NOTICE OF FUNDING OPPORTUNITY

REQUEST FOR APPLICATIONS

AWARDING AGENCY:	Public Affairs section, U.S. Embassy Kigali
FUNDING OPPORTUNITY TITLE:	U.S. College Preparatory Course 2022
ANNOUNCEMENT TYPE:	Grant
DATE OPENED:	April 01, 2021
DEADLINE FOR APPLICATIONS:	May 31, 2021
AWARD CEILING:	U.S. $13,000
AWARD FLOOR	U.S. 8,000
SUBMISSIONS:	Applications must be submitted to **KigaliPublicAffairs@state.gov**

Pre-Application Information Session: May 14, 2021

Application Submission Deadline: May 31, 2021 (12:00 PM Central Africa Time)

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEW

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SECTION I: PROGRAM OVERVIEW

Background

There are many talented, low- and middle-income students in Rwanda who only required financial resources and access to information to better their educational future. For the 7th year, the United States Embassy Kigali, Rwanda will fund a university preparatory course for academically qualified and highly motivated students in Rwanda. The college preparatory program will assist low and middle income students who are good candidates for financial assistance from U.S. colleges and universities but lack the financial resources to cover upfront cost of obtaining admission. The EducationUSA Advising Center at U.S. Embassy Kigali works with the students through regularly scheduled meetings and seminars to assist them throughout the application process to secure admission and scholarships to attend colleges and universities in the United States. The college preparatory course includes programs that support preparation for the SAT, TOEFL, and essay writing skills, key components of college access and a robust measure of college readiness among Rwandan high school students.

Purpose of the Project

This university preparatory course will prepare 30 EducationUSA scholars for the US university admissions process. These students are selected by the US Embassy Kigali Public Affairs Section from top performing high school students who are likely to be awarded full financial aid from US universities. The course will include preparation for TOEFL and SAT testing, application completion, essay writing, personal statement writing, interviews, and general university preparation. The course is combination of online assignments and in-person activities scheduled between December, 2021 and October 2022 the timeline of the program is provided under the "Timeline" section below). The EducationUSA Office – Kigali invites all qualified individuals and organizations to submit proposals by May 31st, 2021 by 12:00 PM, Central Africa Time.

Funding

The available funding for the college preparatory course is $13,000 for program planning and implementation, space rental for boot camps, material purchase, and staff honorarium. The grantee may use some of college preparation materials available at U.S. Embassy Kigali, including SAT, and TEOFL books and Chromebook computers for the students. Part of the grant money may be used to purchase internet data for students for virtual classes. Interested applicants may request a list of SAT and TOEFL prep materials available at the EducationUSA Kigali.

Application Due Date

All applications are due to the Public Affairs Section of the U.S. Embassy Kigali, by May 31, 2021, no later than 12 p.m. Central Africa Time (CAT). Applications must be submitted electronically to KigaliPublicAffairs@state.gov . No paper applications will be accepted. Late applications will not be considered.

Program Timeline

Date	Activity
April 1, 2021	Release of Notice of Funding Opportunity
May 14, 2021	Application Information Session
May 31, 2021	Applications Closed-all submissions due by 12:00 PM CAT
June 30, 2021	Grant Award Notification by this date
December TBD	In-Person classes or College Prep Boot Camp #1
January 3- February 28, 2022	Online assignments phase #1
March 1- 28, 2022	BREAK (No assignments)
March 14, 2022	A narrative and budget report due to the Public Affairs Section.
March 29-April 2, 2022	In Person-classes or College Boot Camp # 2
April 3- 18, 2022	BREAK (No Assignments)
April 19- June 30, 2022	Online assignments phase #2
July 19-August 6, 2022	In-Person classes or College Prep Boot Camp #3
August 31, 2022	A narrative and budget report due to the Public Affairs Section
September 1-30, 2022	Final Online assignments
October 30, 2022	Final grant report due to the Public Affairs Section

SECTION II: PROGRAM DESIGN AND REQUIREMENTS

Online Assignments and College Prep Boot Camps

The funding for the college preparatory course will fund the costs associated with in-person sessions such as space rental and the costs related to online assignments such as technical assistance, electronic preparation books and materials, and practice exams (if applicable). Funding may be used to cover costs associated with instructor honorarium and internet data for the students.

Please note that students who will participate in this college preparatory course will be in the terminal grade level (12th Grade or Senior 6) from September 2021 to June 2022. Therefore, the workload for online assignments must be designed such that it accommodates other responsibilities that students may have at school.

While we encourage grantees to be creative in their course design, we expect the online sessions to be delivered through emails, Google Classroom or other internet-based learning platforms. We envision online activities that include (but not limited to):

- College application essays: By the end of the course, the course Instructor (s) will have reviewed and provided written feedback to at least three draft essays for each students.
- Personal Statements: by the end of the course, the course Instructor (s) will have reviewed and provided written feedback to at least three draft personal statements for each student.
- Reading assignments: By the end of the course, each student will have read and completed reading assignments about six English books (The use of digital books is highly encouraged).

Other Requirements

The Proposed programs must meet the following requirements in order to be considered eligible for funding.

Program must:

- Take place between December 2021 -September 2022
- Improve significantly students' English skills including but not limited to reading skills, English for academic writing, public speaking, and interview skills,
- Take place between December 2021 -September 2022
- Have a syllabus that will help students develop strong personal statements and CommonApp essays for their university applications.
- Allow students to take at least ten timed full-length SAT practice tests and five TOEFL practice tests by August 30, 2022
- Provide the students with other specialized topics including US university teaching/ learning styles, finding the best fit college, US campus culture, and the structure of US higher education.

- Have an intentional and thoroughly described evaluation methods, include what data points will be used for helping students improve their test scores and English language skills.

- Leverage on any existing SAT and TOEFL test preparation programming such as Khan Academy for the SAT or Kaplan online test preparation for the TOEFL.

SECTION III: ELIGIBILITY INFORMATION

1.   **Eligible applicants**
The following organizations are eligible to apply:
- Individuals (US or Foreign)
- Public and Private Educational Institutions (US or Foreign)
- Non-governmental organizations (U.S. or Foreign)

2.   **Other eligibility requirements**
In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

Note: Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

SECTION IV: APPLICATION AND SUBMISSION INFORMATION

3.   Address to Request Application Package:
Application forms required below are available at grants.gov, rw.usembassy.gov

4.   Content and Forms 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:

- 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:

a. **Mandatory application forms**
- **SF-424** *(Application for Federal Assistance – organizations)* or **SF-424-I** *(Application for Federal Assistance --individuals)* at *as directed on www.grant.gov*

- **SF424A** *(Budget Information for Non-Construction programs) at as directed on* www.grant.gov
- **SF424B** *(Assurances for Non-Construction programs) at as directed on* www.grant.gov

b. **Summary Page**: Cover sheet stating the applicant name and organization, proposal date, project title, project period proposed start and end date, and brief purpose of the project

c. 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 may use your own proposal format, but it must include all the items below:

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Introduction to the Organization or individual applying**: A description of past and present operations, showing ability to carry out the project, 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 project is needed
- **Project Goals and Objectives:** The "goals" describe what the project is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities**: Describe the project activities and how they will help achieve the objectives.
- **Program Methods and Design**: A description of how the project is expected to work to solve the stated problem and achieve the goal, including any instruction/classroom materials Include a syllabus as appropriate.
- **Proposed Project Schedule and Timeline:** The proposed timeline for the project 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 project. What proportion of their time will be used in support of this project?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Project 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.

3. **Budget Justification Narrative**:

After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *VIII. Other Information: Guidelines for Budget Submissions* below for further information.

4. Attachments

- 1-page CV or resume of key personnel who are proposed for the project
- Letters of support from project partners describing the roles and responsibilities of each partner
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for project activities

SECTION V: REQUIRED REGISTRATION

Unique Entity Identifier and System for Award Management (SAM.gov) 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.

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

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

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

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%20N SPA %20NCAGE.pdf

For NCAGE help from within the U.S., call 1-888-227-2423 For
NCAGE help from outside the U.S., call 1-269-961-7766
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: https://www.sam.gov. SAM registration must be renewed annually.

SECTION VI: APPLICATION REVIEW INFORMATION

Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

Federal Awardee Performance & Integrity Information System (FAPIIS)

N/A

SECTION VII: FEDERAL AWARD ADMINISTRATION INFORMATION

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 project 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: Payments will be done through one Electronic Fund Transfer (EFT).

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.statebuy.state.gov/fa/pages/home.aspx

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

Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. Three program reports will be required, the first is due by March 15, 2021 and the second is due by August 31, 2021 and the final report due by October 30, 2021 (all reports will be submitted electronically to **kigalipublicaffairs@state.gov**

Applicants should be aware of the post award reporting requirements reflected in 2 CFR 200 Appendix XII —Award Term and Condition for Recipient Integrity and Performance Matters.

SECTION VIII: OTHER INFORMATION

Guidelines for Budget Justification

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

Travel: Estimate the costs of travel and per diem for this project, for both program staff, consultants or speakers, and participants/beneficiaries. If the project 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 project, which has a useful life of more than one year (or a life longer than the duration of the project), 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 project. 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 project activities.

Other Direct Costs: Describe other costs directly associated with the project, 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 project 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" refers to 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.

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