NOTICE OF FUNDING OPPORTUNITY:
Monday, September 18, 2017

Funding Opportunity Title: America on the Move Programming
Announcement Type: Grant
Funding Opportunity Number: To be announced
Funding Amount: $5,000
Deadline for Applications: Open until 5pm on Tue

The Public Affairs Office requests proposals from organizations or individuals to host and instruct a series of free educational and/or cultural sessions for the public in support of the mandates of post Gaborone’s mobile information center, America on the Move which include:

- Provide accurate, compelling, timely, and audience-appropriate information about the United States – its history, culture and values.
- Facilitate English language learning through access to English language speakers, resources, computers and the Internet.
- Promote U.S. higher education through EducationUSA advising by providing international students with accurate, comprehensive, and current guidance on applying to U.S. colleges and universities.
- Foster people-to-people connection, increase understanding, and build respect with host-country audiences through cultural programs.
- Support continued engagement with U.S. government alumni, connecting them to local audiences through alumni programs where credible, local voices can share firsthand information about the United States and American values.

Program Description

America on the Move is a pop-up center that shares American culture and values with the Botswana public through various activities and programs. It utilizes a mix of technology and person-to-person programming to increase avenues of community engagement, education and empowerment throughout Botswana. U.S. Embassy seeks a programming partner to present programs based upon the identified goals and in line with the priority areas of health, governance, economic development, education and security.
The role of the grantee will be the following:

- Organize logistics, present information and host a series of at least (24) events or educational/cultural sessions, each focused on at least one of the priority areas listed above. Additionally:
  - Admittance to the events must be free of charge.
  - Events should be tailored to the information needs of an audience while supporting the priority areas of engagement.
  - Events should be conducted in English and should include reference to and information about the priority areas of engagement.
- The award amount is inclusive of venue, travel, speaker, media, refreshment or any other fees. No funding above or beyond the $5,000 award ceiling will be considered.

Federal Award Information
The type of assistance instrument will be a grant that may be awarded if applications are successful. The Public Affairs Office will only contact those who are selected for funding. The total amount of funding is $5,000 and the anticipated number of awards is one, contingent upon availability. The award duration is one year.

Guidelines and Eligibility Information
- Businesses and government entities do not qualify. Applicants must be individuals or registered NGOs.
- Recipients can demonstrate their commitment by either contributing to the project financially, or providing labor or supplies to carry out the project. Cost-sharing is not required but encouraged.

Application and Submission Information

Content and Form of Application Submission
To be considered for funding, applicants must submit the following documents:

- Application Narrative, which should include, at minimum:
  - Project description (goals, implementation plan and timeline, activities)
  - Projected results and anticipated beneficiaries
  - Details and capacity to manage and led the project
  - Please note this narrative should not be longer than five pages total.
- Application Budget, including any cost sharing, in USD
- Application for Federal Assistance (SF-424). This form can be found on-line at: [http://www.whitehouse.gov/omb/grants/forms.html](http://www.whitehouse.gov/omb/grants/forms.html)
Submission Dates and Times - Proposals are accepted until 5pm on Tuesday, September 26, 2017

Funding Restrictions - Requests must be no more than $3,000.

Other Submission Requirements - Proposals should be submitted by email to publicaffairsgaborone@state.gov. Applications are accepted in English only. Final grant agreements will be concluded in English.

Application Review Information
Each application submitted under this notice will be evaluated and rated on the basis of the criteria outlined below. The criteria listed are designed to assess the quality of the proposed project and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application.

Criteria
- **Organizational Capacity**: The individual has expertise in the stated project field and Public Affairs is confident of its technical capacity to undertake the project. 30%
- **Description and Results**: The project is well planned, and has clearly identified and reasonable results that benefit a significant number of people and can be attained successfully within the grant duration. 50%
- **Coherence**: The application is complete, coherent, clear, and detailed. 20%

Review and Selection Process
Proposals will be reviewed in September 2017 by a committee comprised of U.S. Embassy employees and a decision will be rendered soon afterwards. Preparation for *America on the Move* programming will commence immediately after selection.

Federal Award Administration Information

*Award Notice*: The grant award shall be written, signed, awarded, and administered by the Grants Officer. 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. The assistance award agreement is the authorizing document and it will be provided to the recipient.

*Administrative and National Policy Requirement*: If a proposal is selected for funding, the 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 Department of State. Grants are subject to terms and conditions.

Reporting Requirements: Awards issued under this announcement will require program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement as well. Final programmatic and financial reports are due 90 days (unless otherwise specified) after the close of the project.

Federal Awarding Agency Contact
Proposals should be submitted by email to publicaffairsgaborone@state.gov. Applications are accepted in English only. Final grant agreements will be concluded in English.