

**U.S. DEPARTMENT OF STATE  
U.S. EMBASSY PRAGUE, PUBLIC AFFAIRS SECTION  
Notice of Funding Opportunity (NOFO)**

**Funding Opportunity Title:** U.S. Embassy Prague PAS Annual Program Statement  
**Funding Opportunity Number:** PAS-001-FY2023  
**Deadline for Applications:** November 21, 2022 – June 1, 2023 (applications reviewed monthly)  
**CFDA Number – Name:** 19.040 – Public Diplomacy Programs  
**Maximum for Each Award:** \$24,000

**A. PROGRAM DESCRIPTION:**

The U.S. Embassy Prague Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce available funding for projects advancing key strategic goals through its Public Diplomacy Small Grants Program. This is an Annual Program Statement, outlining our funding priorities and the procedures for submitting requests for funding. Please carefully follow all instructions below. **This notice is subject to availability of funding.**

**Purpose of Small Grants:** The U.S. Embassy Prague Public Affairs Section (PAS) is interested in funding projects **that strengthen social, political and cultural ties between the United States and Czech Republic and support our Priority Program Areas.** Projects should specifically target Czech audiences living within the Czech Republic. **All programs must:**

- include an American cultural or policy element, OR
- involve a connection with American expert/s, performers, organization/s, or institution/s relevant to the grant project, OR
- promote increased understanding of U.S. policy and perspectives.

Examples of successful PAS Small Grants Program programs include, but are not limited to:

- Academic or professional lectures, seminars, workshops, discussions and speaker programs by U.S. experts and/or about the United States.
- Youth leadership and skills development programs.
- Community or civic engagement projects promoting shared U.S.-Czech values.
- Artistic and cultural workshops, joint performances, masterclasses by U.S. artists and exhibitions of U.S. works.
- Professional and academic exchanges and programs to the United States.

**Project proposals must also support at least one Priority Program Area.**

**Priority Program Areas:**

- I. U.S.-CZECH BILATERAL RELATIONSHIP  
Programs that seek to explain U.S. policies, culture and values to Czech audiences, resulting in a positive impact on the bilateral relationship.

- II. **ECONOMIC PROSPERITY, TRADE AND ENTREPRENEURSHIP**  
Programs that promote and support entrepreneurship, innovation, and/or bilateral trade between the U.S and the Czech Republic.
- III. **ENVIRONMENTAL PROTECTION AND STEM EDUCATION**  
Programs related to climate change, environmental protection, scientific cooperation and STEM (science, technology, engineering and mathematics) education, including programs that promote critical thinking skills.
- IV. **HUMAN RIGHTS, DEMOCRATIC VALUES AND CIVIL SOCIETY**  
Programs that promote human rights, support marginalized groups, encourage gender equality and empowerment of women, and that foster a culture of integration. Programs that strengthen democratic values of transparency, government accountability, anti-corruption and the rule of law. Programs that encourage strong civic engagement and democratic participation by all sectors of society and that support the development of a thriving civil-society and non-governmental sector.
- V. **INDEPENDENT MEDIA AND COMBATTING DISINFORMATION**  
Programs that strengthen an independent media, investigative journalism or media literacy among the public, such as programs that counter disinformation or train audiences to recognize disinformation or misinformation online and in news.
- VI. **REGIONAL SECURITY, CYBER SECURITY AND/OR ENERGY SECURITY**  
Programs that promote energy security, cyber security, and/or our NATO security alliance.

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

- Programs relating to partisan political activity
- Humanitarian aid
- Construction programs
- Fund-raising campaigns
- Scientific research
- Programs that don't support an Embassy Priority Program Area or that don't involve an American component
- Projects intended primarily for the growth or institutional development of the organization
- Projects seeking funds for personal use

**Participants and Audiences:**

We seek geographically and demographically diverse audiences within the Czech Republic and prioritize proposals with a significant programming component outside of Prague. Projects impacting areas outside of Prague are strongly encouraged. Programs should target adults or teenage audiences primarily (high school and older).

**Deadlines:**

To apply for funding, submit a grant application for evaluation by the Embassy grants review committee **any time between November 21, 2022 and June 1, 2023**. Grant applications are evaluated **monthly**, and if yours is selected for funding, you will be asked to submit further paperwork.

**Please note that we can only fund future programs. Please apply as early as possible and at least three months prior to the start of the project.**

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

Funding authority rests in the Smith-Mundt act. The source of funding is FY2023 Public Diplomacy Funding.

**B. FEDERAL AWARD INFORMATION**

Award amounts: awards may range from a minimum of \$5,000.00 to a maximum of \$24,000.00  
Type of Funding: Fiscal Year 2023 Smith Mundt Public Diplomacy Funding  
Length of performance period: up to 24 months (12 months is preferred)  
Number of awards anticipated: 60 awarded grants (depending on available funding)

**Funding Instrument Type:** Grant, Fixed Amount Award, or Cooperative agreement.  
Cooperative agreements are different from grants in that PAS staff are more actively involved in the grant implementation, such as approving program activities, participant selection, approving program dates and locations, etc.

*This notice is subject to availability of funding.*

**C. ELIGIBILITY INFORMATION**

1. Eligible Applicants

**The following organizations are eligible to apply:**

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations (NGOs) with a connection to the Czech Republic
- Public and non-profit educational institutions with a connection to the Czech Republic
- Czech governmental institutions and international organizations
- Individuals with a connection to the Czech Republic

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

2. Cost Sharing or Matching

Cost sharing is not required, but welcome.

### 3. Other Eligibility Requirements

All organizations selected to receive Embassy funding must have a valid registration on [www.SAM.gov](http://www.SAM.gov) to be eligible. Organizations will be provided with a Unique Entity Identity when registering with SAM.gov. We recommend registering with SAM.gov as soon as possible to allow time for processing. Please see **Section F** in this announcement for information on how to register. Individuals are not required to be registered in SAM.gov.

## **D. APPLICATION AND SUBMISSION INFORMATION**

1. The Grant Application form and required Budget Worksheet are available on the U.S. Embassy Prague Web site: <https://cz.usembassy.gov/education-culture/small-grants-program/>

### 2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet or fail to comply with the requirements of this announcement will be ineligible for consideration.

#### **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. All Microsoft Word documents are preferably single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The Embassy grants review committee will evaluate submitted applications **monthly**, pending availability of funds. If your proposal is selected for funding, you will be contacted to submit the mandatory forms (see below).

#### **Mandatory forms if grants are selected for funding:**

- **SF-424** (*Application for Federal Assistance – organizations*) or **SF-424-I** (*Application for Federal Assistance --individuals*)
- **SF424A** (*Budget Information for Non-Construction programs*)
- **SF424B** (*Assurances for Non-Construction programs*)

The **SF-424** forms available at <https://cz.usembassy.gov/education-culture/small-grants-program/>

Your proposal, as requested in the **Grant Application Form**, must include all the items below, not to exceed eight (8) pages including the budget:

- **Proposal Summary:** Short narrative that outlines the proposed program, including program goals, objectives and anticipated impact. You must address how your program will include

an American component (such as addressing an American policy, involving American speakers or performers, etc.)

- **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed.
- **Program Aim/Justification:** A clear and concise statement of the overall aim of the program and how it supports the Embassy's priority themes listed previously.
- **Program Audience:** A statement about the target audience or group addressed by the proposal.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Outputs and Outcomes:** Describe expected program outputs (number of people reached with program, number of activities to be carried out, etc.), as well as expected outcomes (what change in attitude, behavior, etc. you expect to see as a result of the program).
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **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.
- **Introduction to the organization or individual applying:** A description of past and present operations, demonstrating ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Previous USG Funding:** Information about your organization's previous projects/programs funded by the U.S. Embassy in the past five years.
- **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?

### **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.

### 3. Submission Process and Timelines

**All applications must be submitted electronically to [grantsprague@state.gov](mailto:grantsprague@state.gov) any time between November 21, 2022 and the deadline of June 1, 2023 (midnight, local time in Prague).** Applications received after the deadline will not be considered.

**Each applicant will receive a confirmation email acknowledging receipt within two business days.** If applicants do not receive a confirmation email, then their application was not received. In this event, applicants are invited to contact the Office of Public Affairs at [grantsprague@state.gov](mailto:grantsprague@state.gov) or +420 257 022 002.

Grant applications are evaluated **monthly** by the Embassy grants review committee. If yours is selected for funding, you will be required to submit all required application forms electronically.

### 4. Funding Restrictions

Award funds cannot be used for construction, vehicle purchases and similar investment costs. Also, award funds cannot be used to finance the standard operation of the applicant. Funds must be applied toward future programs. We cannot fund programs that have already taken place.

## **E. APPLICATION REVIEW INFORMATION**

### **1. Criteria**

Each proposal selected for funding will be evaluated according to the criteria outlined below.

**Quality and Feasibility of the Program Idea:** The program idea supports at least one of the Embassy’s Priority Program Areas. (Projects that do not strongly support a Priority Area will not

be considered further.) Programs are well developed, detailing how program activities will be carried out. The proposal includes a reasonable implementation timeline. The organization has expertise in its stated field and has the internal controls in place to manage federal funds - this includes a financial management system and a bank account.

**Inclusion of American Component:** The program includes a strong American component, such as addressing an American policy, subject matter or an aspect of American culture; or involving an American speaker, artist, performer, organization or author; or involves an exchange with the United States.

**Program Planning/Ability to Achieve Objectives:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results with the target audience(s) and includes public outreach components/activities.

**Monitoring & Evaluation Plan and Sustainability:** Applicant demonstrates ability 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. Program activities will continue to have positive impact after the end of the program.

**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.

## **2. Review and Selection Process**

A review committee comprised of U.S. Embassy Prague staff and partners will evaluate all applications submitted monthly. Applications that do not comply with the requirements of this announcement will be ineligible for further consideration.

When deciding which projects to support, the Embassy will consider the full range and diversity of Czech organizations and will seek to target geographically and demographically diverse audiences in the Czech Republic. Proposals must be linked to U.S. Embassy Priority Program Areas and incorporate an American component, such as an American subject matter, speaker, artist, performer, author, exchange, etc.

Selection committee results will be announced on a rolling basis. Applicants will be notified if their proposal has been approved for immediate funding, or in some cases proposals may be approved provisionally pending future availability of funding. Organizations or individuals whose grant applications will not be funded will also be notified via email.

## **F. OTHER REQUIREMENTS**

Organizations receiving funding must register in SAM (System for Award Management) prior to being eligible to receive federal assistance funding. Individuals are not required to be registered in SAM.gov.

**If your proposal is selected for Embassy funding the following criteria must be met to receive an award:**

All organizations applying for Embassy grants (except individuals) must obtain these two (2) registrations. Both are free of charge.

- NCAGE/CAGE code;
- www.SAM.gov registration (this will provide organizations with a Unique Entity ID).

*Note:* International organizations must be certain to ensure that the information they enter into SAM.gov matches the information they registered for their NCAGE code.

As this can be a somewhat lengthy process, we advise that organizations initiate the registration prior to submitting your application. Funding will be contingent upon successful completion of registration of the organization with SAM:

**Step 1:** Apply for an NCAGE number

NCAGE application: Application page here  
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

For help from within the U.S., call 1-888-227-2423  
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:  
<https://www.sam.gov>. SAM registration must be renewed annually.

- Applicants should use exactly the same official information (organization official name, address, phone number, etc.) to register in NCAGE and register with SAM.
- Obtaining an NCAGE number and registering in SAM is free of charge. Any additional services offered during or after the registration process are not required, and the applicant is under no obligation to sign up for them.

## **G. FEDERAL AWARD ADMINISTRATION INFORMATION**

The grant award or cooperative agreement will be written, signed, awarded, and administered by the U.S. Embassy Grants Officer. The grant award or cooperative 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 Notice of Funding Opportunity 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 (generally 80% advance; 20% reimbursement) but may also be based on achieving project milestones.

**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/about-us-office-of-the-procurement-executive/>

Note the U.S flag branding and marking requirements in the Standard Terms and Conditions.

### **Reporting Requirements**

As a condition of Embassy funding, the U.S. Embassy Grants Officer, or a Grants Officer Representative (GOR) will propose an appropriate grant monitoring plan to observe the funded activity, event, or project contemplated in the proposal. If your grant award requires interim reports, the grant award document will specify how often these reports must be submitted. In addition, all Embassy grant recipients are required to submit final program reports within **120 calendar days of the end of the period of performance** delineated in the award. We highly recommend using U.S. Embassy Prague's FINAL REPORT template as a program report.

Financial records, supporting documents, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the Final Report.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

Failure to comply with the reporting requirements may jeopardize eligibility for future awards or will result in suspension of any future payments under this award until such time as this deficiency has been corrected.

## **H. FEDERAL AWARDING AGENCY CONTACTS**

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