



**U.S. DEPARTMENT OF STATE
U.S. EMBASSY LILONGWE, ECONOMIC SECTION
NOTICE OF FUNDING OPPORTUNITY**

Funding Opportunity Title: U.S. Ambassador’s PEPFAR Small Grants Program 2020-2021
Funding Opportunity Number: DOS-APSGP-FY20-001
Deadline for Applications: July 24, 2020
CFDA Number: 19.029 The U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) Programs
Total Amount Available: \$150,000
Maximum for Each Award: \$15,000
Award Floor: \$5,000

A. PROGRAM DESCRIPTION

The U.S. Embassy Lilongwe is pleased to announce that funding is available through its U.S. Ambassador’s PEPFAR Small Grants Program (PSGP). Below is the 2020-2021 Program Statement, outlining our funding priorities, strategic themes, and the procedures for submitting proposals for funding. Please carefully follow all instructions below.

Purpose of Small Grants:

The PSGP is funded by the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR). PEPFAR is recognized widely for efficiently and effectively investing U.S. taxpayer dollars to save millions of lives and change the course of the HIV pandemic. Through implementation of our strategy and use of data, PEPFAR is constantly innovating to generate greater efficiencies, drive down costs, and increase our impact. PEPFAR is a key partner and investor in the Government of Malawi’s national response to combat HIV and AIDS.

As part of this national response, the PSGP seeks to support community-run projects throughout Malawi.

This year’s program continues to focus specifically on:

- i. Promoting health seeking behaviors and encourage back to care efforts for defaulters;
- ii. Disseminating HIV accurate and authentic public messages;
- iii. Providing solutions to stigma and discrimination;
- iv. Addressing treatment literacy; and
- v. Enhancing HIV prevention, care and support or capacity building.

The U.S. Embassy is committed to ensuring that grantees receiving PEPFAR funds implement their programs in a way that supports transparency and accountability and respects, promotes, and protects people’s human rights.

Priority Program Areas:

This year's program will provide support to community organizations that work within the communities to implement projects to:

- Support accurate and authentic public messages on HIV to address mis-information and messages of hope (treatment literacy);
- Increase awareness and enhance community systems for the prevention of SGBV (sexual and gender based violence) and stigma discrimination;
- Eliminate cultural and legal barriers that result in environment that prevent equal access to health services;
- Promote prevention and encourage healthy living among recipients of care (HIV positive), prompt back to care efforts, adherence, and retention;
- Promote Household/Community led nutrition activities such as herbal gardens/nutritious crops;
- Build capacity of CSOs – proposal writing, monitoring and evaluation, record keeping, ethics, and confidentiality; and
- Support or train community press/radio to effectively disseminate HIV/AIDS messages

Authorizing legislation, type and year of funding:

Funding authority rests in the *PEPFAR Stewardship and Oversight Act of 2013* (P.L. 113-56) The source of funding is COP 19 State/PRM 12116 ASGF/State for Ambassador's Small Grant for HIV/AIDS, U.S. Department of State.

B. FEDERAL AWARD INFORMATION

Length of performance period: One year (1 year)

Number of awards anticipated: 10-15 awards (dependent on grant amounts)

Award amounts: awards may range from a minimum of \$5,000 to a maximum of \$15,000

Total available funding: \$150,000

Type of Funding: Fiscal Year COP 19 PEPFAR Small Grants Program

Anticipated project start date: September 1, 2020

This notice is subject to availability of funding.

Funding Instrument Type: Grant Awards.

C. ELIGIBILITY INFORMATION

1. Eligibility Requirements

The Ambassador's PEPFAR Small Grants Program will accept proposals only from:

- Established, registered and active grassroots community-based organizations (CBOs) and Faith Based Organizations (FBOs), Youth Networks registered with National Youth Council and District Social Welfare that are already working within the community and can demonstrate the project has originated from community needs assessments or calls to action.

- Non-profit organizations, including civil society/non-governmental organizations, with programming experience actively addressing the HIV pandemic in Malawi (and which are registered with Council for Non-Governmental Organizations (CONGOMA) and the NGO Board, and that work directly with communities.

***For-profit, commercial entities and individuals are not eligible to apply.**

Organizations, including FBOs are eligible to receive funds under this agreement for HIV/AIDS prevention, treatment, or care;

- (a) Shall not be required, as a condition of receiving such assistance:
 - (1) To endorse or utilize a multi-sectoral or comprehensive approach to combating HIV/AIDS; or
 - (2) To endorse, utilize, make a referral to, become integrated with, or otherwise participate in any program or activity to which the organization has a religious or moral objection; and
- (b) Shall not be discriminated against in the solicitation or issuance of grants, contracts, or cooperative agreements for refusing to meet any requirement described in paragraph (a) above.

Organizations with currently running projects funded by PSPG may apply, but must justify the need for additional resources, explaining how the proposed activities and goals are different from those in the currently funded project.

The following types of projects are not eligible for funding:

- Projects relating to partisan political activity;
- Charitable or donation related activities;
- Construction projects;
- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or projects
- Scientific research;
- Projects that duplicate existing efforts; and
- Projects intended primarily for growth or institutional development of the organization.

2. Cost Sharing or Matching

Cost sharing is not required.

3. Other Eligibility Requirements

Applicants are permitted to submit only one (1) proposal per organization. If an organization submits more than one proposal, all proposals from that institution will be considered ineligible for funding.

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>); NCAGE/CAGE code from (<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>); as well as an active registration in www.SAM.gov. Please see **Section D.3** for information on how to obtain these registrations.

D. APPLICATION AND SUBMISSION INFORMATION

1. E-mail Address to Request Application Package

The full application package is available by request to Self-HelpMalawi@state.gov. We will not review proposals submitted using formats other than ones prescribed.

2. Content and Format of Application Submission

Please follow all instructions below carefully:

Content of Application

Please ensure that:

- The proposal clearly addresses the goals and objectives of this funding opportunity;
- All documents are in English;
- All summary budgets are in U.S. dollars with the detailed budget being in Malawi kwacha and U.S. dollars;
- All pages are numbered; 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**:

i. Mandatory application forms

- **SF-424 (Application for Federal Assistance – organizations)**
- **SF-424A (Budget Information for Non-Construction programs)**
- **SF-424B (Assurances for Non-Construction programs)**

ii. Summary Coversheet: Cover sheet stating the applicant name and organization, proposal date, project title, project period proposed start and end date, and brief purpose of the project.

iii. Proposal (15 pages maximum including budget): The proposal must 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 project, including project objectives, and anticipated impact.

- **Introduction to the Organization applying:** A description of past and present operations, showing ability to carry out the project, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies, as well as from other donor agencies.
- **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. What change is anticipated after implementing your HIV/AIDS prevention, test, treatment, and adherence interventions? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be SMART-G: Specific, Measurable, Achievable, Realistic, Time-bound, and Gender Sensitive.
- **Project Activities:** Describe the project activities and how they will help achieve the objectives. Activities are the major actions carried out with grant funds during the performance period. They are directly linked to achievement of project objectives and are sufficient to reach those objectives. Activities should be well-defined in terms of audience, location and duration if possible.
- **Program Methods and Design:** A description of how the project is expected to work to solve the stated problem and achieve the goal.
- **Proposed Project Schedule:** The proposed timeline for the project 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 project. What proportion of their time will be used in support of this project?
- **Project Partners:** List the names and type of involvement of key partner organizations.
- **Project 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? Use of logical frameworks will be appreciated.
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

iv. 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. Additionally, please provide a detailed Excel budget that feeds into the SF-424A above (line item costs should be listed in Malawi Kwacha as well as U.S. dollars).

v. Attachments (*suggested examples*)

- Detailed Excel Budget in Dollars and Malawi Kwacha (use your own format);
- Letters of support from project partners (if any) describing the roles and responsibilities of each partner; and
- One page CV of the head of your organization, Program Manager, and the finance person who will be involved in managing the proposed funds.

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

Required Registrations:

All organizations applying for grants must obtain these registrations before sending in their applications. All are free of charge:

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

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously-Make sure the addresses used are the same to link your organization in the two systems).

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/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>.

NCAGE application: Application page here:

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

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA%20GE.pdf>.

For help from outside the U.S., call +1-269-961-7766

Email NCAGE@dliis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM by logging onto: www.sam.gov (please use chrome). Start by creating an individual account, log in, and then proceed to register your entity. SAM registration must be renewed annually. The U.S. Embassy will verify your registration status before accepting your application.

4. Submission Dates and Times

Complete proposals must be:

- Emailed to Self-HelpMalawi@state.gov,
- Sent by post mailed to U.S Embassy, P.O Box 30016, Lilongwe; or
- Hand-delivered at U.S Embassy Offices, Area 40, Plot 24, Kenyatta Road, Lilongwe.

Proposals must be **received** by the U.S. Embassy no later than **17:00 hrs Lilongwe time on Friday, July 24, 2020**. Applications received by the U.S. Embassy after the closing date will not be considered. Once proposals are received, the Small Grants office will acknowledge receipt through an email. The Small Grants Office will notify all applications the status of their proposals upon completion of the review process.

5. Funding Restrictions

We will not fund construction projects nor will we reimburse any costs incurred in preparation of your proposal, or in advance of an award.

E. APPLICATION REVIEW INFORMATION

1. Criteria

We will evaluate and rate each application on the basis of the criteria listed below. They are closely related and we will consider them as a whole in judging the overall quality of an application.

Organizational experience, capacity, and record on previous grants: The organization has experience and expertise in HIV/AIDS programming and the PEPFAR office is confident of its ability to undertake the proposed project. This includes a financial management system and a bank account.

Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how project activities will be carried out. The proposal includes a reasonable and realistic implementation timeline.

Goals and objectives: Goals and objectives are clearly stated and project 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 COP 19 priority areas or target audiences as stated under priority program areas highlighted in this document.

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 provides milestones to indicate progress toward goals outlined in the proposal. The project includes output and outcome indicators, and shows how and when those will be measured.

Sustainability: Project activities will continue to have positive impact after the end of the project.

2. Review and Selection Process

The Small Grants Office, together with the PEPFAR Office, will conduct a preliminary review of all applications to determine completeness. Those that are deemed complete will then be sent to the Grants Review Committee which will evaluate all eligible/complete applications.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The Fixed Amount Award agreements will be written, signed, and awarded by the Grants Officer and administered by the Grants Officer Representative. The Fixed Amount Award agreement is the authorizing document and will be provided to the recipient for review by email before being invited to sign together with the U.S Ambassador to Malawi in Lilongwe. The recipient may only start incurring project 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 by electronic funds transfer in at least two advances, as needed to carry out the project activities and based of agreed milestones.

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.statebuy.state.gov/fa/pages/home.aspx>

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 semi-annual financial and program reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARING AGENCY CONTACTS

If you have any questions about the grant application process, please contact the Small Grants Office at: Self-HelpMalawi@state.gov or call (+265) 1 773 166 Ext. 3208. 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 PEPFAR staff will 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 project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project. International travel may not be paid using these funds.

Equipment: Describe any machinery, furniture, or other personal property that is required for the project, which has a useful life of more than one year (or a life longer than the duration of the project). These funds may be limited in funding this item.

Supplies: List and describe all the items and materials, devices, that are needed for the project. 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.

Other Direct Costs: Describe other costs directly associated with the project, which do not fit in the other categories. For example, taxes or bank transaction fees. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the project 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.