

**U.S. DEPARTMENT OF STATE**  
**U.S. Mission to France**  
**Notice of Funding Opportunity**

<u>Funding Opportunity Title:</u>	<b>Alumni Small Grants Competition - France 2023</b>
<u>Funding Opportunity Number:</u>	<b>PDS-France-FY2023-02</b>
<u>Deadline for Applications:</u>	<b>April 2, 2023, 23:59 CET</b>
<u>Assistance Listing Number:</u>	<b>19.040 – Public Diplomacy Programs</b>
<u>Total Amount Available:</u>	<b>Up to \$15,000, subject to availability of funding</b>

The U.S. Mission to France announces the *Alumni Small Grants Competition - France 2023*, which supports U.S. government-funded exchange and training program alumni in implementing best practices and experiences gained during their program. Exchange alumni interested in participating in the *Alumni Small Grants Competition - France 2023* should submit proposals to [GrantsFrance@state.gov](mailto:GrantsFrance@state.gov) mail address by April 2, 2023, 23:59 local (French) time.

**A. PROGRAM DESCRIPTION**

The *Alumni Small Grants Competition – France 2023* provides alumni of U.S. government- sponsored and facilitated exchange and training programs with funding to expand on skills gained during their exchange experience to design and implement innovative solutions to global challenges facing their community.

The U.S. Mission to France will accept public service projects proposed and managed by alumni that support U.S.-France leadership on global challenges:

- Environment, Climate Change
- Diversity and Inclusion
- Women and girls' empowerment
- Media literacy and countering disinformation
- Cooperation in sciences, technology, health and innovation
- Economic development, Entrepreneurship
- Shared security, Countering violent extremism

This competition also aims to maintain contacts with alumni and to encourage networking among alumni. Projects must have a Franco-American component.

Grants should be used to carry out specific, concrete projects with measurable and realistic results. Project proposals should describe specific objectives, outcomes, and intended audiences, and should include a starting and ending date of the project that do not exceed twelve months.

Applicants are encouraged to develop partnerships with relevant stakeholders, including the public and/or private sector as well as local organizations, where applicable.

Examples of projects include, but are not limited to: academic and professional lectures, seminars, speaker programs, game jams, hackathons, workshops, educational and training programs on media and digital education and literacy, diversity and inclusion, women and girls' empowerment, innovative programs that raise climate awareness by focusing on the green economy and eco-friendly entrepreneurial initiatives, featuring a U.S. expert...

**Priority Region:** France

**Participants and Audiences:** Please be specific when mentioning the target audience(s) of your proposed project, including demographic information and the approximate number of beneficiaries to be directly and indirectly impacted by project activities.

## **B. FEDERAL AWARD INFORMATION**

Number of awards anticipated:	Up to 3 awards between \$2,000.00 and \$5,000.00
Total available funding:	Up to \$15,000
Type of Funding:	FY2023 Smith-Mundt Public Diplomacy Funding
Expected final decision date:	June 2023
Anticipated program start date:	Between July and September 2023
Length of performance period:	Proposed programs should be completed in 6 to 12 months timeframe or less.

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

**Funding Instrument Type:** Grant, fixed amount award, or cooperative agreement. Cooperative agreements are different from grants in that U.S. Embassy staff are more actively involved in the project implementation. Cooperative agreements will be used only for awards to organizations in case the proposed project involves substantial U.S. Embassy involvement. "Substantial involvement" means that, after the award is approved for funding, U.S. Embassy staff will assist, guide, coordinate, or participate in project activities in a partnership role. The U.S. Embassy will not assume direction, primary responsibility, or a dominant role in project activities. These reside with the recipient for the project as a whole.

## **C. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants:**

Applicants must:

- Be citizens or residents of France,
- Be alumni of a U.S. government-sponsored exchange and training program, such as:
  - Fulbright Exchange Programs
  - International Visitors Leadership Program (IVLP) and IVLP-on-demand
  - Benjamin Franklin Transatlantic Fellowship Initiative
  - Summer Institutes for European Student Leaders
  - Youth Ambassadors for Community Service/ Jeunes ambassadeurs de l'engagement associatif
  - Start US Up /Programme d'initiation à l'entrepreneuriat
  - Women2Women
  - NATO Tours
  - International Writing Program in Iowa
- Have the leading role(s) in the project.

Alumni teams may be comprised of alumni from different exchange programs.

Applications must be submitted by exchange alumni.

A not-for-profit, non-governmental organization, think tank, or academic institution must serve as partner for implementing project activities (see C.3).

***American and third-country organizations and individuals are not eligible to apply.***

## 2. Cost Sharing:

Cost sharing is encouraged but not required.

## 3. Other Eligibility Requirements:

The grant will be processed with an organization that is a partner in the project. Eligibility is limited to: French registered not-for-profit organizations - including think tanks, foundations and civil society/non-governmental organizations; non-profit educational institutions.

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via [www.SAM.gov](http://www.SAM.gov) as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D.3 for more information. Individuals are not required to have a UEI 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, without regard to race, religion, ethnicity, gender, sexual orientation, or political affiliation.

*Applicants are only allowed to submit one ASGC proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.*

## D. APPLICATION AND SUBMISSION INFORMATION

### 1. Address to Request Application Package:

Application forms required below are available on the U.S. Embassy France website or at <https://www.grants.gov/web/grants/forms.html>.

### 2. Content and Form of Application Submission:

Applications and budgets must be submitted using the official *Alumni Small Grant Competition France 2023* proposal and budget forms.

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;
- The proposal addresses all questions in the *Alumni Small Grant Competition France 2023* proposal form;
- All documents are in English;
- The budget is in U.S. dollars and is submitted using the designated Alumni Small Grant Competition France 2023 budget form;
- All pages are numbered.

### **The following documents are required:**

#### a) Mandatory application forms:

Application forms required below are available on the U.S. Embassy France website and on <https://www.grants.gov/web/grants/forms.html>).

**SF-424** (Application for Federal Assistance – organizations)

**SF-424A** (Budget Information for Non-Construction programs)

**SF-424B** (Assurances for Non-Construction programs) for organizations not fully registered in SAM.gov

**b) Proposal (ASGC 2023 Proposal Form):** The proposal should contain enough information that anyone not familiar with it would understand exactly what the alumni team wants to do.

**Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.

**Project Team Information:** There must be at least one exchange alumnus/a for a project to be considered for funding. Along with the name and contact information, describe the role each team member will have in the project and their experience, qualifications, and ability to carry out that role. Indicate what proportion of their time will be used in support of the project.

**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. How will the project impact the community and what changes (in people, institutions, attitudes, or practices) will you see? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.

**Local Project Partners:** List partners who will support your project. Please note if you have an existing relationship with your partner organization(s) or individual(s) and describe their role in the project. If you do not have an existing relationship, explain how you anticipate establishing a partnership with the organization(s).

**Project Methods, Design, and Timeline:** A description of how the project is expected to work to solve the stated problem and achieve the goal. This should include description of your direct and indirect beneficiaries. The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events. Please include a description of how the project could be adapted to a virtual/hybrid activity if needed.

**Project Monitoring and Evaluation Plan:** The Monitoring and Evaluation component of the proposal will outline in detail how the proposal’s activities will advance the program’s goals and objectives (listed above). A strong proposal will include:

- Any outcomes the grantee expects to occur because of their program. Outcomes could include: change in knowledge, awareness, and attitudes; improved quality of services; increased capacity at a school, group; etc. Proposals should also include how the grantee will know those outcomes are occurring (surveys, interviews, observations, etc.)
- For example: If the program expects that a teacher-training program will improve the skills of a teacher, a proposal may explain the skills the teacher would gain and plan to perform a survey before the program and a survey following the program that would show a change in understanding due to the program.
- A plan to include the grantee’s reflection of how their program contributed to the program’s goals. As applicable, a strong final report would include success stories, behaviors changed, lessons learned, and results obtained.

**Sustainability:** Explain how you plan to continue the program beyond the grant period, or the availability of other resources, if applicable.

**Communication Plan:** Explain how you will promote your project. Include social media, websites, print news, or other forms of media you intend to use to share information about your project to beneficiaries and the public. Communications should include U.S. Mission to France branding. These include 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.

**c) Budget Justification Narrative:** Applicants must submit form SF424A, as well as a detailed budget and budget narrative justification utilizing the template provided (**ASGC 2023 Budget Form**). Line-item expenditures should be listed in the greatest possible detail. Budgets shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars. See section H. Other Information: Guidelines for Budget Submissions below for further information.

**Budget Restrictions:** The Alumni Small Grants Competition – France 2023 does not support the following activities or costs, and the selection committee will deem applications involving any of these activities or costs ineligible:

- Activities that take place in the United States and its territories
- Office space, and overhead/operational expenses
- Large items of durable equipment or construction programs
- Alcohol, excessive meals, refreshments, or entertainment
- Academic or scientific research
- Charitable or development activities
- Provision of direct social services to a population
- Individual scholarships
- Social travel/visits
- Gifts or prizes
- Duplication of existing programs
- Institutional development of an organization
- Venture capital, for-profit endeavors, or charging a fee for participation in project
- Support for specific religious activities
- Fund-raising campaigns
- Support or opposition of partisan political activity or lobbying for specific legislation

### **3. Unique Entity Identifier and System for Award Management (SAM.gov):**

#### Required Registrations:

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

- [www.SAM.gov](http://www.SAM.gov) registration which will generate a UEI
- NCAGE/CAGE code

Any applicant with an exclusion in the System for Award Management (SAM) 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.”

The Unique Entity Identifier (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. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

Starting April 2022, the UEI will be assigned when an organization registers or renews its registration in SAM.gov at [www.SAM.gov](http://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/>. As a reminder, organizations need to renew its sam.gov registration annually.

US-based organizations: A CAGE code will be automatically assigned when the U.S. organizations registers in [www.sam.gov](http://www.sam.gov). CAGE must be renewed every 5 years.

Site for CAGE: <https://cage.dla.mil/Home/UsageAgree>. Grantees may be asked for more information to finalized and must comply.

Foreign-based organizations: Must apply for a NCAGE code before registering in SAM.gov. Go to: <https://eportal.nspa.nato.int/AC135Public/CageTool/home> to apply for a NCAGE code. NCAGE codes must be renewed every 5 years.

It is in the organization's best interest to check if their CAGE/or NCAGE codes are active. Organizations are required to register/or renew their CAGE or NCAGE codes prior to registering or renewing [www.sam.gov](http://www.sam.gov). Both registration and renewals for both CAGE and NCAGE can take up to 10 days. Organization's legal address in NCAGE/CAGE must mirror [www.sam.gov](http://www.sam.gov).

[www.SAM.gov](http://www.SAM.gov) requires all entities to 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 registration in SAM.gov.

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number). Those entities can register for a UEI only at SAM.gov.

If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed ineligible. All organizations applying for grants (except individuals) must obtain these registrations, the latter are free of charge.

Note: As of April 2022, a DUNS number is no longer required.

#### **4. Submission Dates and Times**

Applications are due no later than April 2, 2023, 23:59 local time (France).

#### **5. Other Submission Requirements**

All application materials must be submitted by email to [GrantsFrance@state.gov](mailto:GrantsFrance@state.gov).

### **E: APPLICATION REVIEW INFORMATION**

#### **1. Evaluation Criteria**

Each application will be evaluated on the basis of the evaluation criteria outlined below.

Proposals will be evaluated according to the project's relevance to the Alumni Small Grants Competition goals; the extent to which the project has clearly formulated objectives, target groups, and expected outcomes; and the ability of the applicant to carry out the project aims.

**Relevance to Application Theme:** The proposal provides sufficient information on how the activities will support the theme(s) of the competition. Given the current health situation, projects that can be adapted to online or hybrid (virtual/in-person mix) formats will be given priority.

**Franco-American perspective:** The proposal demonstrates a Franco-American perspective.

**Purpose and Summary, Description, and Implementation Plan:** When developing the purpose, summary, description, and implementation plan, applicants should aim to make all descriptions

clear, concise, and compelling. Reviewers will judge the proposals based on the likelihood for the project to exert a sustained, powerful influence on the community where it is undertaken. Does the project address an important gap of understanding or need? If the aim of the project is achieved, how will existing knowledge or practice be improved? What audience do the applicants hope to reach with this project? How many will participate? How will they be selected?

**Degree of Alumni Involvement:** Projects must be led by at least one exchange alumnus/a. More than one alumnus/a may comprise the team. As the team leader(s), the alumni must be closely involved in project planning, implementation, etc. Applicants should ensure that the proposal includes the following information for each alumni team member: first name, last name, e-mail address, exchange program, country of citizenship, and roles and responsibilities.

**Participation and Support from Local Partners;** The proposal demonstrates buy-in and support from the community where the project will take place. Local partner involvement is a strong sign that there is community support and that the project will engage a broad array of experts, such as subject matter experts, community centers, academic institutions, businesses, local/national government, non-governmental organizations, etc.

**Communication, Media, and Outreach Plan:** The proposal should include a clear plan and timeline for how and when the team will share information about the project. It is important to ensure that the U.S. Mission to France gets recognition throughout the process, if circumstances permit.

**Evaluation and Impact of the Project:** Applicant demonstrates it is able to measure program success against key indicators and provides 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.

**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.

**Organizational Capacity and Record on Previous Grants:** The applicant and not-for-profit have expertise in its stated field and has the internal controls in place to manage federal funds.

## 2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

## 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.

## 2. Payment Method

Payments will be made in general in two segments. An initial segment will be authorized to initiate the project. The applicant must provide an interim report about the use of the first segment of funds before the second segment is released.

## 3. Administrative and National Policy Requirements

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:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with Promoting Free Speech and Religious Liberty (E.O. 13798) and Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

## 4. 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. All recipients must submit a formal report to the Grants Officer upon completion of the project. The report should discuss what was done, whether the project was successful from the applicant's perspective and how it might be improved in the future. Copies of video materials, CDs and other video and audio aids generated during the implementation of the project attesting to the success of the grant activities are welcome, and sometimes required indeed. An accounting of the use of the grant funds must also be included.



## **G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact [GrantsFrance@state.gov](mailto:GrantsFrance@state.gov).

The U.S. Embassy to France will be holding an online informative presentation for alumni to provide additional information and details about the 2023 Alumni Engagement Innovation Fund, on Tuesday, January 31, 2023, at 11.30 am. Please click [HERE](#) to register.