

United States Department of State

U.S. Embassy Kampala, Small Grants Office

Notice of Funding Opportunity (NOFO): Ambassador's Special Self-Help Program 2020

This is the initial announcement of this funding opportunity, DOS-KAM-AMBSSH-FY19

Catalog of Federal Domestic Assistance Number: 19.700

Application Deadline: 31 March 2020

A. PROJECT DESCRIPTION

U.S. Embassy Kampala, Small Grants Office announces an open competition for registered organizations interested in submitting applications for projects that are community-based, initiated locally, administered at the local level, and include significant community contributions in cash, labor, or materials. This program supports small sustainable community-based initiatives that have immediate and dramatic impact on local community

The Ambassador's Special Self-Help Program project supports small-scale community-based initiatives that promote self-reliance, foster development, and promise an immediate and dramatic effect on local communities. The purpose of the program is to support different types of capacity-building projects: from development projects (schools, health clinics, wells), to projects that aid employment and help communities develop marketable skills (village craft centers, agricultural cooperatives), to projects that address concerns such as women's empowerment and the environment. For SSH 2020, we will prioritize projects focusing on projects that address gender equality and women's empowerment, and environmental protection/impact. We will accept all applications, but priority will be given to those two focus areas.

B. FEDERAL AWARD INFORMATION

Embassy Kampala expects to have approximately \$50,000 available to support five to eight organizations, subject to the availability of funding. Grants are typically between \$5,000 and \$10,000 per project. Project proposals should include a period of performance starting after September 2020 and concluding by September 2021. The SSH Program receives hundreds of funding applications each year. All submissions are reviewed in a competitive and transparent manner. Given the limited funding available through SSH program, we can only fund a few projects each year. We will contact those projects that are short-listed; other projects will be sent a form letter. We cannot give detailed feedback to each unsuccessful applicant.

C. ELIGIBILITY INFORMATION

C.1 Eligible Applicants

The Small Grants Office welcomes applications from all established Uganda-based non-profit organizations/nongovernment organizations (NGO), Community Based Organizations (CBO), and Grassroots organizations.

All SSH proposals must:

1. Be community-based;
2. Be initiated locally;
3. Be administered at the local level; and
4. Include community participation and contributions in cash, labor, and/or materials.
5. Organizations that apply for SSH funds must be established as Community Based Organizations (CBO) or Non-Governmental Organizations (NGO) with the Government of Uganda. Registration is not necessary; if organization is registered, please provide registration certificate.
6. All applicants must display sound management in the form of financial and administrative procedures that protect against waste, fraud, and abuse.

C.2 Cost Sharing or Matching

Providing cost sharing, matching, or cost participation is not an eligibility requirement for this NOFO.

C.3 Ineligible Expenses

Self-Help Funds Special Self-Help funds cannot be used for:

1. Remodeling or renovating existing facilities that are in disrepair as a result of neglect or insufficient maintenance funds;
2. Activities that could potentially create tension within the community, harm community members, or damage the environment;
3. Construction;
4. Religious or military activities;
5. Sport equipment or uniforms for a national sports team;
6. Musical instruments or uniforms for a national orchestra or dance company;
7. Surveillance equipment;
8. Abortion-related facilities and services;

9. Alcohol;
10. Used equipment, entertainment, luxury goods or gambling equipment;
11. Payments to Government Officials;
12. Ceremonies, parties, celebrations or ‘representation’ expenses; or
13. Technical assistance programs

C.4 Other

Any applicant listed on the Excluded Parties List System in the System for Award Management (SAM)(www.sam.gov) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR,1986 Comp., p.189) and 12689 (3 CFR,1989 Comp., p. 235), “Debarment and Suspension.”

Additionally, no entity listed on the Excluded Parties List System in SAM can participate in any activities under an award.

D. APPLICATION AND SUBMISSION INFORMATION

D.1 Address to Request Application Package

Applicants can find required application forms on the U.S. Embassy Kampala website at <https://ug.usembassy.gov/grant-programs/> or on www.grants.gov under the announcement title “Small Grants Ambassador’s Special Self-Help Program,” funding opportunity number DOS-KAM-AMBSSH-FY19.

D.2 Content and Form of Application Submission

Complete applications must include the following:

1. Complete the SSH 2020 application (Annex A)
2. Completed Budget package (Annex B). Includes:
 - a. Detailed line-item budget;
 - b. Budget Narrative; and
 - c. Activity logical framework.
3. Include a copy of the organization’s registration certificate, if available.

4. Include a letter of approval for proposed project from the local development committee, tribal authority, and/or local town or district council.
5. Attach original pro-forma invoices/quotations from the intended suppliers. Three quotes for each item are required.

All application materials must be submitted in English. Please make a copy of your entire application for your own records.

Please note: The Small Grants Office retains the right to ask for additional documents not included in this NOFO.

D.3 Please note: Prior to receiving any funds, accepted applicants must have an active registration in SAM (www.sam.gov), which requires a valid Unique Entity Identifier (UEI) number, formerly referred to as a DUNS number and an NCAGE number.

As noted in section C.4, the Small Grants Office may not make a Federal award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Small Grants Office is ready to make an award, the Small Grants Office may determine that the applicant is not qualified to receive a Federal award and give the award to another applicant.

The process for obtaining all these registrations can be lengthy and cumbersome. We suggest any entity interested in receiving funding from the government of United States begin the process shortly after submitting their application, if possible.

If this is your first time to register, please request DUNS number first, then register with SAM.gov and request NCAGE code. You need to have DUNS number in order to register with SAM.gov AND obtain NCAGE code. All the information entered DUNS/SAM/NCAGE MUST be exactly the same. The information will be validated between these systems.

- DUNS number: <http://fedgov.dnb.com/webform>
- NCAGE: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- SAM registration: www.SAM.gov

D.4 Submission Dates and Times

Applications are due no later than 11:59 p.m. Eastern Standard Time (EST), on 31 March, 2020 and must be made electronically to KampalaSelfHelp@state.gov.

Please submit application package in Word and Excel format; do not PDF.

E. APPLICATION REVIEW INFORMATION

E.1 Criteria

Only complete applications will be evaluated. The Proposal Review Committee will evaluate proposals according to the several criteria to include: Quality of project idea and impact on target group; Community participation and contribution in the project design, implementation, and monitoring and evaluation; Project outreach/impact (i.e. cost per beneficiary); Feasibility of successful project implementation/impact (over a 1-year grant period); Sustainability; and Transparent and participatory beneficiary selection process. Organizational capacity and past performance will also be considered.

E.2 Review and Selection Process

The Small Grants Office strives to ensure each application receives a balanced evaluation by a Review Panel. The Small Grants Office will determine technical eligibility for all applications. Proposals that meet the evaluation criteria and move on to the next level will be informed of next steps in the application process. Non-eligible applicants will be notified that they are not being considered for funding

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 Federal Award Notices

The Small Grants Office will provide a separate notification to applicants on the result of their applications. Successful applicants will receive a letter electronically via email requesting that the applicant respond to panel questions, conditions and recommendations. This notification is not an authorization to begin activities and does not constitute formal approval or a funding commitment. Final approval is contingent on the applicant successfully responding to the panel's conditions and recommendations, being registered in required systems, including SAM registration, unless an exemption is provided, and completing and providing any additional documentation requested by the Small Grants Office.

The notice of Federal award signed by the Department's warranted grants officers is the sole authorizing document.

F.2 Administrative and National Policy Requirements

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) shall apply to all non-Federal entities, except for assistance awards to Individuals and Foreign Public Entities (for more information on these exceptions, see Chapters 5, Federal Assistance to Individuals, and 6, Federal Assistance to Foreign Public Entities Directive.) Sub-Chapters A through E shall apply to all foreign organizations, and Sub-Chapters A through D shall apply to all U.S. and foreign for-profit entities.

The applicant/recipient of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award. The Department's Standard Terms and Conditions can be viewed at

<https://www.statebuy.state.gov/fa/Documents/2015DeptTermsAndConditionsForUSandForeignOrg.pdf>.

F.3 Reporting

Applicants should be aware that the Small Grants Program awards will require that all reports (financial and progress) are submitted on a quarterly basis. SSH requires grantees to adhere to specific procurement, reporting, and record-keeping requirements. The Embassy will transfer the SSH funds to grantees via electronic funds transfer in two tranches, in U.S. dollars (the receiving bank will convert the funds to UGX at the current exchange rate). Grantees are responsible for identifying reliable suppliers and obtaining invoices. SSH encourages grantees to purchase materials from local vendors to the extent possible.

Information on this reporting will be forthcoming to final applicants.

G. CONTACT INFORMATION

For technical submission questions related to this solicitation, please contact the Small Grants Office at KampalaSelfHelp@state.gov or +256 (0)414 306444.

Applications and additional guidelines are available at <https://ug.usembassy.gov/grant-programs/>.

H. OTHER INFORMATION

Applicants should be aware that Small Grants Office understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information.

Issuance of the NOFO and negotiation of applications does not constitute an award commitment on the part of the U.S. government. The Small Grants Office reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project evaluation requirements.