

MEPI Eligibility Requirements

All applications submitted to MEPI are screened to determine whether the applicant meets all the program eligibility requirements detailed below.

ELIGIBILITY REQUIREMENTS:

Types of Applicants

Eligible applicants for MEPI funding include any registered U.S. or foreign non-profit organizations; for-profit organizations; private institution of higher education; public or state institutions of higher education; public international organizations; commercial entities; or small businesses.

The U.S.-Middle East Partnership Initiative is committed to an anti-discrimination policy in all of its programs and activities. MEPI welcomes applications irrespective of an applicants' race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We encourage applications from organizations working with underserved communities, including women, people with disabilities, and youth.

Local Grants Program:

Please note: Eligible applicants to the Local Grants program include local representatives of civil society, non-profit organizations, non-governmental organizations, private sector organizations, and universities based in Algeria, Bahrain, Egypt, Israel, Jordan, Kuwait, Lebanon, Morocco, Qatar, Saudi Arabia, Syria, Tunisia, West Bank/Gaza, and Yemen. Any organization with a headquarters office located outside of these countries cannot apply to this program.

Organizations from Libya, interested in receiving funding, may contact Creative Associates International's Libya Office at: info@crea-cdgp.com or 061-222-5095, for information on how to apply to participate in the MEPI-funded Community Driven Grants Program.

Dun and Bradstreet Data Universal Number System

Obtaining a Data Universal Number System (DUNS) number is the first step required by an organization to register with either the GrantSolutions.gov or Grants.gov systems. The Data Universal Number System (DUNS) is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants must have a Data Universal Number System (DUNS) number. To register, please follow the steps below:

1. Go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.
2. Select the country or territory where your organization is physically located. Complete and submit the form. Organizations will need to provide basic information, including physical and mailing addresses, name and title of the chief executive, primary [Standard Industrial Code \(SIC\)](#), and annual revenue.
3. Typically, an organization can complete this registration in one day and have a DUNS number emailed to them. For technical difficulties in obtaining this number, please contact Dun & Bradstreet at: govt@dnb.com or via telephone at 1-866-705-5711.

GrantSolutions.gov

GrantSolutions.gov is a comprehensive grants management system that allows applicants to apply for, manage, and report on the use of U.S. government funds for multiple programs, accessed online at www.grantsolutions.gov. **GrantSolutions.gov is highly recommended for submission of all applications and our preferred choice for receiving applications.**

To register, go to www.grantsolutions.gov, and select the orange “Login to GrantSolutions” button, located on the right-hand side of the site. Select the “Register” button under the “First Time Users” header. Organizations will be directed to a page entitled “Welcome to the GrantSolutions New Organization Registration Page;” select the link entitled **“Register with GrantSolutions with your DUNS number,”** and complete the registration form. **The registration process can be completed in 1-24 hours.**

GrantSolutions has training videos available to educate users about the system. These videos can be found at: <https://home.grantsolutions.gov/home/grantee-training-videos/>.

Grants.gov

Grants.gov is a single portal for applicants to find and apply to U.S. government funding opportunities. Registering with this system is a five-step process: 1) obtain a DUNS number; 2) register with System for Award Management; 3) create a profile, including username and password; 4) obtain Authorized Organization Representative (AOR) authorization; and 5) track AOR status. **The registration process can take 10 business days or longer, even if all the registration steps are completed in a timely manner.** To register, go to www.grants.gov and click on “Register” link, located at the top, right-hand side of the site.

System for Award Management

The System for Award Management, formerly managed by the Central Contractor Registration (CCR), is a U.S.-government wide registry for vendors doing business with the federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information. More information about SAM.gov and useful guides for setting-up a new registration, updating an existing registration, or renewing an expired registration can be found at: <http://statebuy.state.gov/fa/Pages/SAMInfo.aspx>. Foreign-based applicants are strongly encouraged to review these guides when registering with SAM.gov.

Further, applicants must maintain an active registration, with current information, while its application is under consideration for funding. To keep an active SAM.gov registration, applicants must renew it at least once each year. If an organization’s registration expires, the organization cannot submit a grant application until it is renewed.

To register, please follow the steps below:

1. Go to <http://www.sam.gov>.
2. Select Create User Account, and then select Create an Account on the left-hand side of the screen under Individual Account Details. Organizations must have a Data Universal Numbering System (DUNS) number to begin the registration process.
3. Complete and submit the online registration form. If the applying organization already has the

necessary information on hand (see the [SAM User Guide](#)), the online registration form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it can take anywhere from **three to fourteen days** to register with the system.

For help with SAM.gov, please visit their support page at: <https://www.fsd.gov> or contact them at: 001-334-206-7828.

ADDITIONAL ELIGIBILITY CONSIDERATIONS

Partners or Coalitions

The Office of the Middle East Partnership Initiative encourages applications from partnerships or coalitions, including local or regional organizations that would work together on specific reform issues and priorities, and would share information and expertise with one another. Assistance to civil society coalitions represents an important MEPI goal.

Partners are defined by MEPI as a negotiated arrangement among organizations that provides for a substantive, collaborative role for each of the partners in the planning and implementation of a project. Coalitions could include NGOs, private sector, and non-profit organizations.

Applicants who plan to submit a proposal with partners or a coalition of partners should clearly outline the roles and responsibilities of all organizations involved in the project and should reflect the input of local or in-country partners.

Sustainability Plan

Applications for MEPI funding should document a sustainability plan in their proposal narrative. The main purpose of the sustainability plan is to help the project sustain the results and outcomes beyond the initial award period. The sustainability plan should address each of the areas listed below:

- Discuss how sustainability will be integrated into project planning and implementation from the beginning.
- Describe how project activities and results will create sustainable impact through local ownership.
- Identify the results and outcomes that can be realistically sustained after MEPI funding ends.
- Present a plan to secure the resources needed to sustain the aforementioned results after MEPI funding ends.
- Identify potential partners that will play a role in sustaining the project past the scheduled end date and explain the role they will play.

Results Monitoring Plan

Applications for MEPI funding should contain a **Results Monitoring Plan (RMP)** that will describe the measures proposed by the applicant to capture and demonstrate progress towards achieving the objectives of the grant.

All RMPs should include one or more of the following objective(s), based on the proposed project:

- ***A civic culture exists that supports democratic values and the active participation of all individuals in social and political life***
 - *Sub-objective:* Civic involvement increases
 - *Sub-objective:* Citizen understanding of civic rights and responsibilities increases

- ***Media defends the public interest***
 - *Sub-objective:* Media holds public officials accountable
 - *Sub-objective:* Sustainable, independent media offer a diversity of views
 - *Sub-objective:* Journalists have professional skills

The RMP should include the following elements:

- *Realistic project objectives:* What results are achievable during the period of the grant?
- *Qualitative indicators:* How and what will you measure to show the project's results based on outcomes (impact) as well as outputs (raw numbers)?
- *Data collection and analysis:* How will you collect and present indicator data and analysis to show progress toward the project objectives?
- *Monitoring and reporting:* How will you monitor and assess results during the implementation of the project to adapt to changes on the ground and maintain progress?

Cost-Sharing or Matching

The Office of the Middle East Partnership Initiative encourages applicants to provide cost-sharing (or matching) from additional sources in support of their proposed project. Applicants who plan to submit a proposal with cost sharing should clearly explain all additional sources of funding and how the funds will be used.