

Alumni Engagement Innovation Fund 2022



The Embassy of the United States in Tokyo announces an open competition for past participants (aka “alumni”) of U.S. government (USG)-funded and U.S. government (USG)-sponsored exchange programs to submit applications to **the 2022 Alumni Engagement Innovation Fund (AEIF 2022)**. USG alumni are invited to compete to win **\$10,000 to \$ 40,000** in support of their public service projects!

We seek proposals from **teams of at least two U.S. Government funded/sponsored exchange alumni or an alumni association** that meet all program eligibility requirements below. Exchange alumni interested in participating in AEIF 2022 should submit proposals to Madoka Yokota Kobayashi, Alumni Coordinator of U.S. Embassy Tokyo, YokotaMX@state.gov by **January 16, 2022 (by 11:59pm JST)** For AEIF 2022 applications forms and guidance, please visit <https://americancenterjapan.com/event/202201167789/> to download.

Does your project have what it takes to win? Please see details on how to apply, below.

A. Program Description

AEIF provides alumni of U.S. sponsored and facilitated exchange programs with funding to expand on skills gained during their exchange experience to design and implement innovative solutions to global challenges facing their community. Since its inception in 2011, AEIF has funded nearly 500 alumni-led projects around the world through a competitive global competition. This year, AEIF 2022 will support United States’ commitment to build stronger ties with USG exchange alumni) working with our partners around the world to advance following Program Objectives.

Program Objectives

The U.S. government selects incredible individuals to participate in a number of different U.S. government programs. Individuals learn and network with great minds from around the world. During and immediately after programs, participants are often energized to build on what they have learned; however, as time passes, energy dies away and motivation is lost when alumni encounter hurdles to realizing their goals.

The Embassy welcomes proposals that address these complex issues. The proposal should detail the specific social issue(s) being addressed, explain the approaches that are being implemented to solve these issues, and highlight its impact, effectiveness, and future sustainability. With a required exchange program, the proposal must also contain an element that focuses on the collaborative efforts between the U.S. and Japan.

Project Themes

The Embassy will accept **public service-oriented projects proposed** managed by **teams of at least two (2) alumni or an alumni association** that address at least one of the following themes:

- **Security:** Strengthen the Alliance, which underpins regional security and the Indo-Pacific Strategy; promote security cooperation with likeminded partners; information security; and defense messaging

- **Economic:** Greater bilateral trade and investment; economic security, including secure supply chains; fight climate change; and women’s economic empowerment
- **People-to-people:** Subnational cooperation on policy issues; higher education cooperation; emerging voices; and travel
- **Global Cooperation:** Promote joint U.S.-Japanese partnerships in global and regional institutions; values diplomacy; Indo-Pacific engagement; and China competition

B. Federal Award Information

Closing date for applications

Exchange alumni interested in participating in AEIF 2022 should submit proposals to Madoka Yokota Kobayashi, Alumni Coordinator of U.S. Embassy Tokyo, YokotaMX@state.gov by **January 16, 2022 (by 11:59pm JST)**

Funding Amount

The USG alumni can submit one proposal per the alumni project team to request in the range of **\$10,000 to \$40,000** in the project themes above.

Decision date

No later than August 31,2022

Program Performance Period

Proposed programs should be completed in 12 months timeframe or less.

The start date of the program is dependent on the program itself and when it makes sense to start it.

C. Eligibility Information

1. Eligible Applicants:

The following USG alumni are eligible to apply:

Applicants must be alumni of a U.S. government-funded exchange program (<https://alumni.state.gov/list-exchange-programs>) or a U.S. government-sponsored exchange program (<https://j1visa.state.gov/>).

- **USG Funded or Sponsored Exchange Alumni Project Teams:** The Alumni Project Teams must create an unincorporated association or a voluntary organization as a project team prior to apply for the AEIF. Any non-alumni team members need to be listed if they join Alumni Project Teams.
- **The Alumni Projects teams must include teams of at least two (2) alumni** who are Japanese citizens that participated in the following U.S. Government funded or sponsored exchange programs:
 - American Council of Young Political Leaders (ACYPL)
 - East-West Center
 - Eisenhower Fellowship
 - Fulbright Scholarship
 - International Visitor Leadership Program (including IVLP On Demand Program)
 - National Personnel Authority (NPA)
 - Online Professional English Network (OPEN) Program (formerly known as American English E-Teacher Program)
 - Study of the U.S. Institutes (SUSIs)
 - BridgeUSA (formally known as J1 Exchange Visitor Program (J1 visa), <https://j1visa.state.gov/programs> -

Example: Japan Internship for the Development of Young Leaders)

- TOMODACHI Initiative Program, and
- Other U.S. Government-sponsored exchange programs.

- Alumni Associations from countries with current U.S. representation (Need to specify a team lead.)
- U.S. citizen alumni may be included on alumni teams; however, the team must have at least two non-U.S. citizen exchange program alumni.
- Applications must be submitted by exchange alumni. Not-for-profit, non-governmental organizations, think tanks, and academic institutions are not eligible to apply in the name of the organization but can serve as partners for implementing project activities.

2. Cost Sharing

Inclusion of cost share is not a requirement of this opportunity.

For details, please check one of tabs “Cost share” in AEIF 2022 Budget Form.

3. Program Area

Proposals must address any of the program themes. Proposals that do not address the theme as outlined in the program objectives as well as the program themes will be deemed ineligible. All project activities must take place outside of the United States and its territories.

4. How can I find other alumni to join my team?

- Alumni can find other alumni on your team by searching the [Alumni Directory \(*Need to register first\)](#) on the International Exchange Alumni website or contact the Public Affairs Section at U.S. Embassy Tokyo : Madoka Yokota Kobayashi, Alumni Coordinator, Email: YokotaMX@state.gov
- The U.S. Embassy Tokyo would consider to support recruitment of additional members for project proposals if the project goal meet the AEIF themes.

5. Other Eligibility Requirements

All organizations including the Alumni Project Teams must have a unique entity identifier (Data Universal Numbering System/**DUNS number** from Dun & Bradstreet). **DUNS number registration is required for submission.** Note : DUNS number is going away next April 2022. It will be replaced by UEI (Unique Entity ID) which will be assigned by sam.gov. More information about UEIs are available at <https://sam.gov./content/home> .

If you have time, please also register for SAM.gov account in advance, on www.SAM.gov .SAM.gov registration is optional when submitting the proposal but it will be required later in the process (in other words, you can register for SAM.gov after submitting your application). **The Alumni Project Teams** as organizations must commit to equal opportunity employment practices and to non-discrimination practices with regard to beneficiaries, without regard to race, religion, ethnicity, gender, sexual orientation, or political affiliation.

All Alumni Project Teams applying for grants must obtain these registrations. All are free of charge:

- Unique Entity Identifier from Dun & Bradstreet (**DUNS number**) **----Required when submitting.**
- NATO Commercial and Government Entity (NCAGE/CAGE) code **---Optional. Available to submit after the submission.**
- System for Award Management (www.SAM.gov) **---Optional. Available to submit after the submission.**

Step 1: Apply for a DUNS number

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 visiting <http://fedgov.dnb.com/webform>. Instructions on completing this application process are available here: <https://jp.usembassy.gov/ja/federal-assistance-awards-ja/>.

(Recommended) Japanese organizations may also obtain a DUNS number through Tokyo Shoko Research. For instructions, please visit: <https://japan2.usembassy.gov/pdfs/grants-duns-request-instructions-j.pdf>. Additional information is available on the U.S. Embassy Tokyo website under “Reference materials” here: <https://jp.usembassy.gov/ja/federal-assistance-awards-ja/>.

NOTE: The organizations’ bank account information and its by-law will be requested to submit Tokyo Shoko Research when requesting the DUNS number registration.

Step 2: Apply for an NCAGE- code

NCAGE/CAGE- application: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
Instructions on completing this application process are available in English here: <https://japan2.usembassy.gov/pdfs/grants-ncage-instructions.pdf> or <https://jp.usembassy.gov/ja/federal-assistance-awards-ja/>

NOTE: Notation of an organization’s name and address reported to DUNS and NCAGE/CAGE should be exactly the same, including punctuation.

Step 3: Register in System for Award Management (www.SAM.gov)

After receiving the NCAGE/CAGE, register at: www.SAM.gov. SAM.gov registration must be renewed annually. Instructions on completing this registration process are available here: <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html> or <https://jp.usembassy.gov/federal-assistance-awards/>

D. Application and Submission Information

1. Address to Request Application Package

All the documents (including Application and budget templates) you need to submit are attached to the AEIF 2021 announcement sent to you by email.

2. Content and Form of Application Submission

Applications and budgets must be submitted using the official AEIF 2022 Proposal and budget forms.

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.

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity;

- The proposal addresses all questions in the official AEIF 2022 Proposal form;
- All documents are in English;
- The budget is in U.S. dollars and is submitted using the designated AEIF budget form;
- All pages are numbered.

The following documents are **required**:

- **Application Summary Coversheet**
- **Organizational Information Sheet**
- **Proposal:** The proposal should contain enough information that anyone not familiar with it would understand exactly what the alumni team wants to do. For details, please see a AEIF 2022 Proposal form.
- **Budget Justification Narrative:** Applicants must submit a detailed budget and budget narrative justification utilizing the template provided. Line item expenditures should be listed in the greatest possible detail. Budgets shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars. For details, please see a AEIF 2022 Budget form.

Budget Formulation:

Proposals may request funds from \$10,000 to \$40,000 U.S. Dollars. Applicants ensure that budgets are realistic within the country context. Submit the budget as an Excel document using only the **AEIF 2022 Budget Form**. Other budget formats will be deemed ineligible. Items valued at \$200.00 or more must be itemized. Related costs should not be lumped together (i.e. lodging, meals, and per diem should be separate line items). See one of tabs “Budget Supported Cost or Not” in AEIF 2022 Budget Form for guidance on completing the budget.

Budget Narrative:

A narrative description that explains what the numbers in the budget form represent and how they were calculated is required. The budget justification is also an opportunity to explain financial support from other sources (“cost share”). Accuracy is important. Double check that the numbers in the narrative match those in the Excel budget form.

- **Attachments:**
 - If additional personnel, other than those specified above, support the proposed program, please include their 1-page CV, biography, or resume.
 - If you have program partners, please include their letters of support that describe how they view their involvement in this program.
 - If your organization has a NICRA rate and includes NICRA charges in the budget, please include the latest NICRA letter from the applicable U.S. government agency.
 - If required for program activities, please include official permission letters.
 - **(Important) If the Alumni Project Teams created a voluntary organization, they must submit a voluntary association by-law that they have created (when opening a bank account for the organization, Alumni Project Teams will be asked to submit the by-laws of the voluntary organization.)**

E. Evaluation Criteria: The U.S. embassy or consulate Public Affairs Sections will use the criteria outlined below to evaluate all applications. The proposals will be reviewed by a Selection Committee made up of regional and exchange program experts located at the Department of State in Washington, DC. Panelists will use the criteria below to review and evaluate applications.

<p>Relevance to Application Theme</p> <p>The proposal provides sufficient information on how the activities will support the theme(s) of the competition. The narrative explains any relevant local context the D.C. Selection Committee may not be aware of in relation to this project. Proposed project ideas must be public diplomacy in nature (i.e. not development or military).</p>
<p>Purpose and Summary, Description, and Implementation Plan</p> <p>When developing the purpose, summary, description, and implementation plan, applicants should aim to make all descriptions clear, concise, and compelling. Reviewers will judge the proposals based on the likelihood for the project to exert a sustained, powerful influence on the community where it is undertaken. Does the project address an important gap of understanding or need? If the aim of the project is achieved, how will existing knowledge or practice be improved? What audience do the applicants hope to reach with this project? How many will participate? How will they be selected?</p>
<p>Degree of Alumni Involvement</p> <p>Projects must include the involvement of at least two (2) exchange alumni. They may be the project team leaders or collaborate directly with PAS in formulating the project. More than two alumni may comprise the team, however, the minimum is two. As the team leaders, the alumni must be closely involved in project planning, implementation, etc. Applicants should ensure that the proposal includes the following information for each alumni team member: first name, last name, e-mail address, exchange program, country of citizenship, and roles and responsibilities.</p>
<p>Participation and Support from Local Partners</p> <p>The proposal demonstrates buy-in and support from the community where the project will take place. Local partner involvement is a strong sign that there is community support and that the project will engage a broad array of experts, such as subject matter experts, community centers, academic institutions, businesses, local/national government, non-governmental organizations, American Spaces, etc.</p>
<p>Evaluation and Impact of the Project</p> <p>A monitoring & evaluation (M&E) plan is pivotal to project implementation and important tracking progress towards the project's objectives and goals. An M&E plan should consider the data needed to effectively monitor progress toward specific outputs and outcomes as well as how that data collection will be accomplished. Well-crafted indicators should be used to understand a program's progress toward the desired results. An M&E plan should be reviewed for the following:</p> <ul style="list-style-type: none"> • Completion • Applicability and logic of objectives and indicators • Clear approach to monitoring • Adherence to SMART criteria • Feasibility of baselines and targets • Data quality plan • Capacity to implement plan
<p>Sustainability</p> <p>Have the applicants considered how the project will continue to have positive impact after the end of the project.</p>
<p>Communication, Media, and Outreach Plan</p> <p>The project should include a clear plan and timeline for how and when the team will share information about the project. It is important to ensure that the U.S. Embassy gets recognition throughout the process, if circumstances permit.</p>

Budget and Budget Narrative

The budget and narrative justification are sufficiently detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.

Disclaimer: This notice is subject to availability of funding. U.S. Embassy Tokyo does not guarantee availability of funding by receiving applications under this announcement. Only successful applicants will be contacted.

F. Federal Award Administration Information

1. Federal Award Notices

The grant award 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.

2. Payment Method: Payments are requested by the recipient organization through [the SF-270—Request for Advance or Reimbursement Payments \(https://www.gsa.gov/forms-library/request-advance-or-reimbursement\)](https://www.gsa.gov/forms-library/request-advance-or-reimbursement) on an as-needed basis and in conjunction with program milestones.

3. Administrative and National Policy Requirements :

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 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following:

- President's September 2, 2020 memorandum, entitled Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities;
- Executive Order on Combating Race and Sex Stereotyping (E.O. 13950);

- Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence (E.O. 13933); and
- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with Promoting Free Speech and Religious Liberty (E.O. 13798) and Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

4. Branding Requirements:

Grantees must adhere to the U.S branding and marking requirements, as described in the Standard Terms and Conditions. The Department of State requires that all programs, projects and assistance activities, partially or fully funded by the Department, be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. All publicity and promotional materials (such as flyers, posters, website, etc.) should underscore the sponsorship by or partnership with the U.S. government or the U.S. Embassy with a standard rectangular U.S. flag in conjunction with the U.S. Embassy logo, which can be found at: [here](#) (flag) and [here](#) (U.S. Embassy seal).

5. 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.

F. Federal Awarding Agency Contacts

Questions about the grant application process should be directed to: Madoka Yokota Kobayashi at YokotaMX@state.gov .