

**U.S. DEPARTMENT OF STATE**  
**U.S. EMBASSY ABUJA, PUBLIC DIPLOMACY SECTION**  
**Notice of Funding Opportunity**

**Funding Opportunity Title:** U.S. Embassy Abuja PDS Annual Program Statement  
**Funding Opportunity Number:** DOS-NGA-PD-ABV-FY23-001  
**Deadline for Applications:** March 31, 2023  
**CFDA Number:** 19.040 – Smith-Mundt  
19.022 - Fulbright-Hays  
**Total Amount Available:** \$500,000  
**Maximum for Each Award:** \$50,000

**A. PROGRAM DESCRIPTION**

The U.S. Embassy Abuja is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

**Purpose of Small Grants:** PD invites proposals for programs that **strengthen ties between the U.S. and Nigeria** through cultural, information and exchange programming that highlights shared values and promotes bilateral cooperation. All programs must include an American cultural element, or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives.

Examples of PDS Small Grants Program programs include, but are not limited to:

- Academic and professional lectures, seminars
- Exchanges and speaker programs
- Artistic and cultural workshops, joint performances and exhibitions, media events
- Cultural heritage conservation and preservation programs
- Training and empowerment programs
- Leadership, youth, and sports programs
- Initiatives that support democratic values such as freedom of the press
- Programs that advance peace, security, and national unity

**Priority Program Areas:**

PDS will prioritize grant program proposals that:

- Promote democracy, good governance, and human rights through.
  - Civic engagement at the state and local levels
  - Youth activism
  - Diversity, equity, inclusion, and accessibility of marginalized groups
- Strengthen human capital to promote inclusive economic growth and development through programs focused on.
  - Women Empowerment
  - Digital skills and green entrepreneurship
  - Mentorship and skills building to increase employability and professional literacy

- o Climate change: community service and public awareness campaigns
  - o Leadership and peacebuilding through sports
  - o Improve and expand English language learning through curriculum development and teacher training
- Promote the preservation, restoration, and protection of Nigeria's diverse cultural heritage sites, objects, and traditions through:
  - o Training and capacity-building for local professionals
  - o Educational and cultural exchange for curators and art conservators
  - o Campaigns to improve public awareness
- Highlight priority themes in relation to key dates on the U.S. Mission programming calendar, including:
  - o July 18: Nelson Mandela Day
  - o July 30: World Day against Trafficking in Person
  - o Aug 12: International Youth Day
  - o Sept 15: International Day of Democracy
  - o Oct 27: International Religious Freedom Day
  - o Nov 21: Global Entrepreneurship week
  - o Nov 27: International Day for the Elimination of Violence against Women
  - o Dec 3: International Day for Persons Living with Disabilities
  - o Dec 10: International Human Rights Day
  - o Jan 15: Martin Luther King Day
  - o Feb: Black History Month
  - o March: Women's History Month
  - o April 22: Earth Day
  - o May 3: World Press Freedom Day
  - o June 5: World Environment Day

**Participants and Audiences:**

This funding opportunity focuses on programs for northern Nigeria and its audiences.

**The following types of programs are not eligible for funding:**

- Programs relating to partisan political activity
- Charitable or social welfare projects
- Tuition support
- Individual travel to conferences
- Construction programs
- Programs that support specific religious activities
- Fund-raising campaigns
- Lobbying for specific legislation or programs
- Scientific research
- Programs intended primarily for the growth or institutional development of the organization; or
- Programs that duplicate existing programs.

**Authorizing legislation, type, and year of funding:**

Authorizing statutes for the funding opportunity are:

- 1) Fulbright-Hays Act, which allows the Department of State to use funds for the purpose of supporting international exchanges that address issues of mutual interest to the United States and host nations:  
<http://www2.ed.gov/about/offices/list/oep/iegps/fulbrighthaysact.pdf>
- 2) Smith-Mundt Act that outlines the terms by which the U.S. government engages global audiences: <http://www.state.gov/pdcommission/library/177362.htm>

**B. FEDERAL AWARD INFORMATION**

Length of performance period: 12 to 24 months

Award amounts: awards may range from a minimum of \$5,000 to a maximum of \$50,000

Type of Funding: Fiscal Year 2023 Public Diplomacy Funding

Anticipated programs start date: July 2023

**This notice is subject to availability of funding.**

**Funding Instrument Type:** The PDS Abuja grants management team will provide further information as needed.

**Program Performance Period:** Proposed programs should be completed in 24 months or less.

**C. ELIGIBILITY INFORMATION**

1. Eligible Applicants

The Public Affairs Section accepts applications from U.S. and Nigerian:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Individuals
- Non-profit or governmental educational institutions
- Governmental institutions

**For-profit or commercial entities are not eligible to apply.**

2. Cost Sharing or Matching

Cost-sharing is not required.

3. Other Eligibility Requirements

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.

To be eligible to receive an award, all organizations must be registered on SAM.gov. From April 2022, the federal government stopped using the DUNS number as an entity identifier and transitioned to the Unique Entity Identifier (UEI) issued by SAM.gov. Organizations should go to SAM.gov to complete their registration, a UEI will be generated as part of the SAM.gov registration process.

## **D. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package**

Application package is available at [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:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

#### **1. Mandatory application forms**

- **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)**
- **Note:** The mandatory forms can be downloaded from [www.grants.gov](http://www.grants.gov) under the ‘Forms’ tab.

**2. Summary Coversheet:** Cover sheet stating the applicant’s name and organization address, proposal date, program title, program period proposed start and end date, amount requested, and brief purpose of the program (250 words maximum).

**3. Proposal (10 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 (Executive) Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. What aspect of the relationship between the U.S. and Nigeria will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.
- **Proposed Program Schedule:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

**4. 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.

## **5. Attachments**

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners (i.e., external organizations) describing the roles and responsibilities of each partner
- Official permission letters, if required for program activities

## **Required Registrations:**

Unique Entity Identifier and System for Award Management (SAM)

All prime organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov before submitting an application. PDS Abuja may not review applications from or make awards to applicants that

have not completed all applicable UEI and SAM.gov requirements unless a valid exemption have been approved in advance of application submission by the grants officer.

A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before the award is processed and/or directed to a sub-grantee. Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible

Organizations based in the United States or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS), a Commercial and Government Entity (CAGE) code, and a UEI number prior to registering in SAM.gov.

Organizations based outside of the United States and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov. Please note that as of December 2022, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO CAGE (NCAGE) code to apply for non-DoD foreign assistance funding opportunities. If an applicant organization is mid-registration and wishes to remove an NCAGE code from their sam.gov registration, the applicant should submit a help desk ticket (“incident”) with the Federal Service Desk (FSD) online at [www.fsd.gov](http://www.fsd.gov) to seek guidance on how to do so.

All prime organizations must also continue to maintain active SAM.gov registration with current information at all times during which they have an active Federal award or application under consideration by a Federal award agency. SAM.gov requires all entities to renew their registration once a year to maintain an active registration status in SAM. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov and to maintain that active registration. If an applicant has not fully complied with the requirements at the time of application, the applicant may be deemed technically ineligible to receive an award and use that determination as a basis for making an award to another applicant. Please refer to 2 CFR 25.200 for additional information.

Note: SAM.gov is not the same as SAMS Domestic. It is free of charge to register in both systems, but the registration processes are different. Information is included on the SAM.gov website to help international registrations; Navigate to [www.SAM.gov](http://www.SAM.gov), click “HELP” in the top navigation bar, then click, “Explore” and “New to SAM.gov?” for general information. Please note, guidance on SAM.gov and the guidance on

GSA's website is being updated to reflect the change in NCAGE requirement. Applicants should review the website frequently for the most up-to-date guidance.

#### Exemptions

An exemption from these requirements may be permitted on a case-by-case basis if:

- An applicant's identity must be protected due to potential endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

Note: As of December 2022, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO CAGE (NCAGE) code to apply for non-DoD foreign assistance funding opportunities.

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

- [www.SAM.gov](https://www.sam.gov) registration
- Unique Entity Identifier (UEI)

Step 1: Register in SAM by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

Step 2: Retrieve Unique Entity Identifier (UEI) number also from <https://www.sam.gov>.

To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at <https://login.gov/>.

Since April 2022, the UEI are assigned when an organization registers or renews its registration in SAM.gov at [www.SAM.gov](https://www.sam.gov). Organizations should renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active SAM registration

### **3. Submission Dates and Times**

The Public Affairs Section will accept and review proposals according to the following schedule: Proposals received between January 13 and the deadline **March 31, 11:59pm (WAT)** will be reviewed by May 15, with responses going out by June 5.

#### 4. Other Submission Requirements

All application materials must be submitted by email to [PASAbujaGrants@state.gov](mailto:PASAbujaGrants@state.gov). Questions regarding the applications should also be directed to the same account. An automated response with a FAQ sheet will be provided

#### E. APPLICATION REVIEW INFORMATION

##### 1. Criteria

Each application will be evaluated and rated based on the evaluation criteria outlined below. The criteria listed are closely related and are considered in judging the overall quality of an application.

**Organizational capacity and record on previous grants:** The organization has expertise in its stated field and PAS is confident of its ability to undertake the program.

**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.

**Goals and objectives:** Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

**Embassy priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy PAS's priority areas or target audiences.

**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:** Applicant demonstrates it can measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

**Sustainability:** Program activities will continue to have positive impact after the end of the program.

##### 2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications. Feedback will be provided to successful applicants. Organizations whose applications will not be funded will also be notified via email.



## 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 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.

**Payment Method:** Payments will be made in at least two installments, as needed to carry out the program activities.

### 2. Administrative and National Policy Requirements

**Terms and Conditions:** Before applying, 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.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.

## G. FEDERAL AWARDED AGENCY CONTACTS

If you have any questions about the grant application process, please contact PDS at: [PASAbujaGrants@state.gov](mailto:PASAbujaGrants@state.gov). A detailed FAQ sheet will be provided to answer the questions raised.

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and

staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

## **H. OTHER INFORMATION**

### **Guidelines for Budget Justification**

**Personnel:** 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. If the program 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 program, which has a useful life of more than one year (or a life longer than the duration of the program), 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 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.