

**NOTICE OF FUNDING OPPORTUNITY**  
**U.S. EMBASSY SARAJEVO, OFFICE OF PUBLIC AFFAIRS**  
**NOTICE OF FUNDING OPPORTUNITY**

Funding Opportunity Title: Bold Small Grants Mentoring Program

Funding Opportunity Number: 009-FY2021

Deadline for Application: June 18, 2021, by close of business,  
COB 17:00

CFDA Number: 19.900

**A. PROJECT DESCRIPTION**

The United States Embassy in Bosnia and Herzegovina, through the Office of Public Affairs (OPA), is pleased to announce a Notice of Funding Opportunity to design and implement the **BOLD (*BiH Omladinski Lideri, Bosnia and Herzegovina Young Leaders*) Small Grants Mentoring Program**. The [BOLD](#) network is a project of OPA that seeks to empower young people across BiH, age 18-35, through leadership opportunities and training, to implement projects for positive change in their communities.

This mentoring program is complementary to the BOLD Small Grants Competition, which will be announced separate from this NOFO. The Small Grants Competition will be available to all BOLD members to compete for funds of up to \$15,000 to implement projects in the areas of economic development and civic engagement over the course of a year. OPA will select the winning proposals in the Competition by the end of June, 2021. Funding will be awarded to grantees of the small grant competition only after they work with the applicant in a mentoring workshop to fine-tune their projects (see no. 1 below).

The goal of the mentoring program is to equip awardees of the grant competition with the skills and support needed, throughout the grant year, to effectively implement their projects in their communities, and to become skilled project managers and grant administrators. The applicant will be expected to guide the winning grantees through the administrative process of receiving their award, successfully implementing their program, handling problems as they arise, and

reporting on the project's progress to OPA. The most qualified applicants will have a thorough understanding of the U.S. Government's grant process and how to be a steward of those funds for the most effective outcome. Applicants should also be willing and available to expertly impart that knowledge and experience to young grantees who are seeking to successfully make a difference in their communities.

**Mandatory components:**

1. Applicants should propose a plan to convene all BOLD grant recipients in-person or online immediately after the notification of their selection, for a comprehensive workshop on the basics of grant management. The applicant should familiarize grantees with what to expect in terms of the mandatory grants forms, which they will receive from OPA's Grants Team prior to receiving the funds. The applicants should introduce grantees to best practice communications skills with the granting organization (OPA), including timely and effective reporting on grant activities. During this introductory workshop the applicant should inform grantees that individual sessions will be scheduled, to go through the process of making potential adjustments to the budget to ensure that the activities planned consistently support their goals and objectives, that activities are feasible and maximally effective, and that the budget is realistic and economical. The applicant will then schedule individual sessions with grantees and work with each one on thoroughly reviewing and revising their proposals and budgets. Following the sessions, grantees will resubmit their proposals to OPA for the disbursement of funds.
2. Applicants should include a plan to convene a minimum of two additional group, online or in-person, training sessions to ensure the most effective implementation of the proposals. Topics of these sessions should include, but not be limited to, finding partners for community projects and how to make the most of them, how to get buy-in and public support for the grantees' ideas for community solutions, putting together a public communications and social media campaign, troubleshooting when problems arise, and coping with disappointment when expectations are not met.
3. The applicant should propose a plan for ongoing personal mentoring support for each grantee throughout the grant year – whether in-person or

remotely – to help them overcome hurdles in reaching their goals, identify problem areas, and encourage them to meet deadlines and keep to their plans. The applicant should be an approachable resource for grantees to go to for advice and learned experience.

4. The applicant will be the primary liaison between OPA and the grantees and should keep up regular communication with OPA about the progress of the projects and notify OPA in a timely manner of any problems that arise.
5. The applicant will report quarterly to OPA on progress of the projects, in a written format.
6. The applicant will attend the main and final projects' events and write a Facebook post (accompanied with photos) about them, and share them with [info@bold.ba](mailto:info@bold.ba) for further posting and distribution.

**A detailed budget should be expressed in USD, with a maximum amount of \$10,000. OPA reserves the right to reduce, revise, or increase proposal budgets, participant numbers, based on program needs and the availability of U.S. government funding.**

## **B. FEDERAL AWARD INFORMATION**

Length of Performance Period:	14 months
Number of Awards Anticipated:	One
Award Amounts:	One award in the amount of USD 10,000
Total Available Funding:	USD 10,000
Type of Funding:	FY20/21 Assistance to Europe, Eurasia, and Central Asia (AEECA) under the Foreign Assistance Act

Anticipated Award Date: July 2021

Funding Instrument Type: Cooperative Agreement or Grant

B1. Awards related to this notice is subject to availability of funding. The U.S. Embassy reserves the right to cancel this Notice of Funding Opportunity at any time without any commitment to any applicant. Awarding of non-competitive continuations in FY 2022 is contingent on the availability of funding and successful performance.

B2. PROJECT PERFORMANCE PERIOD. All activities should last for a maximum of 14 months and take place between July 2021 and September 2022.

### **C. ELIGIBILITY INFORMATION**

C1. Who can apply: Non-government, non-profit organizations (including think tanks, civil society organizations) educational institutions that are based and legally registered in Bosnia and Herzegovina, and individuals are eligible to apply. Applicants must demonstrate an ability to work in all parts of BiH, whether independently or in cooperation with a partner organization.

C2. Other eligibility requirements: All organizations must have a DUNS unique entity identifier and a valid registration on [www.SAM.gov](http://www.SAM.gov) **before their project proposals can be funded.** Organization must obtain a DUNS number and SAM registration in order to receive funding. Please see Section E for information on how to obtain these registrations.

### **D. HOW TO APPLY FOR REQUIRED REGISTRATIONS**

**Required Registration:** 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.

**D.1. Who must apply?** All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique Entity Identifier from Dun & Bradstreet (**DUNS number**)
- **NCAGE/CAGE code**
- **www.SAM.gov registration**

## **D.2.First, get your DUNS Number**

Please use the link <http://fedgov.dnb.com/webform/CCRSearch.do?val=1/> to obtain your DUNS number.

The system is set up to be user-friendly and we encourage you to use it to obtain your DUNS number for yourself. However, if you experience problems, you may seek further assistance from:

Bisnode BH, Vrazova 8, 71000 Sarajevo

[info.ba@bisnode.com](mailto:info.ba@bisnode.com)

Tel: +387 33 215 454

+387 33 215 452

[www.bisnode.ba](http://www.bisnode.ba)

## **D.3.Next, get your NCAGE/CAGE code**

- To apply, go to [CAGE/NCAGE Code Request](#) page
- Instructions for the NCAGE application process are available [here](#).
- For NCAGE help from outside the U.S., call 1-269-961-7766
- Email: [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in getting an NCAGE code.

## **D.4.After you receive your NCAGE code, complete your SAM.gov registration**

- To register in the SAM system, go to <https://www.sam.gov>.
- Please read the quick guide for grants registration attachment which is the part of the application package that is posted on the Embassy web site.
- SAM registration must be renewed annually, so even if you are already registered in SAM from a previous grant, please check to see if your registration is still valid.
- Entities registering in SAM must submit a letter appointing their authorized Entity Administrator. Please check the template of the letter which is the part of the application package.

However, if you experience any problem in registering in SAM.gov use the following link: <https://www.fsd.gov/fsd-gov/home.do> to register for live chat, so the SAM administrators can answer your questions. Working hours for this service are from Monday through Friday after 14:00E

## **E. APPLICATION AND SUBMISSION INFORMATION**

E1. Mandatory application forms: Your application cannot be reviewed without all of the below elements. All forms and instructions are available at <https://ba.usembassy.gov/> under Grants and under Application package.

Please note: Obtaining the DUNS number and registering in the SAM system can take up to one month. We strongly encourage you to start this process as soon as possible.

- **SF-424 (Application for Federal Assistance – organizations).** Please make sure to include your DUNS number in the application.
- **SF424A (Budget Information for Non-Construction programs)**
- **SF-424B I-(Assurances for Non-Construction Programs-Individual)**
- **Project Proposal (6 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do.

E2. General Guidelines: Please read all instructions carefully – proposals that do not meet the requirements listed here will not be considered for funding.

- All proposals must be written and submitted in English.
- One organization may submit only one proposal to this NOFO.
- Proposals may not exceed 6 pages in length (including budget and checklist) in Times New Roman size 12 font.
- All fields in the grant application form and checklist must be completed and sent via email as one document.
- Project duration may not exceed 14 months.

**The deadline for submission of proposals /supporting documentation is June 18, 2021 by 17:00 p.m.** Please submit your filled-in application to the following e-mail address: [info@BOLD.ba](mailto:info@BOLD.ba).

Upon submission, please request a confirmation of the receipt of your application.

E3. Budget Guidelines: Any application not meeting the budget requirements below will not be considered for funding.

- Detailed budget should be written in USD, with a maximum amount of USD 10.000.
- Budget should NOT include VAT expenses; organizations will be able to be reimbursed VAT money.
- Budget costs should be grouped into the following categories:
  - Personnel costs (salaries for staff who already work for your organization, fees for project manager, project coordinator/assistant, and or accountant)
  - Fringe (social and pension insurance contributions)
  - Travel (transportation costs, lodging, meals and incidentals)
  - Supplies (office supplies and other materials for project implementation)
  - Contractual (fees for trainers, moderators, experts, and educators, who do NOT normally work for your organization but who are engaged to implement certain project activities, printing of promotional materials, renting of space/equipment, broadcasting of TV and radio shows, web site development, and other contractual services needed for project implementation.)
  - Other direct costs: (office rent, utilities, phone/fax/internet, office supplies, bank charges, etc.)
- Alcohol, entertainment, or “miscellaneous” expenses are **not** allowed.
- Costs incurred before the grant period start date will not be reimbursed.

Grant funds may **not** be used for the following:

- Long-term infrastructure needs
- Provision of direct social services to a population
- Vocational training, for example teaching participants to weld, perform electrical work, sew, raise bees, etc.
- Partisan political activity (Note: non-partisan election education and public information activities are allowable.)
- Funding of charitable activity and humanitarian aid, commercial projects, or fund-raising campaigns

E.4. Application Instructions: Please read carefully and complete each question as instructed. Omitting any of the requested information will delay the review of your proposal and may result in it being eliminated from consideration.

**Program Type:**

Please indicate which program you are applying for (BOLD Small Grants Mentoring Program).

**1. Applicant's Contact Information**

- a. Implementing organization: Specify the officially registered name of the organization/Specify the name of individual
- b. Contact person and title: Name and the title of the person who is authorized to sign official documents, if different from the Project Coordinator. You may state the name of the Project Coordinator too.
- c. Address/Postal Code and City
- d. Phone number
- e. E-mail: Please include both the general e-mail address for your organization and the e-mail address of the project coordinator or person who is authorized to sign official documents.

**2. Basic Information about the Proposal**

**Project title:**

**Amount requested (USD):**

Please list the amount of funding requested from the Embassy.

**3. Elevator pitch:** In 50 words or less, describe what your project is designed to accomplish and why it should receive support from the U.S. Embassy.

**4. Project outcome:** Please explain what you want to achieve by implementing your project?

**5. Description of project activities:** Please provide a detailed plan of activities you want to implement. The applicants need to provide a detailed plan of the training sessions with grantees, as well as mentoring plan.

**6. Monitoring and evaluation:** Please indicate how you plan to measure the success of the project. This could involve pre- and post-project surveys of participants; it could be evidence that your project changed/improved a situation or contributed to change in attitude/ behavior of participants.

**7. Project schedule and timeline:** Note your project duration in months and give an overview of the schedule.

**8. Background of implementing organization/Individual:** Briefly explain the mission of the organization, date of registration, number of employees, their work experience, number of volunteers, past and current programs implemented, as well as its technical and management capacity. Please briefly explain what internal control procedures you have put in place to manage grant funds. Please briefly explain the past experience in case individuals apply in implementing similar projects.

**9. Previous U.S. Government funding:** Indicate whether the implementing organization/individual has received previous funding from the U.S. Government. If so, please state the name of the project, the year and the amount of funding for each project. Please, state whether the project was successfully concluded,

**10. Detailed budget:** Present the budget in the form of a spreadsheet, in USD amounts, dividing the budget into the categories delineated in the application. Ensure that your stated project activities are properly budgeted based on reasonable market price for personnel, fringe, travel, contractual services, supplies, and other direct costs.

## **F. APPLICATION REVIEW INFORMATION:**

All proposals will be evaluated by the review panel according to the below criteria:

- Description of project activities. The proposal is well developed and provides a lot of details on how is going to be implemented. The proposal contains a detailed training plan for grantees as well as mentoring plan.

- Outcome. Project clearly identifies goal to be achieved.
- Budget is reasonable in relation to the proposed activities and anticipated results.
- Monitoring and evaluation. The proposal outlines how project success and impact will be determined.
- Previous US government funding. Please outline the past experience you had working with USG.

## **G. FEDERAL AWARD ADMINISTRATION INFORMATION**

### G1. Federal Award Notices

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

Funding decisions are contingent on the availability of funds. The total amount for this program may not exceed 10,000 USD. The U.S. Embassy reserves the right to cancel this Notice of Funding Opportunity at any time without any commitment to any applicant.

A Cooperative Agreement (CA) may be issued, particularly in the case that the selected applicant is a first-time recipient of Federal Funding. Elements of substantial involvement include:

- a. Participating in the design or direction of activities, design of conference agendas, and training delivery models
- b. Participating in the selection of key project staff and trainers
- c. Participating in the presentation of results
- d. Assisting in the selection and/or analyses of data
- e. Review and approval of each press release and other public statements and publications before their release to the public

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: The Recipient must request payment under this award by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer. Failure to comply with the terms and conditions of this award may result in payment delays. The payment of the award amount will be effected in one installment.

## G.2. Terms and Conditions

Before submitting an application, applicants may wish to 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 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- President’s September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Combating Race and Sex Stereotyping* (E.O. 13950);
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340

### G.3. Reporting Requirements

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

## H. FEDERAL AWARDING AGENCY CONTACTS

For more information, please contact us by phone: + 387 33 704-331,704-078, 704-285, fax: + 387 33 704-432 or e-mail at [info@BOLD.ba](mailto:info@BOLD.ba) .