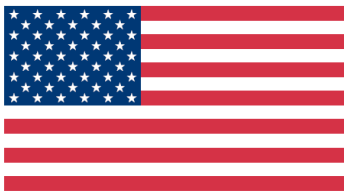


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Embassy of the United States of America

Funding Opportunity Title: U.S. Embassy Guatemala
PAS Annual Program Statement
Funding Opportunity Number: PAS-GUA-FY20-01
Deadline for Applications: Last day of each month, December 2019 - August 2020
CFDA Number: 19.040 – Public Diplomacy Programs
Maximum for Each Award: \$30,000.00
This notice is subject to availability of funding

A. PROGRAM DESCRIPTION

The U.S. Embassy Guatemala, Public Affairs Section (PAS) of the U.S. Department of State 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: PAS Guatemala invites proposals for programs that **strengthen cultural, educational, professional and scientific ties between the U.S. and Guatemala** through cultural, educational and exchange programming that highlights shared values and promotes bilateral cooperation. All programs must include an American cultural or educational 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 projects that could receive funding through the PAS Small Grants Program include, but are not limited to:

- Academic and professional lectures, seminars, workshops and speaker programs;
- Artistic and cultural workshops, joint performances and exhibitions;
- Cultural heritage conservation and preservation programs;
- Professional and academic exchanges and programs;

All proposed activities must take place in Guatemala and must support at least one of the following Embassy Goals:

- Reduce irregular migration to the United States
- Expand good governance
- Improve citizen prosperity
- Increase citizen security
- Improve export and investment opportunities for U.S. firms

Activities that address one of the following specific themes are specifically of interest, however other themes which support the goals listed above will also receive consideration:

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- Promote citizen participation in a democracy
- Combat corruption and impunity
- Promote entrepreneurship, innovation, and STEM
- Promote gender equity
- Promote social inclusion of marginalized populations
- Increase educational linkages with institutions in the United States

The following types of programs are not eligible for funding:

- Activities that do not contain a distinctly U.S. policy connection
- Programs relating to partisan political activity
- Charitable or development activities
- 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
- Individual scholarships
- Personal development
- Social travel/visits
- Gifts or prizes
- Venture capital, for-profit endeavors
- Programs that duplicate existing programs
- NOTE: if you are seeking funding for an individual travel grant (one individual person seeking funds for travel, use the simplified [Application for Funding for Travel](#) , rather than this process)

Requests for funding amounts between \$3,000 and \$30,000 will be considered in an open application process. Cost sharing, whether in-kind or direct program support, is encouraged and will be viewed favorably during the grant review process.

Applications should ideally be submitted at least 6-8 months before the planned start of a project. Applications submitted less than 3 months before the planned start date of a project present significant challenges for processing and may not be approved.

The statutory authorities for awards made under this announcement are limited to Fulbright-Hayes and Smith-Mundt.

B. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Public Affairs Section encourages applications from U.S. and Guatemalan

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

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

2. Cost sharing, whether in-kind or direct program support, is encouraged and will be viewed favorably during the grant review process.

Cost sharing is not required but is welcome.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, as well as a valid registration on www.SAM.gov. Please see Section C.2 for information on how to obtain these registrations. Individuals are not required to have a DUNS number or be registered in SAM.gov.

Organizations must have a commitment to equal opportunity employment practices and to non-discrimination practices with regard to beneficiaries and program participants, without regard to race, religion, ethnicity, gender, sexual orientation, or political affiliation.

C. 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.

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets must show costs in U.S. dollars and quetzales (using required template)
- 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.

1. Mandatory application forms

- [PAS Guatemala Small Grant Proposal Template](#)
- [PAS Guatemala Small Grant Budget Template](#)
- **For organizations:** [SF-424](#) (*Application for Federal Assistance – organizations*)
See [Instructions](#) here
or

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- **For individuals:** [SF-424-I](#) (*Application for Federal Assistance --individuals*)
See [Instructions](#) here

Proposal (10 pages maximum): Use the PAS Guatemala Small Grant Proposal Template, which includes all the items below. The proposal should contain enough information for the grant evaluation committee to understand exactly what the applicant wants to do.

- **Proposal 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 and should be in SMART format (Specific, Measurable, Achievable, Realistic and Time Specific). The “objectives” refer to the intermediate accomplishments on the way to the goals.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** Describe how the program is expected to solve the stated problem and achieve the goals.
- **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 time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner and according to budget? How will the program be evaluated to make sure it is meeting the goals and objectives outlined above? How will results (outputs and outcomes) be measured?
- **Future Funding or Sustainability:** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

Budget Justification Narrative: On the second tab of the Budget Template Excel document, describe each of the budget expenses in detail and any cost share.

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.

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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. Please note that any international travel between the U.S. and the host country must be done in a U.S. Flag carrier.

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. Organizations that have never had a Negotiated Indirect Cost Rate (NICRA) may request indirect costs of up to 10% of the modified total direct costs as defined in 2 CFR 200.68. If your organization has a NICRA and includes NICRA charges in the budget, attach a copy of your latest NICRA.

“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.

2. Required Registrations:

All organizations applying for grants (**except individuals**) must obtain these registrations before submitting the proposal for funding. All are free of charge.

- NCAGE/CAGE code
- Unique Identifier Number from Dun & Bradstreet (DUNS number)
- www.SAM.gov registration

Download the quick guide:

- [For non-U.S. organizations](#) -- [Quick guide en Español](#)
- [For U.S. organizations](#)

Step 1: Apply for NCAGE. Application page here

<https://eportal.nspa.nato.int/AC135Public/CageTool/request-new-cage>

Step 2: Apply for a DUNS number:

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

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one by calling 1-866-705-5711 or visiting
<http://fedgov.dnb.com/webform/index.jsp>

Step 3: After receiving the DUNS Code, proceed to register in SAM by logging onto:
<https://www.sam.gov>

These databases interface with each other, so the information in your NCAGE **must match exactly** with what you put in your DUNS application, and the same with SAM. It is advisable to print a screen shot of the NCAGE information that is entered so that the information may be entered exactly the same way in DUNS.

SAM registration must be renewed annually.

3. Submission Dates and Times

The Public Affairs Section will accept proposals throughout the year and will review proposals the first week of each month. Responses will usually go out by the 15th of each month. Organizations whose applications will not be funded will also be notified via email.

4. Funding Restrictions

Award funds cannot be used for construction, vehicle purchases, property rental, or alcoholic beverages.

5. Other Submission Requirements

All application materials must be submitted by email to GTM-PASGrants@state.gov. Materials submitted by cloud sharing service, portable hard drive, disc, or other shared media will not be reviewed.

D. APPLICATION REVIEW INFORMATION AND SELECTION PROCESS

1. Criteria

Each application will be evaluated and rated on the basis of the criteria outlined below. The criteria listed and are considered as a whole in judging the overall quality of an application.

Embassy priorities: Applicant has clearly described and justified how stated goals are support U.S. Embassy Guatemala's goals and reach target audiences, including ethnic, gender, and geographic diversity. (20%)

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. (20%)

Goals and objectives: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results. (20%)

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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. (15%)

Organizational capacity and record on previous grants: The organization has expertise in the stated field and demonstrates the capacity to implement the proposed program and manage funds according to U.S. Government regulations. This includes a financial management system and a bank account. Performance with past grants is considered here. (10%)

Monitoring and evaluation plan: Applicant demonstrates ability to 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. (10%)

Sustainability: Program activities will continue to have positive impact after the end of the program. (5%)

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications. PAS reserves the right to request modifications or adjustments to proposed activities and budget based on Embassy goals and other relevant factors.

E. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant, fixed amount 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 Annual Program Statement (Notice of Funding Opportunity) 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 via electronic transfer to a bank account in at least two installments, as needed to carry out the program activities.

1. Administrative and National Policy Requirements

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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: the [Department of State Standard Terms and Conditions](#), [2 CFR 200](#), [2 CFR 600](#), and Certifications and Assurances. Note the U.S Flag branding and marking requirements and the Fly America Act travel requirements in the Standard Terms and Conditions.

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.

F. FEDERAL AWARDING AGENCY CONTACTS

For questions regarding the grant application process, please contact PAS at: GTM-PASGrants@state.gov

Note: We do not provide any pre-consultation for application-related questions that are addressed in this Annual Program Statement. 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.