

U.S. MISSION INDIA PUBLIC DIPLOMACY GRANTS PROGRAM

Funding Opportunity Title: KRFP16-05: U.S. Consulate General Kolkata: Empowering India's Youth to Counter Gender Based Violence

CFDA Number: 19.040 - Public Diplomacy Programs

Contact: Grant Applications Manager, U.S. Consulate, Kolkata

Email: KolkataPASG@State.Gov

Application Open Date: 4/25/2015

Application End Date: 6/25/2015

11:59 pm midnight Washington, DC

For the purposes of determining if an award is submitted on time, we will utilize the time-stamp provided by Grants.gov. This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above their application will be considered ineligible and will not be considered for funding.

Section I. Funding Opportunity Description

The U.S. Consulate General, Public Affairs Section in Kolkata is soliciting proposals for a cooperative agreement that meets the specifications stated in Section II from legally-recognized non-profit, non-governmental organizations that meet U.S. and Indian technical and legal requirements to develop and implement public diplomacy programs as specified by Section II below. Information about the Public Affairs Section can be found at: <http://kolkata.usconsulate.gov/>.

Section II. Empowering India's Youth to Counter Gender Based Violence

The U.S. Consulate General, Kolkata will host a series of four workshops across the consular district's four major cities: Kolkata, Guwahati, Ranchi and Patna. The workshops will work toward empowering the next generation to combat gender based violence (GBV). The purpose of this program would be to focus efforts on creating/strengthening sustainable 'gender cells' of both men and women students in colleges and universities drawing on, and sharing best practices from the U.S., India, and around the world.

The focus of this program would be to share best practices in order for educational institutions to understand what works best in their respective scenarios in order to successfully implement a policy of zero tolerance for gender-based violence and harassment on campuses. The project's aims would be to: 1) support the creation of a student organized model cell/grouping within campuses to counter GBV or strengthen existing ones; 2) to support a local effort, (for example the 'White Ribbon' campaign in the U.S. or the 'Must Bol' campaign in India) to enlist male students into efforts to fight GBV 3) create awareness about the support system provided by law enforcement agencies 4) emphasize the empowering effect of social media-especially using social media to unite online and offline (traditional NGOs) activists against gender based violence thereby amplifying the campaign.

The initial event would consist of a two day residential workshop in each city to identify potential student leaders, share best practices and train the cell in the best ways to combat GBV. Participants will include student leaders from local colleges and universities as well as representation from other Indian cities on a 60:40 ratio. The program would also include a follow up workshop after 4-6 months,

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in Kolkata, with selected participants from each of the four cities to assess progress, share reports, discuss hurdles and create mechanisms for longer-term sustainability of the gender cell.

The U.S. Consulate General, Kolkata seeks applications from a “valid” U.S. or Indian organization to organize and execute these trainings (refer to Section IV). In case the applicant is an organization from the U.S., they will have to choose and work in close partnership with a local partner/sub-awardee. The awardee will work together with key stakeholders in the four cities to develop an agenda, invite local and international speakers and manage all logistics for the workshops.

Proposals should be based on the framework of four residential workshops in the four cities followed by a follow-on residential workshop in Kolkata. There should be a networking reception associated with each workshop. The total number of participants in each workshop should have a minimum of 40 and a maximum of 50 students. The four workshops together should reach out to a minimum of 40 and a maximum of 50 educational institutions across the country. The awardee will invite the student participants, trainers and resource personnel representing, but not limited to, government officials, police, judiciary, prosecutors and the legal fraternity, and local and international NGOs. The awardee will also work together with the U.S. Consulate General, Kolkata to identify and fund travel of two U.S. speakers- an anti GBV trainer and a social media trainer - to supplement local trainers. We would connect with them virtually during the follow up phase.

The awardee must receive approval from the U.S. Consulate General, Kolkata on the final list of invited participants and the media strategy to amplify the impact of this project.

Proposals must cover the myriad of expenses associated with the workshops, from the development of the agenda and securing the participation of expert speakers, to organizing and paying for airfare, transportation and hotel logistics. Proposal should include all relevant administrative and logistical costs. The awardee is encouraged to seek and find additional funding for this conference, subject to approval by the U.S. Consulate General Kolkata and U.S. Embassy New Delhi, especially for the networking receptions. Organizations are strongly encouraged to tap into the Corporate Social Responsibility (CSR) sector to supplement costs.

The awardee must develop budgets that include, but are not limited to, the following costs pertaining to the three workshops and the follow on conclave:

- Economy class roundtrip airfare, lodging, local transport and related costs for speakers/trainers and participants
- Venue rental – we strongly encourage partnering with leading institutions so as to enable cost share
- Lunch and coffee/tea break service for duration of the workshops. Please note the awardee is strongly encouraged to liaison/ partner with government/NGO/corporate organizations to fund the networking receptions.
- Agenda preparation
- All workshop related expenses beyond rental (utilities, back-up generator, etc.)
- Workshop materials

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- Publicity materials
- Audio-visual requirements
- Internet facilities
- Travel Agency expenses including visa and insurance costs for international participants
- Invitations
- Economy class roundtrip airfare, lodging, local transport and related costs for five speakers/trainers who will be nominated by U.S. Consulate General Kolkata

The conference should be held at a centrally located venue which will be easily accessible by all participants. Facilities at a leading educational institution are most preferred. At the end of the series of four workshops, the awardee will work together with the trainers and participating institutions to organize a follow on workshop after 4-6 months in Kolkata comprising selected participants from all four cities.

The awardee must have a proven track record of working on gender based issues. The awardee's expertise, knowledge and understanding of the types of programs and activities that work or do not work well in the local context, while addressing a sensitive issue such as (GBV), will be an important consideration in the selection of the final award. They must have the expertise and ability to identify key stakeholders and develop training sessions that will help to address key issues. They must have experience of working with a strong network of local, national and international contacts and influencers in a range of areas including but not limited to policy makers, law enforcement, police, judiciary, gender activists, the corporate sector, media, youth leaders and students representing key colleges and universities. Ability to work collaboratively in partnership with local organizations and seek additional funding will also be considered a positive.

A panel comprising Consulate and Embassy staff members will review each complete proposal received before the application deadline. Please note that selected proposals will have to complete additional forms and registration documents within thirty days of notification in order to receive funding. The project should be completed within 12 months of fund obligation.

Section III. Award Information

1. Funding Type and Amount: Cooperative Agreement

- Minimum ("Floor") Award Amount: \$65,000
- Maximum ("Ceiling") Award Amount: \$80,000

The Public Affairs Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

2. Project and Budget Periods: Grant projects generally should be completed in one year or less.

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Section IV. Eligibility Criteria

1. Eligibility is open to all non-profit, non-governmental organizations. Individuals are not eligible for an award under this Request for Proposal (RFP).

Organizations may sub-contract with other entities, but only one, non-profit, non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the responsibilities of each entity must be clearly defined in the proposal.

2. Cost sharing is not required for this funding opportunity.
3. This award does not allow for construction activities or costs.
4. U.S. Consulate General, Kolkata grants/cooperative agreements cannot be used to fund religious or partisan political activity; fundraising campaigns; commercial projects; scientific research; projects whose primary aim is the institutional development of the organization, or illegal activities.

Other Eligibility Requirements:

Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet <http://fedgov.dnb.com/webform> and an active SAM registration (www.SAM.gov). The U.S. Department of State will not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements by the time the Department is ready to make an award.

Applicants must register with Grants.gov prior to submitting an application. Registering with Grants.gov is a one-time process; however, it may take weeks to have the registration validated and confirmed. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications. Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission. There are four steps that you must complete before you are able to register: (1) obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by visiting <http://fedgov.dnb.com/webform> ; (2) register with System for Award Management (SAM) www.SAM.gov; (3) register yourself as an Authorized Organization Representative (AOR); and (4) be authorized as an AOR by your organization. For more information, go to www.grants.gov. Please note that your SAM registration must be annually renewed. Failure to renew your SAM registration may prohibit submission of a grant application through Grants.gov.

1. For Indian applicants, the Foreign Contribution Regulation Act (FCRA) of the Government of India applies.
2. Applicants must acquire all required registrations and rights in the United States and India. All intellectual property considerations and rights must be fully met in the United States and India.

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3. Any sub-recipient organization must also meet all the U.S. and Indian requirements described above.

Section V. Application Submission:

Instructions: Please follow all instructions below carefully. Failure to furnish all information or comply with stated requirements may lead to the application's disqualification for consideration. Applicants must set forth accurate and complete information as required by this RFP.

Applicants must ensure:

- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All materials are submitted in .pdf format
- Forms SF-424, SF-424A and SF-424B are completed and submitted with the application. These forms are available at <https://statebuy.state.gov/fa/Pages/Forms.aspx>.

We recommend that you submit your program proposal using "Suggested Application format" template (**Attachment A**) and detailed budget using "Suggested Budget Spreadsheet" template (**Attachment B**). Feel free to submit additional information as you think necessary.

- **Budget Narrative:** The budget narrative supplements the information provided in the budget spreadsheet and justifies how the budget cost elements are necessary to implement project objectives and accomplish the project goals. Together, the budget narrative and spreadsheets should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant's proposal.
- **Letters of Intent:** if local partnerships are included as part of the proposal, applicants must include a letter of intent between all partners as part of their application. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.
- **Proof of Non-profit Status:** Documentation to demonstrate the applicant's non-profit status (e.g. U.S.-based organizations should submit a copy of their IRS determination letter, Indian organizations should provide a copy of their NGO status).

The U.S. Embassy reserves the right to request additional programmatic and financial information regarding the proposal.

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Questions: For questions on this solicitation please contact Grants Applications Manager, Public Affairs Section, U.S. Consulate General, Kolkata, India, at:KolkataPASG@State.Gov

All application materials must be submitted electronically through Grants.gov. For questions relating to grants.gov, please contact them at 1-800-518-4726 or support@grants.gov.

Section VI. Review and Selection Process

- 1. Criteria.** Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated in Section VII below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.
- 2. Acknowledgement of receipt.** Applicants will receive acknowledgment of receipt of their proposal.
- 3. Review.** A technical review panel will review the proposal and based upon the criteria noted in Section VII. A determination will be made regarding the program's proposed area of activity and the Mission's strategic goals, and those proposals that are the best fit will be given additional consideration.
- 4. Follow up notification.** Applicants will generally be notified within 90 days after the RFP deadline regarding the results of the review panel.

Section VII. Application Evaluation Criteria

- 1. Completeness of Proposal.** The proposal meets all of the outstanding technical and logistical criteria required in this cooperative agreement, addressing the objectives as noted in Section II above. (20 points)
- 2. Innovation.** Applicant clearly describes how its proposal will address the requested program within the proposed time frame and articulates an innovative strategy or plan. (15 points)
- 3. Institutional and organizational capacity.** The organization demonstrates expertise in organizing and managing this project, with subject matter expertise for both the form and the content of the conference. Where project partners are included, the applicant details each partner's respective role, provides partner organization information and résumés for all persons responsible for the project and its financial administration. (20 points)
- 4. Budget and Narrative justification.** The budget and narrative justification are complete and reasonable in relation to the proposed activities and anticipated results. The plan for services and related cost estimates is realistic. (20 points)
- 5. Monitoring and evaluation.** The proposal outlines in detail how program success and impact will be determined, and may include pre and post program analysis. (10 points)

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6. Sustainability. The project is focused on sustainable capacity-building in college and university campuses. The proposal describes how activities will be carried on after the grant/cooperative agreement program ends which may include (but not be limited to) continued involvement of stakeholders; future commitment of funding; on-going training/workshops; planned meetings of program participants. (15 points)

Section VIII. Award Administration

1. Award notices: The grant or cooperative agreement award shall be written, signed, awarded, and administered by the Grants Officer, who is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and will be provided to the recipient. The awardee will interact with a designated Grants Officer Representative (GOR).

2. Reporting requirements: All awards issued under this announcement require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds will be tied to the timely submission of these reports. All details related to award administration will be specified in the award agreement. The point of contact for questions or issues related to the administration of the grant/cooperative agreement will be specified in the award agreement.

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Attachment A

SUGGESTED APPLICATION FORMAT

1. GENERAL INFORMATION			
1.1 Applicant Name			
a. Legal Name (as in Bank Account):			
b. Address:			
c. City/Town:		d. District:	e. State:
f. Zip/Pin Code:		g. Website:	
h. Other Info. (if any):			
1.2 Point of Contact			
a. Last Name:		b. First Name:	
c. Tel:	d. Cell:	E. E-mail	d. Fax
2. BACKGROUND OF ORGANIZATION			
2.1 Description			
•			
2.2 Key Personnel			
•			
2.3 Project Partner(s)			
•			
2.4 Past Grants (U.S. Embassy, Department of State, Other)			
•			
2.5 Strengths and Capacity of Organization			
•			
3. PROJECT DESCRIPTION			
3.1 Project Information			
a. Project Name:			
b. Duration (months):		c. Start Date: Click here to enter a date.	d. End Date: Click here to enter a date.
3.2 Executive Summary			
•			
3.3 Project Justification			
•			
3.4 Project Goal and Objectives			
•			

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3.5 Project Innovation
•
3.6 Project Activities
•
3.7 Project Accomplishments (Milestones)
•
3.8 Monitoring and Evaluation Plan
•
3.9 Sustainability
•
4. BUDGET
4.1 (See Attachment B: Suggested Grant Proposal Budget Worksheet to submit your Detailed Budget submission)
<ul style="list-style-type: none">• Total Funding applied for: \$ _____ (must match with Attachment B)• Total Recipient share (if any)\$ _____ (must match with Attachment B)
4.2 Budget Narratives and other Remarks (if any)
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Instructions

Key personnel: Name of the organization, address, phone/fax number/e-mail address, name and title of director (or person who is to sign the grant/cooperative agreement) and other significant staff members, particularly those who will be involved in the project and budget specifics. Provide an executive summary of the project description (no more than one page) with reference to the amount and duration of the funding request.

Description of Organization: Applicants must submit a full description of the organization and its expertise to organize and manage all aspects of this particular project. This applies to all proposed project partner as well.

Justification: This is a very important aspect of the proposal and applicants should pay particular attention to it. Define what the project will accomplish, and how will it benefit stakeholders. Please do not exceed one page.

Activities: Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Provide an overview of the full sequence of proposed project activities, including beginning and end dates and locations of events. Account for all functions or activities identified in the application.

Accomplishments, monitoring and evaluation, and sustainability: Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. Describe how you plan to monitor progress, and determine overall success and impact of the program. Note how you expect the impact of the project will be sustained over time, and by whom.

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Budget: Please refer to Attachment B “Suggested Grant Proposal Budget Worksheet”. Provide a detailed budget of every cost associated with the project. The more information and detail that you provide about the proposed budget, with a budget narrative, the better we can determine the viability and completeness of your proposal. For the budget line item “indirect costs” or “administrative overhead,” any figure you provide without a specific breakout will be returned for additional information or rejected. If your organization has an approved “Negotiated Indirect Cost Rate Agreement” or NICRA, please note that on your application and provide supporting documentation. Please also include the types and amounts of funding your organization has already received for the current project. Budgets must be calculated either in Indian rupees (Indian applicants) or U.S. dollars (U.S. applicants). Please note that the Fly America Act requires that anyone whose air travel is financed by U.S. Government funds to utilize the economy class services of a U.S. flag carrier.