



**Department of State –Embassy of the United States, Port of Spain
Notice of Funding Opportunity**

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-24-003
Deadline for Applications: August 2, 2024
CFDA Number: 19.022 – Educational and Cultural Exchange Programs and Appropriation Overseas Grants
Total Amount Available: US\$18,000.00
Maximum for Each Award: US\$3,000*

Authorizing legislation, type and year of funding:

The source of funding is FY2024 Educational and Cultural Exchange Programs and Appropriation Overseas Grants.

*Note: Awards for larger amounts may be available with separate justification of the total amount requested.

Applicants are encouraged to apply as soon as possible. U.S. Embassy Port of Spain will make funding decisions on a rolling basis.

CONTACT INFORMATION

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A. PROGRAM DESCRIPTION

Executive Summary

The U.S. Embassy Port of Spain Public Affairs Section 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). Please carefully follow all instructions below.

The purpose of funding projects under this NOFO: PAS POS invites proposals that contribute to the three pillars of bilateral collaboration between the United States and Trinidad and Tobago (TT): security, good governance, and inclusive growth. These pillars are described in more detail below. **All programs must include significant use of and meet the programmatic requirements of the American Center at U.S. Embassy Port of Spain.** Programs may be in-person, virtual, or hybrid. 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. Consideration will be given to proposals that include opportunities to engage with U.S. embassy exchange program alumni. The U.S. Government is committed to programs and activities that advance diversity, inclusion, equity, and accessibility.

PAS POS’s Priority Program Areas:

Security:

- Support programs that address root causes of gang membership and violent extremism and provide alternatives to criminal involvement.

Governance:

- Support programs focused on transparency and accountability.
- Support anti-corruption efforts and investigative journalism.
- Support programs promoting transparency, accountability, e-governance, and strengthening democratic institutions.
- Support programs that support Venezuelan refugees living in TT.
- Support programs that enhance opportunities and protections for vulnerable communities, including refugees, women, children, people living with HIV/AIDS, and the LGBTQI+ community.
- Support programs that advance protection and quality of life for persons with disabilities.



- Support local civil society organizations to strengthen diversity and rights for vulnerable and marginalized people, including members of the LGBTQI+ community, victims of gender-based violence, refugees and migrant populations, and persons with disabilities.

Inclusive Growth:

- Support programs that contribute to sustainable, inclusive, and equitable economic growth.
- Support programs that improve transparency and public asset management, and more efficient business practices.
- Promote science cooperation for better natural resource stewardship to mitigate impacts of climate change, strengthen resilience against climate change, and create conditions to lower carbon emissions.
- Support programs that advance smart agriculture methods to counter climate change-aggravated risks and increase food security.

A complete list of program descriptions, can be found at: <https://tt.mwp.usembassy.gov/wp-content/uploads/sites/52/2024/06/American-Center-Program-Descriptions-June-2024.pdf>

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

Participants and Audiences:

In deciding which projects to support, the embassy will consider the full range and diversity of Trinbagonian and U.S. organizations. The Public Affairs Section will also seek to target geographically and demographically diverse audiences throughout Trinidad and Tobago.

American and Trinbagonian individuals and institutions with a proven track record of executing superior cultural and educational events and programs will receive preference. Strong proposals will include an impact assessment in addition to a results evaluation at the conclusion of the grant period.

The following types of programs are not eligible for funding:



- 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 or 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: 5 awards (dependent on amounts)

Award amounts: awards may range from a minimum of US\$500 to a maximum of US\$3400*

Total available funding: US\$17,000

Type of Funding: Fiscal Year 2023 Educational and Cultural Exchange Programs and Appropriation Overseas Grants.

Anticipated program start date: October 1, 2024

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative Agreement, Grant, Grant to Individual or Fixed Amount Award. Cooperative agreements are different from grants in that PAS staff are more actively involved in the implementation of cooperative agreements than of grants.



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 NGOs, academic institutions, U.S. embassy exchange program alumni, and social enterprises with offices headquartered in TT will be given preference. Please note 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

To be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) and have a valid registration on 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.
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.
3. A [proposal checklist](#) is included to ensure nothing important is omitted that might compromise your application.

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**

- **[SF-424 \(Mandatory Form\)](#)** or **[SF-424-I \(Application for Federal Assistance – individuals\)](#)**
 - Form completion instructions:
https://apply07.grants.gov/apply/forms/instructions/SF424_4_0-V4.0-Instructions.pdf
- **[SF424A\(Budget Information for Non-Construction programs\)](#)**
 - Form completion instructions:
<https://apply07.grants.gov/apply/forms/instructions/SF424A-V1.0-Instructions.pdf>



- **[SF424B\(Assurances for Non-Construction programs\)](#)**
 - Form completion instructions:
<https://apply07.grants.gov/apply/forms/instructions/SF424B-V1.1-Instructions.pdf>

- 2. **Summary Coversheet:** 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:** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. Please keep your language as straightforward as possible. Technical jargon and academic/scholarly terms should be kept to a minimum.
[Proposal template found here.](#)
 - **About your Program:** program title, total budget, and primary location(s).
 - **Program 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?
 - **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 specific, measurable, achievable, realistic, and time-bound (SMART).
 - **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.
- **Beneficiaries:** Please provide the estimated number of direct and indirect beneficiaries. Direct beneficiaries are defined as persons who directly participate in your program. Indirect beneficiaries are usually not directly connected with the program but will still benefit from it.
- **Local Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Communications and Outreach Plan:** How will you promote your program? Please provide a communication timeline of how and when you will present program accomplishments and highlights. Explain how you will report program highlights and achievements with your local embassy or consulate. Include social media, websites, print news, or other forms of media you intend to use to share information about your program to beneficiaries and the public (bullet points can be used). Communications should include applicant's and U.S. embassy branding. These include training materials, materials for recipients or materials to communicate or promote with audiences a program, event, project, or some other activity under an agreement.
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe 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? 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.



Resources for State Department grants are available at <https://www.state.gov/resources-for-programs-and-grants/>

Applicants must submit a Monitoring and Evaluation (M&E) Plan - A guide from the Department's Bureau of Democracy, Human Rights and Labor can be found at: <https://www.state.gov/monitoring-and-evaluation-me-introduction/>

Expenses directly associated with M&E are considered allowable.

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. The guiding rule to follow is to clarify how you mathematically calculated the budget figures. See section *H. Other Information: Guidelines for Budget Submissions* below for further information. [Budget template found here](#). [See sample budget narrative here](#).
5. **Attachments (please do not include information that has not requested it will not be considered in the review):**
 - 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 [here](#).
 - Unique Entity Identifier and System for Award Management (SAM.gov).

Required Registrations:

All organizations applying for grants (except individuals) must obtain SAM.gov registration. Helpful links for international registrations below: https://www.fsd.gov/gsafsd_sp

To make registering in SAM.gov easier, the federal government has reduced the number of new entities that need a Commercial and Government Entity



(CAGE) or NCAGE code. This change only applies to new financial assistance registrants. If you are registered in SAM.gov, and already have a CAGE code or NCAGE code, this change does not apply to you. For renewals then the purpose update will apply.

International entities **not seeking financial assistance from Department of Defense (DoD)** will no longer need to apply for and obtain an NCAGE from the NATO Support and Procurement Agency (NSPA) prior to registering in SAM.gov.

When you register your new entity in SAM.gov you will no longer need a CAGE (or NCAGE) code if you meet both of the following criteria:

- Your purpose of registration is Financial Assistance Awards Only, and
- You indicate during registration that you are not seeking financial assistance from the Department of Defense (DoD).

However, when you register your new entity in SAM.gov you will still need a CAGE (or NCAGE) code if you meet either of the following criteria:

- You are registering for All Awards (both contracts and grants) as your purpose of registration, or
- You are seeking financial assistance from DoD.

Register in SAM by logging onto <https://www.sam.gov>. You will be provided with a Unique Entity Identifier (UEI) when registered in SAM.gov. This registration is free of charge.

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

Once registration is confirmed, email posgrants@state.gov to inform PAS POS. Organizations must always maintain an active SAM registration



(www.SAM.gov) with current information or an application under consideration by a federal awarding agency.

NCAGE application must be completed first if you are registering for DoD contracts: Application page here

<https://eportal.nspa.nato.int/Codification/CageTool/home> .

Applicant's mailing and physical addresses in NCAGE must match SAM.gov. Note that all blocks in both applications are case sensitive, and names and addresses must match exactly, including abbreviations.

Instructions for the NCAGE application process:

<https://www.dvidshub.net/video/776420/updated-obtain-nato-commercial-and-government-entity-ncage-code-english-version>

Email ncage@nspa.nato.int for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to SAM.gov (see instructions above)

Registration renewal

SAM registration must be renewed annually; see SAM guide [Quick start guide for international registrants](#). Additionally, NCAGE also must be renewed every 5 years. In many cases if the organization has an NCAGE code and gets an error saying something is wrong, it is because the number needs to be renewed. The NCAGE renewals need to be done before SAM.gov can be renewed. Renewals for NCAGE can take up to 10 days. This process will need to be done before the SAM.gov renewal. **Again, physical addresses in NCAGE/CAGE must match SAM.gov exactly, including abbreviations and capitalization.**

Submission Dates and Times

The Public Affairs Section will accept proposals until August 2, 2024, for award by September 30, 2024. **POS PAS will review proposals 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

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 (20 points): The program idea is well developed, with detail about how program activities will be carried out. Key personnel, local program partners, and subject matter experts fit the program. The proposal includes a reasonable implementation timeline. The problem statement is clear and concise, methods and design are feasible and can solve the problem. Communications and outreach are achievable, will highlight accomplishments, and include the embassy.

Goals and objectives (15 points): Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

Embassy priorities (10 points): 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 (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 (20 points): 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 (5 points): 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 (10 points): Program activities will continue to have positive impact after the end of the program. This will address the applicants' consideration of how the project will continue to have positive impact after the end of embassy support.

Communication, Media, and Outreach plan (10 points): The project should include a clear plan and timeline for how and when the team will share information about the project. It is important to ensure that the U.S. embassy American Center gets recognition throughout the process. Did the plan adequately address how the program will be promoted? Was the communication timeline achievable and reasonable and highlighted how and when program accomplishments and highlights would be presented to the embassy?

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications based on the criteria identified above.

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/wp-content/uploads/2022/05/U.S.-Department-of-State-Standard-Terms-and-Conditions-10-21-20_REV.pdf

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.

Note: We do not provide any pre-consultation for application-related questions that are addressed in the Annual Program Statement. 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 US\$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 cost more than US\$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 Agreement (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 under the auspices of the award.

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 for the Worldwide Caution, Travel Warnings, Travel Alerts, and Trinidad and Tobago Country Specific Information.

Participant Protection: Organizations that have their proposals for funding recommended for funding by the U.S. Embassy Port of Spain grants review panel will be asked to submit safety protocol and procedures for addressing formal complaints of sexual harassment, gender-based harassment, sexual assault, stalking, misconduct, and retaliation during the life cycle of any Federal Assistance Award made under this notice. This plan must include addressing complaints



against both project implementing staff and beneficiaries as well as how the plan will be presented to beneficiaries.