

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY TBILISI
Notice of Funding Opportunity**

Funding Opportunity Title: Book Translation Program
Funding Opportunity Number: DOS-GEO-21-002-012521
Deadline for Applications: 03/29/2021 and 06/8/2021
Assistance Listing Number: 19.900 -- AEECA/ESF PD Programs
Total Amount Available: \$100,000

A. PROGRAM DESCRIPTION

The Public Affairs Section (PAS) of the U.S. Embassy Tbilisi is pleased to announce the 2021 Book Translation Program. Through funding translation of key works into Georgian PAS aims to increase the accessibility and affordability of the latest research, analysis, and popular contemporary literature by American authors to the Georgian students, researchers and the general public.

Program Objectives:

The Public Affairs Section (PAS) of the U.S. Embassy Tbilisi is soliciting proposals to award grants translate books by American authors under the following themes

- **Public Policy/Civic education:** general public policy, also public policy on issues related to the environment, cybersecurity and cyber education, agriculture, health, and education management.
- **Media:** media ethics, media management, mass communication, strategic communication, cybersecurity and cyber education and related topics.
- **Economics:** entrepreneurship, business administration, management, economics, and related topics.
- **Rule of Law:** international law, intellectual property rights, jury trials, and related topics
- **Basic Education:** educational management and administration, curriculum planning and development, educational technology, special education and education related topics.
- **Literature** (fiction considered only if covering the following topics): civic education, civil society, ethnic, minority and women's equality, conflict resolution, basic education, environment, free flow of information, human rights, public education and advocacy, rule of law.

B. FEDERAL AWARD INFORMATION

Length of performance period: Maximum project period is one year.

Number of awards anticipated: 10 awards (dependent on amounts requested in approved proposals).

Award amounts: U.S. Embassy Tbilisi grant will cover only 50% of the total project budgeted.

Total available funding: \$100,000

Type of Funding: Economic Support Funds under the Foreign Assistance Act.

This notice is subject to availability of funding.

Funding Instrument Type: Grant, Fixed Amount Award

Program Performance Period: Proposed programs should be completed in 24 months or less.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply: Publishing Houses and Academic Institutions.

2. Cost Sharing or Matching

The program requires 50% cost-share.

3. Other Eligibility Requirements

Minimum print-run required is 1,000 (smaller print-run considered per terms of the individual project).

The grant recipient is responsible for requesting permission from the copyright holder. After selection as a finalist, the applicant is required to present a copy of the copyright agreement signed by the both parties.

Each applicant can submit up to five (5) proposals per call. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

Eligible works should be previously unpublished in Georgian.

Publications should be translated from the original language.

D. APPLICATION AND SUBMISSION INFORMATION

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:

- The proposal 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**:

1. Mandatory application forms

- **SF-424** (*Application for Federal Assistance --organizations*)
- **SF424A** (*Budget Information for Non-Construction programs*)
- **SF424B** (*Assurances for Non-Construction programs*)
- **Completed application form**
- **The translator's CV/Resume** (indicating experience in the translation field, list of translations)
- **A copy of the communication or contract with the copyright holder;**
- **Co-funding letter (if applicable)**
- **Partnership letter (if applicable)**

1. Submission Dates and Times

03/29/2021 and 06/8/2021

2. Other Submission Requirements

All application materials must be submitted by email to at TbilisiGrants@state.gov

Please include the program name (Book Translation Program) in the subject line. Please, be advised that emails exceeding 6MB and RAR/ZIP files will not be accepted. Documents should be only in Word and PDF format. Applications have to be submitted within the indicated deadline. Late applications will not be considered.

E. APPLICATION REVIEW INFORMATION

1. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications. Applicants can expect to be notified of the status of their application within 60 days of the submission deadline.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. 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 program 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: All payments will be made through Electronic Funds Transfer.

2. 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, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

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

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

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](#).

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: TbilisiGrants@state.gov

H. OTHER INFORMATION

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 organizations awarded the grant (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%20NSPA%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.