

NOTICE OF FUNDING OPPORTUNITY (NOFO)

The United States Embassy in Bosnia and Herzegovina, acting through the Office of Public Affairs, is pleased to announce an open competition for assistance awards through this **NOTICE OF FUNDING OPPORTUNITY (NOFO)** for the following programs:

- **DEMOCRACY COMMISSION SMALL GRANTS PROGRAM**
- **WOMEN'S EMPOWERMENT PROGRAM**
- **INTER-ETHNIC RECONCILIATION AND YOUTH PROGRAM**

The deadline for submission of proposals is Wednesday, December 30, 2015 by 17:00 p.m.

DEMOCRACY COMMISSION SMALL GRANTS PROGRAM contributes to more open and competitive political and economic systems and the protection of human rights.

We welcome project proposals dealing with the following themes:

- Anti-Corruption
- Human rights (including disabled and LGBT persons)
- Youth employment (self-employment, social entrepreneurship)
- Get-out-the vote campaigns
- Transparency in government
- Environment (energy efficiency, climate changes, air pollution and waste management)
- Media
- Youth activism
- Euro-Atlantic integrations

WOMEN'S EMPOWERMENT PROGRAM supports initiatives designed to promote women's leadership and the political, economic, and social advancement of women across Bosnia and Herzegovina.

We welcome project proposals dealing with the following themes:

- Entrepreneurship (proposals should not include vocational training.)
- Participation in politics, with an added focus on get-out-the-vote campaigns
- Prevention of Gender- Based Violence
- Public awareness on women's health issues

INTER-ETHNIC RECONCILIATION AND YOUTH PROGRAM supports initiatives designed to promote interaction and the development of tolerance and reconciliation between the ethnically and geographically diverse communities of Bosnia and Herzegovina. Although proposals involving youth (ages 14-25) are encouraged, the Embassy welcomes all innovative proposals aimed at promoting inter-ethnic reconciliation.

Projects that deal with one or more of the following themes will be given priority consideration:

- **Divided Communities:** Projects that support bringing together neighboring or nearby communities that have had little contact since the war.
- **Divided Schools / Fractured Education:** Projects that address school segregation or other problems that divide students along ethnic lines. These projects should help remove obstacles to integration in education.
- **STEAM projects:** Projects that focus on the study of science, technology, engineering, arts, robotics, and mathematics, with a strong inter-ethnic reconciliation component.
- **Restoring Dignity to War Victims:** Projects that involve youth in activities to restore dignity to victims of war and survivors of sexual violence and/or imprisonment camps.
- **Marginalized Groups:** Projects that promote participation from marginalized minority groups, including (but not limited to) displaced persons, persons with disabilities, socio-economically disadvantaged persons, LGBT persons, Roma, and others.
- **Reconciliation of war victims:** Projects that promote long-term reconciliation, peace and security.

Note: Applications for summer camps will be in a separate call for proposals in December 2015.

GRANT APPLICATION GUIDELINES

Only non-profit organizations, educational institutions and independent media that are based and legally registered in Bosnia and Herzegovina are eligible to apply. American or other donor country organizations and individuals are not eligible for grants under these programs.

IMPORTANT INFORMATION: Funding decisions will be made pending the availability of funds. The U.S. Embassy reserves the right to cancel this public call for proposal at any time without any commitment to any applicant.

The deadline for submission of proposals is Wednesday, December 30, 2015 by 17:00 p.m.

Project proposals must meet the following guidelines:

- **All proposals must be completed in English.**
- **Proposals may not exceed six (6) pages in length (including budget and checklist) in Times New Roman Size 12 font.**
- All fields in the grant application form and check-list must be filled-in and sent as one document by e-mail.
- Project duration may not exceed eighteen (18) months.
- For those who choose to apply for the **DEMOCRACY COMMISSION SMALL GRANTS PROGRAM**, please submit your request for application with the check list to the following e-mail address: DemcomBiH@state.gov. **Please use the same e-mail address to send your completed project proposal by the required deadline.**
- For those who choose to apply for the **WOMEN'S EMPOWERMENT PROGRAM**, please submit your request for application with the check list to the following e-mail address: WomenBiH@state.gov. **Please use the same e-mail address to send your completed project proposal by the required deadline.**

For those who choose to apply for the **INTER-ETHNIC RECONCILIATION AND YOUTH PROGRAM**, please submit your request for application with the check list to the following e-mail address: InterethnicBiH@state.gov. **Please use the same e-mail address to send your completed project proposal by the required deadline.**

- All award winners must include cooperative work with American Corners in Bosnia in Herzegovina (located in Sarajevo, Banja Luka, Mostar, Bihac, Brcko, Dobo, Trebinje, Zenica and Tuzla) to schedule, publicize, and deliver presentations to youth about their projects at that Corner, highlight any volunteer opportunities that are available through their organization, and work with American Corner staff to continue to publicize volunteer opportunities. Each Corner can and should serve as a civil-society/volunteerism hub.

IMPORTANT! Organizations may only submit one proposal per program. Organizations that have received a grant under one of the listed program categories and have not completed their projects are not eligible to apply for another program in that particular category until they have submitted their final reports, but may still apply under other program categories.

Budget guidelines:

- **Detailed budget should be noted in USD, with a maximum amount of \$25,000.**
- **Budget should NOT include VAT expenses.**
- Budget costs should be grouped into the following categories:

- Personnel costs (salaries of the engaged personnel, 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 material for project implementation)
 - Contractual (fees for trainers, moderators, experts, educators, printing of the promotional materials, renting of space/equipment, sound system, broadcasting of the TV and radio shows, web site development, and other contractual services needed for project implementation.)
 - Other Direct Costs: (office costs and other administrative expenses such as office rent, utilities, phone/fax/internet, office supplies, bank charges, etc.)
- **The total of Personnel costs, Fringe and Other Direct Costs should not exceed 30% of total award amount.**
 - Funds should not be used for food expenses. When these costs cannot be supported otherwise, they should be clearly justified and limited to a maximum of 10% of the total award amount.
 - Alcohol, entertainment, or “miscellaneous” are not allowable expenses.
 - Costs incurred before the grant period start date will not be reimbursed.
 - **All applicants are strongly encouraged to include some type of cost sharing in the budget request. In-kind contributions should be listed in the budget.**

Grant funds:

- Should not provide for long-term infrastructure needs that are not sustainable once grant funds are depleted.
- Should not fund materials, equipment etc. for start-up activities except if purchased for the purpose of providing training for participants.
- Should not be used for any expenses incurred outside of the territory of BiH, such as travel to international conferences, or the purchase of goods or payment of services in other countries.
- Should not be used to provide direct social services to a population.
- Should not be used for partisan political activity. However, non-partisan election education and public information activities are appropriate.
- Should not be used for funding charitable activity and humanitarian aid, commercial projects, or fund-raising campaigns.

ANY APPLICATION NOT MEETING THE ABOVE MENTIONED REQUIREMENTS WILL NOT BE CONSIDERED FOR FUNDING.

Project proposals will be evaluated by the U.S. Embassy and ranked based on the topic of the project, the creativity of the proposal, evidence of clearly formulated goals and target groups, low project implementation costs, project sustainability, and the ability of the applying organization to carry out the project’s aims.

Grants are normally made on a one-time basis. A repeat grant may be issued to successful applicants and particularly worthy organizations if the U.S. Embassy determines the activity advances a clearly defined priority objective.

In preparing your application, please be aware that you will not receive confirmation of whether your proposal will be selected for funding for several months. We expect to inform applicants of the status of their proposals approximately 4-6 months from the date of closing this Call for Proposals.

For more information, please contact us by phone: + 387 33 704-344, 704-285, 704-333 or by fax: + 387 33 704-432.

PLEASE SEE DETAILED APPLICATION GUIDELINES BELOW:

Program Type:	You need to mark the circle associated with the program for which you want to apply.
Applicants Contact Information: Organization:	Specify the officially registered name of the organization.
Contact person and title	Specify the name and the title of the Project Coordinator, or person who is authorized to sign official documents, if different from the Project Coordinator.
Address/Postal Code and City:	Include street, number, postal code and the city.
Phone/Fax number:	Include the phone/fax numbers of your organization.
E-mail:	Include an e-mail of your organization and the person who will be in charge of the project implementation.
Basic Information about the Proposal: Project title:	Include the project title.
Amount requested (USD)/cost share:	State the project amount in US Dollars requested from the American Embassy and the amount you managed to provide from other sources. When submitting your application please provide evidence that you have secured the co-funding you have noted in your application and budget sheet, if you can. If you do not have this written confirmation of funding from other sources, please be aware that if your project is accepted for funding with a co-sharing component, the American Embassy will not sign the grant until you provide written confirmation that additional funds will be at your disposal before the project implementation start date.
Project locations:	Include the locations where the project will be implemented.
Beneficiaries (number, age):	Include the number of project beneficiaries, and age (if applicable.)

Project duration (in month):	Unless the project is time sensitive, it is recommended that project period should be specified in number of months (i.e. “eleven months after the grant is signed).
Project dates:	If the project is time sensitive put exact date of the project implementation.
Elevator Pitch	In 50 words or less describe what your project is and why it should receive funding support from the U.S. Embassy.
Background of the organization:	Briefly explain the mission of the organization, any past and current programs implemented, as well as its technical and management capacity.
Any previous U.S. Government funding:	State the name, year and amount of the project funded by USG in the past.
Description of activities:	Explain in details all activities you are planning to realize during project implementation.
Justification:	Clearly identify the problem to be addressed, and how the project contributes to reaching the goals specified in the project proposal.
Project goals and objectives:	Explain the goals/objectives this project needs to achieve.
Project output and Sustainability:	Explain the potential of the project to reach-out diverse audience of the project, results of the projects and future prospects of the project, and how it will be sustainable after the project is completed. Explain how your organization will measure achieved results at the end of the project to determine if your desired results were reached or not.
Detailed budget:	Present the budget in the form of a spreadsheet, in USD amounts. You need to present the budget in the main categories (Personnel, Fringe, Travel, Supplies, Contractual, and Other Direct Costs.) In case of cost sharing, clearly separate the costs which will be funded by the U.S.

Embassy from those which will be funded by the applicant or other donors.