

**Department of State**

**Bureau of Educational and Cultural Affairs (ECA) Request  
for Grant Proposals (RFGP): SportsUnited: International  
Sports Programming Initiative (ISPI)**

**Announcement Type: New Grant**

**Funding Opportunity Number: *ECA-ECAPEC-14-021***

**Catalog of Federal Domestic Assistance Number: 19.415**

**Application Deadline: Friday, February 28, 2014**

**Executive Summary:** The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs announces an open competition for the FY 2014 SportsUnited: International Sports Programming Initiative. Public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) may submit proposals for exchange projects designed to reach underserved youth and/or their coaches/sports administrators who manage youth sports programs. These exchanges between the United States and select countries will be either reciprocal or one-way, and will employ sports to address specific themes outlined below. The SportsUnited: International Sports Programming Initiative uses sports to help underserved youth around the world develop important leadership skills, achieve academic

success, promote tolerance and respect for diversity. The focus of all programs must be on both male and female youth ages 7-17 and/or their coaches/sports administrators. Programs designed to train elite athletes or coaches are ineligible.

Eligible countries and territories in each region are:

**Africa:** Democratic Republic of the Congo, Ethiopia (one-way exchange in Ethiopia), Mozambique, Nigeria, Rwanda, South Africa, and Tanzania; **East Asia and the Pacific:**

Australia (Northern Territories focused on Aboriginal Populations), Burma, Peoples Republic of China, Indonesia, Malaysia, Philippines, and Thailand; **Europe and Eurasia:**

Bosnia and Herzegovina, Cyprus, Georgia, Kosovo, Russia, and Turkey; **Near East and North Africa:** Algeria, Israel,

Jordan, and West Bank/Gaza; **South and Central Asia:** India, Kazakhstan, Sri Lanka, Turkmenistan, and Uzbekistan; and

the **Western Hemisphere:** Brazil, Colombia, El Salvador, Guatemala, Haiti, Honduras, Nicaragua, Uruguay, and Venezuela.

Proposals may address multiple countries, but all the countries must be in the same region. Please see Section

III.3. Other Eligibility Requirements for more information on eligibility requirements. *Funding Under this Competition is pending the availability of FY 2014 funds.*

**I. Funding Opportunity Description:**

**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.

**Purpose:** Sports 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, ECA's SportsUnited programs create both people-to-people and institutional linkages through sport. The Office of Citizen Exchanges welcomes proposals for two-way exchanges (one component in the United States and the other component overseas) that directly respond to the thematic areas outlined below. Organizations may choose to conduct a one-way exchange, but must explicitly explain how the objectives of Americans interacting with foreign participants will still be achieved. Projects for themes not listed below are ineligible for consideration under the FY 2014 SportsUnited: International Sports Program Initiative and will receive no further consideration in the review process.

**Eligible Themes:**

(1) Sport for Social Change

Exchanges funded under this theme will focus on effective ways that sport can play a role in promoting more stable and inclusive communities, and as an alternative to anti-social behavior. Project goals should include the importance of leadership, responsibility, teamwork, healthy

living, and self-discipline to demonstrate how organized sports can encourage youth to stay in school, prevent substance abuse and violence, and mitigate extremist voices. In addition, projects should aim to include the use of sport as a tool to promote tolerance and understanding through organized activities that appeal to youth and youth influencers, and that focus on conflict prevention/resolution.

## (2) Sport and Health

Exchanges funded under this theme will focus on increasing awareness among young people of the importance of following a healthy lifestyle. Project goals should aim to prevent substance abuse, enhance physical fitness in order to prevent illness, and raise the overall quality of life through sports. Programs should emphasize the responsibility of the broader community to support healthy behaviors, and to educate young people how to prevent and manage non-communicable diseases, such as diabetes, high blood pressure and obesity, or infectious diseases, such as HIV/AIDS and malaria, through sports programs.

### (3) Sport and Disability

Exchanges funded under this theme promote sport, recreation, and fitness programs for persons with disabilities. Project goals should include improving the quality of life for persons with disabilities by providing affordable, inclusive sports experiences that build self-esteem and confidence, enhancing active participation in community life, and making a significant contribution to the physical and psychological health of people with disabilities. Proposals under this theme aim to demonstrate that persons with disabilities can be included in sports activities in their communities, and will develop opportunities for them to do so. In addition, projects should aim to raise the awareness of non-disabled people about contributions that persons with disabilities make to society.

The pursuit of academic degrees from U.S. institutions is not an acceptable focus of this program. Proposals that have only an academic focus will be deemed technically ineligible and will receive no further consideration in the review process.

No guarantee is made or implied that grants will be awarded in all themes or for all regions and countries listed.

**Audience:** The intended audience is non-elite youth from underserved communities, their coaches/sports administrators, and non-governmental organizations working in their communities.

**Organizational Capacity:** Applicant organizations must demonstrate their capacity for conducting international exchanges, focusing on three areas of competency: (1) provision of projects that address the purpose and themes outlined in this document; (2) age-appropriate programming for youth and/or coaches and sports administrators; and (3) previous experience working on programs in the identified country/countries. Applicant organizations must identify a local in-country partner organization that will help facilitate the in-country aspects of the program. Applicants should describe previous activities with the proposed in-country partner organization, if any, and clearly delineate the role of and the scope of responsibilities of the proposed in-country partner.

Competitive proposals for the FY 2014 SportsUnited:

International Sports Programming Initiative must include the following:

- A detailed description of the recruitment and selection process for the foreign and American participants;
- A detailed description of U.S.-based activities, including workshops, seminars and/or other activities conducted by the Americans for the foreign participants;
- A detailed description of overseas activities, including workshops, seminars and/or other activities conducted by the Americans and the role of returned foreign participants in each of these proposed activities;
- A proposed timeline detailing all planned activities and how each activity supports the program goals and objectives;
- Resumes of experienced staff who have demonstrated a commitment to implement and monitor international exchange projects and ensure outcomes;

- A comprehensive plan to evaluate how the program's outcomes will achieve the specific objectives described in the narrative that includes a data collection strategy to demonstrate the program's effectiveness both in the United States and overseas;
- Letters of commitment from all partner organizations (both in the U.S. and overseas) describing their roles and responsibilities during the program in terms of project logistics, management, recruitment and selection, and oversight;
- A detailed post-grant activity plan that demonstrates how the participants will remain in contact after the Bureau-funded project has concluded and how the activities will enhance program sustainability;
- A detailed plan to enroll all participants (Foreign and American) in the Bureau of Education and Cultural Affairs' International Exchange Alumni website <https://alumni.state.gov>;
- If small grants will be utilized, a detailed plan that demonstrates how the small grants are dispersed and how this element will enhance the program's goals and objectives.

**U.S. Embassy Involvement:** Applicants are strongly encouraged to consult with the Public Affairs Section at the U.S. Embassy(ies) in relevant countries as they develop proposals responding to this RFGP. It is important that the proposal narrative clearly state the applicant's commitment to consult closely with the Public Affairs Section of the U.S. Embassy in the relevant country/countries to develop plans for project implementation, to select project participants, and to publicize the program through the media. Proposals should include U.S. Embassy involvement in the final selection of all participants.

**Media:** Proposals should include specific strategies for publicizing the project, both in the United States and overseas, as applicable. Sample materials can be included in the appendix. In any contact with the media (print, television, web, etc.) applicants must acknowledge funding from the SportsUnited Division of the Bureau of Educational and Cultural Affairs of the U.S. Department of State for the program. Prior to information being released to the media, the ECA Program Office(r) must approve the document. All grantees are required to submit photos, highlights,

and/or media clips for posting on the ECA website:

<http://exchanges.state.gov/sports/>.

**Participant Selection:** Proposals must clearly describe the types of persons that will participate in the program, as well as the participant recruitment and selection processes. It is a priority of the Bureau to include female participants in all of its programs. In the selection of foreign participants, the Bureau would like the U.S. Embassies (when possible) to be involved in the recruitment and selection processes and the proposal should state how the grantee intends to incorporate the U.S. Embassy or U.S. Consulate. The Bureau and U.S. Embassies retain the right to review all participant nominations and to accept or refuse participants recommended by grantee institutions. When participants are selected, grantee institutions must provide their names and biographical data, including a brief biography of the participant, to the ECA Program Office(r). Priority will be given to foreign participants who have not previously traveled to the United States.

**II. Award Information:**

**Type of Award:** Grant Agreement. ECA's level of involvement in this program is listed under number I above.

**Fiscal Year Funds:** 2014

**Approximate Total Funding:** \$1,800,000

**Approximate Number of Awards:** 8-10

**Approximate Average Award:** \$225,000

**Ceiling of Award Range:** \$225,000

**Floor of Award Range:** \$130,000

**Anticipated Award Date:** Pending availability of funds, August 31, 2014

**Anticipated Project Completion Date:** September 30, 2015 (if a one-year program is proposed) - June 30, 2017 (if a three-year program is proposed)

Projects under this competition may range in length from one to three years depending on the number of project components, the country/region targeted and the extent of the evaluation plan proposed by the applicant. The Office of Citizen Exchanges strongly encourages applicant organizations to plan enough time after project activities are completed to measure project outcomes. Please refer to

the Program Monitoring and Evaluation section, item IV.3d.3 below, for further guidance on evaluation.

**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). However, please see III.3.b.) Other

**Technical Eligibility Requirements below.**

**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.) Grants awarded to eligible organizations with less than four years of experience in conducting international exchange programs will be limited to \$130,000.

b.) Technical Eligibility:

It is imperative that all proposals follow the requirements outlined in the Proposal Submission Instructions (PSI) technical format and instructions document. Additionally, all proposals must comply with the following or they will result in your proposal being declared technically ineligible and will not receive further consideration in the review process:

- Applicants may not submit more than one (1) proposal for this competition. Organizations that submit proposals that exceed this limit will result in having all of their proposals declared technically ineligible. **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.
- Proposals that target countries that are not listed as eligible countries on the previous pages, or that address more than one region, or address themes outside of those listed in the RFGP, will be deemed technically ineligible.
- All proposals must contain an executive summary (one page), proposal narrative (not to exceed twenty pages), detailed timeline and detailed budget (which includes a line-item budget and a budget narrative; this is in addition to the required SF Forms). Failure to submit all required elements will cause your proposal to be declared technically ineligible.
- The Office of Citizen Exchanges does not support proposals limited to conferences or seminars (i.e., one- to fourteen- day programs with plenary sessions, main

speakers, panels, and a passive audience). It will support conferences only when they are a small part of a larger project in duration that is receiving Bureau funding from this competition. No funding is available exclusively to send U.S. citizens to conferences or conference type seminars overseas; nor is funding available to support the attendance of foreign nationals at conferences or at routine professional association meetings in the United States.

- The pursuit of academic degrees from U.S. institutions is not an acceptable focus of this program. Proposals that have only an academic focus will be deemed technically ineligible and will receive no further consideration in the review process.
- If your organization is a private non-profit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received non-profit status from the IRS within the past four years, you must submit the necessary documentation to verify non-profit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

**IV. Application and Submission Information:**

Before submitting a proposal, all applicants are strongly encouraged to consult with the Washington, DC - based U.S. Department of State contact for the themes/regions listed in this solicitation.

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: Ryan Murphy, U.S. Department of State, Bureau of Educational and Cultural Affairs, SportsUnited Division, ECA/PE/C/SU, SA-5, Floor 4, 2200 C Street, NW, Washington, DC 20037, tel: (202) 632-6058, fax: (202) 632-6492, [MurphyRM@state.gov](mailto:MurphyRM@state.gov) to request a Solicitation Package. Please refer to the Funding Opportunity Number located at the top of this announcement when making your request.

The Solicitation Package contains the Proposal Submission

Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation.

Please specify Ryan Murphy and refer to the Funding Opportunity Number 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://exchanges.state.gov/grants/open2.html>, 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.3g. "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 (one page), proposal narrative (not to exceed twenty pages), detailed timeline and detailed budget (which includes a line-item budget and a budget narrative; this is in addition to the required SF Forms).

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document 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](http://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 U.S. Department of State 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 non-profit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received non-profit status from the IRS within the past four years, you must submit the necessary documentation to verify non-profit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

IV.3d. **All ECA awards recipient organizations** must be registered with GrantSolutions by accessing [www.GrantSolutions.gov](http://www.GrantSolutions.gov). To register as a first time user of GrantSolutions, please scroll to the bottom of the home page and click "Getting Started-Request a User Account" at <http://home.grantsolutions.gov/home/home/customer-support/getting-started/>. Organizations that have previously used GrantSolutions do not need to register again. If the organization is not able to access the system, please contact GrantSolutions.gov Help Desk for help in gaining access.

Support for Grantee Organizations is available from 8 AM - 6 PM EST, Monday - Friday and can be reached at [help@grantsolutions.gov](mailto:help@grantsolutions.gov) or 1-866-577-0771.

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

IV.3e.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 4<sup>th</sup> Street, SW  
Washington, DC 20547

**IV.3e.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.3e.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.

**Department of State Acknowledgement**

All recipients of ECA grants or cooperative agreements should be prepared to state in any announcement or publicity where it is not inappropriate that activities are assisted financially by the SportsUnited Division of the Bureau of Educational and Cultural Affairs of the U.S. Department of State under the authority of the Fulbright-Hays Act of 1961, as amended. In any contact with the media (print, television, web, etc.) applicants must acknowledge funding from the SportsUnited Division of the Bureau of Educational and Cultural Affairs of the U.S. Department of State for the program. Prior to information being released to the media, the ECA Program Office(r) must approve the document.

**Alumni Outreach /Follow-on Programming and Engagement**

Funds for all post-grant activities must be in the form of contributions from the applicant or sources outside of the Bureau. Costs for these activities must not appear in the proposal budget, but should be outlined in the narrative. Please refer to the Proposal Submissions Instruction (PSI) document for additional guidance.

**IV.3e.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 exchanges. 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(r) and U.S. missions abroad on a project by project basis.

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

IV.3f.1. Applicants must submit SF-424A - "Budget Information - Non-Construction Programs" along with a comprehensive budget for the entire program. For this competition, requests may not exceed \$225,000. 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. Please note that the Bureau of Educational and Cultural Affairs does not fund programs that involve building of structures of any kind, including playing fields, recreation centers, or stadiums.

IV.3f.2. Allowable costs for the program include the following:

**1. Travel.** International and domestic airfare; visas; transit costs; ground transportation costs. Please note that all air travel must be in compliance with the Fly America Act. There is no charge for J-1 visas for participants in Bureau sponsored programs.

**2. Per Diem.** For U.S.-based programming, organizations should use the published Federal per diem rates for individual U.S. cities. Domestic per diem rates may be accessed at: <http://www.gsa.gov/perdiem>. ECA requests applicants to budget realistic costs that reflect the local economy and do not exceed Federal per diem rates. Foreign per diem rates can be accessed at:

[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78).

**3. Interpreters.** For U.S.-based activities, ECA strongly encourages applicants to hire their own locally based interpreters. One interpreter is typically needed for every four participants who require interpretation. When an applicant proposes to use interpreters, the following expenses should be included in the budget: Published Federal per diem rates (both "lodging" and "M&IE") and transportation costs per interpreter. Bureau funds cannot support interpreters who accompany delegations from their home country or travel internationally.

**4. Book and Cultural Allowances.** Foreign participants are entitled to a one-time cultural allowance of \$150 per person, plus a book allowance of \$50. Interpreters should be reimbursed up to \$150 for expenses when they escort

participants to cultural events. U.S. program staff, trainers or participants are not eligible to receive these benefits.

**5. Consultants.** Consultants may be used to provide specialized expertise or to make presentations. Honoraria rates should not exceed \$250 per day. Organizations are encouraged to cost-share rates that would exceed that figure. Sub-grantee organizations may also be employed, in which case the written agreement between the prospective grantee and sub-grantee should be included in the proposal. Such sub-grants should detail the division of responsibilities and proposed costs, and sub-grants should be itemized in the budget.

**6. Room Rental.** The rental of meeting space should not exceed \$250 per day. Any rates that exceed this amount should be cost shared.

**7. Materials.** Proposals may contain costs to purchase, develop and translate materials for participants. Costs for high quality translation of materials should be anticipated and included in the budget. Grantee organizations should expect to submit a copy of all program materials to ECA, and ECA support should be acknowledged on all materials developed with its funding.

**8. Equipment.** Applicants may propose to use grant funds to purchase equipment, such as computers and printers; these costs should be justified in the budget narrative. Costs for furniture are not allowed.

**9. Working Meal.** A maximum of one working meal may be authorized per project unless extenuating circumstances exist, in which case prior approval must be obtained from a DOS Grants Officer. Unless additional working meals are approved, the Recipient agrees to reduce the participants per diem to cover the cost of any additional working meals. In addition, per capita costs may not exceed \$45 excluding room rental. The number of invited guests shall not exceed participants by more than a factor of two-to-one.

**10. Return Travel Allowance.** A return travel allowance of \$70 for each foreign participant may be included in the budget. This allowance would cover incidental expenses incurred during international travel.

**11. Health Insurance.** American and Foreign participants will be covered during their participation in the program by the ECA-sponsored Accident and Sickness Program for Exchanges (ASPE). The grantee must notify the program office to enroll the participants. Details of that policy

can be provided by the contact officers identified in this solicitation. The premium is paid by ECA and should not be included in the grant proposal budget.

**12. Wire Transfer Fees.** When necessary, applicants may include costs to transfer funds to partner organizations overseas. Grantees are urged to research applicable taxes that may be imposed on these transfers by host governments.

**13. In-country Travel Costs for visa processing purposes.** Given the requirements associated with obtaining J-1 visas for ECA-supported participants, applicants should include costs for any travel associated with visa interviews or DS-2019 pick-up.

**14. Administrative Costs.** Costs necessary for the effective administration of the program may include salaries for grantee organization employees, fringe benefits, and other direct and indirect costs per detailed instructions in the Application Package. While there is no rigid ratio of administrative to program costs, proposals in which the administrative costs do not exceed 25% of the total requested ECA grant funds will be more competitive under the cost effectiveness and cost sharing criterion, per item V.1 below. Proposals should show strong

administrative cost sharing contributions from the applicant, the in-country partner and other sources.

IV.3f.3. Applicants will be required to participate in a one-day grant orientation in Washington, DC facilitated by the program office. Organizations outside the Washington DC metropolitan area are invited to send one representative to Washington, DC and should include costs for the program orientation (travel, local transportation, lodging, per diem) in the budget. The exact date of the orientation is to be determined but will be scheduled as early in the grant period as possible. The purpose of the orientation is to provide grant recipients information about working with the SportsUnited Division, working with the Grants Division, communicating with the Public Affairs Section of U.S. Embassies, as well as the relation between public diplomacy and U.S. foreign policy. While ECA strongly encourages all grant recipients to make every effort to attend, any organization unable to send a representative in person can be included via teleconference.

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

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

Application Deadline Date: **Friday, February 28, 2014**

Method 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](mailto: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.3h. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

## **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 Affairs Section of the relevant U.S. Embassy, 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 grants 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. Program Planning and Ability to Achieve Objectives:**

Program objectives should be stated clearly and should reflect the applicant's expertise in the subject area and region. Objectives should respond to the topics in this announcement and should relate to the current conditions in the target country/countries. A detailed agenda and relevant work plan should explain how objectives will be achieved and should include a timetable for completion of major tasks. The substance of workshops, internships, seminars and/or consulting should be described in detail. Sample training schedules should be outlined. Responsibilities of proposed in-country partners should be clearly described. A discussion of how the applicant

intends to address language issues should be included, if needed.

**2. Institutional Capacity:** Proposals must include: 1) the institution's mission and date of establishment; 2) detailed information about proposed in-country partner(s), their roles and responsibilities, and the history of the partnership; 3) an outline of prior awards—U.S. government and/or private support received for the target theme/country/region; and 4) descriptions of experienced staff members who will implement the program. The proposal should reflect the institution's expertise in the subject area and knowledge of the conditions in the target country/countries. Proposals 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 adequate and appropriate to achieve the program's goals. The Bureau requires applicants to submit letters of support from proposed in-country partners.

**3. Cost Effectiveness and Cost Sharing:** Overhead and administrative costs in the proposal budget, including salaries, honoraria, and subcontracts for services, should be kept to a minimum. Proposals whose administrative costs do not exceed twenty-five (25) percent of the total funds requested from the Bureau will be deemed more competitive under this criterion. Applicants are strongly encouraged to cost share a portion of overhead and administrative expenses. Cost sharing, including contributions from the applicant, proposed in-country partner(s), and other sources should be included in the budget request. Proposal budgets that do not reflect cost sharing will be deemed not competitive in this category.

**4. Support of Diversity:** Proposals 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 venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities). Applicants should refer to the Bureau's Diversity, Freedom and Democracy Guidelines in the PSI and the Diversity, Freedom

and Democracy Guidelines section, Item IV.3d.2, above for additional guidance.

**5. Post-Grant Activities:** Applicants must provide a plan to conduct activities after the Bureau-funded project has concluded in order to ensure that Bureau-supported programs are not isolated events. Funds for all post-grant activities must be in the form of contributions from the applicant or sources outside of the Bureau. Costs for these activities must not appear in the proposal budget, but should be outlined in the narrative.

**6. Program Monitoring and Evaluation:** Proposals should include a detailed plan to monitor and evaluate the program, both as the grant activities unfold and at the end of the program. Program objectives should target clearly defined results in quantitative terms. Competitive evaluation plans will describe how applicant organizations would measure these results, and proposals must include draft data collection instruments (surveys, questionnaires, etc). See the "Program Monitoring/Evaluation" section; item IV.3d.3 above for more information on the components of a competitive evaluation plan. Successful applicants (grantee institutions) will be expected to submit a report after each program component concludes or on a quarterly

basis, whichever is less frequent. The Bureau also requires that grantee institutions submit a final narrative and financial report no more than 90 days after the expiration of a grant. Please refer to the "Program Management/Evaluation" section, item IV.3d.3 above for more guidance.

## **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.

**For assistance awards 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 (Ryan Murphy, ECA/PE/C/SU, tel: (202) 632-6058, [MurphyRM@state.gov](mailto:MurphyRM@state.gov)) for additional information.

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:

- 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 first page of the Performance Progress Report form (SF-PPR) must be submitted with all programmatic reports and can be found here: [http://aopefa.a.state.gov/content.asp?content\\_id=20&menu\\_id=68](http://aopefa.a.state.gov/content.asp?content_id=20&menu_id=68). The complete report and supporting documentation must be uploaded by the Recipient as a *Grant Note* under the corresponding record for this Agreement in GrantSolutions.gov. For assistance, please contact the GrantSolutions Help Desk at 1 (866) 577-0771 (toll free for US callers) or by email at [help@grantsolutions.gov](mailto:help@grantsolutions.gov). 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.

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.

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 three weeks prior to the official opening of the activity.

**VII. Agency Contacts**

For questions about this announcement, contact: Ryan Murphy, U.S. Department of State, Bureau of Educational and Cultural Affairs, SportsUnited Division, ECA/PE/C/SU, SA-5, Floor 4, 2200 C Street, NW, Washington, DC 20037, tel: (202) 632-6058, fax: (202) 632-6492, [MurphyRM@state.gov](mailto:MurphyRM@state.gov).

All correspondence with the Bureau concerning this RFGP 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 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.

Evan Ryan

December 12, 2013

Assistant Secretary for Educational and Cultural Affairs

U.S. Department of State