



U.S. Embassy Niamey/ American Cultural Center

Request for Proposals

The U.S. Embassy in Niger is pleased to announce its request for proposals for programs or projects that target our strategic themes.

We encourage those individuals or organizations interested in submitting a proposal to use the award as seed money to generate buy-in from other stakeholders. We will be looking for partnerships and cost-sharing with host country civil society organizations and the business community that can extend the impact of your proposals. Competitive proposals will also address the issue of sustainability — explaining how the project or program will continue beyond the initial support from the U.S. government.

A- Strategic themes

All proposals must relate to one or more of the below themes:

- a. Countering Violent Extremism (Counterterrorism)
- b. Muslim Engagement (including inter- and intra-religious dialogue)
- c. Women's Empowerment
- d. Youth Engagement
- e. Education (particularly English language education)
- f. Economic Statecraft (Entrepreneurship, economic empowerment)

B- Priority Audiences include the following:

- a. Women and youth
- b. Academia/universities/think tanks (including students)
- c. Journalists
- d. Civil society activists
- e. Business people/entrepreneurs

C- Criteria for Proposals:

- a. Proposals should be modest, **ranging from \$250 to \$10,000** (not including partnership funds). Please note that very few proposals will be awarded \$10,000 in funding.
- b. Matching funds and public-private partnerships are strongly encouraged.
- c. Proposals must address one of the themes/issues mentioned above.
- d. The totality of proposals chosen will reflect, to the extent possible, the full range of themes and issues.

D- Required forms and documentation

Proposals are accepted on a year-round basis. Proposals must be sent electronically to NiameyPASN@state.gov via pdf or Microsoft Word (budget can be sent in Microsoft Excel) format. **No hand-delivered proposals will be accepted.** Your proposal should include the following information:

- Your organization DUNS Number: [DUNS number](#)
 - a. [SF-424](#), Application
 - b. [SF-424A](#), Budget (including Negotiated Indirect Cost Agreement (NICRA))
 - c. [SF-424B](#), Assurances
 - d. Project Description; must not be very long and should provide a comprehensive but concise description of the overall project. Below are some directives to help you frame the narrative:
 - 1. How did the idea for the project originate (what was the inspiration)?**
 - What is the project all about? What is it that you are trying to do?

- What do you hope to accomplish and how?
- How is this project innovative within the local context (is there local government buy-in, public-private partnerships, varied funding, etc.)?

2. Who is your target Audience

- Precisely identify and provide a basic description of your targeted audiences, why they are strategically important, and why your project is particularly suited to reach them.

3. What is your Impact Amplification Plan

- Provide a brief description of your plan for deriving maximum impact from your project.
- What secondary or tertiary audiences will your project impact, beyond the primary program participants? For instance: Will there be follow-on activities?
- Will your participants create user-generated content (pictures, video, etc.) for online promotion and distribution? Will you arrange press interviews with program participants?

4. Will public and private partners be involved? (if applicable)

- List all project partners and any financial or in-kind support that has been committed. Public or private partners may include U.S. government agencies, foreign public partners, or other NGOs (foreign and domestic).

5. What are the key performance indicators?

- Provide reasonable, meaningful, and achievable performance indicators to measure the success of your project.

(Note: The questions below are suggestive. Your response should be a narrative and not a bulleted list of the responses to the questions.)

E- Funding exceptions (or restrictions?)

- a. Please note that while we enjoy working with our repeat implementing partners, we are always looking for new partners and new projects. If your organization has received funding in the last year or two, the American Cultural Center will most

likely not consider funding the same organization. For example, if an organization received funding for a festival or program one or two years ago, your request for funding would be denied.

- b. The American Cultural Center does NOT fund the following:
1. Publishing of books
 2. Translation of books
 3. Conference attendance (i.e. participant travel to UN program conference, etc.)

Key Elements of a Proposal

- SF-424 Application Cover Sheet (Required for all awards)
- SF-424A Proposal Budget and Narrative
- SF-424B Assurances
- Proposal Summary
- Introduction to Organization
- Problem Statement
- Project Objectives
- Program Methods and Design
- Project Monitoring and Evaluation Plan

Verify Applicant

- ▶ System for Award Management
<https://www.SAM.gov>

- ▶ Federal Awardee Performance and Integrity Information System <https://www.FAPIIS.gov>
- ▶ Federal Audit Clearinghouse <https://harvester.census.gov>
- ▶ Do Not Pay <http://donotpay.treas.gov/>
- ▶ Vetting when required