

## **Department of State – U.S. Embassy Kinshasa**

**Program Office:** Small Grants Programs  
**Funding Opportunity Title:** U.S. Embassy Small Grants Program: Health and Development Challenges  
**Announcement Type:** Grant  
**Deadline for Applications:** Rolling Basis

The U.S Embassy Small Grants Program (SGP) provides small grants of less than \$10,000 to registered self-help groups, community based organizations, and certain educational institutions and medical facilities. The objective is to aid groups in the development of projects that improve living conditions in their communities. The funds do not support the creation of a project or activity, but rather the expansion of existing community projects.

### **Eligibility**

Eligibility is limited to non-governmental organizations based within the DRC. Applicants must have a demonstrated expertise in their program field. Expertise and established relationships with international NGOs, other international donors, and/or local organizations will be considered favorably.

### Cost Sharing or Matching

This program does not require cost sharing.

### Other Special Eligibility Criteria

Not Applicable.

### **Contact Information**

U.S. EMBASSY SMALL GRANTS PROGRAM  
United States Embassy Kinshasa  
310 Avenue des Aviateurs,  
Kinshasa/Gombe, Rep. Democratique du Congo  
Telephone: 243 81 225 5872 ext. 2144  
Email: [KinshasaSGP@state.gov](mailto:KinshasaSGP@state.gov)  
Website: <https://cd.usembassy.gov/>

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## I. EXECUTIVE SUMMARY

The U.S Embassy Small Grants Program (SGP) provides small grants to registered self-help groups, community based organizations, and certain educational institutions and medical facilities. The objective is to aid groups in the development of projects that improve living conditions in their communities. The funds do not support the creation of a project or activity, but rather the expansion of existing community projects.

We only accept proposals from reliable, local non-governmental organizations. We cannot provide direct support to local host government institutions.

## II. BACKGROUND

The U.S. Embassy has provided small grants to local organizations for more than 20 years. These grants provide the capability to achieve targeted, small-scale goals that may not be included in larger foreign assistance programs. These funds are used to address health and development challenges and promotes increased economic opportunities in Africa.

Projects selected for funding must be completed and serve the community within one year. Selected projects must have strong community involvement with a substantial community benefit that is self-sustaining and ongoing. Projects to support vulnerable populations, including women, people living with disabilities, victims of gender-based violence, orphans and homeless children, etc., are particularly desirable.

SGP program activities can fall within one or more of the following categories:

- (1) **Education**, focusing on increasing access to education and the improvement of the learning environment in reputable Congolese schools.
- (2) **Health**, requests which focus on the improvement of medical centers, community health and sanitation, and construction of latrines.
- (3) **Development**, for example community water projects that bring clean, safe drinking water to a large number of people.
- (4) **Vocational training and income-generating activities** that provide a benefit to the community. There is a particular emphasis on including vulnerable or at-risk populations among the intended beneficiaries, including people living with disabilities, orphaned and vulnerable children, and minority groups. Projects must be self-sufficient, sustainable, and have a clear objective that is achievable in one year or less.

Below is a sample list, though not exhaustive, of the types of projects the Department will consider funding:

- Establishing a workshop for a women's vocational center in which they could finish their graduation requirements by creating goods to sell, benefiting about 90 women a year.
- Installing solar power for a nonprofit maternity clinic, allowing continuous emergency care for roughly 2000 impoverished women.
- Expanding a vocational program for out-of-school youth to include mechanical and electrical training.
- Construction of latrines for 900 girls in an elementary school, thereby improving their sanitation and encouraging them to continue their education.
- Installing wells to provide clean water in impoverished communities, benefiting roughly 8000 people.

### III. ELIGIBILITY REQUIREMENTS

Eligibility is limited to registered, non-governmental, community based organizations, self-help groups, and certain educational institutions and medical facilities.

Applicants are not required to include funding from other donors. However, a demonstrated history of managing grant funds will help to make your application more competitive.

The following types of projects and expenses are **not** eligible for funding:

- Purchase or rental of land or buildings, or vehicles
- Administrative, recurrent, or operational costs
- Revolving loans or “start-up” capital
- Fees or salaries, including those for training, seminars, travel costs, or per diem
- Religious, cultural, or recreational activities
- Meetings, training, information campaigns
- Office furniture, equipment, or supplies
- Uniforms, school fees, and sports equipment
- Any chemical, including fertilizer, pesticides, fungicides, or herbicides
- Small implements which are easily broken, stolen or privatized
- Support to businesses, private or individual enterprises, or beneficiaries who are USG employees

The organization must have an active email account; due to the absence of a public post system in DRC, most communication regarding the grant will be done by email.

### IV. APPLICATION AND SUBMISSION INFORMATION

**Award Period:** up to 12 months, beginning normally after September.

**Award Amount:** Grants will be awarded in amounts between \$2,000 and \$10,000. Multiple awards may be granted based upon the final availability of government funds.

**Application Submission Process:** Applicants must submit project proposals directly to the U.S. Embassy in Kinshasa, using the following address:

**U.S. EMBASSY SMALL GRANTS PROGRAM**

United States Embassy Kinshasa

310 Avenue des Aviateurs,

Kinshasa/Gombe, Rep. Democratique du Congo

Telephone: 243 81 225 5872 ext. 2144

Email: [KinshasaSGP@state.gov](mailto:KinshasaSGP@state.gov) Subject line: Small Grants Program Application

**Project Proposal**

All project proposals will be received on a rolling basis. A committee begins evaluation of all requests after April of each year. The Proposals received in May will generally be reserved for the following years selection.

Applicants must follow the instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information as required by this notice. Proposals may be submitted in either English or French; however, if your proposal is selected, you will need to provide further paperwork in English. There is a proposal template available on the US Embassy Kinshasa website.

**The proposal must consist of the following:**

**Section 1 – Abstract**

The abstract is limited to 300 words in length. It must provide a summary of the identified need, proposed activities, and expected results.

**Section 2 - Problem Statement**

The problem statement must describe the need for the project, with regards to: location, the extent and nature of the need, and the population or group affected by the problem. This should also identify the existing resources in the location, their funding sources, as well as general internal and external support mechanisms.

**Section 3 – Project Goals/Implementation Plan**

The applicant must specify the goals and objectives of the project, relative to the problem statement. The proposed activities should be described in sufficient detail to show how objectives and goals will be met. You may provide design reports, blueprints, building plans, specifications of equipment, photos, drawings, etc. You should also describe the community's involvement in the project. Community contributions can consist of labor, materials, cash, unskilled labor, transportation or a combination of these items.

This section should also describe who will be the direct and indirect beneficiaries of the project: who are they, how many males and/or females, how will this project contribute

to their development and self-sufficiency. Please provide estimated numbers where possible.

Finally, this section must include a plan that clearly identifies the objectives and major activities with expected dates of completion.

#### **Section 4 – Budget**

The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: equipment; supplies; other direct costs; and indirect costs. Grant funds may not be used for the following expenses: personnel salaries; travel; fringe benefits; and alcoholic beverages. The budget may not exceed 1 page in length. You should also provide pro-forma invoices for proposed expenses, such as equipment, materials and construction supplies.

#### **Section 5 - Organizational Capability**

Applications must include a clear description of the applicant's management structure, previous experience, organizational experience and knowledge in relation to the proposed activities. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project.

The U.S. Embassy will often send someone to conduct a site visit before approving your proposal, which may include a review of your organization's management structure and your work on similar projects.

#### **Final Application**

If your proposal is selected for an award, you will then be required to submit the following information:

#### **Application for Federal Assistance (SF-424)**

This form can be found on-line at: <http://www.whitehouse.gov/omb/grants/forms.html>.

#### **Organization Information Worksheet**

This worksheet will be provided with your notification in order to ask for specific details about the management of your organization.

#### **Organization Registration**

Your organization must be registered with three different systems online before the US Embassy can issue a grant. There is no fee to register your organization. If you have registered in the past, you will need to update your organization information as registration is only good for one year.

(1) Obtain a **Data Universal Numbering System (DUNS)** number from Dun & Bradstreet Call 1-866-705-5711 or access the Dun & Bradstreet website <http://fedgov.dnb.com/webform>

(2) An **NCAGE** is required for all foreign entities prior to registering in SAM. You can complete the registration once you enter the NCAGE. You can submit your request for an NCAGE Code by going to the NATO Support Activity (NSPA) NCAGE Request Tool at CAGE/NCAGE Code Request. That site contains detailed instructions.

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

(3) Once you have obtained the NCAGE/CAGE and DUNS, you can now register in the **System for Award Management (SAM)**, a validation process that takes approximately five business days.

<https://www.sam.gov>

Quick Start Guide for New Foreign Registrants:

[https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_International\\_Entity\\_Registration.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_International_Entity_Registration.pdf)

If you are creating or updating your SAM registration following your parent company's NCAGE code application, you must wait eight days from the awarded NCAGE code date. This timeframe will help alleviate potential problems with the SAM update process.

## **V. AWARD SELECTION CRITERIA**

Consistent with the federal grant regulations, the Department reserves the right to give priority for its funds to those organizations that are and have been supportive, in policy and programs, of USG policies.

Applications will be first reviewed for technical eligibility. If approved, a committee made up of the U.S. Ambassador and other U.S. Mission employees, will make a final decision based on the application, site visit, and any other information available about your organization.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **Selection Notices**

The notification that your proposal has been selected for further consideration will be sent via email by the Grants Officer Representative. The Grants Officer Representative is the U.S. Government official with the responsibility to monitor and evaluate grants programs, and will be the primary point of contact for the duration of the application process and project life. Organizations whose applications will not be funded will also be notified by email.

### **Award Notices**

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 through email.

**Anticipated Time to Award**

The Embassy generally receives notification of funding between the months of May and August. Potentially selected applicants should expect to be notified sometime during those months. Embassy staff will provide information at the point of notification about the requirements for the full application, which may include revisions to the activities and/or budget. The full applications will not be subject to further competition, but must incorporate any suggested changes made by the Embassy and meet all of the requirements detailed in the notification.

Issuance of this program notice does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received.

**Reporting Requirements**

Grantees are required to submit progress reports according to a timeline you will create at the time of your final application. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award

**VII. DISCLAIMER**

This award is made contingent upon the availability of funds. If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.