

**U.S. DEPARTMENT OF STATE**  
***U.S. CONSULATE LAGOS, PUBLIC DIPLOMACY SECTION***  
***Notice of Funding Opportunity (NOFO)***

**Funding Opportunity Title:** U.S. Consulate Lagos Public Diplomacy Section (PDS)

**Funding Opportunity Number:** DOS- PAS-NOFO-FY23-01

**Deadline for Applications:** May 5, 2023

**Assistance Listing Number:** 19.040 – Smith Mundt

**Minimum Funding per Award:** \$5,000

**Maximum Funding per Award:** \$40,000

**Total Amount Available:** \$350,000

**A. PROGRAM DESCRIPTION**

The U.S. Consulate General Lagos, Public Diplomacy Section (PDS) of the U.S. Department of State announces an open competition for non-governmental organizations (NGO) that is registered, or individuals based in, the following states: Lagos, Ogun, Oyo, Osun, Ekiti, Ondo, Edo, Delta, Bayelsa, Rivers, Akwa Ibom, Anambra, Enugu, Imo, Abia, Ebonyi, and Cross River to submit applications to carry out a program to applying for funding to propose projects to address issues under one of the six priority theme areas listed below. Please follow all instructions below.

All programs must include an American cultural 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 should include whether any training, meetings, workshops, and/or seminars would be conducted at an American corner or Window on America when possible. American Corners or Windows on America are in Lagos (Lekki, Victoria Island, and Ikeja), Ibadan, Calabar, Port Harcourt, Abeokuta, Awka, Enugu, Osogbo, Uyo, and Benin City.

Priorities will be given to programs that encourage collaboration with U.S. Government exchange alumni.

This notice outlines PDS' funding priorities and the procedures for submitting applications for funding. Implementation of this program remains subject to the approval and availability of U.S. government fiscal year 2023 (FY 2023) funds. Please carefully read through and follow all instructions below.

**Priority Region:** The states of Abia, Akwa Ibom, Anambra, Bayelsa, Cross River, Delta, Ebonyi, Edo, Ekiti, Enugu, Imo, Lagos, Ogun, Ondo, Osun, Oyo, and Rivers.

### **Priority Program Areas:**

1. Promote U.S./Nigeria creative industries collaboration
2. Increase media professionalism and promote press freedom and independence
3. Advance equality through inclusion
4. Democracy and Good governance
5. Entrepreneurship
6. Promote STEM education

### **Participants and Audiences:**

#### **The following types of programs are not/not eligible for funding:**

- 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; or
- Programs that duplicate existing programs

## **B. FEDERAL AWARD INFORMATION**

**Length of performance period:** One year

**Award amounts:** Awards may range from a minimum of \$5,000 to a maximum of \$40,000.

**Type of Funding:** FY23 Smith Mundt Public Diplomacy Funds

**Total available funding:** \$350,000

**Anticipated program start date:** June 2023

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

**Funding Instrument Type:** Grant, fixed amount award (FAA), or cooperative agreement. Cooperative agreements and some FAAs are different from grants in that bureau/embassy staff are more actively involved in the grant implementation (“Substantial Involvement”). *(Note: If a Cooperative Agreement is used, PDS Lagos, represented by an authorized Grants Officer, will provide specified funding under this Cooperative agreement, and in conjunction with the Grant Officer Representative monitor the execution to adhere to U.S. law and regulations applicable to Public Diplomacy awards.)*

**Program Performance Period:** Grant projects generally must be completed in one year or less. PAS will entertain applications for continuation grants funded under these awards beyond the initial budget period on a noncompetitive 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. A project's sustainability beyond the funding period is a key criterion in evaluating applications.

Applicants must carefully draft their budgets for the full duration of the proposed project and commensurate with their project goals. Budget submissions should include a narrative to explain specific line items in the budget as needed.

### **C. ELIGIBILITY INFORMATION**

#### 1. Eligible Applicants

The following organizations are eligible to apply:

- *Not-for-profit organizations & individuals, including think tanks and civil society/non-governmental organizations.*
- *Public and private educational institutions*

#### 2. Cost Sharing or Matching

*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 (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.

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.

## D. APPLICATION AND SUBMISSION INFORMATION

Applicants must submit a full project description, including a detailed narrative that outlines the plan of action, describes the scope of the proposed work, and a timeframe including key benchmarks within which the work will be accomplished.

The narrative must be accompanied by a detailed budget that clearly indicates all program costs.

### Content and Form of Application Submission

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
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered, and
- All Microsoft Word documents are single-spaced, 12-point Calibri font, with a minimum of 1-inch margins.
- Proposals should not be more than six (6) pages.

The following documents are **required**:

#### 1. Mandatory application forms

- **SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals)**
- **SF-424A (Budget Information for Non-Construction programs)**
- **SF-424B (Assurances for Non-Construction programs) (note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov)**

**2. Summary Page:** Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

**3. Proposal (six 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. The “objectives” refer to the intermediate accomplishments on the way to the goals. What aspect of the relationship between the U.S. and Nigeria will be improved? 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 and Timeline:** 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?
- **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 file 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

**6. Required Registrations:**

Unique Entity Identifier and System for Award Management (SAM.gov) (*NOTE: This section is required and not optional, except for NOFOs targeting applications from individuals instead of organizations*)

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov. A 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.

***Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.***

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before an award is processed and/or directed to a sub-grantee.

***Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.***

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI number prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov.
- **Please note that as of November 2022 and February 2022 respectively, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code or CAGE code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove a CAGE or NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket (“incident”) with the Federal Service Desk (FSD) online at [www.fsd.gov](http://www.fsd.gov) using the following language: “I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

**Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:**

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

**Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:**

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

### **Exemptions**

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis if:

- An applicant's identity must be protected due to potential endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

## **7. Submission Dates and Times**

Applications may be submitted for consideration at any time before the closing date of May 5, 2023. No applications will be accepted after that date.

Proposals should be submitted online to the following email address: [LagosPASGrants@state.gov](mailto:LagosPASGrants@state.gov).

Applications and all supporting documents are accepted in English only.

While budget figures may be calculated in naira before converting to U.S. dollars, final budget figures must be stated in U.S. dollars as this is the currency in which awards are made irrespective of the exchange rate in effect at the time of award.

Awards are often made months after submission. Kindly take this into account when formulating the award budget.

## **8. Funding Restrictions**

### ***Activities that are not funded include, but are not limited to:***

- *Social welfare projects;*
- *Tuition assistance;*
- *Individual travel to conferences;*
- *Construction projects;*
- *Completion activities for projects begun with other funds;*
- *Projects that are inherently political in nature or that convey partisan support to an individual or single party electoral campaigns; and*
- *Political party activities.*

## **9. Other Submission Requirements**

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

## **E. APPLICATION REVIEW INFORMATION**

### **1. Criteria**

The criteria are closely related and are considered in judging the overall quality of an application.

Each application submitted under this announcement will be evaluated and rated based on the evaluation criteria outlined below, which are designed to assess the quality of the proposed project and to determine the likelihood of its success and sustainability. In order to evaluate the criteria below, applications should be coherent and concise.

- **Organizational Capacity:** 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.
- **Goals and Objectives:** Goals and objectives are clearly stated, and the project approach is likely to provide maximum impact in achieving the proposed results.



- **Consulate Priority:** The applicant has clearly described how stated goals are related to and support U.S. Consulate Lagos' priority areas as described in Section A above.
- **Sustainability:** Project activities will continue to have positive impact after the end of the project, including the ability to become self-sustaining after the end of the award period.
- **Feasibility:** The project is economically and technically feasible with respect to approach, budget items requested and the organization's resource capacity.
- **Budget:** The budget justification is both reasonable and realistic in relation to the proposed activities and anticipated results. Successful proposals will ensure the maximum impact per dollar spent.
- **Monitoring and Evaluation Plan:** The applicant demonstrates it can measure program success against key indicators and provide benchmarks against which to gauge progress toward its goals. The indicators should allow for systematic recording and periodic analysis of progress on project activities in response to any required reporting outlined in the Award Specifics.
- **American Content:** American content emphasizes informing others about the U.S. and increasing their understanding of U.S. policy, values, etc. The key is to visibly tie the program in some way to the U.S. Mission in Nigeria, its priorities and goals, and established Public Diplomacy programs/exchanges.

## 2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

## 3. Responsibility/Qualification Information in SAM.gov (formerly, FAPIIS)

i. 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 U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313);

ii. An applicant, at its option, may review and comment on any information about itself that a Federal awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov;

iii. 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 §200.206 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.

**Reporting Requirements:** All awards issued under this announcement will require periodic program, and possibly financial reports on a frequency specified in the award agreement. The disbursement of funds is tied to the timely submission of these reports.

All other details related to award administration will be specified in the Award Specifics. Final programmatic and financial reports (the latter if required) are due 90 days after the close of the project period. Progress reports should be submitted via electronic mail to the address provided in the award.

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.

### **2. 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).

### 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: [LagosPASGrants@state.gov](mailto:LagosPASGrants@state.gov).

#### H. Guidelines for Budget Justification

The following are the budget categories that the proposed program budget should follow in format.

**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, for program staff, consultants or speakers, and participants/beneficiaries. 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 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.