**U.S. DEPARTMENT OF STATE  
U.S. EMBASSY DILI**

**Notice of Funding Opportunity (NOFO)**

**A. PROGRAM DESCRIPTION**

The Embassy of the United States of America in Timor-Leste seeks to fund proposals that will aid in good governance efforts in support of societal and institutional growth in Timor-Leste. The Embassy invites organizations meeting the outlined eligibility criteria below to submit grant proposals to the Ambassador’s Small Grant Fund. This is an open competition for foreign (non-U.S.) not-for-profit organizations with offices headquartered in Timor-Leste. Direct funding for U.S. entities is not available under this announcement.

**Proposals**

The U.S. Embassy is soliciting proposals from NGOs who, in coordination with executive institutions at the national or local level, are working to promote improved delivery of public services and/or dissemination of information regarding laws, regulations, and policies in the areas of good governance, promotion of gender equality; strengthening women’s leadership and access to political, economic, and social services; efforts to combat human trafficking; and efforts to combat gender-based violence. Proposals may include activities that: advocate and promote the rights of children, including by reducing child labor; advocate for the rights and further inclusion efforts of LGBTQI+ individuals; advocate and promote the economic empowerment and skills development of youths; and advocate and promote identification and assistance of human trafficking victims among others.

**Participants and Audiences**

The projects under this grant aim to target communities in Timor-Leste, vulnerable groups, women and children, youths, and communities living in remote areas who lack access to the related thematic areas and activities above.

B. **FEDERAL AWARD INFORMATION**

Length of performance period : Grant period may not exceed 365 days

Anticipated award amount : USD 20,000.00

Type of Funding : FY2021 Ambassador’s Small Grant Fund under the

Foreign Assistance Act

Anticipated programs start date : August 2021

Anticipated program end date : August 2022

**Funding Instrument Type:** Grant

**Program Performance Period:** Proposed project should be completed within 12 months.

**C. ELIGIBILITY INFORMATION**

1. **Eligible Applicants**

This grant opportunity is open to NGOs only, and proposals from NGOs with offices headquartered in Timor-Leste will be given preference.

1. **Cost Sharing**

Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive.

1. **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.
* The Embassy encourages organizations that have not previously received international program funding from the U.S. Government to apply under this announcement.
* Only applicants whose proposals have been selected for award will be contacted.
* In order to be eligible to receive an award, the 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](http://www.SAM.gov). Please see Section D.2. for information on how to obtain these registrations.

**D. APPLICATION AND SUBMISSION INFORMATION**

1. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirement of this announcement or fail to comply with the stated requirements will be ineligible.

**Content of Application**

Please ensure:

* All applicants should select one thematic area
* The proposal clearly addresses the goals and objectives of this funding opportunity
* All documents must be in English
* All budgets are in U.S. dollars
* All pages are numbered
* The proposal narrative may not exceed 4 double-spaced pages in 12-point, Times New Roman font with 1-inch margins.

**Proposals must include:**

1. **Mandatory application forms:**

**SF-424** (Application for Federal Assistance-Organizations) at

[*https://www.grants.gov/web/grants/forms/sf-424-family.html*](https://www.grants.gov/web/grants/forms/sf-424-family.html)

**SF424A** (Budget Information for Non-Construction Programs) at

[*https://www.grants.gov/web/grants/forms/sf-424-family.html*](https://www.grants.gov/web/grants/forms/sf-424-family.html)

1. **Summary Page:** Cover sheet stating the applicant’s name and organization, proposal date, project title, project period proposed start and end date, and brief purpose of the project.
2. **Proposal (*4 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 project, including project objectives and anticipated impact.
* **Introduction to the Organization or Individual Applying:** A description of past and present operations showing ability to carry out the project, 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 project is needed.
* **Project Goals and Objectives:** The “goals” describe what the project is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
* **Project Activities**: Describe the project activities and how they will help achieve the objectives.
* **Program Methods and Design**: A description of how the project is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
* **Proposed Project Schedule and Timeline:** The proposed timeline for the project 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 project. What proportion of their time will be used in support of this project?
* **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
* **Project 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.

1. **Budget and 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.
2. **Attachments:**

* 1-page CV or resume of key personnel who are proposed for the project.
* Letters of support from project partners describing the roles and responsibilities of each partner.
* If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
* Official permission letters, if required for project activities.

1. Unique Entity Identifier and System for Award Management (SAM.gov). Organizations applying for a U.S. grant need to obtain unique entity identifier from Dun & Bradstreet (DUNS number) according to the following instruction.

**Required Registrations:**

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management (SAM)](https://sam.gov/) 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 or 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@dlis.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.

1. Submission Dates and Times

Applications are due no later than **5:00 PM, *June 29, 2021***

1. Funding Restrictions

*Grants may not be used for salaries, construction, or the purchase of equipment over $500 USD or for refreshment/alcohol expenses.*

1. Application Submission Process

Applicants must submit concept papers **electronically** to [diligrants@state.gov](mailto:diligrants@state.gov) or drop off at the U.S. Embassy at Ave. de Portugal Praia dos Coqueiros Dili, Timor-Leste.

**E. Application Review Information**

A Grant Review Committee will evaluate and rate each proposal application on the basis of the evaluation criteria outlined below:

* Quality and feasibility of the program idea
* Organizational capacity and record of performance of previous grants
* Program planning/ability to achieve objectives
* Budget
* Monitoring and Evaluation Plan
* Sustainability

**F. FEDERAL AWARD ADMINISTRATION INFORMATION**

1. Federal Award Notices

The grant award will be written, signed, awarded, and administered by the Grant 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 U.S. Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the discretion of the U.S. 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 costs incurred in the preparation and submission of proposals. Furthermore, the U.S. government reserves the right to reject any or all proposals received.

**Payment Method:** Successful applicants received their grant funds via electronic funds transfer.

1. Administrative and National Policy

**Terms and Conditions:** Before submitting an application, applicants should review all of 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, and the Department of State Standard Terms and Conditions which are available at <https://www.state.gov/m/a/ope/index.htm>.

Applicable Embassy and/or program logos must be displayed on any items or at any events produced as a result of sponsored projects.

1. Reporting

**Reporting Requirement:**

* Grantees must supply the Embassy Point of Contact (POC), usually the Grants Officer Representative, with quarterly progress and financial status reports, according to the format specified by POC, in English, and using required U.S. government forms as outlined by POC.
* Grantees are required to submit final program progress and financial reports at the conclusion of the project time period. Final programmatic and financial reports are due 90 days after the close of the project period*.*
* Any unused portion of grant funds shall be reported by the Grantee in their final financial status report to the POC and repaid to the Embassy.

**G. Contact Information**

For more information, please contact the U.S. Embassy grants team at [diligrants@state.gov](mailto:diligrants@state.gov) or by phone at +670 332-4684.

You can also visit Embassy’s Website and Facebook at: <http://timor-leste.usembassy.gov>

<http://www.facebook.com/USEmbassyDili>

**H. Other Information**

**Guidelines for Budget Justification**

* Personnel and Fringe Benefits: See Section 4 for funding restrictions.
* Travel: Estimate the cost of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries.
* 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 (See Section 4 for the restriction cost on the purchase of the equipment).
* 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. 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.