

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY SEOUL, PUBLIC DIPLOMACY SECTION
Notice of Funding Opportunity**

Funding Opportunity Title: American Corner Project Coordinator
Funding Opportunity Number: PD-SEOUL-FY20-03
Deadline for Applications: Sunday, September 6, 2020 EDT
CFDA Number: 19.441
Total Amount Available: \$48,720

A. PROGRAM DESCRIPTION

The U.S. Embassy Seoul, Public Diplomacy Section of the U.S. Department of State announces an open competition for individuals to submit applications to carry out a program as stated below. Please carefully follow all instructions.

Program Objectives:

American Corners are partnership projects with host libraries that give the Embassy the flexibility to provide effective programs keyed to our Mission goals and objectives, and to our local audience' needs and preferences. The grantee will work closely with host libraries to identify local target audiences in each region and analyze their needs, as well as to plan and conduct PD outreach programs in close coordination with American Spaces Team. We expect the grant period to run from October 2020 through Fall 2021 (October – November).

American Spaces in Korea serve as programming platforms to engage our audiences in support of U.S. foreign policy objectives as well as supporting the five pillars of American Spaces worldwide: providing accurate information about the United States; offering English language learning opportunities; engaging alumni of U.S. exchange programs; cultural & skills development programs; and U.S. education promotion. In addition to the recent establishment of American Corner in Pyeongtaek, PD Seoul plans to expand American Spaces to increase our presence in Jeju (Jeju City) and Gangwon (Gangneung) Provinces in Fiscal Year 2021.

The main role of the American Corner Project Coordinator is to create, organize, and conduct PD programs to engage our key audiences in support of U.S. foreign policy objectives as well as supporting the five pillars of American Spaces worldwide. If a grantee can perform the role of speaker for programs – PD Seoul prefers a grantee fluent in both Korean and English so that they will be able to conduct programs in either language - that will be an additional asset to this grant.

PD Seoul will determine program format (i.e. either virtually or in-person) following the ROKG, Embassy, and local partner policy/guidance on public gatherings in the COVID-19 era, adopting the most stringent/protective approach if there are differences in guidance. Even with this approach in place, the grantee should expect to travel to different regions throughout the country to conduct programs at American Corners.

Proposed Project Timeline

Mid-October 2020:

- Participate in orientation on goals and objectives for American Spaces programming provided by Spaces team
- Start planning programs for American Corners in Busan, Daegu, Gwangju, and Pyeongtaek in close consultation with American Spaces team
- Meet with American Corner Coordinators either virtually or in-person

November 2020 to April 2021:

- Organize and execute three to four programs per month for Corners in Busan, Daegu, Gwangju, and Pyeongtaek

May 2021:

- Program planning for Corners to be opened in Jeju and Gangneung
- Organize and execute two programs for Busan, Daegu, Gwangju, and Pyeongtaek ACs

June-September in 2021:

- Focus on program development for new American Corners in Jeju and Gangneung
- Organize one program each for Jeju and Gangneung ACs after their opening
- Organize and execute two programs per month for Busan, Daegu, Gwangju, and Pyeongtaek ACs

By Mid October 2021:

Make a final analysis on program participants at each Corner and make suggestions on target audience and program themes for PD Seoul's future outreach at American Corners

Participants and Audiences:

PD Seoul organizes American Spaces programs on a wide range of topics aimed at established opinion leaders -- government officials, NGO leadership, professors, and entrepreneurs -- as well as emerging voices, including the North Korean defector community, young professionals, leading college students, and start-up hopefuls. As the American Corners are based in regions throughout Korea, this target audience will vary dependent on each region's particular context. The COVID-19 outbreak has normalized conducting virtual programs, so the American Spaces team plans to organize nation-wide virtual programs on priority topics which also allow key Korean audiences to network amongst themselves through PD programs, including our State Department exchange program alumni. This grant will support American Corner program development and engaging target audiences in this effort.

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 months

Number of awards anticipated: 1 award

Award amounts: awards may range from a minimum of \$10,000 to a maximum of \$48,720

Total available funding: \$48,720 (*Refer to H. OTHER INFORMATION*)

Type of Funding: FY20 ECA (ASSF: American Spaces support funds) *Smith-Mundt*
Anticipated program start date: October 2020

This notice is subject to availability of funding.

Funding Instrument Type: Individual award (Non-fixed amount)

Program Performance Period: Proposed programs should be completed in 12 months. The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- Individuals

2. Cost Sharing or Matching

N/A

3. Other Eligibility Requirements

N/A for individuals

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at embassy website and grants.gov

2. Content and Form of Application Submission

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

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English

- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms (available at <https://www.grants.gov/web/grants/forms/sf-424-individual-family.html>)

- **SF-424I** (*Application for Federal Assistance – individuals*)
- **SF424B** (*Assurances for Non-Construction programs – individuals*)

2. Summary Page (optional): Cover sheet stating the applicant name, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (5 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Attachments :

- 1-2 pages CV or resume
- Career portfolio
- (If applicable) Letters of support from program partners describing the roles and responsibilities of each partner

- (If applicable) Official permission letters, if required for program activities

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) 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 EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

Submission Dates and Times

Applications are due no later than Sunday, September 6, 2020 EDT

Funding Restrictions

N/A

Other Submission Requirements

All application materials must be submitted by email to AmericanCenterKorea@state.gov.

E. APPLICATION REVIEW INFORMATION**1. Criteria**

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Program Planning/Ability to Achieve Objectives: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Monitoring and evaluation plan: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

Sustainability: Program activities will continue to have positive impact after the end of the program.

Individual Capacity and Record on Previous Grants: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates: September 2020

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: SF270 - Payments will be made in at least two installments, as needed to carry out the project activities.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

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

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: AmericanCenterKorea@state.gov.

H. OTHER INFORMATION

Grant ceiling amount for applicants residing in ROK:

Not to exceed \$48,720. This total amount includes honorarium, local travel cost to conduct regional programs, and any program related incidental fees. Housing and work-related insurance are not provided.

Grant ceiling amount for applicants not residing in the Republic of Korea (ROK):

With the suggested ceiling amount (ASSF), upon availability of funding, post's fund may be added to cover international airfare (round trip between the residing country and ROK), lodging, health insurance, and visa fee if applicable.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.