

Alumni Engagement Innovation Fund 2024



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 2024 Alumni Engagement Innovation Fund (AEIF 2024)**. USG alumni are invited to compete to win **\$5,000 to \$35,000 U.S. Dollars** in support of their public service-oriented 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 2024 should submit proposals to

Madoka Yokota Kobayashi, Alumni Coordinator of U.S. Embassy Tokyo, YokotaMX@state.gov by **February 2, 2024 (by 11:59pm JST)**. **For AEIF 2024 applications forms and guidance, please visit <https://americancenterjapan.com/event/202402028656/> to download.**

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

A. Program Description

AEIF is a funding opportunity for teams of alumni of U.S. government-funded exchange programs to carry out public service projects that utilize skills and knowledge they gained during their exchange experiences. Projects developed by U.S. Embassies with significant exchange alumni involvement will support the following Program Goals and Objectives.

Program Goals and Objectives

Every year, the U.S. government selects individuals from around the world representing a variety of fields with different levels of experience to participate in a variety of different U.S. government programs. These participants learn and network with their American interlocutors, as well with other program participants from around the world. During and immediately after programs, participants are often energized to build on what they have learned; however, as time passes, that energy abates.

The Embassy welcomes proposals that seek innovative and creative ways to revitalize Japanese alumni enthusiasm, rekindling the sentiment they had immediately after returning to Japan upon the completing of their exchange program(s). Furthermore, the proposal should detail a specific social issue(s) the alumni can address, explain the approaches that are being implemented to solve this issue(s), and highlight the program’s impact, effectiveness, and future sustainability. The proposal must also contain an element that focuses on the collaborative efforts between the U.S. and Japan.

In addition, AEIF projects must address at least one of the following:

1. Bring alumni together from different exchange programs to build or expand an alumni network capable of working together on common interests and increase regional and global collaboration of alumni.

2. Strengthen the relationship between alumni and the U.S. government to work together on activities that address mutual goals and challenges.
3. Support alumni as they develop their leadership capacity and implement projects in their communities.

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:** modernize the Alliance, which underpins regional security and the Indo-Pacific Strategy; support for defense cooperation; free and open Indo-Pacific
- **Economic:** advance American prosperity and economic security, including through global and regional cooperation; trade and Investment; inclusive development; ESTH; supply chains; climate and health
- **Homeland:** protect the homeland and American citizens abroad by enhancing consular services, and law enforcement cooperation; tourism, cyber security; nuclear security
- **People-to-people:** increase Japanese alignment with U.S. policy objectives and boost long-term ties that underpin broader security, economic, and global cooperation; build support for Established Opinion Leaders and Emerging Voices; human rights; expo

B. Federal Award Information

Closing date for applications

Exchange alumni interested in participating in AEIF 2024 should submit proposals to Madoka Yokota Kobayashi, Alumni Coordinator of U.S. Embassy Tokyo, YokotaMX@state.gov by **February 2, 2024 (by 11:59pm JST)**.

Funding Amount

The USG alumni can submit one proposal per the alumni project team to request in the range of **\$5,000 to \$35,000 U.S. Dollars** in the project themes above.

Decision date

No later than May 15, 2024

Program Performance Period

The projects should be completed in 12 months or less.

The period of performance is 1 year (12 months) from the start date of the project.

The start date of the project depends on the project 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 or a U.S. government-sponsored exchange program (<https://alumni.state.gov/list-exchange-programs>)

- **USG Funded or Sponsored Exchange Alumni Project Teams:** The Alumni Project Teams will create an unincorporated association or a voluntary organization as a project team prior to apply for the AEIF if needed. 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) 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.

2. Cost Sharing

Cost sharing is encouraged, but not required. Cost sharing can demonstrate an applicant's plan to ensure the program's sustainability, as well as commitment to the program's success.

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 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 supporting 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 **Corporate Identification Number**. Please contact the National Tax Agency (国税庁) to obtain the Corporate Identification Number.

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).

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

- **Corporate Identification 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 Corporate Identification Number

All organizations including the Alumni Project Teams must have a **Corporate Identification Number**. Please contact the National Tax Agency (国税庁) to obtain the Corporate Identification Number.

When submitting the application, you may be asked to submit the Articles of Incorporation of the Alumni organization, which includes information such as the organization's structure and the fact that the organization will be managed democratically by a majority vote. For details, please kindly check the link: <https://www.houjin-bangou.nta.go.jp/tetsuzuki/site/>

Step 2: Apply for a NATO Commercial and Government Entity (NCAGE/CAGE) code

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

For help from within the U.S., call 1-888-227-2423.

For help from outside the U.S., call 1-269-961-7766.

Email NCAGE@dliis.dla.mil for any problems in getting an NCAGE/CAGE.

NOTE: Notation of an organization's name and address reported to Corporate Identification Number 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 2024 announcement sent to you by email. You can also download on the American Japan Center Website here: <https://americancenterjapan.com/event/202402028656/>

2. Content and Form of Application Submission

Applications and budgets must be submitted using the official AEIF 2024 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 2024 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.
- All documents are formatted to 8 ½ x 11 (letter) 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**:

- **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 2024 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 2024 Budget form.

Budget Formulation:

Proposals may request funds from \$5,000 to \$35,000 U.S. Dollars. Applicants ensure that budgets are realistic within the country context. Submit the budget as an Excel document using only the **AEIF 2024 Budget Form**. Other budget formats will be deemed ineligible.

See one of tabs **“Budget Guidelines”** in AEIF 2024 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:**

Attachments, as appropriate

- 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 Negotiated Indirect Cost Rate Agreement (NICRA) 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 from your school, parental organization, or others as appropriate.
- If additional personnel, other than those specified above, support the proposed program, please include their 1-page CV, biography, or resume.
- **(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.

- Relevance to ICS goals and Integration into Mission PDIP
- Purpose and Summary, Description, and Implementation Plan
- Degree of Alumni Involvement
- Participation and Support from Local Partners
- Monitoring and Evaluation of the Project
- Communication, Media, and Outreach Plan
- Budget and Budget Narrative

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 or cooperative agreement 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 AEIF 2024 announcement 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, Alumni Coordinator at YokotaMX@state.gov .