

United States Department of State
U.S. Embassy Windhoek

Program Office: Department of State, U.S. Embassy Windhoek
Funding Opportunity Title: U.S. Ambassador's Special Self-Help FY 2018
Announcement Type: Grant
Funding Opportunity Number: DOS-WHK-SSH-FY18
CFD number: 19.700
Deadline for Applications: March 31, 2019

A. PROJECT DESCRIPTION

U.S. Embassy Windhoek announces an open competition for organizations interested in submitting applications for projects that are community-initiated and involving schools, clinics, co-operatives, associations, training or community improvement projects.

The U.S. Ambassador's Special Self-Help (SSH) program is a grass-roots assistance program that allows U.S. embassies to respond quickly to local requests for small community-based development projects. This Self-Help fund provides small, short-term grants (one year) to community groups that are working to improve the basic economic and social conditions of their villages or communities. The fund provides grants for activities such as construction of classrooms, construction of ventilated pit latrines, construction of community centers and health clinics, boreholes for access to clean water, school equipment and supplies, medical equipment, solar heating and agricultural kits, among others listed in our guidelines

B. FEDERAL AWARD INFORMATION

U.S. Embassy Windhoek issues one or more awards resulting from this Notice of Funding Opportunity (NOFO) to applicants whose applications are the most responsive to the objectives in this NOFO. The Embassy may a) reject any or all applications; b) accept other than the lowest cost application; c) accept more than one application; d) accept alternate applications; and/or e) waive informalities and minor irregularities in applications received. The Embassy may give awards after discussions and negotiations with one or more applicants in order to obtain clarifications, additional detail, or to suggest modifications in the project description, budget, or other aspects of the application.

Applicants should not request more than \$20,000 USD. Applicants should include an anticipated start date of September/October 2019 and the project period should be no more than 12 months.

C. ELIGIBILITY INFORMATION

C.1 Eligible applicants

The Embassy welcomes applications from schools, cooperatives, non-governmental organizations (NGOs), Community Based Organizations (CBOs), or Faith Based Organizations (FBOs) that support community-based initiatives. Close corporations or other for-profit businesses are not eligible.

C.2 Cost sharing or matching

There is no requirement for cost sharing, matching or cost participation.

C.3 Other

Any applicant listed on the Excluded Parties List System in the System for Award Management (SAM) (www.sam.gov) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 the 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 Excluded Parties List System in SAM can participate in any activities under an award.

D. APPLICATION AND SUBMISSION INFORMATION

Application guidelines can be requested via email, whkselfhelp@state.gov.

The U.S. Ambassador’s Special Self-Help will accept applications from **October 1, 2018 to March 31, 2019**.

Applications can be emailed to whkselfhelp@state.gov or mailed to/handed in to:

U.S. Embassy Windhoek
Private Bag 12029 / No. 14 Lossen Street,
Ausspannplatz
Windhoek

Any application that is received after the deadline, is incomplete, or missing required documentation will be rejected.

Please Note: The Embassy retains the right to ask for additional documents not included in this NOFO.

Additional information that successful applicants must submit after notification of intent to make a Federal Award, but prior to issuance of a Federal award, may include:

1. Pre-award site visit;

2. Written responses and any revised application documents addressing any conditions or recommendations from the review panel;
3. Bank account information; and
4. Other requested information or documents discussed during negotiations prior to issuance of a Federal award.

E. APPLICATION REVIEW INFORMATION

The Embassy will determine eligibility for all applications and then each application will be evaluated and rated individually against the following criteria, listed below. The Embassy strives to ensure each application receives a balanced evaluation by a review panel.

The application should be responsive to the NOFO, should be **original, innovative and creative**. The application should demonstrate an immediate positive impact on a community need. Competitive applications should clearly indicate the number of beneficiaries, what type of support they receive and the funds requested should reflect the number of beneficiaries served. The project is achievable and realistic for the means and skills of the community and will be completed within the 12 month timeframe.

The application should clearly detail how activities will be carried out and the objectives should be clear, measurable, and have a well-articulated timeline.

The project should show a clear path to self-sustaining activities that will continue once the grant money has been used.

The project needs to be able to quantify and report on the number of beneficiaries served with the funding received.

The budget is complete and reasonable in relation to the proposed activities and anticipated results and the plan for services and related cost estimates is realistic.

After rating, shortlisted applicants will be contacted and may be asked for an interview, to provide additional information or clarification on portions of their application and may be asked to accommodate a site visit. The final list of applicants will be presented to an internal review panel for final selection. Applicants not selected will receive notification that they will not receive a grant.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

The grant award shall be written, signed, awarded and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants. The assistance award agreement is the authorizing document and it will be provided to the recipient.

All awards will require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds will be tied to submission of these reports in a timely manner.

All other details related to award administration will be specified in the award agreement as well.

G. CONTACT INFORMATION

For questions regarding this NOFO, please contact the Embassy at: whkselfhelp@state.gov or +264 (0)61-295-8596.