation in pursuit of our common goals. **All programs must include an American cultural element or connections with American experts, organizations or institutions that will promote increased understanding of U.S. policy and perspectives.**

Priority Program Areas: PAS is currently accepting proposals that support the following Embassy goals and priorities:

- Increasing social inclusion and promoting tolerance for minorities and vulnerable groups (i.e. equal rights and opportunities for women, LGBTQI+ individuals, and people with disabilities)
- Promoting English language (i.e. promoting clubs, forums, social media, education, and arts)
- Strengthening the media (i.e. increasing media professionalism, access to diverse sources of news, and developing savvy consumption of news)
- Encouraging entrepreneurship and economic growth in under-served areas to diversify the economy (i.e. training in start-ups, skill development for people in informal sector, promoting the entrepreneurial spirit, supporting tourism)
- Climate change and environmental sustainability (i.e. education, training, and skills development for those working on climate issues, supporting tourism and environmental protection)

All programs must have an American element and must reach an Equatoguinean audience. Preference will be given to proposals that are part of long-term initiatives, reach audiences of strategic importance, and/or can demonstrate a sustained positive impact in the community.

The following types of programs, activities, and expenses are not eligible for funding:

- Paying to complete activities already begun;
- Ongoing salary costs;
- Office equipment;
- Programs that promote particular political parties, religious beliefs or companies;
- Requests by organizations and individuals who are neither Equatoguinean nor American;
- Fundraising campaigns and charity projects that give away money or property;
- Construction projects;
- Alcoholic beverages
- Projects aimed only at primary institutional development or capacity building of the organization; and
- Projects that duplicate existing efforts.

## **APPLICATION AND SUBMISSION INFORMATION**

All application materials must be submitted electronically to [MalaboGrants@state.gov](mailto:MalaboGrants@state.gov)

### **Mandatory application forms**

- Grant Application Form
- Grant Budget Spreadsheet
- SF-424 (organizations) **or** SF-424-I (individuals)
- SF-424A (Budget Information for Non-Construction programs)

### **Forms**

- **SF-424:** The SF424 is the standard cover sheet for applications.

**For Individuals:** Download and fill the “Application for Federal Domestic Assistance- Individual” form on the following link: <https://www.grants.gov/web/grants/forms/sf-424-individual-family.html#sortby=1>

**For Organizations:** Download and fill the “SF424 Mandatory Form” form on the following link: <https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>

- **SF424A:** The SF424A is a budget summary sheet for proposals. Please refer to “Section 3 – A” for a description of budget categories.

**For Individuals:** Download and fill the “Budget Information for Non-Construction Programs (SF-424A)” form on the following link: <https://www.grants.gov/web/grants/forms/sf-424-individual-family.html#sortby=1>

**For Organizations:** Download and fill the “Budget Information for Non-Construction Programs (SF-424A)” form on the following link: <https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>

## **MONITORING AND EVALUATION PLAN**

Monitoring project activities is crucial to measuring progress toward your organization’s goal, and it is required for all recipients of U.S. Embassy grants. Please be specific when describing how your organization will report on project activities and results.

1. Describe the objective(s) of the project.
  - What change will be achieved as a result of the project?
  - Who will be affected?
  - Where will the change take place?
2. Describe the project activities that must be completed for the project to succeed.
  - Why has your organization chosen these activities?
  - Who will conduct the activities?
  - What materials/resources are necessary for activities?
  - Describe any collaboration(s) with other organizations/groups on your project activities.
3. Describe how your organization will monitor and report on the project’s progress.
  - What data will you collect, when, and how?
  - How will you document your project’s process and the activities carried out?
  - Who will conduct the program monitoring and reporting?
4. What are the organization’s and/or community’s contributions to this project? Please be specific and list items and their monetary value.
5. Please describe how the project will be self-sufficient at the end of the funding. How will your project continue once funding from this grant ends?

Applicants are encouraged to include additional indicators they may believe will assess project impact. More information on M&E plans is located <http://www.state.gov/j/drl/p/c35797.htm>

## **BUDGET**

Applications will not be considered complete unless they include budgets that respond to the solicitation guidelines. Complete budgets will include detailed line-items outlining specific cost requirements for proposed activities.

Detailed Line-Item Budget (in Microsoft Excel or similar spreadsheet format) that delineates funds requested from the Embassy and cost-share (see below for more information on budget format). Costs must be in U.S. Dollars. 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 following provides a description of the types of costs to be included in each budget category.

**a. Personnel** – Identify staffing requirements by each position title and brief description of duties. For clarity, please list the annual salary of each position, percentage of time and number of months devoted to the project.

**b. Fringe Benefits** - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

**c. Travel** - Staff and any participant travel

1) International Airfare

2) In-country Travel

3) Domestic Travel in the U.S., if any

4) Per diem/maintenance: Includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website:

[http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp).

**d. Equipment** – Please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year.

**e. Supplies** – The specifications and cost of each type of supply proposed (e.g., desktop computer with pre-installed software) must be included in this section. List items separately using unit costs (and the percentage of each unit cost being charged to the award) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: \$50/month x 50% = \$25/month x 12 months).

## **Budget Narrative**

The purpose of the budget narrative is to supplement the information provided in the budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals. The budget narrative is a tool to help the Embassy staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the costs beyond the constraints of the budget template. Together, the budget narrative and budget spreadsheets should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant's Implementation Plan. The description provided on the budget spreadsheets should be very brief.

## **APPLICATION REVIEW INFORMATION**

### **Selection Criteria**

**1. Quality of the program idea and program planning (20 points):** The proposed project plan should be well developed, respond to the design outlined in the solicitation and demonstrate originality. The project should have clear goals and objectives and metrics for determining whether the project goals were met. It should be clearly and accurately written, substantive and with sufficient detail. The program plan should adhere to the program overview and guidelines described above and should reference the applicant's capacity to meet all needs specified in the NOFO.

**2. Ability to achieve program objectives (20 points):** Objectives should be reasonable and feasible. Applications should clearly demonstrate how the institution will meet the program's objectives and plan. Proposed personnel, institutional resources and partner organizations should be adequate and appropriate to achieve the program goals.

**3. Applicant's record and capacity in serving the community (10 points):** The application should demonstrate a record, including successful programming, responsible fiscal management involving complex budgets and compliance with reporting requirements, especially for U.S. Government grants. The application should demonstrate experience in human resources and overseeing staffing.

**4. Sustainability (20 points):** Proposed project should address the applicant's strategy for ensuring that the project benefits will continue to be realized on a long-term basis after the conclusion of the period of performance of the award. Applicant should clearly address a feasible approach to the Sustainability Plan.

**5. Monitoring and Evaluation (20 points):** Applications should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs and outcomes. The applicant should describe its plan for monitoring and reporting project outcomes.

**6. Cost-effectiveness (10 points):** The overhead and administrative components of the proposal, including salaries and supplies, should be consistent with prevailing market rates in Equatorial Guinea. All other items should be necessary, appropriate, and directly relatable to the project's goals and objectives. Cost sharing is not required.

### **B- Review and Selection Process**

It may take up to 90 days from the application deadline before an award or decline notice is sent from the Embassy. Due to the volume of proposals received, individual responses to requests for updates prior to the 90-day timeframe may not be returned until final review and approval of proposals is completed. The U.S. Embassy Malabo utilizes the following review and selection process:

1. After the NOFO closes applications are reviewed for eligibility. Those applications found to be ineligible will be removed from the selection process. Those applications found to be eligible will be forwarded to an embassy review committee.
2. An embassy review committee, made up of various Embassy personnel, will score and comment on eligible proposals. The highest scoring proposal will be recommended for funding by the committee. If the funding opportunity allows for the selection of multiple awards, awards will be chosen based on rank score and the availability of funding.
3. The committee's recommendation is then forwarded to the Program Officer for review and approval. At this stage potential requests for programmatic adjustments or conditions of an award may be suggested.

4. Upon approval, the proposal is then assigned to a Grants Officer and Grants Officer Representative (GOR). The GOR will make contact with the applicant to discuss and negotiate any potential changes to the proposal.
5. The GOR may be required to submit the draft Notice of Award and grant proposal to a Washington, D.C. Grants Officer for approval. Additional clarification or negotiations may take place as part of the Grant Officer's review. The Grants Officer is the only Government Official who may write, award, and administer grants and cooperative agreements. No other individual throughout the selection process is allowed to commit funds or guarantee an award.
6. After approval from the Grants Officer, the GOR will provide a copy of the signed award and required documents to the applicant for countersignature.
7. After a grant award(s) is made from this solicitation, those applicants whose proposals were not selected for funding will be notified.

**Anticipated Time to Award:** Applicants should expect to be notified if their proposal has been selected for award within 90 days after the submission deadline. The Embassy will provide information at the point of notification about any modification to the proposal or plan of work that will be required to finalize the award.

### **FEDERAL AWARD ADMINISTRATION INFORMATION**

#### Federal Award Notices

As described above, the successful applicant will be notified via email that its proposal has been selected to move forward in the review process; this email IS NOT an authorization to begin performance. The Grants Officer is the 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 provided to the Recipient through email transmission. The recipient may only incur obligations against the award beginning on the start date outlined in the DS-1909 award document that has been signed by the Grants Officer. See Section E for more information on pre-award costs. Organizations whose applications will not be funded will also be notified via email. Please refer to the anticipated time to award information in Section E.

#### Branding Requirements

As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity.

#### Reporting Requirements

Recipients are required to submit quarterly (calendar year) program progress and financial reports throughout the project period. Progress (SF-PPR, narrative) and financial reports (SF 424 and a detailed financial expenditure report) are due 30 days after the reporting period.