**FHI 360 Sub-Proposal Guidelines**

**FY 2024** **Sports Visitor and Sports Envoy Program (SVSEP)**

**Due October 15, 2024 at 5:00 pm EST to** [mwilcox@fhi360.org](mailto:mwilcox@fhi360.org) **and** [rplourde@fhi360.org](mailto:rplourde@fhi360.org)

FHI 360 is soliciting applications to support program activities under the Sports Visitor and Sports Envoy Program (SVSEP), funded by the Department of State’s Bureau of Educational and Cultural Affairs (ECA). In issuing this Request for Applications (RFA), FHI 360 anticipates awarding one sub-agreement, for two exchanges, per partner. Applicants are required to include cost-share and in-kind contributions to build upon available program funding.

To this end, FHI 360 is issuing this RFA that consists of:

* This Request for Application (RFA) document with program overview and application guidelines
* Narrative template
* Budget template
* Calendar template

For each exchange, institutions should submit the following documents to FHI 360 electronically by October 15, 2024:

* SVSEP Narrative, addressing sport, program theme, country selection, country location(s), local partners, and program components (template attached)
* Recruitment plan- Demonstrate a plan for managing all aspects of a competitive recruitment and selection process. Selection criteria for high school aged youth should at a minimum include leadership and academic skills, social/emotional maturity, flexibility, international/cultural curiosity, community engagement, and foundational experience in sport. Applicants are strongly encouraged to recruit underrepresented and marginalized youth, especially from U.S. sport-based youth development organizations that serve these populations.
* The budget should be sent as an Excel spreadsheet following the attached budget template
* All budgets should include detailed explanations of calculations (**with formulas**) and a **budget narrative. Budget for two exchanges (15 participants per exchange exchange).**
* Letter of commitment from your organization (template attached)
* Detailed calendar, to include sports camp schedule, leadership sessions, community service activity, local site visits, home hospitality, and cultural activities and sporting activities (template attached)
* Key Staff CVs (limit 2 pages per individual)
* Letters of commitment from involved/relevant sports/community organizations
* Sample Program Evaluation on Technical and Sports Component. Upon award, FHI 360 will provide additional evaluation data points on logistics and facilitation (non-technical components) to standardize assessments across all Partners

**Program Description**

* 1. **Overview**

Sports Visitor and Sports Envoy Programs (SVSEP), funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA), and proposed to be administered by FHI 360, use sports to support U.S. foreign policy goals and promote key U.S. values on and off the field related to peaceful conflict resolution, community engagement, and respect for diversity These programs strive to engage diverse communities, underserved youth, women and girls, and people with disabilities.

The Sports Visitor and Sports Envoy Programs are designed to achieve the following goals:

a) Advance U.S. foreign policy goals;

b) Increase and deepen understanding of U.S. society, culture, history, and dispel stereotypes;

c) Promote cross-cultural and mutual understanding, and appreciation for diversity, between

U.S. and international participants; and

d) Cultivate leadership and develop capacity for young leaders to build stable communities

and strong civil society institutions in the U.S. and abroad.

* 1. **Program Specific Guidelines**

**The Sports Visitor Program:**

The applicant is invited to integrate the aforementioned goals and guiding principles into a Sports Visitor Program outbound exchange for high school aged non-elite athletes (ages 15-18) to a foreign country.

***Outbound Exchange – Themes and Content***

Each exchange will involve a thematic-based sports camp in one or multiple locations in the host country. The applicant is encouraged to integrate with existing camps to maximize interaction with host country peers.  In addition, coach focused programming will be included, as appropriate, throughout the program.

Each exchange will have a specific theme and sport(s).  The applicant is encouraged to outline the exchange based on one of the following themes and propose an accompanying sport(s).

1. Inclusion/adaptive sports
2. Girls and women’s empowerment
3. STEM
4. Entrepreneurship/economic empowerment
5. Health
6. Leadership and positive youth development
7. Others, based on applicant expertise or partnerships

In addition to the aforementioned primary themes, all programs will include topics such as: the structure of sports in the U.S. from grassroots community-based to elite-level; sports integration with U.S. high school and college education systems; the background, legacy, and impact of the Civil Rights Movement, Title IX, and the Americans with Disabilities Act on sports in the U.S.; sports role in promoting civic engagement and propelling social change; mental health and performance, among other topics (some of these topics can be covered either virtually, pre-program or during the exchange).

During each exchange, the participants’ experience will be split (40%/60%) between time on the field in sport specific training (40%) and off-the-field in workshops and interactive trainings, community service, visits to high schools and universities, home hospitality, local cultural and sports activities, and site visits that deepen participants’ understanding of the host country culture, history, government, and current affairs (60%).  The applicant should endeavor to maximize peer-to-peer interaction and create opportunities for meaningful engagement with diverse populations in the host country and at least one formal opportunity for American athletes to share their culture and experience with host country peers, and vice versa.

*It is strongly encouraged to identify a local in-country partner to manage exchange logistics and cultural/workshop off-the-field components (this could also be your local office/hub for your institutions semester abroad programs).*

* ***Outbound Exchange – Partners, Locations, Participants, and U.S. Embassy Involvement:***

For outbound exchanges, applicant organizations are required to have in-country capacity or a strong local partner organization. Applicants are encouraged to consider two partners – one to manage sports specific activities and another to manage exchange logistics and cultural/off-the-field programming. The importance of viable, experienced in-country partners cannot be over-emphasized and details of this capacity should be addressed in the application. Applicants should propose sending U.S. participants to a country where they, or their partners, can provide the most comprehensive programming. The country, local partners, and activities should be clearly detailed in the application.

Participants will be U.S. citizen high school aged non-elite athletes (ages 15-18), currently enrolled in secondary school or graduates of the academic year immediately preceding the exchange. The exchange will be two-weeks in duration, inclusive of travel dates and the exchange will take place in a single country. Participant numbers should be approximately **13** American youth and **2** coaches/chaperones (coaches/chaperones are considered participants), who will travel to a single country. The applicant is highly encouraged to go beyond these numbers should their expertise lead to cost-efficiencies.

The exchange will involve a thematic-based sports camp in one or multiple locations in the host country. It is recommended that the program integrate with an existing camp to maximize interaction with host country peers. The coach chaperones should have time to serve as on-the-field coaches of some sports-based activities in the host country.

It is important that the proposal narrative clearly states the applicant's commitment to coordinate with and involve the Public Affairs Section staff at the U.S. embassy in the host country, to the extent feasible, while at the same time the applicant must be able to manage the program in the host country in its entirety, with little reliance on embassy staff for support.

***Outbound Exchange – Program Expectations***

The exchange will seek to develop the participants’ leadership and collective problem-solving skills to inspire participants to apply these skills upon their return home. The program must also include a leadership component, a community service activity, a home hospitality visit, integrating program components with practical learning opportunities and community engagement.

**The program must include an** **action-planning workshop**, where American participants and host country peers learn how to create and implement a project.

**The program must include at least two** **leadership development sessions/workshops.** These workshops should be creative, highly interactive, and team-oriented. They should require input and contribution from all participants, including host country peers and provide participants with leadership skills. Applicants may recruit qualified facilitators for these sessions from other organizations.

**The program must include local** **site visits and cultural travel** to nearby cities and destinations must be included and provide opportunities for participants to observe varied aspects of the host country’s life and discuss issues raised in the exchange program. This can include day trips or weekend excursions designed to reinforce the exchange program, including various local and nearby locations such as historical sites, schools, places of worship, sporting events, etc.

**The program should also include opportunities for the American participants to meet host country citizens** from a variety of backgrounds, interact with their local counterparts, and meet and speak with student, sports, and civic groups about their experiences and life in their countries. Applicants are encouraged to create formal and informal opportunities for cultural exchange between the Americans and the sports camp, campus or local community. The following exchange components are encouraged:

* A dinner home hospitality with a local family;
* A structured way for Americans to present their country’s history and culture to diverse groups of host country peers and vice versa;
* A peer system where American participants are paired with host country peers for individualized recreational evening and weekend activities;
* Camp dorm accommodations where American participants are paired with host country roommates, if possible;
* Informal group activities, between the America participants and members of the local community; and
* To the extent possible, mentoring relationships between participants and academically-appropriate host institution instructors.

***Orientations***

Each exchange must include pre-departure and welcome orientations for the participants to introduce them to the host country and prepare them for the exchange. The orientations should include an overview of political, historical, sports, educational, and cultural introduction to

the host country, and provide information related specifically to themes of the exchange. The orientation should also provide logistical and administrative information, including code of conduct, safeguarding and reporting behavior. When appropriate, including the participants’ parents/guardians in the pre-departure orientation or providing them with separate materials including protocols for COVID-19 and emergency situations, should be included. FHI 360 will be part of the orientations and will invite the U.S. embassy and ECA to participate in the pre-departure orientations.

***Virtual Exchange***

When changing political, health, environmental, or other similar circumstances require a suspension or halt of in-person activities and where ECA and FHI 360 determines that a virtual alternative is appropriate and viable, applicants should demonstrate the ability and capacity to transition from in-person to virtual exchanges. Proposals should demonstrate the organization’s capacity to provide innovative options for virtual activities to substitute for in-person engagement for program participants. Organizations should consider how they will implement virtual exchange activities, given the potential limits to internet access from participants in some locations and while continuing to advance foreign policy objectives and achieve lasting benefits for U.S. citizens and international participants.

In addition to planning for virtual exchange activities if in-person programming is prohibited, FHI 360 welcomes innovative ideas on how organizations can leverage virtual programming technologies during or in addition to in-person programming. FHI 360 encourages organizations submitting applications to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s) is to augment the impact of the in-person exchange. FHI 360 encourages organizations to propose virtual exchange ideas that take advantage of ECA’s existing web and social networking platforms. Virtual exchange components would be coordinated with and approved by the FHI 360, ECA program office, and U.S. missions abroad on a project-by-project basis.

* 1. **Program Dates**

Along with identifying the sport, theme and a host country sports camp for the exchange, please identify date ranges that work for participants in coordination with their respective academic calendar, sport schedule, and dates that work with the host country’s school/sports schedule. Please outline specific dates in your application. **We strongly encourage exchanges to take place during the winter and spring breaks, if feasible.**

* 1. **Participants**

All U.S. participants will be between the ages of 15 and 18. The applicant should demonstrate a plan for managing all aspects of a competitive recruitment process. Outreach, recruitment, and selection of U.S. program participants should reflect all applicable forms of diversity, as referenced in ECA’s Diversity Statement (see II. Program Guidelines). ECA and FHI 360 strongly encourages the applicant to recruit underrepresented and marginalized youth, especially from U.S. sport-based youth development organizations that serve these populations. Selection criteria for high school aged youth should at a minimum include leadership and academic skills, social/emotional maturity, flexibility, international/cultural curiosity, community engagement, and foundational experience in sport. Coach/chaperones may be teachers, coaches, sport for development organizational representatives, or similar. The ratio of youth to coaches should be approximately 10:2. Participants do not need to speak the host country language and the applicant should plan and budget for appropriate interpretation and translation services and equipment.

1. **Statement of Work – Institutional Partner**

* Designate a program lead and administrative coordinator- one staff member must accompany U.S. participants on each exchange
* Provide all program documents to FHI 360 for approval prior to publication/dissemination
* Coordinate logistical arrangements for participants including arranging international flights, housing, meals, local transportation, interpretation, media and photographer procurement, and medical treatment, **excluding insurance coverage to be provided by FHI 360**
* Develop materials for pre-departure and welcome orientation
* Conduct an administrative orientation to the host country and to the host camp that will introduce resources, including codes of conduct, and facilitate the participant’s adjustment to daily life in a new cultural environment
* Design and implement a programmatic orientation that provides participants with a concise overview of the program including principal objectives and the major theme(s)
* Design and implement exchange program
* Identify and work with cultural/logistical partner to plan cultural site visits and activities
* Provide a detailed program book and calendar to FHI 360 for approval
* Maintain regular contact with FHI 360 regarding program implementation, including, at a minimum, weekly check-ins once participants arrive in host country
* Submit program report, participant evaluations, and financial reports to FHI 360 at conclusion of each exchange

1. **Program Guidelines**
   1. To Consider while writing your Proposal:
      * The exchange should be two weeks in length, split between time on the field in sport training (40%) and off-the-field (60%) in workshops, hands-on trainings, community service, visits to high schools and universities, home hospitality, cultural and sporting activities, and site visits to promote the host country’s culture, history, government, and current affairs. Please be sure to identify a partner to assist with cultural, logistical and workshop aspects. The cultural and workshop aspects should:
      * Be an integral part of the exchange that directly complements and reinforces the program and the overall theme.
      * Be approximately 60% of the program, including visiting a nearby location in host country. The agenda for these site visits/nearby locations should include an appropriate mix of thematic-based workshops with visits to cultural institutions, and recreational and sporting activities.

Other things to consider:

* + - Indicate the cities or other destinations to be visited, as well as the specific sites. Day trips or optional weekend excursions to various local and nearby locations, including historical sites, schools, churches, sporting events, etc., are encouraged. Proposals should explain how these visits and presentations included in the program relate to the exchange theme and subject matter.
    - The exchange and related programming must expose participants to a variety of presenters representing diverse backgrounds, viewpoints, and occupational fields on the topics and issues to be explored. Diverse speakers should be appropriately represented in all program components. In addition to host country’s camp staff, faculty, workshop presenters and professionals from the region where the exchange takes place, should include outstanding scholars and other professional experts from the region, as appropriate.
    - Incorporation of a robust **diversity, equity inclusion and accessibility framework** into all aspects of the program.
    - ECA’s **Diversity, Equity, Inclusion, and Accessibility (DEIA) and Freedom and Democracy Guidelines:**“Pursuant to ECA's authorizing legislation, “Diversity” should be interpreted in the broadest sense and encompass differences including race, ethnicity, color, national origin, sex, age, disability, sexual orientation, gender identity or expression, religion, geographic location, education, income, socio-economic status, and other diversity dimensions, that may hinder inclusion. Proposals should demonstrate how diversity, equity, inclusion, and accessibility will enhance the program’s goals and objectives and the participants’ exchange experience. Proposals should demonstrate how the program will further engage diverse and underrepresented and marginalized communities. Programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," ECA "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process.  
Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible Program evaluation should incorporate an establishment of diversity criteria and how the program meets these criteria/goals.

* + Orientation should include a session on multi-ethnicity and multi-culturalism.
  + In trainings, workshops, meetings and other forms of interaction, relevant diversity issues should be addressed either directly (as a topic) or indirectly (through contact with individuals of diverse backgrounds).

1. **Budget**

The proposed budget ceiling for the sub-award will be $250,000 for two exchanges, with a minimum cost share of $25,000. Upon being awarded by ECA, FHI 360 will issue cost-reimbursable sub-agreements to the selected organizations. Funds will be payable against costs incurred, upon submission of proper vouchers, receipts and other documentation set forth in the Schedule.

Applicants are requested to present their proposed costs in as much detail as possible, including budget calculations, summary, and cost share. A **budget template** is provided as an attachment. Please submit your budget as an Excel document, with formulas and clarifying notes in the budget. Please also provide a detailed **budget narrative**.

**Cost Share Guidance**

As global economic uncertainties persist and ECA’s desire for higher returns on investments continues, governments and other funders will increasingly look for ways to maximize their impact. Cost share is one option through which funders broaden their reach and increase program impact. **Applicants with significant cost sharing will be deemed more competitive.**

As defined by USG regulations, to fall within the definition of Cost Share, the offering must be:

\* Verifiable from recipient records;

\* Not included as contributions for other federally assisted projects (i.e., it cannot be used twice);

\* Necessary and reasonable for proper and efficient accomplishment of the project objectives;

\* Allowable under applicable cost principles;

\* Not paid by USG under another award

\* Provided for in the approved budget;

\* Valued in accordance with applicable cost principles; and

\* Expended during the performance period.

**Allowable Cost Share**

\* Donated or Reduced Price In-Kind Materials and Services

\* Volunteer Services/Donated Time and Reduced Salaries: Volunteer services furnished by professional and technical personnel, consultants, and skilled and unskilled labor may be counted as cost sharing if the service is an integral and necessary part of the approved project. In addition, the differential between a consultant’s market-based rate and what that consultant charges can also be treated as cost share

\* Travel: Travel costs absorbed by non-USG funds can be treated as cost share if they are project-relevant and occur during the project period

\* Office and Meeting Space: Office or meeting space donated by a private business, school, hotel, or community to a project free of charge or at a reduced rate may be treated as cost share

\* Office Supplies and Expendable Equipment: Non-USG-funded supplies, including expendable equipment, office supplies, laboratory supplies, software, contributed utilities (electric, telephone, computer network, janitorial services), and training or workshop materials may be treated as cost share when donated or given to the project at a reduced price

\* Air/Media Time: Air or media time, including website management costs, donated to a project free of charge or at a reduced price may be treated as cost share.

\* Cash Contributions: Cash from a non-USG source donated to a project that is used to support the project’s objectives can be treated as cost share after it has been spent. In addition, a non-USG funding source may offer to pay project-related invoices, like printing expenses, during the project. This, too, can be treated as cost share

\* Unrecovered Indirect Cost: agree to recover less than outlined in negotiated indirect cost recovery agreement (NICRA), the differential can be treated as cost share if pre-approved by the funding agency.

**Unallowable Cost Share**

\* USG funding: Federal funds cannot be used as cost share for another grant, unless specifically delineated in a solicitation or authorized by Federal statute.

\* Salary Caps: The differential between what a team member/consultant charges and what USG sets as a salary cap cannot be used as cost sharing as USG does not view excessive salary rates as an allowable cost.

1. **Application Submission**

Any questions regarding this RFA should be directed to: Monika Wilcox at [mwilcox@fhi360.org](mailto:mwilcox@fhi360.org) and Ryan Plourde [rplourde@fhi360.org](mailto:rplourde@fhi360.org)

Final applications must be sent electronically to: Monika Wilcox at [mwilcox@fhi360.org](mailto:mwilcox@fhi360.org) and Ryan Plourde at [rplourde@fhi360.org](mailto:rplourde@fhi360.org)

**DEADLINE FOR SUBMISSION: October 15, 2024 at 5:00 pm EST**