

U.S. Mission Italy  
Annual Program Statement  
FY2022

**U.S. DEPARTMENT OF STATE  
U.S. MISSION ITALY, PUBLIC DIPLOMACY SECTION  
Annual Program Statement**

**Funding Opportunity Title:** U.S. Mission Italy PDS Annual Program Statement  
**Funding Opportunity Number:** PDS-ITALY FY 22-01  
**Deadline for Applications:** March 31, 2022  
**CFDA Number:** 19.040 – Public Diplomacy Programs  
**Total Amount Available:** TBD  
**Minimum for Each Award:** **\$10,000**  
**Maximum for Each Award:** **\$100,000**

**A. PROGRAM DESCRIPTION**

The U.S. Mission to Italy’s Public Diplomacy Section (PDS) is pleased to announce that funding is available through its Public Diplomacy Grants Program. This is an Annual Program Statement outlining funding priorities, strategic themes, and procedures for submitting requests for funding. Please carefully follow all instructions below.

**Purpose of Grants:** PDS Italy invites proposals for programs that **strengthen ties between the United States and Italy** through cultural and exchange programming that highlight shared values and promote bilateral cooperation. All programs must include a **significant** American cultural element, such as a connection with American experts, organizations, **or** institutions in a specific field that will promote increased understanding of U.S. policy and perspectives.

Examples of PDS programs include, but are not limited to:

- Academic and professional lectures, seminars, and speaker programs;
- Artistic and cultural workshops, joint performances, and exhibitions;
- Professional and academic exchanges, partnerships, and programs;

**Priority Program Themes:**

- Prosperity: Fostering empowerment, economic recovery, and shared prosperity through STEM education and entrepreneurship;
- Climate: Addressing the climate crisis through U.S.-Italy partnerships
- Democracy: Strengthening and/or explaining democratic institutions, principles, and norms and renewing trust in democracy, and combatting disinformation;
- Shared Values: Promoting diversity, equity, inclusion, and accessibility in support of U.S.-Italy shared democratic values;
- Security: Advancing shared interests in the realm of security and transatlantic relations between the United States and Italy;
- Human Rights: Innovatively promoting human rights through education and the arts; and
- American Studies, to include university linkages;

**The following types of programs are not eligible for funding:**

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- Programs relating to partisan political activity;
- Charitable or development activities;
- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs
- Scientific research;
- Programs intended primarily for the growth or institutional development of the organization; or
- Programs that duplicate existing programs.

**Authorizing legislation, type, and year of funding:**

*The source of funding is FY22 Public Diplomacy Funding.*

**B. FEDERAL AWARD INFORMATION**

Length of performance period: up to 12 months

Award amounts: awards may range from a minimum of **\$10,000** to a maximum of **\$100,000**

Type of Funding: Fiscal Year 2022 Public Diplomacy Funding

Anticipated program start date: Summer/Fall 2022

**This notice is subject to availability of funding.**

**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 and award smaller amounts than the full proposal, as deemed appropriate.**

**Funding Instrument Type:** Grant, Cooperative Agreement, or Fixed Amount Awards

**Program Performance Period:** Proposed programs should be completed in 12 months or less. PDS 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 Public Diplomacy Section encourages applications from Italy and the United States:

- Registered U.S. and Italian not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience in Italy;

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- U.S. or Italian individuals;
- U.S. and Italian non-profit or governmental educational institutions;
- U.S. and Italian Governmental institutions.

*Note: U.S. and Italian NGOs and individuals may apply, but preference (through merit review) will be given to Italian NGOs or partnerships that develop capacity with Italian NGOs. Third country organizations and individuals are not eligible.*

*For-profit or commercial entities are not eligible to apply.*

2. Cost Sharing or Matching

Cost sharing is strongly encouraged but not required.

3. Other Eligibility Requirements

Applicants should submit only one proposal per organization.

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) (currently a Data Universal Numbering System (DUNS) number from Dun & Bradstreet), as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a UEI number or be registered on [www.SAM.gov](http://www.SAM.gov).

## **D. APPLICATION AND SUBMISSION INFORMATION**

1. Address to Request Application Package

Application forms required below are available at <https://it.usembassy.gov/annual-program-statement/https://it.usembassy.gov/annual-program-statement/>

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

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- 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 (Forms can be found at <https://it.usembassy.gov/annual-program-statement/> )**

- **SF-424** (*Application for Federal Assistance – organizations*) or **SF-424-I** (*Application for Federal Assistance --individuals*)
- **SF424A** (*Budget Information for Non-Construction programs*)
- **SF424B** (*Assurances for Non-Construction programs*)

**2. Proposal (10 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You must use the application form downloadable on the APS webpage. Each application should include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Budget Justification:** Describe budget expenses in detail. (see guidelines below)
- **Introduction to the Organization or 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. What aspect of the relationship between the U.S. and Italy will be improved? 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.
- **Proposed Program Schedule:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **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?

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- **Program Media Plan:** Provide information on how the applicant will promote the project, and U.S. Mission to Italy funding support, through traditional and social media platforms and branding.
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

**Attachments:**

- Unique Entity Identifier and System for Award Management (SAM.gov)
- 1-page CV or resume of key personnel who are proposed for the program;
- Official permission letters, if required for program activities.

**Proposal Deadlines:**

The Public Diplomacy Section will review proposals according to the following schedule:

- Proposals received by the March 31, 2022, deadline will be reviewed by May 31, *with responses going out by June 15, 2022.*

*Funding Restrictions*

- **Award funds cannot be used for construction, vehicle purchases, office space rental, etc.**
- **Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.**

• **All application materials must be submitted by email to [RomePAgrants@state.gov](mailto:RomePAgrants@state.gov). You will receive a confirmation email after your submission.**

**E. APPLICATION REVIEW INFORMATION**

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

**Mission priorities:** Applicant has clearly described how stated goals are related to and support U.S. Mission Italy's priority areas or target audiences. Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results. **(35%)**

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**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 and will continue to have positive impact after the end of the program. **(20%)**

**Monitoring and evaluation plan:** Applicant demonstrates it can measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes outputs, outcomes and indicators and shows how and when those will be measured. **(20%)**

**Budget:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities. **(15%)**

**Organizational capacity and record on previous grants:** The organization has expertise in its stated field and PDS is confident of its ability to undertake the program. This includes past performance with U.S. government funds. **(10%)**

*Note: U.S. and Italian NGOs and individuals may apply, but preference (through merit review) will be given to Italian NGOs or partnerships that develop capacity with Italian NGOs. Third country organizations and individuals are not eligible.*

## 2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

## 3. 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;

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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 §200.206 Federal awarding agency review of risk posed by applicants.

## **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.

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

Organizations whose applications will not be funded will also be notified *via email*.

### 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, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of 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**

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If you have any questions about the grant application process, please contact Mission Italy Public Affairs at: [RomePAgrants@state.gov](mailto:RomePAgrants@state.gov).

Note: We do not provide any pre-consultation for application related questions that are addressed in the APS. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

## H. OTHER INFORMATION

### Required Registrations:

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique Identifier Number from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

#### Step 1: Apply for a NCAGE number

NCAGE application: Application page here

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

Italian Organizations can request their NCAGE code here:

<https://siac.difesa.it/SiteAssets/Pages/HomePage.aspx>

For help from within the U.S., call 1-888-227-2423

For 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.

**Step 2:** After receiving the NCAGE Code, proceed to register in SAM by logging onto:

<https://www.sam.gov>. SAM registration must be renewed annually.

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>



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**Guidelines for Budget Justification**

Cost requests should be reasonable and in line with the proposed activities.

*Personnel:* Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

*Travel:* Estimate the costs of travel and per diem for this program. If the program involves international travel, include a brief statement of justification for that travel.

*Equipment:* Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

*Supplies:* List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

*Contractual:* Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

*Other Direct Costs:* Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

*Indirect Costs:* These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

*Cost Sharing* Contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues. Cost sharing is strongly encouraged but not required.