



**Department of State – Embassy of the United States, Port of Spain,  
Trinidad and Tobago, Notice of Funding Opportunity (NOFO)**

**Program Office:** Public Affairs Section, U.S. Embassy, Port of Spain  
**Funding Opportunity Title:** Public Affairs – Annual Program Statement  
**Announcement Type:** Grant or Cooperative Agreement  
**Funding Opportunity Number:** PASPOS-21-001  
**Deadline for Applications:** 15 September 2021  
**CFDA Number:** 19.040 - Public Diplomacy Programs  
**Total Amount Available:** \$200,000.00  
**Maximum for Each Award:** \$50,000

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

The source of funding is FY2021 Public Diplomacy Funding.

\*Note: Awards for larger amounts may be available with separate justification of the total amount requested. The U.S. Embassy, Port of Spain reserves the right to consider applications outside these funding limits.

**CONTACT INFORMATION**

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## CONTENTS

A. PROGRAM DESCRIPTION.....	3
Executive Summary.....	3
Purpose of Funding under this NOFO .....	3
B. FEDERAL AWARD INFORMATION .....	5
C. ELIGIBILITY INFORMATION.....	6
D. APPLICATION AND SUBMISSION INFORMATION.....	6
Technical Requirements.....	6
Required Registration .....	8
Submission Dates and Times .....	9
Funding Restrictions.....	9
Other Submission Requirements .....	10
E. APPLICATION REVIEW INFORMATION.....	10
F. FEDERAL AWARD ADMINISTRATION INFORMATION .....	11
Federal Award Notices .....	11
Administration and National Policy Requirements .....	12
Reporting .....	12
G. FEDERAL AWARDED AGENCY CONTACTS .....	12
H. OTHER INFORMATION.....	12
Guidelines for Budget Justification.....	13
Fly America Act Restrictions .....	13
Security .....	13



## A. PROGRAM DESCRIPTION

### Executive Summary

The Public Affairs Office in the Public Affairs Section of the U.S. Embassy Port of Spain of the U.S. Department of State (hereafter referred to as “PAS POS”) is pleased to announce an open competition for assistance awards through this Notice of Funding Opportunity (NOFO).

**The purpose of funding projects under this NOFO** is to further contributions to economic growth and the development of human and government capacity in Trinidad and Tobago, while developing people-to-people, institutional, and economic ties between the United States and Trinidad and Tobago. We also aim to increase understanding of and support for U.S.-Trinidad and Tobago relations and American values and policy among the Trinidadian and Tobagonian public. To this end, proposals should address the requirements as stated below:

### PAS POS’s Program Areas/Priorities in Trinidad and Tobago:

- Strengthen local institutions to build long-term, self-sustaining relationships and institutional linkages between U.S. and Trinidad and Tobago organizations, including capacity building support for organizations.
- Contribute to economic growth; improve human capacity by creating a better educated and more skillful workforce; and contribute to the development of government and civil society capacity in Trinidad and Tobago, particularly in areas outside of urban centers and other remote and/or disconnected areas while contributing to local and regional stability.
- Empower civil societies to strengthen diversity, rule of law, transparency, and rights for vulnerable and marginalized people, including members of the LGBTQI community, victims of gender-based violence, refugees and displaced persons, and persons with disabilities.
- Enhance community engagement through sharing positive messages and perspectives that enhance and amplify community-based efforts to address violent extremism.
- Demonstrate shared values, which builds respect and trust, and increases effective communication.
- Implement trauma-sensitive intervention programs with role models and educators to divert vulnerable youth away from gang and violent extremist influences.

More information about the Public Affairs Section can be found at: <https://tt.usembassy.gov/education-culture/>



## **Project Objectives**

Programming funded under this NOFO will help to strengthen ties between the United States and Trinidad and Tobago through programming that highlights shared values and promotes bilateral cooperation. **To that end, all programs must include an American 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.** Proposals must include a clear plan to measure and evaluate the impact of the program; proposals that fail to include a monitoring and evaluation plan will not be considered. Preference will be given to proposals that include target audiences outside the urban centers of Port of Spain or that involve a grantee providing multiple sub-grantee projects to organizations submitting proposals in accordance with embassy priorities and regulations.

## **Participants and Audiences:**

In deciding which projects to support, the Embassy will consider the full range and diversity of Trinidadian, Tobagonian, and U.S. organizations. The Public Affairs Section will also seek to target geographically and demographically diverse audiences throughout both islands.

The Embassy welcomes both new grantees and American, Trinidadian, and Tobagonian individuals and institutions with a proven track record of executing superior cultural and educational events and programs. Preference will be given to proposals that demonstrate the long-term sustainability of the project and that include some form of cost-sharing with the partner institution(s) and private-sector engagement that will allow the programs to become sustainable in future iterations. Preference will also be given to proposals where multiple organizations are collaborating on projects under a single grantee. Strong proposals will include impact assessment, in addition to results/evaluation, at the conclusion of the grant period.

## **All proposals should:**

- Describe involvement of American participants, expert/s, organization/s, or institution/s.
- Explain how programs and activities will be monitored and evaluated, including developing performance indicators. Indicators should include baselines, targets, descriptions of data collection instruments, such as surveys of participants, and information on when results will be reported to the Public Affairs Section. Monitoring should be conducted at various points throughout the life of the program and after its completion to allow for course correction and measuring long-term impact.
- Enumerate specific outputs and outcomes to be achieved by the end of the grant period.
- Address how the project will contribute to one or more of the project objectives listed above.
- Clearly specify the audiences to be reached and the geographic locations of program activities. Programs proposed in multiple locations should explain how that will be accomplished. Grantee must demonstrate capacity to implement activities in locations and with audiences proposed.
- Describe how elements of the project will have a multiplier effect or be sustainable beyond the life of the grant.



- Include a traditional and/or social media plan for marketing or advertising program activities and outcomes.
- Demonstrate competency to manage all financial and oversight aspects of the project, including participant costs and transparent arrangements of sub-grant relationships with partner organizations, if applicable.

The Public Affairs Section **will not support** the following activities or expenses under this funding opportunity:

- For-profit trade activities
- Commercial projects
- Scientific research
- Projects whose primary aim is the institutional development of the organization
- The purchase of space or buildings in support of program activities
- Development projects
- Construction projects
- Individual travel to conferences
- Scholarships to support educational opportunities or study for individuals\*
- Completion of activities begun with other funds
- Fundraising or fund development projects
- Projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns
- Political party or lobbying activities in support of political parties
- Projects that support specific religious activities
- Cash prizes for competitions

## **B. FEDERAL AWARD INFORMATION**

**Length of performance period:** up to 12 months

**Number of awards anticipated:** 15 awards (dependent on amounts)

**Award amounts:** awards may range from a minimum of \$15,000 to a maximum of \$50,000

**Total available funding:** \$200,000

**Type of Funding:** Fiscal Year 2021 Public Diplomacy Funding

**Anticipated program start date:** November 01, 2020

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

**Funding Instrument Type:** Grant or Fixed Amount Award. Cooperative agreements are different from grants in that PAS staff are more actively involved in the grant implementation.

**Program Performance Period:** Proposed programs should be completed in 12 months or less. PAS will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.



## C. ELIGIBILITY INFORMATION

### 1. Eligible Applicants

Proposals from non-profits and/or NGOs, academic institutions, and social enterprises with offices headquartered in Trinidad and Tobago will be given preference. Please note that we will also accept applications from U.S.-based institutions, but they must show that they have already obtained on-the-ground support from a local organization.

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

### 2. Cost Sharing or Matching

Cost sharing is not required.

### 3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (DUNS) number from Dun & Bradstreet, NCAGE (CAGE – U.S. organizations) and have a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D for information on how to obtain these registrations.

**It is the applicant's responsibility to ensure they are in compliance with all applicable terms, conditions, and Office of Management and Budget guidance and requirements.**

Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk if selected for funding.

## D. APPLICATION AND SUBMISSION

Please view this guide to grants prior to applying for a grant with the U.S. Embassy:

<https://www.youtube.com/watch?v=R5LWjnVbOZs&t=4264s>

### Technical Requirements

1. Sample application forms are available below. Additional information may be sought at [posgrants@state.gov](mailto:posgrants@state.gov)
2. 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
- Applications must be submitted in English. Approved grants are required to submit all required documents 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** <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>
  - **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*)
2. **Summary Coversheet:** Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.
3. **Proposal (5 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 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 Trinidad and Tobago 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 time-frame 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? Evaluation plan. Applicants should develop a concise evaluation plan within the M&E Plan that includes an examination of the long-term impact of the project. The evaluation plan should demonstrate the applicant's willingness and ability to coordinate with an external evaluation of the program, if the Public Affairs Section commissions one. This section of the M&E Plan should also describe any plans by the applicant to conduct an internal evaluation of the project.

Applicants must submit a Monitoring and Evaluation (M&E) Plan - A guide can be found at:

<https://tt.usembassy.gov/wp-content/uploads/sites/114/2016/08/MandEplanguidelines.pdf>

Expenses directly associated with M&E are considered allowable.

- **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 describing the roles and responsibilities of each partner, if appropriate
  - Official permission letters, if required for program activities
  - Risk Assessment: A risk assessment form must also be attached with your proposal. It can be found at:  
<https://tt.usembassy.gov/wp-content/uploads/sites/114/Grantriskassessment2019.pdf>
  - Unique Entity Identifier and System for Award Management (SAM.gov)

### Required Registrations:

All organizations applying for grants (except individuals) must obtain these registrations. Helpful links for International Registrations below:

<https://www.sam.gov/SAM/pages/public/help/samInternationalUserGuide.jsf>

<https://www.youtube.com/watch?v=eWS2shtXwxk>

All are free of charge:

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

**Step 1:** 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 one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform/index.jsp> For technical difficulties, contact [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com) .

**Step 2:** NCAGE application: Application page here  
<https://eportal.nspa.nato.int/AC135Public/CageTool/home>

Instructions for the NCAGE application process:  
[https://www.youtube.com/watch?time\\_continue=12&v=FWZByOu8K9o](https://www.youtube.com/watch?time_continue=12&v=FWZByOu8K9o)  
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

Email [NCAGE@dliis.dla.mil](mailto:NCAGE@dliis.dla.mil) for any problems in getting an NCAGE code. After receiving the NCAGE Code, proceed to register in SAM.

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

For FREE help with your SAM entity registration, contact the Federal Service Desk (FSD) at <https://www.fsd.gov/>

Once DUNS, NCAGE and SAM registration are confirmed, email [posgrants@state.gov](mailto:posgrants@state.gov) to inform PAS POS. Organizations must maintain an active SAM registration ([www.SAM.gov](http://www.SAM.gov)) with current information at all times during which they have an active Federal award or an application under consideration by a Federal awarding agency. SAM registration must be renewed annually.

### **Submission Dates and Times**

The Public Affairs Section will accept proposals throughout the year and will review proposals according to the following schedule:

- Proposals received between October 10, 2020 and December 30, 2020 will be reviewed by January 30, 2021, with responses going out by February 22, 2021.
- Proposals received between January 1 and March 31 will be reviewed by April 30, with responses going out by May 24, 2021.
- Proposals received April 1 – June 30, will be reviewed by July 30 with responses going out by August 13, 2021.
- Proposals received after July 01, 2021 will be reviewed on a rolling basis as funding permits.

If your grant requires funding outside of the above schedule, please indicate your timeline in the body of the email you send with your application materials.

The U.S. Embassy, Port of Spain reserves the right to consider applications outside these submission limits.

### **Funding Restrictions**

No awards may be used for construction, generator or vehicle purchases.



## Other Submission Requirements

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

## E. APPLICATION REVIEW INFORMATION

### 1. Criteria

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

**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 Port of Spain'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 is able 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.

**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. This includes a financial management system and a bank account.

**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.

### 3. FAPIIS

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of



performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

## **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.



Organizations whose applications will not be funded will also be notified via email.

## 2. Administrative and National Policy Requirements

**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:

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/m/a/ope/index.htm>.

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 AWARDING AGENCY CONTACTS

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

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.

**Fly America Act Restrictions:** All Federal Government-financed international air transportation must be accomplished by U.S. Flag air carriers or U.S. code sharing to the extent that service by those carriers is available. For information on other "open skies" agreements in which the United States has entered, please refer to GSA's website at <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>

**Security:** The safety and security of all participants and activities under this project are the sole responsibility of the award recipient. We also require award recipients to notify the Public Affairs Section in advance when U.S. citizens are traveling to Trinidad and Tobago.

U.S. citizens who travel to Trinidad and Tobago are encouraged to enroll in the Department of State's Smart Traveler Enrollment Program (STEP) available at: <https://step.state.gov/step/>. Enrollment enables citizens to receive security-related messages from the Embassy and makes it easier for us to locate you in an emergency. The Embassy also recommends that all travelers review the State Department's travel website at [travel.state.gov](http://travel.state.gov) for the Worldwide Caution, Travel Warnings, Travel Alerts, and Trinidad and Tobago Country Specific Information.