

- Promote mutual understanding between the people of the United States and the people of other countries;
- Provide unique opportunities for artistic collaboration, engagement and/or performance between American artists and international participants;
- Convey the diversity and high artistic merit of the arts in America as well as increasing awareness and understanding of American art, culture, values and society for international participants and audiences;
- Foster opportunities for educational outreach and community engagement with diverse and underserved communities, especially youth, women, and persons with disabilities;
- Engage participants in instructive and informative experiences in their art form; and
- Create opportunities for sustaining relationships and collaboration between U.S. and international artists and institutions that endure beyond program duration.

The CAE Open Competition invites proposal submissions from public and private U.S. non-profit arts and educational organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3). Applicants should demonstrate established reputations in a field or discipline related to the specific program themes. Under the FY2013 CAE

Open Competition, ECA will accept project proposals under the following themes:

Theme 1: Economic Statecraft and the Arts

The Bureau intends to award one Cooperative Agreement for approximately **\$500,000** to design, implement and administer an exchange program that sends abroad small delegations (approximately three to eight members) of recognized American creative and business experts to provide a 360° perspective of a creative industry and contribute to the sustained development of a creative economy in emerging democracies and markets. The initiative will consist of approximately three to five programs spanning approximately one to two weeks in countries identified by ECA, and be complemented by a new and social media based mentoring/professional network component that will extend the impact of the program and provide innovative avenues for follow-on programming and alumni engagement.

Theme 2: Arts in Collaboration

The Bureau intends to award one Cooperative Agreement for approximately **\$800,000** to develop and administer an international exchange program in hip hop and urban arts that incorporates artistic collaboration, professional development and outreach to youth to explore and address conflict resolution strategies.

This project will incorporate multi-disciplinary hip hop collaborations to provide innovative opportunities to engage youth and underserved communities overseas. This initiative consists of programming approximately 15 to 20 U.S. professional hip hop and urban artists who will lead four to six week exchange programs in each of the approximately six countries from at least two geographical regions determined by ECA. In addition to the overseas components, the initiative will bring approximately six foreign artists from at least two geographic regions to the U.S. to participate in a professional development program.

Theme 3: Community Engagement through the Arts

The Bureau intends to award one or two Cooperative Agreements for a total of approximately **\$500,000** to design, implement and administer an exchange program that sends approximately four to eight American artists abroad to collaborate with local youth and underserved populations on community-based art projects in the mural arts and/or new media arts. Projects should be designed to advance U.S. foreign policy goals in that country by addressing a local community issue, such as women's empowerment, HIV-AIDS prevention, social inclusion, conflict resolution, and the environment. Applicants can submit a proposal for up to \$500,000

that incorporates mural arts and new media arts or submit a proposal for \$250,000 that identifies either mural arts or new media arts. Each of the selected artists will conduct a project of three to four weeks in countries to be determined by ECA.

Theme 4: Professional Development in the Arts

The Bureau intends to award one Cooperative Agreement for approximately **\$155,000** to assist the Cultural Programs Division in the implementation of short-term, in-depth professional development cultural exchange projects. Approximately 12 to 15 U.S. Embassy and ECA nominated visitors from countries around the world will participate in two to three week initiatives/projects in the United States designed to promote interaction between foreign arts professionals and their American peers. The participants may include but not be limited to mixed ability performing and visual artists, arts administrators, and/or arts educators. Each project will be uniquely developed to include workshops and lecture/demonstrations in the Washington D.C. Metropolitan area and other sites in the United States in order to support strategic foreign policy goals. The exchange format will be intensive and interactive, weaving together both formal and informal sessions to achieve the stated goals and objectives for each specific project.

It is the Bureau's intent to make one award under each of the program themes, with the exception of theme three which may award up to two agreements contingent on the competitiveness and strength of the proposals received. It is anticipated that all Cooperative Agreements under the CAE will fund project activities from September 1, 2013 to August 30, 2015. The actual number of awards under each theme will be contingent upon the quality of proposals submitted, their responsiveness to the published review criteria and the availability of funds. Applicants are urged to thoroughly read through the project concepts listed for specific arts genres and country preferences under each theme.

Pending successful implementation of the programs and the availability of funds in subsequent fiscal years, it is ECA's intent to renew the Cooperative Agreements for two additional fiscal years, before openly competing for projects under these themes again. 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.

Please see section **II. Award Information** for additional details.

I. Funding Opportunity Description:**I.1 Authority:**

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.

I.2 Purpose:

Cultural diplomacy, an essential facet of America's foreign policy, 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 (CAE) initiatives create partnerships through artistic collaboration and

professional development that enrich both the international participants and the Americans with whom they meet.

I.3 A. Overview: CAE – Economic Statecraft and the Arts

Under the Cooperative Agreement, the recipient will work in consultation with ECA, U.S. Embassies and in-country partners to develop three to five discrete programs between one and two weeks in length, which will be comprised of a small delegation (approximately three to eight members) of recognized American arts and business experts who provide a comprehensive look at a distinct creative industry. The members of the delegation should lend individual and complementary perspectives and provide host country participants with a wide range of options for future collaboration and/or mentoring. The innovative use of new and social media will enhance and extend the impact of the program through online educational programming, collaborations and/or mentoring to encourage a means for sustaining professional networks and relationships. The program will link both the creative and the business sectors of the arts to promote respect for intellectual property rights and international standards, current industry trends, business development and training, and will enable the creative sector in the host country to emerge as a sustainable creative economy that bolsters creative freedoms, free markets, and democratic values.

I.3.B. Program Design: ECA will designate participating countries. The recipient must demonstrate the ability to recruit individuals from a wide range of arts and business fields which include, but are not limited to film, literature, music and design/digital/graphic arts. The overseas program will consist of group seminars, individual meetings, workshops and media activities that are developed in close consultation with ECA, U.S. Embassy and in-country partners. Over the course of the visits, delegation members will:

- 1) Lead workshops, seminars or other discussions on both the creative and business aspects of the industry;
- 2) Encourage creative artists to organize self-support systems to help them survive and prosper while preserving the integrity of their work;
- 3) Provide their counterparts with hands-on information and resources about their field in a market economy.

As an outgrowth of the visit, the delegation will:

- 1) Create opportunities for future collaboration between our country and the host country by expanding market opportunities and cross border trade in the creative economy;
- 2) Promote free creative expression;
- 3) Offer a highly visible forum for open discussion of political, social, and cultural issues.

I.3.C Participants: American participants should be leaders in their respective fields and the composition of the delegation should represent the diversity of the United States in gender, geography, age and professional position. The recipient must demonstrate their ability to identify and recruit participants and make timely recommendations to ECA for final approval. The recipient will work with the U.S. Embassy to identify in-country partners and work in consultation with the U.S. Embassy to develop program schedules and activities. The recipient will provide the participants and ECA with pre-departure orientation materials at least four weeks prior to the start of the overseas trip.

I.3.D Program Dates: Each overseas program should be between one and two weeks and can begin at a time that is mutually agreed upon by the recipient, ECA and the U.S. Embassy, but begin within six to nine months of the award date.

I.3.E Program Guidelines: The recipient is responsible for the conception and structure of each individual program. The recipient will work in collaboration with the U.S. Embassy to develop a substantive program agenda. Program activities should encourage direct and meaningful interaction between the American and their foreign counterparts. The U.S. Embassy will be encouraged to

schedule television, radio, and newspaper interviews, as well as speaking engagements before larger, more public audiences, and opportunities to organize representational events. Proposals must provide a detailed and comprehensive narrative describing the objectives of the program. Please see the attached Program Objectives, Goals, and Implementation (POGI) document for application submission requirements. Overall, proposals will be reviewed on the basis of their responsiveness to the review criteria listed in this RFGP. **The accompanying POGI provides program-specific guidelines that proposals must address fully.**

I.4 A. Overview: CAE - Arts in Collaboration

Under the Cooperative Agreement, the recipient will design and implement a program consisting of collaborative multi-disciplinary exchanges in hip hop and urban arts that incorporate artistic collaboration, professional development and outreach to youth to explore and address conflict resolution strategies. Project activities will include approximately 15-20 American hip hop and urban arts professionals teaching and performing overseas as well as approximately six foreign artists participating in a professional development program in the U.S. The project must incorporate at least three urban and hip hop genres including but not limited to music, dance, MC/spoken word, film and visual arts. This program will emphasize

collaboration with artists and local community arts and educational organizations and programs that work with young people on conflict resolution strategies and leadership skills. The collaborative workshops and performances will engage young audiences while strengthening the international network of hip hop artists whose work conveys positive messages about conflict resolution and leadership.

I.4.B. Program Design: ECA will designate approximately six participating countries from at least two geographic regions. Overseas programming will include but is not limited to: workshops, master classes, community performances and outreach activities. Delegations of U. S. hip hop and urban art professionals will spend four to six weeks in each of the overseas countries, engaging with foreign youth, local artists and community organizations. Proposals must describe strategies for including the broadest and largest audiences while ensuring substantive and effective programming. Following the overseas portions of the program, the award recipient will work with our overseas posts to identify approximately six foreign professional hip hop and urban artists, educators or community leaders to participate in a three-four week professional development programs. U.S. locations for the programs will be based on available educational opportunities and may include festivals. The objectives of the U.S. program are to continue the youth leadership,

conflict resolution and artistic activities initiated during the overseas portion of the program, increase the multiplier effect of the workshops and master classes, and enhance the overall sustainability of the program. The program design must contain a detailed and achievable plan for the recipient to engage the American and foreign participants in a final arts-based hip hop and urban project that addresses conflict resolution themes and incorporates innovative uses for video and/or other media as a program element and/or to document project activities.

Projects are expected to yield the following outcomes:

- 1) Foreign and U.S. participants will increase their capacity for designing collaborative multi-disciplinary hip hop and urban arts projects that reach a wide range of young people;
- 2) Younger overseas audiences will expand their conflict resolution skills and leadership capacities through their engagement with American hip hop and urban artists who convey positive and peaceful messages;
- 3) U.S. and foreign artists will engage local arts and educational organizations and communities through unique collaborative program activities;
- 4) Younger under-served overseas audiences will increase their knowledge of conflict resolution

strategies and current trends in American urban arts and hip hop genres;

5) U.S. participants will introduce techniques for engaging audiences through innovative multi-disciplinary collaborations that illustrate the full-spectrum and diversity of hip hop and urban art forms.

I.4.C Participants: American participants should be professional artists and educators who are U.S. citizens and at least 18 years of age. The award recipient and our Embassy colleagues will be encouraged to especially seek women artists to participate in both sections of this project. Foreign participants from the designated overseas countries, who participate in the U.S. residency program, will be nominated and vetted by our overseas posts. All foreign participants must also be at least 18 years of age, and must travel to the United States on J-1 visas. Please see separate section **IV.3d1** for ECA's J-1 visa requirements. Both U.S. and foreign participant groups should represent the full range of diversity in terms of ethnic, gender, cultural, racial and disability.

I.4.D Program Dates: This Cooperative Agreement will begin on or about September 1, 2013. Each of the four-six week overseas programs and the three-four week U.S. program may begin at a time that is mutually agreed upon by ECA, the recipient and the U.S. Embassies. Proposals will need to

contain a detailed time line annotating dates of each program component.

I.4.E Program Guidelines: The recipient is responsible for the design and structure of each project component. The recipient will work in collaboration with the U.S. embassy to develop a substantive program agenda. Program activities should encourage multi-disciplinary arts collaborations between the American hip hop and urban artists and their foreign counterparts. The U.S. Embassies will work with the award recipient to schedule television, radio, and newspaper interviews, as well as speaking engagements before larger, more public audiences, and representational events. Proposals must provide a detailed and comprehensive narrative describing the objectives of the program. Please see the attached Program Objectives, Goals, and Implementation (POGI) document for application submission requirements. Overall, proposals will be reviewed on the basis of their responsiveness to the review criteria listed in this RFGP, as well as coherence, clarity, and attention to detail. **The accompanying POGI provides program-specific guidelines that proposals must address fully.**

I.5.A. Overview: CAE -- Community Engagement through the Arts

Under this Cooperative Agreement, approximately four to eight American artists will travel abroad to work with local

youth and underserved populations on four to eight distinct community-based art projects that develop tangible art work and address a local community issue connected to U.S. foreign policy goals in that country. The program should reach wide audiences, while also fostering in-depth engagement with specific groups. The program is designed to stimulate dialogue and promote cross-cultural collaboration through public art murals and/or new media art, while showcasing the role of visual and multidisciplinary artists as vibrant, engaged, and innovative partners in addressing broader social issues important to communities worldwide. For the purposes of the FY 2013 competition, mural arts includes, but is not limited to, graffiti and mosaic, while new media art includes, but is not limited to, new media technology, digital art, computer animation, virtual art, internet art, interactive art, video games and can encompass participant and location based work, sound art, projected work, mobile or portable work, and immersive environments.

I.5.B. Program Design: ECA will designate participating countries. The recipient must demonstrate the ability to recruit highly qualified individuals with community engagement experience and backgrounds in mural and/or new media art forms. The overseas projects will be designed by the recipient and the American artists, in consultation with the U.S embassies and ECA, and executed in collaboration with the local community. To further community engagement,

the artists should conduct workshops, master classes, talks, public events, and/or other outreach activities while abroad.

I.5.C Participants: Selected participants must be professional visual or multidisciplinary artists, but may range from emerging to mid-career or established artists. Participants must be U.S. citizens, currently residing in the U.S., and should possess a strong record of artistic accomplishments as well as some international experience. In addition, participants must possess relevant experience working with youth and local communities, whether in urban or rural areas, as well as in engaging with other artists, art educators, and other community members through master classes, workshops, discussions, and other outreach activities. The recipient must demonstrate their ability to identify and recruit participants and make timely recommendations to the U.S embassies and ECA for final approval.

I.5.D Program Dates: Each overseas project should be between three to four weeks and can begin at a time that is mutually agreed upon by the recipient, ECA and the U.S. Embassies, but should begin within nine months of the award date.

I.5.E Program Guidelines: The conception and design of the program and corresponding projects are the responsibility of the recipient. The recipient will work closely with the U.S. embassies, ECA, and any additional partners to develop substantive overseas projects and activities. The program design should be innovative and original, while demonstrating a connection to the aforementioned themes and priorities. It is essential that the proposal provide a full, detailed and comprehensive narrative describing how the award recipient and all of the participating stakeholders will achieve the objectives of the program. Please see the attached Program Objectives, Goals, and Implementation (POGI) document for application submission requirements. Overall, proposals will be reviewed on the basis of their responsiveness to the review criteria listed in this RFGP, as well as coherence, clarity, and attention to detail. **The accompanying POGI provides program-specific guidelines that proposals must address fully.**

I.6 A. Overview: CAE - Professional Development in the Arts

Under this Cooperative Agreement, the recipient will develop and administer two to three week professional development projects that will take place in the United States and provide 12-15 international arts experts with in-depth

opportunities to work with leaders from the American arts and education communities. The program will provide foreign artists and arts professionals with an opportunity to participate in uniquely designed intensive projects in the United States. Foreign participants will strengthen their career potential and deepen their understanding of U.S. society and culture through their participation in workshops, shadowing experiences and roundtable discussions with their American peers. Projects may also include meetings with high-level U.S. arts organization leaders and lecture demonstrations. Depending on thematic program content and U.S. Department of State foreign policy goals, a project may include an individual foreign participant or a small delegation of three to five foreign artists. Each project will consist of 14 to 21 programming days in the U.S. and must include a Washington D.C. component.

I.6.B. Program Design: Proposals must include a reasonable and substantial program design model which will lead to achievable project outcomes for each specific U.S. project. Embassies overseas and U.S. Department of State Regional advisors will submit project proposals for ECA to review. ECA will prioritize projects based on foreign policy objectives and will work with the award recipient on the final slate of projects. Foreign participants will be nominated and/or recruited by American Embassies in ECA-designated overseas countries. The award recipient must

demonstrate the administrative ability and networking capacity to design innovative professional development projects in fields including dance and theater management, arts education, literature and art therapy. Under the terms of this Cooperative Agreement, the recipient must provide overall programmatic, logistical, and administrative support for each of the approximately 12-15 foreign arts professional who will participate in the U.S. projects. Participants may include but not be limited to persons with disabilities and/or arts professionals who work with disability communities. Each two to three week project will include programming in the Washington D.C. Metropolitan Area and up to three U.S. cities.

Projects are expected to yield the following outcomes:

- Create opportunities for collaboration between arts organizations in our country and their counterpart organizations in other countries;
- Further the professional skills and expertise of the participants;
- Expand the network of international arts leaders who will share their knowledge and skills with their peers and the broader community;
- Discuss and compare best practices in an arts discipline across cultures and countries;

- Broaden the participants' knowledge of U.S. society and culture, thereby countering negative stereotypes.

I.6.C Participants: Foreign participants will be leaders in their art form or discipline but may have had limited access to American artists and the U.S. arts community. Examples of potential participants include theater directors from the Middle East; children's playwrights from East Asia and/or mixed ability dance choreographers from East Africa.

I.6.D Program Dates: Each U.S. project will entail a two to three week visit to the U.S. Program length and dates will be determined by ECA in consultation with the Embassies.

I.6.E Program Guidelines: The recipient is responsible for designing a structure, itinerary and daily program schedule for each individual project. The recipient will work in collaboration with ECA to develop each substantive program theme. Proposals must provide a detailed and comprehensive narrative describing planning strategies and possible resources that an applicant organization would utilize to meet the objectives of the program. Please see the attached Program Objectives, Goals, and Implementation (POGI) document for application submission requirements.

Overall, proposals will be reviewed on the basis of their responsiveness to the review criteria listed in this RFGP. **The accompanying POGI provides program-specific guidelines that proposals must address fully.**

II. Award Information:

Type of Award: Cooperative Agreement

ECA's level of involvement in this program is listed under number I above.

Fiscal Year Funds: FY 2013

Approximate Total Funding: \$1,955,000

Approximate Number of Awards: 4 to 5

Approximate Average Award: Varies by Program Theme

Anticipated Award Date: Pending availability of funds, September 1, 2013

Anticipated Project Completion Date: August 30, 2015

ECA's level of involvement is described in each POGI.

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

III. Eligibility Information:

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

III.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 OMB Circular A-110, (Revised), Subpart C.23 - Cost Sharing and Matching. 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.

III.3. Other Eligibility Requirements:

a.) Bureau grant guidelines require that organizations with less than four years experience in conducting international

exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making four awards, in amounts ranging from \$155,000 up to \$800,000 to support program and administrative costs required to implement these exchange programs. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition. The Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

b.) Technical Eligibility: All proposals must comply with the following: RFGP guidelines and requirements listed in each POGI or they will result in your proposal being declared technically ineligible and given no further consideration in the review process.

- Eligible applicants may not submit more than one proposal under this competition.
- If more than one proposal is received from the same applicant under this competition, 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.

IV. Application and Submission Information:

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

IV.1 Contact Information to Request an Application Package:

Please contact Ms. Kelsi Ward, ECAA/PE/C/CU SA-5, 3rd Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20522, and (202) 632-9367 to request a Solicitation Package. Please refer to the Funding Opportunity Number ECA/PE/C/CU-13-26 located at the top of this announcement when making your request.

Alternatively, an electronic application package may be obtained from grants.gov. Please see section **IV.3f** for further information.

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 for each theme, which

provides specific information, award criteria and budget instructions tailored to this competition.

Please specify ECA/PE/C/CU and refer to the Funding Opportunity Number ECA/PE/C/CU-13-26 located at the top of this announcement on all other inquiries and correspondence.

IV.2.To Download a Solicitation Package Via Internet:

The entire Solicitation Package may be downloaded from the Bureau's website at <http://eca.state.gov/organizational-funding> or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

IV.3.Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under IV.3f. "Application Deadline and Methods of Submission" section below.

IV.3a. You are required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) 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 DUNS number is easy and there is no charge. To obtain a DUNS

number, access <http://www.dunandbradstreet.com> or call 1-866-705-5711. Please ensure that your DUNS number is included in the appropriate box of the SF - 424 which is part of the formal application package.

IV.3b. 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 the Project Objectives, Goals and Implementation documents for additional formatting and technical requirements.

IV.3c. All federal award recipients must maintain current registrations in the System for Award Management (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. Failure to register in SAM will render applicants ineligible to receive funding.

You must have nonprofit status with the IRS at the time of application. **Please note:** Effective January 7, 2009, 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.

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.

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.

IV.3d. Please take into consideration the following information when preparing your proposal narrative:

IV.3d.1 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 RFGP, 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 RFGP 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://jlvisa.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-44, Suite 668
301 4th Street, SW
Washington, DC 20547

IV.3d.2 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 American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the 'Support for Diversity' section for specific suggestions on incorporating diversity into your 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.

IV.3d.3. 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 RFGP.

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 RFGP (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**, 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.

IV.3d.4. 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. Plans for implementing and sustaining virtual exchange components of these Cooperative Agreements may be reviewed by our Public Affairs Section as well as the program office.

IV.3e. Please take the following information into consideration when preparing your budget:

IV.3e.1. Applicants must submit SF-424A - "Budget Information - Non-Construction Programs" along with a comprehensive budget for the entire program. Budget requests may not exceed the maximum levels listed under each program theme above. 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. The overhead and administrative components of the proposal, including salaries, honoraria and subcontracts for services, should be kept as low as

possible. All other items should be necessary and appropriate. Your proposal should maximize cost sharing through other private sector support as well as institutional direct funding contributions.

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

IV.3f. Application Deadline and Methods of Submission:

Application Deadline Date: Monday, May 6, 2013

Reference Number: ECA/PE/C/CU-13-26

Methods of Submission:

Applications may only be submitted electronically through Grants.gov (<http://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the "Find" portion of the system.

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

Please follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/GetStarted>).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this RFGP to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days.

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

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 "For Applicants" 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. Direct all questions regarding Grants.gov registration and submission 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

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.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

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.

IV.3f.1 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.

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

IV.3.h. Funding Restrictions: Funding restrictions, which must be taken into account while writing your budget are as follows: funding is not available under the CAE model to support an individual artist, non-professional artists or conferences and/or festivals as sole program activities.

V. Application Review Information

V.1. REVIEW PROCESS

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. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

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 Program Idea/Plan: Your proposal should exhibit originality, coherence, substance, precision, and relevance to the Bureau's mission. A detailed agenda and relevant work plan and time-line should demonstrate clarity, substantive undertakings, logistical capacity, and attention to detail.

2. Ability to Achieve Program Objectives: Objectives should be reasonable, feasible, and flexible. Your proposal should clearly demonstrate how the institution will meet the program's goals and objectives. The FY 2013 RFGP requires applicant organizations demonstrate access to substantial networks of artists and arts administrators. Your proposal should demonstrate your organization's ability to develop a staffing plan and access resources to design unique and creative project components.

3. Support for Diversity: Your proposal should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program activities and program evaluation) and program content (orientations and debriefing, outreach activities, and resource materials).

4. Evaluation and Follow-Up: Your proposal should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. A draft survey questionnaire or other technique, plus a description of a methodology that links outcomes to the original project objectives, is strongly recommended. Your proposal should also discuss provisions made for follow-up with returned participants as a means of establishing longer-term individual and institutional linkages.

5. Cost-effectiveness/Cost-sharing: The overhead and administrative components of the proposal, including salaries, honoraria and subcontracts for services, should be kept as low as possible. All other items should be necessary and appropriate. Your proposal should maximize cost sharing through other private sector support as well as institutional direct funding contributions.

6. Institutional Track Record/Ability: Your proposal should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and institutional resources should be fully qualified to achieve the project's goals.

VI. Award Administration Information

VI.1a. 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 mailed 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.

VI.1b. The following additional requirements apply to this project:

For Cooperative Agreements involving the Palestinian Authority, West Bank and Gaza:

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 Jill Staggs, (202) 632-6408; staggsjj@state.gov for additional information.

Special Provision for Performance in a Designated Combat Area (Currently Iraq and Afghanistan) (December 2008)

All Recipient personnel deploying to areas of combat operations, as designated by the Secretary of Defense (currently Iraq and Afghanistan), under assistance awards over \$100,000 or performance over 30 days must register in the Department of Defense maintained Synchronized Pre-deployment and Operational Tracker (SPOT) system. Recipients of federal assistance awards shall register in SPOT before deployment, or if already in the designated operational area, register upon becoming an employee under the assistance award, and maintain current data in SPOT.

Information on how to register in SPOT will be available from your Grants Officer or Grants Officer Representative during the final negotiation and approval stages in the federal assistance awards process. Recipients of federal assistance awards are advised that adherence to this policy and procedure will be a requirement of all final federal assistance awards issued by ECA.

Recipient performance may require the use of armed private security personnel. To the extent that such private security contractors (PSCs) are required, grantees are required to ensure they adhere to Chief of Mission (COM) policies and

procedures regarding the operation, oversight, and accountability of PSCs.

VI.2 Administrative and National Policy Requirements:

Terms and Conditions for the Administration of ECA agreements include the following:

Office of Management and Budget Circular A-122, "Cost Principles for Nonprofit Organizations."

Office of Management and Budget Circular A-21, "Cost Principles for Educational Institutions."

OMB Circular A-87, "Cost Principles for State, Local and Indian Governments".

OMB Circular No. A-110 (Revised), Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

OMB Circular No. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments.

OMB Circular No. A-133, Audits of States, Local Government, and Non-profit Organizations

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>.

<http://fa.statebuy.state.gov>

VI.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 performance reports (PPR) must be submitted electronically to the Grants Office at reportseca@state.gov with a copy sent to the Program Officer. 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/> . Failure to

comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.

- 2.) A SF-PPR, "Performance Progress Report" Cover Sheet must be submitted with all program performance reports.
- 3.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 4.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.
- 5.) Quarterly program and financial reports should be submitted as well.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to IV. Application and Submission Instructions (IV.3.d.3) above for 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.

All reports must be sent to the ECA Grants Office and ECA Program Officer listed in the final assistance award document.

VI.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. As 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 five work days prior to the official opening of the activity.

VII. Agency Contacts: For questions about this announcement, contact the following program officers in the Cultural Programs Division, ECA/PE/C/CU for additional information about each theme:

Theme 1: **Julia Gómez-Nelson:** (202) 632-6409 or
nelsonJG2@state.gov;

Theme 2 & 4: **Jill Staggs:** (202) 632-6408 or staggsjj@state.gov;

Theme 3: **Michele Peregrin:** (202) 632-2834 or
PeregrinMS@state.gov.

U.S. Department of State, SA-5 *Third Floor, ECA/PE/C/CU 13-26*,
2200 C Street, NW, Washington, DC 20037.

All correspondence with the Bureau concerning this RFGP should reference the above title and number ECA-PE-C-CU-13-26. Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

VIII. Other Information:

Notice:

The terms and conditions published in this RFGP 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 RFGP 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 VI.3 above.

J. Adam Ereli

March 19, 2013

Principal Deputy Assistant Secretary

Bureau of Educational and Cultural Affairs

U.S. Department of State