

Department of State**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity****(NOFO):** FY 2019 Creative Arts Exchange**Announcement Type:** New Cooperative Agreement**Funding Opportunity Number:** SFOP0005561**Catalog of Federal Domestic Assistance Number:** 19.415**Key Date/Application Deadline:** April 1, 2019

Program Description/Executive Summary: Creative Arts Exchange (CAE) initiatives are arts-based, international people-to-people exchanges that support and further U.S. Department of State foreign policy objectives. Applicants may submit only one proposal under this competition. If multiple proposals are received from the same applicant, all submissions will be declared ineligible and receive no further consideration in the review process.

In FY 2019, CAE will focus on the following themes:

Theme One: Performing Arts (Center Stage)

Theme Two: Hip Hop Collaboration (Next Level)

It is the Bureau's intent to award two cooperative agreements for an estimated total amount of \$2,400,000. Please see section B.) Federal Award Information, below for additional details.

A. Program Description:

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

Purpose: Cultural diplomacy enhances cross-cultural understanding and opens new avenues of dialogue and collaboration between individuals and nations. In support of U.S. Department of State foreign policy objectives, Creative Arts Exchange initiatives are arts-based, international people-to-people exchange programs. They create partnerships through artistic collaboration and professional development that enrich both the international participants and the Americans with whom they meet. Programs are implemented in close coordination with U.S. embassies and consulates abroad. Eligible themes and/or artistic genres for CAE initiatives vary and are determined based on

Bureau of Educational and Cultural Affairs (ECA) strategic priorities. The goals of the CAE are to:

- Foster mutual understanding and deepen trust between the people of the United States and abroad to counter negative stereotypes and advance safety and security;
- Advance and complement U.S. foreign policy objectives;
- Provide unique opportunities for artistic collaboration and engagement between U.S. and foreign artists and audiences;
- Convey the diversity and high artistic merit of the arts in the United States and increase awareness and understanding of U.S. art, culture, values, and society among international participants and audiences;
- Foster opportunities for educational outreach and community engagement with diverse and underserved communities, especially youth (ages 12-25), women, and persons with disabilities;
- Engage participants in instructive and informative experiences in a particular art form to promote creative industries and entrepreneurship; and
- Create opportunities for sustaining relationships and collaborations between U.S. and international artists and institutions that endure beyond the program duration.

A.1 Program Description:

ECA invites proposal submissions from U.S. public and private non-profit arts and educational organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) to administer CAE programming. Applicants should demonstrate established reputations in a field or discipline related to the specific program themes. Pending the availability of funds, ECA will accept project proposals under the following themes:

Theme 1: Performing Arts (Center Stage)

Pending the availability of FY 2019 funds, the Bureau intends to award one Cooperative Agreement for approximately **\$1,300,000**, to fund the fifth season of Center Stage that will support month-long U.S.-based performance tours by three-to-six influential performing arts ensembles (approximately 30-50 participants) from strategically significant countries. In addition to the U.S. based tours, the initiative will send approximately 24 U.S. arts presenters and performing arts professionals overseas for up to two weeks to conduct pre-planning trips and conduct workshops to share U.S. professional standards in the creative industries.

Theme 2: Hip Hop Collaboration (Next Level)

Pending the availability of FY 2019 funds, the Bureau intends to award one Cooperative Agreement for approximately **\$1,100,000**, to fund the Next Level program that will send approximately 20-24 American professional hip hop artists overseas to approximately five-to-six countries to lead two-week exchange programs that engage youth, explore conflict resolution strategies, and support arts entrepreneurship. In addition to the overseas components, the

initiative will bring approximately 10-12 foreign artists to the United States for one to two weeks to participate in a professional development program.

A.2 Overview: Theme 1: Performing Arts (Center Stage):

Under this Cooperative Agreement, the recipient, in close coordination with ECA and U.S. embassies, will support month-long U.S.-based performance tours by three-to-six influential performing arts ensembles (approximately 30-50 participants) from strategically significant countries. The program brings outstanding artists to the United States from strategically significant countries for month-long tours, community engagement, and professional development activities. The program supports a range of activities that promote local creative economies, reach U.S. audiences in small- and mid-sized communities, engage target audiences overseas through traditional and social media, and advance foreign policy priorities including youth engagement, women's empowerment, and countering disinformation. Center Stage is designed to engage diverse audiences, including but not limited to fellow musicians, underserved populations, and youth, through concerts, collaborations, workshops, master classes, and to encourage sustained relationships and collaboration between U.S. communities and international artists. The program serves a critical role by expanding domestic awareness of and support for cultural exchange while also contributing to the National Security Strategy goal of advancing American influence.

A.2.a Program Design: In a cooperative agreement, ECA's Cultural Programs Division (ECA/PE/C/CU) is substantially involved in program activities above and beyond routine monitoring. The attached Center Stage Project Objectives, Goals, and Implementation (POGI) document outlines the initiative activities and the roles and responsibilities of the Department and your organization.

The goals of Center Stage are to:

1. Promote foreign policy objectives through professional development workshops overseas and through the selection of influential performing arts ensembles (including but not limited to music, dance, and/or theater) from strategically important countries to build professional networks between U.S. communities and international artists that encourage the exchange of ideas and creative techniques between artists and audiences;
2. Provide substantive public diplomacy opportunities for participating posts by including a media professional, journalist and/or social media influencer from the participating country to build mutual understanding and deepen trust;
3. Enhance American global competitiveness by promoting creative industries and professional networks through carefully designed tours that include performance and customized community engagement programs in diverse and underrepresented regions and communities in the United States;
4. Provide professional development opportunities for foreign participants and international communities to share U.S. professional standards and develop new skills, partnerships, leaders, and opportunities to amplify knowledge of and trust in the United States; and

5. Demonstrate respect for and understanding of another country's culture by bringing international performing artists to the United States so that Americans can grow in their appreciation and understanding of other nations, while at the same time providing exposure and cultural opportunities to foreign performers.

A.2.b Program Dates: This Cooperative Agreement will begin on or about **September 1, 2019** and end on or about **December 31, 2021**. ECA, the recipient and the U.S. embassies will mutually agree upon the timing of each pre-planning trip and tour. Proposals will need to contain a detailed time line annotating dates of each program component.

A.2.c Program Guidelines: Proposals must provide a detailed and comprehensive narrative describing the objectives of the program. Please see the attached Center Stage POGI document for application submission requirements. Overall, proposals will be reviewed based on their responsiveness to the review criteria listed in this NOFO. **The accompanying POGI provides program-specific guidelines that proposals must fully address.**

A.3 Overview: Theme 2: Hip Hop Collaboration (Next Level)

Next Level is a multi-disciplinary arts exchange program that will send approximately 20-24 U.S. hip-hop artists to approximately five or six countries selected by ECA in collaboration with the regional bureaus to engage directly with youth audiences. Next Level will offer workshops and performances that promote social inclusion, foster conflict resolution skills, and support arts entrepreneurship during a two-to-three-week exchange featuring U.S. musicians, break-dancers, beat-makers, and DJ and graffiti experts. Following the completion of the educational/training component of the program, the U.S. artists leave behind digital and sound equipment in each country for use by local artists in follow-on activities. The program also includes a two-week professional development program in Washington, D.C. and one other U.S. city for approximately 10-12 foreign artists/educators from the countries visited by the U.S. artists.

A.3.a Program Design: In a cooperative agreement, ECA/PE/C/CU is substantially involved in program activities above and beyond routine monitoring. The attached Next Level Project Objectives, Goals, and Implementation (POGI) document outlines the initiative activities and the roles and responsibilities of the Department and your organization.

The objectives of Next Level are to:

1. Advance and complement U.S. foreign policy objectives by conducting multi-disciplinary and collaborative hip-hop workshops that foster conflict resolution skills;
2. Promote and showcase American culture and share U.S. professional standards through arts training and mentorship;
3. Showcase the role of hip-hop multidisciplinary artists as vibrant, engaged, and innovative partners in addressing broader social issues important to communities worldwide;

4. Promote creative industry growth and entrepreneurship; and
5. Empower emerging leaders and foster dialogue and collaboration by engaging key audiences and influencers.

A.3.b Program Dates: This cooperative agreement will begin on or about **September 1, 2019** and end on or about **December 31, 2021**. ECA, the recipient and the U.S. embassies will mutually agree on the timing of the U.S. programs components and overseas tours. The program orientations should be scheduled far enough in advance for the participants to be fully prepared for their rigorous overseas programs. Proposals should contain a detailed time line annotating dates of each program component.

A.3.c Program Guidelines: Proposals must provide a detailed and comprehensive narrative and budget describing the objectives of the program. **The accompanying POGI provides program-specific guidelines that proposals must address fully.** Overall, proposals will be reviewed on the basis of their responsiveness to the review criteria listed in the Next Level POGI.

In a cooperative agreement, the ECA Cultural Programs Division is substantially involved in program activities above and beyond routine monitoring. These activities and the roles and responsibilities of the Department and your organization are outlined in the attached POGIs.

B. Federal Award Information:

Type of Award: Cooperative Agreement. ECA's level of involvement in this program is listed under A. Program Description.

Fiscal Year Funds: 2019

Approximate Total Funding: \$2,400,000, pending the availability of FY 2019 funds.

Approximate Number of Awards: 2

Approximate Average Award: Pending the availability of FY 2019 funds: \$1,300,000 (Center Stage); \$1,100,000 (Next Level)

Floor of Award Range: None.

Ceiling of Award Range: Pending the availability of FY 2019 funds: \$1,300,000 (Center Stage); \$1,100,000 (Next Level)

Anticipated Award Date: September 1, 2019, pending the availability of FY 2019 funds

Anticipated Project Completion Date: December 31, 2021

Additional Information: The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew the cooperative agreements for two additional consecutive fiscal years, before openly competing it again.

C.) Eligibility Information:

C.1. Eligible applicants: Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

C.2. Cost Sharing or Matching Funds: There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs, which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

C.3. Other Eligibility Requirements:

a.) Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making two awards, in an amount \$1,300,000 (Center Stage and \$1,100,000 (Next Level) to support program and administrative costs required to implement these exchange programs. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.

b.) Technical Eligibility: All proposals must comply with the requirements and guidelines stated in the NOFO, POGI, and the Proposal Submission Instructions (PSI); non-compliance will result in your proposal being declared technically ineligible and given no further consideration in the review process.

c.) Eligible applicants may not submit more than one proposal in this competition. If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. **Please note:** Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

D.) Application and Submission Information:

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

D.1 Contact Information to Request an Application Package: Please contact the *Cultural Programs Division, ECA/PE/C/CU, SA-5, 3rd floor*, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, Julia Gomez-Nelson 202-632-6409, nelsonjg2@state.gov to request a Solicitation Package.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation.

It also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria and budget instructions tailored to this competition.

Please specify *Julia Gómez-Nelson, Program Officer for Center Stage or Jill Staggs, Program Officer for Next Level* and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

D.2. To Download a Solicitation Package Via Internet: The entire Solicitation Package may be downloaded from the Bureau's website at <https://eca.state.gov/organizational-funding> or from the Grants.gov website at <https://www.grants.gov>.

D.2a. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3p. "Application Deadline and Method of Submission" section below.

D.3a. Unique Entity Identifier Number: You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (Data Universal Numbering System or DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package. For more detailed instructions for obtaining a UEI (DUNS) number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

D.3b. Required Proposal Elements: All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document and the Project Objectives, Goals and Implementation (POGI) document for additional formatting and technical requirements.

D.3c. Required Registration with the System for Award Management (SAM): All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts. Failure to register in SAM.gov will render applicants ineligible to receive funding.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

D.3d. Non-Profit Status: You must have nonprofit status with the IRS at the time of application. **Please note:** All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- 1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- 2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

D.3e. FFATA Report: In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

D.3f. Verifying Non-Profit Status: If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you

must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

D.3g. Required Registration with SAMS Domestic: All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State's SAMS Domestic by accessing <https://mygrants.service-now.com> and clicking the "create an account" link. SAMS Domestic is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used SAMS Domestic as a U.S. Department of State award recipient do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

Support for Recipient Organizations and recipient contacts and signatories is available 24 hours, 7 days a week (except federal holidays), and can be reached at 1-888-313-ILMS (4567) or through the ILMS Self Service Portal at <https://afsism.service-now.com/ilms/home>.

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact ECA_SAMSDomestic@state.gov and copy the program officer associated with the solicitation.

Please take into consideration the following information when preparing your proposal narrative:

D.3h. ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA: The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this NOFO, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this NOFO will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including

the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-4E (Bldg. 3)
2430 E Street, NW
Washington, DC 20037

Please refer to Solicitation Package for further information.

D.3i. Diversity, Freedom and Democracy Guidelines: Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. 'Diversity' should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. Please refer to the review criteria under the 'Support of Diversity' section of this document as well as the DIVERSITY, FREEDOM AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

D.3j. Program Monitoring and Evaluation: Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation

questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this NOFO.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the NOFO (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, such as concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

Please note: Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a

clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

D.3k. Virtual Exchange Component: ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

D.3l. Communications Guidance for ECA Grant Recipients: All ECA Grant Recipients must adhere to the requirements in ECA's Communications Guidance on the creation of program branding and attribution, websites, social media, and press.

D.3m. Please take the following information into consideration when preparing your budget:

D.3n. Applicants must submit SF-424A – “Budget Information – Non-Construction Programs” along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification

D.3o. Allowable costs for the program include the following:

Please refer to the POGI for complete budget guidelines and formatting instructions.

D.3p. Application Deadline and Method of Submission:

Application Deadline Date: **Monday, April 1, 2019**

Method of Submission: Applications may only be submitted electronically through Grants.gov (<https://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the “Search Grants” portion of the system.

D.3q. Grants.gov Registration, Application Submission, and Receipt Procedures

Eligible organizations should follow the instructions available in the ‘Get Started’ portion of the site (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).

How to Register to Apply through Grants.gov

Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here: <https://www.grants.gov/web/grants/applicants/organization-registration.html>

How to Submit an Application to ECA via Grants.gov

For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

Grants.gov Support and Submission Issues

Direct all questions regarding Grants.gov registration and submission issues to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: support@grants.gov

Timely Receipt Requirements and Proof of Timely Submission

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be technically ineligible.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number

(GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Please also be mindful of any Grants.gov generated error messages that may appear during the application process as they may result in some documents not transmitting correctly.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

D.3r. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

E. APPLICATION REVIEW INFORMATION

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the U.S. Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

E.1. REVIEW CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. Quality of the program idea/program planning: Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above. Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution would meet the program's objectives and plan.

2. Support of Diversity: Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity would be achieved in the different aspects of program administration and of program design, content and implementation, including individual grantee/participant recruitment, selection and placement. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity.

3. Institutional Capacity/Institution's Record/Ability: Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. Applicants should demonstrate established reputations in a field or discipline related to the specific program themes. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

4. Project Evaluation: Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. Award-receiving organizations/institutions will be expected to submit intermediate

reports after each project component is concluded or quarterly, whichever is less frequent.

5. Cost-effectiveness: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate.

F. Federal Award Administration Information

F.1. Award Notices: Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Julia Gomez-Nelson at 202-632-6409 or at nelsonjg2@state.gov for questions about Center Stage and Jill Staggs at (202) 632-6408 or at staggsjj@state.gov for questions about Next Level for additional information.

F.2 Administrative and National Policy Requirements: Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

<https://www.whitehouse.gov/omb>
<https://www.state.gov/m/a/ope/index.htm>

F.3. Reporting Requirements: You must provide ECA with an electronic copy of the following required reports:

Mandatory:

- 1.) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The complete report and supporting documentation must be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's [SAMS Domestic](#). SAMS Domestic is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). For assistance, please contact the U.S. Department of State's ILMS Help Desk at 1-888-313-4567 (toll free for US callers) or through the U.S. Department of State's ILMS Self Service Portal at <https://afsitsm.service-now.com/ilms/home>. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email ECA_SAMSDomestic@state.gov.

- 2.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 3.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: FFATAECA@state.gov. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USA Spending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3j. Program Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

F.4. Program Data Requirements: Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

- 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.
- 2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

G. Agency Contacts

For questions about this announcement, contact the POC below under the appropriate theme:

Theme One: Performing Arts (Center Stage)

Julia Gómez-Nelson, (202) 632-6409; email: nelsonjg2@state.gov

Theme Two: Hip Hop Collaboration (Next Level)

Jill Staggs, (202) 632-6408; email: staggsjj@state.gov

U.S. Department of State, *Cultural Programs Division, ECA/PE/C/CU, SA-5, 3rd Floor*,
2200 C Street, NW, Washington, DC 20037.

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

H. Other Information:

Notice:

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section F3. Reporting Requirements above.

Marie Royce
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State

Date