

**U.S. DEPARTMENT OF STATE  
U.S. EMBASSY BRATISLAVA, PUBLIC AFFAIRS SECTION  
Notice of Funding Opportunity**

**Funding Opportunity Title:** U.S. Embassy Bratislava, PAS, Countering Extremism Program  
**Funding Opportunity Number:** PAS-SVK-002-FY2020  
**Deadline for Applications:** August 31, 2020  
**CFDA Number:** 19.040 – Public Diplomacy Programs  
**Total Amount Available:** \$100,000

**A. PROGRAM DESCRIPTION**

**EXECUTIVE SUMMARY**

U.S. Embassy Bratislava, Public Affairs Section (PAS), announces a Notice of Funding Opportunity (NOFO) for a program to train and mentor national/local government officials and civil society community leaders in the Slovak Republic and the Czech Republic on best practices for preventing and countering racially/ethnically motivated violent extremism. Specifically, the awardee will, in partnership with the U.S. Department of State's Bureau of Counterterrorism and the Strong Cities Network: 1) organize a two-day workshop in spring 2021 (or thereafter) with the participation of 4 US speakers; 2) organize pre- and post-workshop webinar discussions with workshop participants (two total); 3) issue and monitor two small grants of approximately \$3,750 each (\$7,500 total) which will be awarded to conference participants from the Slovak Republic to conduct awareness raising campaigns/counter-messaging on racially/ethnically motivated violent extremism; 4) facilitate a post-workshop visit of four days/three nights by Strong Cities Network staff to the Slovak Republic; 5) facilitate round-trip international airfare for up to 10 workshop participants from the Slovak Republic to visit the United States in fall 2021 (or thereafter) on a State Department exchange; and 6) provide guidance to local and national government officials in the Slovak Republic on addressing violent extremist messaging online. The awardee will be asked to arrange a Memorandum of Understanding (MOU) with the London-based Institute for Strategic Dialogue (ISD), which manages the Strong Cities Network, to work with them as a sub-awardee to organize the conference and follow-on activities (budget estimate: \$18,000).

**PROJECT GOALS**

- 1) Raise awareness among local and national government officials and community leaders about the spread of hateful and intolerant ideologies by racially/ethnically motivated violent extremists, including via propaganda imported from third countries.
- 2) Encourage local government officials to work with community leaders and national government officials to actively counter hateful and intolerant ideologies.
- 3) Encourage local government officials to share best practices and lessons learned on countering racially/ethnically motivated violent extremism with counterparts from third countries, including via the Strong Cities Network.

**BACKGROUND**

Countering Violent Extremism (CVE) is an essential counterterrorism tool, consisting of a broad spectrum of activities that range from awareness raising about the signs of radicalization and

recruitment to more direct actions, including interventions of individuals on the path to violence by parents, educators, mental health professionals, and social workers. Since 2016, the Public Affairs Section (PAS) at U.S. Embassy Bratislava has sponsored the travel of U.S. experts to speak about the dangers of racially/ethnically motivated violent extremism. The workshop and the corresponding activities outlined in this NOFO are intended to help expand that engagement and encourage cities in the Slovak Republic and the Czech Republic to join and actively participate in the Strong Cities Network, which the State Department helped create in 2015. From Christchurch to El Paso, violent extremism fueled by hate and intolerance towards religious and ethnic minorities has challenged municipalities across the globe. While cities, towns, and villages have been the staging grounds for a range of targeted violence, they are also highly attuned to the best approaches required to prevent, challenge, and respond to these threats. They also remain the first line of defense to violent extremism, being best placed to identify, raise awareness, and respond to radicalization, recruitment, mobilization, and inspiration. In 2015, the U.S. Department of State partnered with the Institute for Strategic Dialogue (ISD) to create and launch the Strong Cities Network (SCN). In its first five years, SCN has provided its 140+ members with dozens of training and networking opportunities around the world. To encourage participation in SCN by local governments in the Slovak Republic and the Czech Republic, U.S. Embassy Bratislava seeks proposals for organizing a two-day workshop and other activities in coordination with the State Department's Bureau of Counterterrorism and the Strong Cities Network. The workshop will include participants from the Slovak Republic and the Czech Republic, with speakers from the United States and Europe. The awardee will be expected to work with all stakeholders to identify relevant local government officials and civil society community leaders to participate in the workshop, the webinars, and follow-on activities.

**Priority Region:** Slovak Republic, Czech Republic

**Participants and Audiences:** national/local officials and community leaders

## **B. FEDERAL AWARD INFORMATION**

Length of performance period: 15 months

Number of awards anticipated: 1 award

Total available funding: \$100,000

Type of Funding: FY20 Smith-Mundt Public Diplomacy Funds

Anticipated program start date: October 1, 2020

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

**Funding Instrument Type:** Cooperative Agreement: The U.S. Embassy will be involved in the grant implementation, particularly in regards to the selection/coordination of implementation partners and participants, and planning and execution of the workshops and follow-on events.

**Program Performance Period:** Proposed programs should be completed in 15 months or less.

## C. ELIGIBILITY INFORMATION

### 1. Eligible Applicants

The following organizations are eligible to apply:

- Not-for-profit organizations registered in Slovakia, including think tanks and civil society/non-governmental organizations.

### 2. Cost Sharing or Matching

No cost sharing required.

### 3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

Applicants must be registered in the System for Award management (SAM.gov) before submitting their application.

## D. APPLICATION AND SUBMISSION INFORMATION

### 1. Application Package

Application forms required below are available at: <https://sk.usembassy.gov/education-culture/public-affairs-section-grant-opportunities/>

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
- All documents are formatted to A4 paper, and
- All Microsoft Word documents are preferably single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

#### 1. Mandatory application forms

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

- **SF424A (*Budget Information for Non-Construction programs*)**
- **Small Grants Program Application Form**

**Small Grants Program Application Form (10 pages maximum):** The Form 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:** 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. 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. Include a logic model as appropriate.
- **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), 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 your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.

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

### **Required Registrations:**

Any applicant listed on the Excluded Parties List System (EPLS) 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.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

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

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

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>

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 NCAGE help from within the U.S., call 1-888-227-2423

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

Email [NCAGE@dliis.dla.mil](mailto:NCAGE@dliis.dla.mil) for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

## 3. Submission Dates and Times

Applications are due no later than August 31, 2020

## 4. Other Submission Requirements

All application materials must be submitted by email to [Bratislava\\_GrantsSlovakia@state.gov](mailto:Bratislava_GrantsSlovakia@state.gov).

## **E. APPLICATION REVIEW INFORMATION**

### 1. Criteria

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

**Organizational Capacity– 20 points:** The organization has proven expertise relevant to the topic of prevention and countering racially/ethnically motivated violent extremism and has the internal controls in place to manage federal funds.

**Quality and Feasibility of the Program Idea – 20 points:** The program idea is well developed, with detail about how and which stakeholders will be reached and how program activities will be carried out. The proposal includes a reasonable implementation timeline.

**Record on Previous Programs – 15 points:** Applicant has prior experience with the organization of international conferences/workshops, has implemented projects of similar volume, has re-granting experience.

**Program Planning/Ability to Achieve Objectives – 15 points:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

**Budget – 10 points:** 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 – 10 points:** 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.

**Sustainability – 10 points:** Program activities will continue to have positive impact after the end of the program, visibility and dissemination of results will be ensured.

### 2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

### 3. Anticipated Announcement and Federal Award Dates

The proposal evaluation process will be carried out in September 2020.

The award will be issued latest on September 30, 2020.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### 1. Federal Award Notices

The grant award 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:** The recipient may request payment on either an advance basis for immediate cash needs, or on a reimbursement basis.

### 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, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

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 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 PAS at:

[Bratislava\\_GrantsSlovakia@state.gov](mailto:Bratislava_GrantsSlovakia@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 and Fringe Benefits:** 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 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.