U.S. Department of State
Bureau of Near Eastern Affairs
Office of Assistance Coordination

Catalog of Federal Domestic Assistance (CFDA) Number: **19.500**

Supporting Local Engagement in Tunisia's Political Process

Opportunity Number: NEAAC-ACMEPI-16-005
Competition ID: NEAAC-ACMEPI-16-005-055879
Announcement Type: New

Key Information:

Application Deadline	17:00:00 EST on May 17, 2016
Federal Agency Contact	**Charlotte Soriano** NEA-Grants@state.gov 202-776-8524
Date Opened	**March 16, 2016**
Electronic Link for Full Announcement (MEPI Website)	**mepi.state.gov**

Funding Opportunity Synopsis:

Project Synopsis:

The Middle East Partnership Initiative (MEPI) program in the U.S. Department of State's Bureau of Near Eastern Affairs, Office of Assistance Coordination (NEA/AC) announces a Notice of Funding Opportunity (NOFO) to bolster Tunisia's political processes and encourage citizen engagement at the local level.

Eligible Countries and Territories:
In this announcement, we seek to support projects in Tunisia. **Please note: Applications that focus on activities in countries and territories other than those discussed will not be considered.**

All applications must be submitted in English. Applicants may submit applications that respond to one or more priority areas, but applicants may only submit up to two applications. Applicants must identify which priority area(s) the application(s) addresses.

Background Information about MEPI:

The Middle East Partnership Initiative (MEPI) program offers assistance, training, and support to groups and individuals striving to create positive change in MENA society. MEPI works in 18 countries and territories, partnering with civil society organizations (CSOs), community leaders, youth and women activists, and private sector groups.

MEPI has been active in the MENA region since 2002, contributing over $975 million to more than 1,100 grant projects administered by our offices in Washington, D.C. and the region. More information about MEPI can be found at: mepi.state.gov.

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APPENDICES (ENCLOSED WITH NOFO)

I. FUNDING OPPORTUNITY DESCRIPTION

The Middle East Partnership Initiative (MEPI) program in the U.S. Department of State's Bureau of Near Eastern Affairs, Office of Assistance Coordination (NEA/AC) announces a Notice of Funding Opportunity (NOFO) to bolster Tunisia's political processes and citizen engagement at the local level.

All proposals must include a civil society component to encourage citizen engagement in Tunisia's political process. Proposals should include activities to strengthen the capacity of Tunisian civil society organizations - with a focus on women, youth, and marginalized communities. Activities also could include strengthening the capacity of civil society leaders and advocates to effectively communicate with local government officials, political parties and representatives.

NEA/AC MEPI has identified two priority areas, for which it seeks responsive applications:

1. **Political Parties**: NEA/AC's MEPI program seeks proposals that will strengthen Tunisian political parties at the local level. Programs must include a focus on inclusion of youth and women in political parties. Party strengthening activities could include:
    - Encouraging youth and women's engagement in the local elections – particularly outside of Tunis – through campaign messaging, candidate trainings, and party engagement;
    - Strengthening ties between political parties at the national and local level – including Members of Parliament – to increase coordination and communication; and/or
    - Developing effective party and policy platforms addressing citizen priorities.

    Programs under this focus area must include mechanisms to build effective communication between political parties and civil society – these mechanisms should be sustainable, and applications under this priority area must include a sustainability plan with their application. Activities could include:
    - Creating space for political parties to respond to citizens' concerns through roundtables, quantitative and qualitative research, and sustainable mechanisms for party-citizen communication and representation;
    - Developing innovative tools and mechanisms for constituents to hold their representatives accountable; and/or
    - Creating opportunities for civil society to advocate effectively for policies and campaign proposals that address citizens' concerns.

2. **Elections**: NEA/AC's MEPI program seeks proposals to prepare Tunisians for local elections, which could take place as early as Fall 2016. Programs with a focus on voter and civic education are welcome. Activities should focus on governorates outside of Tunis. Elections activities could include:
    - Expanding civic and voter education efforts with a focus on women, youth, and marginalized communities to encourage civic efficacy among the Tunisian population; and

- Building the capacity of domestic election observers and watchdog groups, through methods that may include innovative tools and/or technology, to monitor political processes to hold the government, parliament, and political parties accountable.

All applicants to this NOFO, for each of the two priority areas, should remain cognizant of ongoing or planned work by other actors in Tunisia, and should include a presentation of innovative solutions, rather than a duplication or continuation of work. All programs should incorporate lessons learned from previous evaluations and assessments on election and political party programming. Applicants should also seek to involve local organizations in their proposal. Needs assessments or studies are encouraged.

SUBSTANTIAL INVOLVEMENT

NEA/AC shall be involved in the program and management performance of these cooperative agreements through consultation and technical collaboration on specified program activities.

NEA/AC Responsibilities

Examples of NEA/AC responsibilities for a cooperative agreement may include:

- Review and discuss program objectives and work plan progress on an at least annual basis to adapt to challenges and opportunities for increased effectiveness of program implementation;
- Through regular monitoring and evaluation, identifying and collaborating to determine corrective actions, when necessary;
- Review and approval of key personnel in consultation with recipient, along with any subsequent changes in job descriptions and key personnel during the life of the award;
- Collaboration in the creation of any training materials; and
- Provide recommendations and approval for local partners, including the review of solicitations and approval of sub and small grants prior to issuance.

Eligible Countries and Territories:

In this announcement, we seek to support projects in Tunisia. **Please note: Applications that focus on activities in countries and territories other than those discussed will not be considered.**

The following activities and costs are **not covered** under this announcement:

- Exchange activities with other countries or territories;
- Social welfare projects;
- Paying to complete activities begun with other funds;
- Activities that appear partisan or that support individual or party electoral campaigns;
- Academic or analytical research (if not necessary as part of a larger project);
- One-time events, such as stand-alone conferences and one-off round tables;
- Medical and psychological research and clinical studies;
- Projects of a commercial or profit-making nature;
- Cultural presentations, cultural research, cultural clubs, or festivals, etc.; and

- Entertainment costs (e.g., receptions, social activities, ceremonies, alcoholic beverages, guided tours).

Applications that include any of these activities or costs above will not advance to the Technical Review stage.

Please notify NEA/AC via NEA-Grants@state.gov by April 6, 2016 if you intend to submit a proposal to this opportunity. We are requesting this information for our planning purposes only, this request does not affect your eligibility or the application due date and is voluntary.

II. AWARD INFORMATION

Funding Mechanism Type:	**Cooperative Agreement**
Estimated Number of Awards:	**4**
Estimated Total Program Funding:	**$7,000,000**
Estimated Award Ceiling:	**$2,500,000**
Estimated Award Floor:	**$500,000**
Length of Project Period:	**Up to 2 years**

Contingent on the availability of funds, approximately $7,000,000 in Economic Support Funds for approximately four (4) cooperative agreements will be awarded through this announcement. NEA/AC reserves the right to award more or less than the estimated program funding, and reserves the right to award funding under this announcement for a period of up to two years after the announcement's close date.

This request for full applications **does not** constitute an award or commitment on the part of the U.S. Government to make any awards, **nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application.**

Non-Competing Continuation

Continuation grants funded under these awards, beyond the initial budget period, will be contingent upon the availability of funds; grantee's progress in meeting grant requirements, including timely submission of required reports and compliance with all terms and conditions of the award; timely submission of a request for additional funding for activities that fall within the scope of work; and a determination that continued funding would be in the best interest of the Department of State.

III. ELIGIBILITY INFORMATION

All applications will be screened by NEA/AC to determine whether it meets all of the program eligibility requirements detailed below.

NOTE: Applications that do not demonstrate that they meet all of the eligibility requirements in Section A and Section B will not advance to the Technical Review stage. Nothing can be added to an application once it has been submitted and the competition deadline has passed.

A. ELIGIBLE APPLICANTS

Eligible applicants include U.S. or foreign non-profit organizations; for-profit organizations; private institutions of higher education, public or state institutions of higher education; public international organizations; and small businesses with function and regional experience in the areas of political party, civil society, and elections support in the MENA region.

NEA/AC is committed to an anti-discrimination policy in all of its programs and activities. NEA/AC 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.

B. ELIGIBILITY REQUIREMENTS

To apply for NEA/AC (Federal) funding, organizations – whether based in or outside the U.S. – must have a Unique Entity Identifier (UEI) number and an active account with the System for Award Management (SAM).

B.1 Unique Entity Identifier

The Unique Entity Identifier, currently referred to as DUNS number, 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 UEI number. To obtain a UEI number, 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.

For technical difficulties in obtaining this number, please contact D&B at: govt@dnb.com.

B.2 System for Award Management (SAM)

SAM is a U.S.-government wide registry of vendors doing business with the U.S. 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 account, updating an existing account, or renewing an expired account can be**

found at: https://statebuy.state.gov/fa/Pages/SAMInfo.aspx**.** Foreign-based applicants are strongly encouraged to review these guides when creating an account with SAM.gov.

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

To create a new account, 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 UEI number and a CAGE number (US Domestic Organizations) or a NCAGE number (Foreign Organizations), to create an account.
3. Complete and submit the online form. If the applying organization already has the necessary information on hand (see the SAM User Guide), the online 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 might take anywhere from **three to fourteen business days** to complete the process of creating an account 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.

C. ADDITIONAL ELIGIBILITY CONSIDERATIONS

C.1 Local Partners

Applicants are strongly encouraged to submit projects that include partnerships with local organizations that would work together on specific programmatic objectives or priorities and that utilize local expertise. **In particular, NEA/AC strongly encourages applicants not based in the MENA region to partner with local organizations.** The inclusion of a partnership will be among the elements on which applications are evaluated (See Part V, Section A for more information).

A partnership is defined as a negotiated arrangement among organizations or individuals that defines substantive, collaborative roles for each of the partners in planning and implementing a project. If proposing partners, applicants should provide the following in their submission:

- Describe how the partner(s) will contribute to the objectives of the project;
- Detail how the partner(s) has been involved in the project design at the proposal stage;
- Clearly define the roles and responsibilities of the partner(s) in the implementation of the project, project evaluation, and project sustainability relative to the lead applicant's;
- Provide a description of the organization (including a link to its website) as well as specific examples of its experience working in the proposed content area(s);
- Explain how the applicant organization will provide programmatic oversight and support to the partner(s); and

- Provide a letter of intent or letter of agreement from the prospective partner(s) detailing how they will collaborate with the applicant organization on the proposed project.

In addition, applicants who propose working with sub-grant(s), must describe in both the program and budget narratives how the sub-grant(s) will be managed, monitored, and evaluated to ensure compliance with project objectives and Federal regulations**.**

C.2 Cost-Sharing or Matching

There is no minimum or maximum percentage required for this competition. However, NEA/AC encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs that are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB 2 CFR 200.306 - Cost Sharing and Matching.

IV. APPLICATION AND SUBMISSION INFORMATION

A. APPLICATION DOCUMENTS

All applications must include the application components detailed below. **All application documents must be submitted in English. Applicants may submit applications that respond to one or more priority areas, but applicants many only submit up to two applications. Applicants must identify which priority area(s) the application(s) addresses.** Please refer to Section B below for additional submissions guidance and requirements.

NOTE: Applications that do not include all the required documentation described in Section A.1 below will not advance to the Technical Review stage. Further, applications that exceed the allowable page limits will not be reviewed by the review panel. **Applicants may not add any materials to an application once it has been submitted and the competition deadline has passed.**

A.1 Required Documents

Application Coversheet:

The Cover Sheet summarizes details about the applying organization and its application, and includes space for a mandatory project synopsis of **no more than one page**. A sample template can be found in Appendix 1 and a fill-able template is available for download online with the announcement. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that the submission includes all elements outlined in the sample.

Applicant Organizational Information:
The Applicant Organizational Information document provides details about the type of organization that is applying, its organizational structure and policies, and the applicant's ability to manage Federal funds. A sample template can be found in Appendix 2 and a fill-able template is available for download online with the announcement. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

Federal Assistance Application Forms (SF-424, SF-424a, and SF424b):
Applicants must complete all three forms online to be considered for funding. **Guidance on how to complete the SF-424 and SF-424a is provided in Appendix 5.**

Project Narrative:
The Project Narrative describes the efforts the applicant will undertake to address the priorities and goals of this announcement. It may be **no longer than 10 pages**. More details on preparing the Project Narrative are provided in Appendix 5. **Applicants are strongly encouraged to review Appendix 5 before preparing their Narrative.**

Budget Narrative:
The Budget Narrative provides detail about both the Federal request and the non-Federal match. There is **no page limit** for this section of an application. A sample template can be found in Appendix 3 and a fill-able template is available for download online with the announcement. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. More details on preparing the Budget Narrative are provided in Appendix 5. **Applicants are strongly encouraged to review Appendix 5 before preparing their Narrative.**

Negotiated Indirect Cost Rate Agreement (if applicable):
Applicants proposing indirect costs in the Budget Narrative greater than the 10% de minimis rate must provide a copy of their Negotiated Indirect Cost Rate Agreement (NICRA).

Sustainability Plan:
The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. More information on preparing the Sustainability Plan is provided in Appendix 5. Sustainability Plans should be attached as separate document and may not exceed **two pages**. **A Sustainability Plan is only required for applications submitted under priority area one, *Political Parties.* Sustainability Plans are optional for applications submitted under priority area two, *Elections.***

Results Monitoring Plan:
A Results Monitoring Plan (RMP) describes the measures proposed by an applicant to capture and demonstrate progress toward achieving the objectives of the proposed project. A sample template can be found in Appendix 4 and a fill-able template is available for download online with the announcement. **NOTE: Applicants are strongly encouraged to**

use the same format as found in the sample. If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

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
- ***Legal and regulatory framework enables participation***
  - *Sub-objective:* Legal environment for NGOs encourages independence, formation, and sustainability
  - *Sub-objective:* Laws pertaining to political participation improved
- ***Political processes and institutions encourage effective participation***
  - *Sub-objective:* Elections reflect the will of the electorate
  - *Sub-objective:* Political parties and other political groupings serve as a vehicle for meaningful public participation
  - *Sub-objective:* Legislative bodies fulfill their law-making, oversight, and representative functions
- ***CSOs advocate effectively for their causes***
  - *Sub-objective:* CSOs recruit and mobilize constituents for collective action
  - *Sub-objective:* CSOs engage government on key issues

The RMP should include the following elements:

- *Realistic project objectives:* What results are achievable during the period of the grant? Applicants should demonstrate a strong understanding of the theory of change.
- *Suggested outcome indicators:* How and what will you measure to show the project's results based on outcomes (impact) as well as outputs (raw numbers)? Applicants should propose indicator and monitoring protocols that track the short- and long-term outcomes of their program.

The quality and feasibility of the proposed RMP will be among the elements on which applications are evaluated (See Part V, Section A for more information). **More information about preparing this Plan can be found in Appendix 5.** RMPs should be attached as a separate document and may not exceed **three pages**.

NOTE: The Application Coversheet, Project Narrative, Sustainability Plan and Results Monitoring Plan may not exceed 20 pages. Applications that exceed the allowable page limit will not advance to the Technical Review stage.

A.2 Optional Documents

Applicants may submit additional documents for consideration with their application. These documents are not required and **there is no page limit** for this section of the application. Below are examples of some additional documents an applicant may wish to submit.

- **Professional bio for lead project personnel in applicant and partner organizations:** Summary professional information may be included within the project narrative or as a separate document included in the optional documents of the application. Staff position descriptions may be included for additional personnel. If these items are not included, applicants will be scored lower under *Staff and Position Specifications* review criteria outlined in Part V, Section A.
- **Letters of Agreement or Letters of Intent:** Applicants proposing partner organizations and/or government bodies should include Letters of Intent or Letters of Agreement from their proposed partners.
- **Organizational Chart:** The organizational chart outlines the clear lines of responsibility and authority in the applicant organization to include budgeted level of effort listed by each person.
- **Work Plans, Project Timeline, and/or Calendar of Activities:** A work plan is a detailed list of proposed activities, milestones, and approximate dates. Applicants may choose to include a work plan, project timeline, and/or calendar of proposed activities.
- **Theory of Change (or Program Logic)** diagram outlining how the different components of the project will connect to the program goal and objectives to be achieved.
- **Pre-Submission Checklist** can be found in Appendix 6 and a fill-able template can be downloaded online with the announcement at www.grantsolutions.gov or www.grants.gov. This Checklist ensures that an applicant has accurately documented the eligibility requirements and included all major components of the application.

A.3 Application Formatting Requirements

The required font is 12-point, Times New Roman. All application documents must be single spaced, with all margins (left, right, top, and bottom) of at least one inch each. Also, applicants should ensure all pages in the application package are numbered consecutively and meet the page limit requirements outlined in Section A.1 and A.2 above. **The Standard Forms 424 (SF-424, SF-424a, and SF-424b), Application Coversheet, and Applicant Organization Information are excluded from the page numbering.**

It is strongly recommended that applicants submit grant applications using Microsoft Office. If applicants do not have access to Microsoft Office products, Adobe PDF files may be submitted. In addition, applicants are strongly encouraged to include a Table of Contents with their submission.

Adhering to the standards outlined above will help to ensure the accurate submission of the document. Failure to comply with these requirements may affect the successful transmission and consideration of an application.

B. SUBMITTING AN APPLICATION

Applicants must submit an application electronically using either GrantSolutions.gov OR Grants.gov. Both systems require that the applying organization have an account with the system and both require a UEI number and SAM.gov account as detailed in Part III above. **It is the responsibility of the applicant to ensure it has an active account and will be able to submit its application. Applicants must select one of these systems to submit its**

application; do not submit an application through both systems. NEA/AC is not in a position to grant exceptions to these requirements.

The application process is not complete until the applicant receives notification that its application has been validated and forwarded to the granting agency (NEA/AC). Please allow sufficient time for entering the application into these systems. It is the responsibility of the applicant to monitor its application to ensure that it is successfully received and validated.

B.1 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.

To create an account, 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 online form.

Please Note: When completing and uploading the application documents (excluding the SF-424 form) applicants must use the *Upload Files* attachment link. Applicants will also see an attachment link entitled ***Mail-in Items*** which may **not** be used. **NEA/AC does not accept Mail-in items to our announcements.**

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/

B.2 Grants.gov

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

C. SUBMISSION DATES AND TIMES

Applications must be time stamped before 17:00:00 Eastern time (EST) on **May 17, 2016**. **There will be no grace period, and any application not received by the application deadline will not advance to the Technical Review stage.**

Applicants are encouraged to submit an application far enough in advance of the deadline so it can alert NEA/AC (nea-grants@state.gov) of any technical difficulties and allow sufficient time to resolve difficulties before the deadline. Although NEA/AC will work with applicants to resolve technical issues, it is not in a position to grant exceptions to the submission requirements outlined in this announcement.

D. FUNDING LIMITATIONS, RESTRICTIONS, AND OTHER CONSIDERATIONS

D.1 Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction

In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) Was "convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government"; or

(2) Has any "unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government."

For the purposes of Section 7073, it is the Department of State's policy that no award may be made to any organization covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

D.2 Awards to Commercial Firms or For-Profit Organizations:

The Department of State prohibits profit under its assistance awards to commercial organizations. No funds will be paid as profit to any recipient that is a commercial organization. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR Part 31. Program income earned by the recipient must be deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

D.3 Audit Requirements:

A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a Single or Program Specific Audit conducted for that year. (***Program-specific Audit*** means an audit of one Federal award program. ***Single Audit*** means an audit which includes both the entity's financial statements and the Federal Awards to be conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS)). The audits must be independently and professionally executed in accordance with GAGAS either prescribed by a government's Supreme Audit Institution with auditing standards approved by the Comptroller General of the United States, or the host country's laws or adopted by the host country's public accountants or associations of public accountants, together with generally accepted international auditing standards. However, foreign entity audits consistent with International Standards for Auditing or other auditing standards are acceptable with the Grants Officer's approval. More information can be found at http://gao.gov/assets/590/587281.pdf

For sub-non-Federal entities expending $750,000 or more in Department of State award funding during their fiscal year, Department of State standard audit provisions require that Prime non-Federal entities certify that audits of sub-non-Federal entities are performed annually and according to the standards described above. The cost of audits required under this policy may be charged either as an allowable direct cost to the award, OR included in the organizations established indirect costs in the award's detailed budget.

V. APPLICATION REVIEW AND SELECTION PROCESS

A. APPLICATION EVALUATION CRITERIA

Each application submitted under this announcement will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria are designed to assess the quality of the application and to determine the likelihood of its success and impact. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Results or Benefits (40 points)

- The project objectives are specific and clearly explained.
- The applicant describes realistic results, linked to a theory of change, to be accomplished within the timeframe of the proposed award.
- The applicant clearly identifies the anticipated beneficiaries and explains how the project's objectives will positively affect them.
- The applicant actively engages with beneficiaries of marginalized groups or populations that reside outside the capital of Tunisia.
- The applicant includes a focus on women and youth as beneficiaries of the program.
- The applicant provides realistic milestones to indicate progress toward MEPI goals and objectives as described in the program announcement and demonstrates a willingness to adapt milestones to changing realities of the project.
- If responding to priority area one, *Political Parties*, the applicant explains how the project's impact and mechanisms designed will be sustainable beyond the life of the grant.
- The applicant explains how monitoring and evaluation activities will be carried out and who will be responsible for them.
- The project includes a midterm or final evaluation that accurately assesses the course of the project, and makes recommendations on how to improve the project and/or future projects.
- The RMP indicators measure realistic/feasible project impact (outcomes) rather than just outputs and provides for time within the project period to effectively and accurately measure those outcomes.

Approach (35 points)

- The applicant clearly describes how each proposed project activity will address the objectives outlined in the requested priority area.

- The applicant addresses how the project will engage or obtain support from relevant stakeholders in the public and/or private sectors and identifies potential local partners.
- The applicant explains how participants and/or local partners will be selected (e.g., criteria for selection, selection process).
- The applicant acknowledges if activities similar to those proposed are already taking or have taken place previously, and provides an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities. The program also discusses coordination with ongoing programs with similar objectives.
- The applicant articulates potential challenges and delays to project implementation and proposes contingency plans as well as preemptive measures to counteract delays.
- The application describes the division of labor among the applicant and any partners, as well as the expected level of coordination between all relevant partners.
- The proposed project design is innovative and original, as well as feasible.
- The applicant identifies and addresses support for marginalized populations in all proposed activities and objectives and provides specific means for their inclusion.
- The applicant includes letters of intent/commitment/agreement from proposed partners.
- The applicant includes the use of innovative technology in their program implementation, and encourages the adaptation of new technologies by local partners and/or institutions.
- The applicant has conducted a needs assessment or prior study to determine local-, regional-, and/or country-specific needs and situations.

Organizational Capacity (15 points)

- The applicant demonstrates experience (e.g., has previously worked and/or has established contacts/partners) in Tunisia.
- The applicant demonstrates an institutional record of successful programs in the content area proposed (e.g., political party programming, election monitoring, civic participation) that achieved measurable objectives.
- The applicant demonstrates capacity for responsible fiscal management of donor funding and/or history of demonstrated prudent management of federal funds (e.g., successful management of a previous sub-award or grant).
- The applicant has adequate staffing on the ground, or works through local partners, and has adequate staffing in their US-based headquarters, if applicable. Based on the proposed organizational structure, applicant demonstrates the capacity to effectively manage the proposed project.
- The applicant demonstrates knowledge of social, political, and economic realities on the ground in Tunisia.

Staff and Position Specifications (10 points)

- Pre-identified key staff members, including volunteers, demonstrate experience working in the country/territory/region proposed and with participants from that area (e.g., language skills, cultural understanding).
- The roles and qualifications of each key person, whether staff, partner, consultant, or volunteer, are described in a biographical sketch.
- A job description, including hiring criteria, is provided for each open key position.

- Pre-identified key staff members, including volunteers, demonstrate experience and knowledge in the proposed content area (experience in political party strengthening, election process monitoring, and/or civic education programs).

Budget Narrative (Satisfactory/Unsatisfactory)

- The costs proposed are reasonable in relation to the proposed activities and anticipated results, which are clearly explained in the budget narrative.
- The budget provides details of calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
- The preponderance of the budget is spent on supporting the project participants/activities in country and includes costs dedicated to management, monitoring, and evaluation. Adequate travel costs are proposed.
- Additional sources (cost-share or matching) for project funding are proposed, as well as an explanation of how those additional sources will be used.
- The budget demonstrates a reasonable cost per participant.

B. REVIEW AND SELECTION PROCESS

NEA/AC's MEPI program is committed to ensuring a competitive and standardized process for awarding Economic Support Fund grants. Applications will be screened initially to determine whether applicants meet the requirements and priorities outlined in Part I; meet the eligibility requirements outlined in Part III; and submitted the required documents outlined in Part IV. Applications that do not meet these requirements will not advance to the Technical Review stage.

All applications that proceed to Technical Review will be evaluated by U.S. Government and non-governmental subject-matter and/or country-specific experts and will be rated on a 100-point scale. Point values for individual elements of the application are presented in Part V, Section A. Technical Reviewers' ratings, and any resulting recommendations, are advisory.

Final award decisions will be influenced by whether the application meets MEPI's programmatic goals and objectives, how it supports the Department's overarching foreign policy priorities, and the geographic distribution of the top-ranking applications. All award recommendations will be made by the NEA/AC Deputy Assistant Secretary and acceptance determined by the Grants Officer.

VI. ADMINISTRATION INFORMATION

A. AWARD NOTICES

Applicants who do not advance to the Technical Review stage will be notified 30 business days after the closing of the announcement. The authorized representative and program point of contact listed on the SF-424 will receive the notification via email. If an applicant does not receive such a notification, their submission was put forward for review.

NEA/AC expects to notify applicants about the status of their application by September 30, 2016. Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal

Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application. **NEA/AC reserves the right to award funding to applicants under this announcement for a period of up to two years after the announcement's close date.**

Unsuccessful applicants will receive notification of the results of the application review from the NEA/AC program office coordinating this competition.

B. REPORTING REQUIREMENTS

Reporting is critical to effective program management and oversight. Reports are required as a means of evaluating the recipient's progress and utilization of resources. They are divided between a performance progress report and a financial status report.

Recipients will, at a minimum, be required to submit Quarterly Progress Reports and a Quarterly Financial Report. Progress Reports will compare actual to planned performance and indicates the progress made in accomplishing each assistance award tasks/goals noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative, for key indicators. Financial Reports provide a means of monitoring expenditures and comparing costs incurred with progress.

Recipients must report ***immediately*** when a program faces unplanned delays in implementation, fails to meet program targets or milestones, or costs increase. Any changes or revisions to the approved budget require prior approval from the NEA/AC Grants Officer.

C. BRANDING AND MARKING REQUIREMENTS FOR GRANTEES

Grantees awarded under this announcement will be required to mark all materials produced under the award with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Materials are defined as but not limited to: training materials, materials for recipients, or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under this award, including but not limited to invitations to events, press materials, event backdrops, podium signs, etc. In addition, sub-recipients or sub-awardees are subject to the marking requirements and the grantee shall include a provision in the sub-recipient or sub-awardee's agreement indicating that the standard, rectangular U.S. flag is a requirement. Exceptions to this requirement can be discussed with NEA/AC when negotiating an award.

D. UEI NUMBER AND SAM REQUIREMENT FOR SUB-AWARDEES

All sub-awardees who will receive funds of $25,000 or more are required to have a UEI number and maintain an active SAM.gov account with current information. For information on obtaining a UEI number and creating an account with SAM.gov please see Part III, Sections B.1 and B.2. **Proposed sub-awardees are not required to have a UEI number and SAM account prior to the submission of an application.**

E. SUB-AWARDEE REPORTING REQUIREMENT

Grantees awarded under this announcement will be required to report all sub-awardees receiving funds of $25,000 or more to http://www.fsrs.gov. More information about this requirement can be found at this site.

VII. AGENCY CONTACTS

For questions regarding this funding opportunity including: completing an application, financial and grants management issues, or technical matters, contact:

Charlotte Soriano
(202) 776-8524
nea-grants@state.gov

All questions must be submitted in writing to NEA-Grants@state.gov by April 6, 2016 at 17:00:00 EST. NEA/AC will create a document of the submitted questions along with the answers and post it on GrantSolutions and Grants.gov. Questions submitted after the deadline will not be addressed.

For questions regarding creating an account with or using Grants.gov to submit an application, contact the Grants.gov Contact Center. The Contact Center is available 24 hours a day, 7 days a week, excluding Federal holidays.

Grants.gov Contact Center
(800) 518-4726
support@Grants.gov

For questions regarding creating an account or using GrantSolutions.gov to submit an application, contact the GrantSolutions.gov Contact Center. The Contact Center is available Monday-Friday, 8:00 am – 6:00 pm Eastern Standard Time.

GrantSolutions.gov Contact Center
(866) 577-0771
(202) 401-5282
help@grantsolutions.gov

VIII. DISCLAIMER

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements listed in this NOFO.

Appendix 1

U.S. Department of State
Bureau of Near Eastern Affairs
Office of Assistance Coordination

APPLICATION COVERSHEET

Applicant:	
Partner(s) *(local or regional, if any)***:**	
Countries Affected by Project:	
Funding Opportunity Title:	
Priority Area, if applicable:	
Total Estimated Funding for Project:	**Proposed Start and End Date for Project:**

Executive Summary:
Please provide a brief summary of the proposed project in the space below (e.g., This project will…). The Coversheet should be a maximum of ***one page*** *(with all the text in blue removed).*

Appendix 2

Applicant Organizational Information

Instructions: The Applicant Organizational Information template should be filled out in its entirety. Please note that the response "Not Applicable," or "N/A," is generally not acceptable. Instead, a sufficient explanation should be provided to explain why an item is not applicable.

GENERAL INFORMATION						
1. Organization Name:						
2. Type of Organization *(check all that apply)*	**Non-U.S. Based:**	☐	**Non-Profit:**	☐	**Non-Governmental:**	☐
	U.S. Based:	☐	**For-Profit: (Commercial)**	☐	**Educational Institution:**	☐
3. Is your Organization incorporated, registered, or licensed as a legal entity: ☐ Yes ☐ No						
If Yes:	**Place of Incorporation or Registration** (State/County)**:**					
	Incorporation or Registration Date (MM/DD/YYYY)**:**					
If No:	**List parent company or organization name and address OR explain status below:**					
4. Program Director *(The person who will oversee the day to day activities of the grant):*						
Program Director Name:		**Program Director Title:**				
Email Address:		**Telephone Number:**				
Address:						
5. Financial or Business Official *(The person who is responsible for the financial components of the grant):*						
Budget Officer Name:		**Budget Officer Title:**				
Email Address:		**Telephone Number**				
Address:						

Applicant Organizational Information

ORGANIZATION STRUCTURE	
1. Is your organization governed by Board of Directors?	☐ Yes ☐ No
2. How many employees are employed by your organization?	
3. Is your organization registered with Duns and Bradstreet and the System for Award Management (SAM)?	☐ Yes ☐ No
If No, please explain:	

FINANCIAL AND ACCOUNTING MANAGEMENT	
1. What is the ending date of your organization's fiscal year (MM/DD/YYYY)?	
2. Does your organization have an automated accounting system?	☐ Yes ☐ No
2.1: If Yes, respond to the questions below:	
2.1a Does the accounting system account for costs by individual projects?	☐ Yes ☐ No
If No, please explain:	
2.1b Can the accounting system generate reports that show costs incurred for individual awards?	☐ Yes ☐ No
If No, please explain:	
2.1c Does the accounting system allow for reporting of Cash and In-kind contributions (from non-federal sources) i.e., cost share?	☐ Yes ☐ No
If No, please explain:	
2.2: If No, please explain below:	

3. Which of the following best describes your organization's accounting system? *(check the appropriate response)*	**Manual:**	☐	**Automated:**	☐
	Combination:	☐	**Other:**	☐
4. How frequently do you post to the general ledger? *(check the appropriate response)*	**Daily:**	☐	**Weekly:**	☐
	Monthly:	☐	**Other:**	☐

Applicant Organizational Information

5. Does your accounting system accurately and completely track receipt and disbursement of funds by each grant and/or funding source?	☐ Yes ☐ No
If No, please explain:	
6. Does your accounting system provide for recording of actual expenditures for each grant/contract by budget cost categories reflected in the approved budget?	☐ Yes ☐ No
If No, please explain:	

REPRESENTATION REGARDING TAX LIABILITY OR CRIMINAL CONVICTION	
1. Has your organization been convicted of a felony criminal violation under a Federal law within the preceding 24 months?	☐ Yes ☐ No
2. Does your organization have any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability?	☐ Yes ☐ No

BUSINESS MANAGEMENT SYSTEMS	
1. Does the organization have a working knowledge of the following U.S. Government, Office of Management and Budget (OMB) Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 CFR 200)?	☐ Yes ☐ No
2. Does your organization have written policies and procedures for the business management areas below? *(check the appropriate response)*	
Personnel Policies and Procedures:	☐ Yes ☐ No ☐ Not Sure
Procurement Policies and Procedures:	☐ Yes ☐ No ☐ Not Sure
Cash Management Policies and Procedures:	☐ Yes ☐ No ☐ Not Sure
Sub-Grant Monitoring and Management:	☐ Yes ☐ No ☐ Not Sure
Property Policies and Procedures:	☐ Yes ☐ No ☐ Not Sure
Travel Policies and Procedures:	☐ Yes ☐ No ☐ Not Sure
If No (to any above), please explain:	
3. Are time and activity records maintained by funding source and project for each employee to account for total level of effort (100%) devoted to each project?	☐ Yes ☐ No
If No, please explain:	

Applicant Organizational Information

<table>
<tr><td colspan="3">4. Does your organization have a written budgetary process and controls to preclude incurring obligations in excess of the grant amount of individual cost categories?</td><td>☐ Yes ☐ No</td></tr>
<tr><td>If No, please explain:</td><td colspan="3"></td></tr>
<tr><td colspan="3">5. Are appropriate duties separated to ensure one individual (i.e., project or financial) is not controlling all aspects of a transaction/process?</td><td>☐ Yes ☐ No</td></tr>
<tr><td>If No, please explain:</td><td colspan="3"></td></tr>
<tr><td colspan="3">6. Does your organization have a current A-133 audit?</td><td>☐ Yes ☐ No</td></tr>
<tr><td rowspan="2">If Yes:</td><td colspan="2">Has your organization received any adverse findings in any A-133 audit in the past three years?</td><td>☐ Yes ☐ No</td></tr>
<tr><td>If Yes, please explain:</td><td colspan="2"></td></tr>
<tr><td colspan="3">7. Has your organization received Federal grant funds before?</td><td>☐ Yes ☐ No</td></tr>
<tr><td colspan="4">7.1 Please provide the information requested below on all awards or funding received in the last five years, specifically note if funds are U.S. Government (USG) funds.</td></tr>
<tr><td><u>Name of Donor</u></td><td><u>Amount</u></td><td><u>Period</u></td><td><u>Place of Implementation</u></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table>

Appendix 3 **BUDGET GUIDELINES**

In addition to the budget information required on the SF-424A, applicants must provide the following three elements as part of the budget submission:

A. Summary Budget **(using the OMB cost categories, see SF-425A)**
B. Detailed Line Item Budget (Direct and Indirect Costs)
C. Budget Narrative

Summary Budget (TEMPLATE ON TAB 2, autofills from Tab 3 "Detailed Budget")

Detailed Line Item Budget (TEMPLATE ON TAB 3)

Applicants must provide a detailed line item budget (in Microsoft Excel or similar spreadsheet format) outlining specific cost requirements within each of the summary budget categories. Please note that all items detailed in the template are examples.

- ✓ 10 font or larger; must fit on 8x11 letter sized paper, not legal size.
- ✓ Any cost-sharing should be included in a separate column. See section on cost-sharing for more details.
- ✓ The budget should be for the entire project period. Successful applicants may be asked to provide a year-by-year budget after the award is signed.
- ✓ All sub-award costs should be listed under Contractual, and should also be broken out and organized according to the subcategories. All sub-awardees must be organizations with DUNS numbers and valid SAM.gov registration (certain exceptions apply). Sub-award budgets, if available, should be included in separate budget tabs and should be in the same format as the approved budget according to the OMB budget categories.
- ✓ All line items must be described in the budget narrative. The budget narrative should justify each cost outlined in the budget as well as explain the unit cost calculation and methodology.

The budget template on Tab 3 is an example of the required format, but is not exhaustive: your budget might have additional items not listed. Please edit it to reflect all planned expenditures.

Budget Narrative

Include a budget narrative (preferably in Microsoft Word format) to explain each line item and how the amounts were derived, as well as the source and description of all cost-share offered.

Personnel: Identify staffing requirements by each position title and brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project (e.g., Administrative Director: $30,000/year x 25% level of effort x 8.5 months; calculation: $30,000/12 = $2,500 x 25% x 8.5 months = $5,312).

Fringe Benefits: Indicate benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate. Fringe rate should be supported by organization's policies and procedures.

Travel: Staff and participant travel, including in-country, domestic U.S., and international travel, if any, and per diem (broken out by lodging and M&IE (meals and incidentals) for both participant and staff travel). Per diem rates may not exceed the published U.S. government allowance rates (available from the www.gsa.gov website) without comprehensive justification; however, applicants may use per diem rates lower than official government rates.

http://www.gsa.gov/portal/category/100000

Explain differences in fares among travelers on the same routes: e.g., project staff member traveling for three weeks whose fare is higher than that of staff member traveling for four months. All travel must be in compliance with the Fly America Act.

Equipment: Provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of $5000 or more.

Supplies: Detail items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: $50/month x 50% = $25/month x 12 months).

Contractual: Provide a detailed line item breakdown for each sub-grant/contractual explaining specific services.

Other Direct Costs: These will vary depending on the nature of the project. Justify each in the budget narrative.

Indirect Charges: See 2 CFR 200.56 and 2 CFR 200.414

- ✓ If your organization has an indirect cost-rate agreement (NICRA) with the U.S. Government, a copy must be included with the application.
- ✓ If your organization does not have a NICRA, you may claim indirect charges in this field at a deminimus rate of 10%.
- ✓ If Sub-Grantees are claiming indirect costs contained within a NICRA, they should have an established NICRA that is also submitted with the proposal package.
- ✓ Do not account for indirect costs against participant expenses in the budget.

Before grants are awarded, the Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the Bureau's program needs and availability of funds.

Cost-Share

Cost-sharing is the portion of program costs not borne by the USG. Refer to the Notice of Funding Opportunity (NOFO) to determine whether cost-sharing is required or encouraged. In general, applications that include in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, as cost-sharing demonstrates a commitment to the activities and greater cost effectiveness.

If cost-share is included, it should be listed as a separate column in the budgets. Cost-share can be either cash or in-kind (in which case a U.S. dollar monetary value to each in-kind contribution needs to be assigned). If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding amount to be provided by those sources.

Applicants should consider all types of cost-sharing. Examples include the use of office space owned by other entities; donated or borrowed supplies and equipment; (non-federal) sponsored travel costs; waived indirect costs; and program activities, translations, or consultations. The values of offered cost-share should be reported in accordance with 2 CFR 200. **Other federal funding does not constitute cost-sharing.**

The recipient of an assistance award must maintain written records to support all allowable costs which are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with 2 CFR 200. In the event the recipient does not meet the amount of cost-sharing stipulated in their application, the Bureau's contribution may be reduced in proportion to the recipient's stated contribution.

Office of Management and Budget (OMB) 2 CFR 200 and 2 CFR 600

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=11bc02f059d60b385c07b4c3f6bb602a&ty=HTML&h=L&r=PART&n=pt2.1.600

SAMPLE Summary BUDGET

Organization Name

Project Title

Project Duration

		Federal Funds
1	**Personnel**	0.00
2	**Fringe Benefits**	0.00
3	**Travel**	0.00
4	**Equipment**	0.00
5	**Supplies**	0.00
6	**Contractual**	0.00
7	**Construction**	-
8	**Other Direct Costs**	0.00
9	**Total Direct Costs**	0.00
10	**Total Indirect Costs**	0.00
11	**Total Project Cost**	**0.00**

SAMPLE LINE ITEM BUDGET

Organization's Name

Project Title

Project Duration (i.e. October 1, 2015 - September 30, 2016)

		Unit Cost				Requested Federal Funds	Cost-Share by Applicant	Program Total
		Unit	Number	Amount	Rate			
1	**Personnel**	months	# units	salary (monthly)	% effort			
1.1	*U.S.-based Personnel*							
1.1.1	Project Manager	months						0
1.1.2	Project Officer, etc.	months						0
1.2	*Field Personnel*							0.00
1.2.1	Project Manager	months						0
1.2.2	Project Officer, etc.	months						0
Subtotal Personnel						**0**	**0**	**0**
2	**Fringe Benefits**			amount	rate			
2.1	U.S.-based Project Manager	months		0.00				0
2.2	U.S.-based Project Officer	months		0.00				
2.3	Field Project Manager	months		0.00				
2.4	Field Project Officer	months		0.00				0
Subtotal Fringe Benefits						**0**	**0**	**0**
3	**Travel**	unit (trips, days)	# units	cost				
3.1	**International Travel**							0
3.1.1	Airfare/Ground Transportation (specify R/T or otherwise)					0		0
3.1.2	Meals and Incidentals					0		0
3.1.3	Lodging					0		0
3.2	**Local Travel**							
3.2.1	Airfare/Ground Transportation (specify)					0		0
3.2.2	Meals and Incidentals					0		0
3.2.3	Lodging					0		0
Subtotal Travel						**0**	**0**	**0**
4	**Equipment** **(> $5,000 per unit)**		# units	unit cost				
4.1	(description, i.e. generators)					0		0
Subtotal Equipment						**0**	**0**	**0**
5	**Supplies** **(< $5,000 per unit)**		# units	unit cost				
5.1	(description, i.e. banners)					0		0
Subtotal Supplies						**0**	**0**	**0**
6	**Contractual** **(Consultant fees)**	unit (sub, consultant)	# units	unit cost				
6.1	Contractual Sub-Awardee (NAME)					0		0
6.2	(description, i.e. consultants)					0		0
Subtotal Contractual						**0**	**0**	**0**
7	**Construction**			**Not Allowable**				

8	**Other Direct Costs**	unit	# units	unit cost			
8.1	(description, i.e. venue rental fees)				0		0
8.2	(description, i.e. telecommunications)				0		0
Subtotal Other Direct Costs					**0**	**0**	**0**
9	**Total Direct Costs**				**0**	**0**	**0**
10	**Total Indirect Costs (Indicate: NICRA Provisional, Final, Pre determined or 10% deminimus Rate based on MTDC)**	base		NICRA %			
					0	**0**	**0**
11	**Total Project Cost**	(must match award amount)			**0**	**0**	**0**

Appendix 4

Results Monitoring Plan (RMP)

Guidance for Applicants

A successful Results Monitoring Plan ensures that applicants focus on achieving project *results*, rather than just activities. Results are the outcomes and lasting impact the project. Activities describe specific actions undertaken over a specific time to achieve results.

The key elements of the RMP are:

- ***a) Project Objective(s): statement of the expected results of the project for which implementers will be held accountable***
- ***b) Indicators: measures used to gauge progress towards objectives — indicators should be direct, objective, adequate and practical.***
- ***c) Project activities: major actions carried out with grant funds; activities are directly linked to and adequate for the achievement of the project objectives.***
- ***d) Milestones: target date for the accomplishment of each major activity within the timeframe of the project.***

Grantees awarded under this opportunity will be required to report quarterly on their agreed-upon indicators and milestones, provide a narrative assessment of progress, and flag any issues affecting performance to NEA/AC project officers. As the project proceeds, NEA/AC grantees confer with NEA/AC project officers regarding any necessary actions to enhance performance over the life of the project.

Results Monitoring Plan (RMP)

Organization: ____

Project Title: ____

Instructions: The RMP template provides an outline for presenting the key elements which were described in the *RMP Guidance for Applicants* above. **All information in blue text should be deleted prior to submitting your RMP on GrantSolutions.gov or Grants.gov.**

Part 1: Project Context

This project is intended to support the following NEA/AC Goal:

NEA/AC Goal

Part 2: NEA/AC Objective(s)

This project will ***contribute*** to the NEA/AC Objective(s) listed below. The NEA/AC objective(s) should be project-specific and related to achieving the NEA/AC Goal selected in Part 1 of this document.

NEA/AC Objective(s)

Part 3: Project Objective(s) and Indicators

The project will be ***accountable for achieving*** the project-specific objectives listed below. The project will report against the indicators listed below to measure progress towards achieving its project-specific objectives.

Please limit to three objectives. The project objectives should be project-specific and related to achieving the NEA/AC objective(s) selected in Part 2 of this document (please see the 'Results Monitoring Plan' section of the Notice of Funding Opportunity for the list of relevant NEA/AC objectives and sub-objectives).

Project Objectives should relate to the project scope included in your Program Narrative.

Indicators should be direct, objective, adequate, and practical measures of the result(s) to be achieved.

Results Monitoring Plan (RMP)

Project Objective 1

Example (Pluralistic Societies): Civic Involvement Increases					
Indicator:	Number/Percentage of target citizens who show positive change in level of civic activity				
Definition:	Survey of pre-/post responses to questions regarding citizen knowledge and understanding of political institutions, laws, rights, skills necessary for participation. Implementer designs survey based on NEA/AC guidelines. Beneficiaries tested prior to treatment and three months after conclusion of treatment. Data should be disaggregated by sex and youth (ages 15-24).				
Target:	80%	**Baseline:**	0	**Data Source:**	Survey

Project Objective 2

Example (Participatory Societies): Participant Civil Society Organizations (CSOs) engage government on key issues					
Indicator:	Number of CSO-government partnerships created by target CSOs to address key social, political, or economic issues				
Definition:					
Target:		**Baseline:**		**Data Source:**	

Project Objective 3

Example (Prosperous Societies): Private sector engages government to advocate for improved business environment					
Indicator:	Number of new policies supportive of the rights of foreign investors and minority shareholders adopted by the government				
Definition:					
Target:		**Baseline:**		**Data Source:**	

Part 4: Project Activities

The major activities the project will carry out to reach the project-specific objectives are listed below.

Project Objective 1: (Insert Project Objective #1 from Part 3 above)	
Activity	**Milestone (Completion Date)**
Example: Training of Trainers Workshop	*Example: Month 3*

Project Objective 2: (Insert Project Objective #2 from Part 3 above)	
Activity	**Milestone (Completion Date)**

Results Monitoring Plan (RMP)

Project Objective 3: (Insert Project Objective #3 from Part 3 above)	
Activity	**Milestone (Completion Date)**

Appendix 5

Preparing an Application for NEA/AC Funding

TABLE OF CONTENTS

GENERAL GUIDANCE

It is strongly recommended that applicants submit grant applications using Microsoft Office products. If applicants do not have access to Microsoft Office products, PDF files may be submitted. If an applicant uses a file format other than Microsoft Office or PDF, the application may be unreadable.

The required font is 12-point Times New Roman. The application must be formatted for 8 ½ x 11 or A4 paper and single spaced, with all margins (left, right, top, bottom) being at least one inch each. Also, applicants should ensure all pages in the application are numbered consecutively and meet the page limit requirements outlined in the announcement. **If the application exceeds the page limit, the application will not advance to the Technical Review stage.**

REQUIRED APPLICATION DOCUMENTS

The documents discussed below are what NEA/AC commonly requests in their program announcements. **Before preparing a submission, applicants should carefully review the announcement to confirm what documents are required and any page limits specified.**

Application Coversheet

The Coversheet provides summary detail about the applicant and their proposed activities and is a separate attachment in the electronic submission. It can be **no more than one page**. A sample template can be found with the announcement and a fill-able template is available for download online.

Applicants are strongly encouraged to use the same format as found in the sample template. If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

If using the sample template, the Coversheet should be filled out in its entirety. Under the *Executive Summary* header, please provide a mandatory synopsis of the proposed project (e.g., The project will…). **The information in blue text should be deleted prior to submitting the document.**

Applicant Organization Information

The Applicant Organizational Information document provides NEA/AC with information about the organization's structure and policies; and allows NEA/AC to assess the organization's ability to manage Federal funds. It is a separate attachment in your electronic submission. A sample template can be found with the announcement and a fill-able template is available for download online.

Applicants are strongly encouraged to use the same format as found in the sample. If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

SF-424—Application for Federal Assistance
Instructions to Complete the Form

The SF-424—Application for Federal Assistance collects basic information on the applicant, the proposed project, the funding amount requested, and information about the announcement to which you are applying. **The form must be completed online and signed by the Authorized Organization Representative.** Below please find instructions on how to complete each of section of the form.

Item #1—Type of Submission: Select "Application."

Item #2—Type of Application: Select "New."

Item #3 - #4—Date Received/Applicant Identifier: Leave blank.

Item #5a - #5b—Federal Entity Identifier/Federal Award Identifier: Leave blank.

Item #6 - #7—Date Received by State/State Application Identifier: Leave blank.

Item #8—Applicant Information:
8a – Input your organization's legal name.
8b – U.S. Organization: Enter your EIN or TIN as assigned by the IRS.
International organization: Enter "44-4444444."
8c – Enter your organization's DUNS number (this is a nine-digit number).
8d – Enter your organizations address including country.
8e – If applicable, enter the name of a department or division in your organization that will coordinate the proposed activities.
8f – Name of the project person to contact about this application. **It is a best practice that this person not be listed as the authorized representative on this form.**

Item #9—Type of Applicant: Please select all that apply.

Item #10—Name of Federal Agency: Leave as written; it is completed for you.

Item #11—Catalog of Federal Domestic Assistance Number and Title: Leave as written; it is completed for you.

Item #12—Funding Opportunity Number and Title: Leave as written; it is completed for you.

Item #13—Competition Identification Number and Title: Leave as written; it is completed for you.

Item #14—Areas Affected by Project: Attach a one-page document listing the city(ies) and country(ies) where your organization proposes to perform its proposed activities.

Item #15—Descriptive Title of Applicant's Project: Enter the title of your project.

Item #16—Congressional Districts
16a – Applicant:
U.S. Organization: Enter the congressional district of your organization.
International Organization: Enter "00-000."
16b – Program/Project:
U.S.-Based Program: Enter all the congressional districts affected by the program.
International Program (outside the U.S.): Enter "00-000."

Item #17—Proposed Project: Enter the proposed start date and end date (MM/DD/YYYY) of your project. Actual dates will be negotiated if selected for funding.

Item #18—Estimated Funding
18a – Enter the amount of funding your organization is requesting from NEA/AC (Federal funding).

18b – Enter the amount of any Non-Federal (e.g. non-U.S. Government) resources that will be used to support the project. This includes cost sharing and matching.
18c-d –U.S. Organization: Enter any funding you are receiving from the State and Local governments for this project, if applicable.
18e – Enter any other funding for the project that does not fit into the 18b-18d categories, if applicable. Otherwise leave blank or input "0.00."
18f – If you anticipate any income to be generated by this project (i.e. registration fees) input that information here, if applicable.
18g – Total all the numbers from 18a-18f

Item #19—Is Application subject to Review by State Under Executive Order 12372 Process? Select "c. Program is not covered by E.O. 12372."

Items #20—Is Applicant Delinquent of any Federal Debt. Do you owe the U.S. government money? Please select Yes/No. If yes, please provide an explanation.

Item # 21 – Authorized Representative: By checking box 21 and signing the SF-424—Application for Federal Assistance, the authorized representative certifies that the information in the SF-424 form is complete and accurate to the best of the representative's knowledge **and** that the representative agrees to comply with the required assurances and certifications. Please provide the name, contact information, and signature of the authorized representative. The governing body of the applying organization must have specifically documented the designation for an authorized representative to submit an application for funding to the U.S. Government. **PLEASE NOTE: It is a best practice to have the SF-424 signed by the Authorizing Official who would sign an ensuing award document for the applying organization. It is also a best practice this person not be the same person listed as the point of contact on line "8f" of this form.**

SF-424A—Budget Information—Non-Construction Programs
Instructions to Complete the Form

The SF-424a—Budget Information—Non-Construction Program provides information on the applicant's financial plan for carrying out the proposed project. **The form must be completed online.** A more detailed budget will be submitted through the Budget Narrative portion of the application. **NEA/AC recommends that applicants prepare their Budget Narrative and then complete the SF-424a form.**

Section A—Budget Summary

Line #1:
Column (a)—Grant Program Function or Activity: Input "Office of Assistance Coordination"
Column (b)—Catalog of Federal Domestic Assistance (CFDA) No: Input CFDA number referenced on the first page of the notice of funding opportunity (NOFO)
Column (c)—Estimated Unobligated Funds, Federal: Leave Blank
Column (d)—Estimated Unobligated Funds, Non-Federal: Leave Blank

Column (e)—New/Revised Budget, Federal: Enter the amount of Federal funding your organization is requesting.
Column (f)—New/Revised Budget, Non-Federal: Enter the amount of Non-Federal (e.g. non-U.S. Government) funds that will be used to support the project.
Column (g)—New/Revised Budget, Total: Enter the total of Column E and Column F.

Lines #2-4, Columns (a)-(g): Leave Blank

Line #5:
Column (c)—Estimated Unobligated Funds, Federal: Input "$0.00."
Column (d)—Estimated Unobligated Funds, Non-Federal: Input "$0.00."
Column (e)—New/Revised Budget, Federal: Enter the amount from Line #1, Column (e)
Column (f)—New/Revised Budget, Non-Federal: Enter the amount from Line #1, Column (f).
Column (g)—New/Revised Budget, Total: Enter the amount from Line #1, Column (g).

Section B—Budget Categories

Line #6—Object Class Categories:
Column (1)—Grant Program, Function, or Activity: Input "Office of Assistance Coordination."
Column (2)–(4)—Grant Program, Function, or Activity: Leave Blank
Column (5)—Total: Leave Blank.

Line #6.a—Personnel:
Column (1): Input the total Federal Request and Non-Federal Request from the "Personnel" category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.a, Column 1.

Line #6.b—Fringe Benefits:
Column (1): Input the total Federal Request and Non-Federal Request from the 'Fringe Benefit' category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.b, Column 1.

Line #6.c—Travel:
Column (1): Input the total Federal Request and Non-Federal Request from the "Travel" category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.c, Column 1.

Line #6.d—Equipment:
Column (1): Input the total Federal Request and Non-Federal Request from the "Equipment" category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.d, Column 1.

Line #6.e—Supplies:
Column (1): Input the total Federal Request and Non-Federal Request from the “Supplies” category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.e, Column 1.

Line #6.f—Contractual:
Column (1): Input the total Federal Request and Non-Federal Request from the “Contractual” category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.f, Column 1.

Line #6.g—Construction:
Column (1): Input “$0.00.”
Column (2)-(4): Leave Blank
Column (5): Input “$0.00.”

Line #6.h—Other:
Column (1): Input the total Federal Request and Non-Federal Request from the “Other” category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.h, Column 1.

Line #6.i—Total Direct Charges:
Column (1): Enter the total of Lines # 6.a thru #6.h in Column 1.
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.i, Column 1.

Line #6.j—Indirect Charges:
Column (1): Input the total Federal Request and Non-Federal Request from the “Indirect Charges” category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.j, Column 1.

Line #6.k—TOTALS:
Column (1): Enter the total of Lines #6.i thru #6.j in Column 1.
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.k, Column 1.

Line #7—Program Income:
Column (1): Input “$0.00.”
Column (2)-(4): Leave Blank
Column (5): Input “$0.00.”

Section C—Non-Federal Resources

Line #8:
Column (a)—Grant Program: Input "Office of Assistance Coordination."
Column (b)—Applicant: Enter total from Section A, Line #1, Column (F).
Columns (c) & (d): Leave Blank.
Column (e)—Totals: Enter amount from Section C, Line#8, Column (b).

Lines #9-11, Columns (a)-(e): Leave Blank

Line #12:
Column (b)—Applicant: Enter amount from of Section C, Line #8, Column (b)
Columns (c) & (d): Leave Blank.
Column (e)—Totals: Enter amount from of Section C, Line #8, Column (b)

Section D—Forecasted Cash Needs

GrantSolutions will automatically fill in this section. **DO NOT** change the information that auto fills in this section.

Section E—Budget Estimates for Federal Funds Needed for Balance of the Project

Leave this entire section blank.

Section F—Other Budget Information

Line #21—Direct Charges: Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain details.

Line #22—Indirect Charges: Enter the type of indirect rate (provisional, predetermined, final, or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line #23—Remarks: Add any additional comments you wish to make.

SF-424B—Assurances—Non-Construction Programs

The SF-424B—Assurances—Non-Construction Programs sets forth compliance requirements an application must certify if awarded a grant. **The form must be reviewed and signed online by the Authorized Organization Representative.**

Program Narrative

The Program Narrative provides detailed information about the proposed project, and is reviewed to determine if a project will be considered for funding. Typically, applicants will address a project's results and benefits, approach, and organizational capacity in this section of their application. The Narrative is a separate attachment in the electronic submission and **may not exceed the page limit specified in the announcement.**

Before preparing your Program Narrative, applicants should carefully review the announcement to confirm information should be provided. Below are **some** of the items that, **depending on the announcement**, you will want to address in your Program Narrative:

Results and Benefits

- Clearly explain and specify the proposed project's objectives
- Describe realistic results to be accomplished with the timeframe of the proposed award.
- Cleary identify the anticipated beneficiaries and explains how the project's objectives will positively affect them.
- Provide realistic milestones to indicate progress toward NEA/AC goals and objectives as described in the program announcement.
- Explain how monitoring and evaluation activities will be carried out and who will be responsible for them. Applicants are encouraged to propose a midterm or final evaluation.

Approach:

- Clearly describe how each proposed project activity will address the objectives outlined in the announcement or requested priority area.
- Describe how the proposed project design is innovative and original, as well as feasible.
- Address how the project will engage or obtain support from relevant stakeholders and identify local partners.
- Propose activities that are interactive, practical, and/or experiential in nature.
- Explain how participants will be selected (e.g. criteria for selection, selection process).
- Acknowledges if activities similar to those proposed are already taking or have taken place previously, and provide an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities.
- Articulates potential challenges to project implementation and propose contingency plans.
- Describe the division of labor among the applicant and any partners.
- Identify and address support for marginalized populations in all proposed activities and objectives and provides specific means for their inclusion.

Organizational Capacity:

- Demonstrate experience (e.g. has previously worked and/or has established contacts/partners) in the proposed country/territory/region.
- Demonstrate an institutional record of successful programs in the content area proposed (e.g. local government skills training).
- Demonstrate capacity for responsible fiscal management of donor funding (e.g. successful management of a previous sub-award or grant).
- Demonstrate the capacity to manage the proposed project, including having adequate staffing.

Budget Narrative

The Budget Narrative is used to determine if costs are reasonable and permissible. All proposed costs funded by Federal and Non-Federal contributions must be reasonable, necessary to achieve project objectives, permissible in accordance with applicable Federal cost principles, auditable, and incurred during the project period. **Before developing a project budget, applicants should carefully review information below. All figures must be in U.S. Dollars and rounded to the nearest dollar.**

The Budget Narrative is a separate attachment in the electronic submission and there is no page limit for this section of the application. A sample template can be found with the announcement and a fill-able template is available for download online. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample templates.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. **All budgets must be structured so that they print in a readable format.**

Budget Definitions

Authorized Organization Representative (AOR): The individual authorized to act on behalf of the applicant and assume the obligations imposed by Federal laws, regulations, requirements, and conditions that apply to grant applications and/or awards. This person will be the signatory on the SF-424 and SF-424B forms.

Consultant: An individual or organization who provides professional advice and/or services for a fee and is not a direct hire employee of a grantee's organization. Typically a consultant performs a one-time activity. All consultants require prior approval from NEA/AC.

Contract: A contract under a grant may be awarded for two purposes: 1) goods or services needed to support the grantee's performance of the project or 2) an award to a third party for performance of substantive programmatic work. The first category is termed "vendor relationship," and is described in more detail below under "Vendor." The second category is termed "sub-recipient relationship" and may be in the form of a contract under the grant or, in some cases, a sub-award. More detail on the "sub-recipient" relationship is detailed below under "Sub-Award, Sub-Recipient, or Sub-Grantee**."** The relationship rather than the terminology drives the governing requirements for these two relationships.

Direct Costs: Project related costs used for salaries, travel, equipment, supplies, contractual arrangements, and tangible goods or services.

Indirect Costs: Costs that cannot be identified readily and specifically with a particular project or activity, but are necessary to the operation of the organization (e.g., overhead, facility maintenance). Applicants proposing indirect costs in the Budget Narrative greater than the 10% de minimis rate must provide a copy of their Negotiated Indirect Cost Rate Agreement (NICRA).

Project Costs: The total allowable costs incurred by a recipient and charged to the award during a budget period. Project costs may include expenses provided for through Federal and Non-Federal contributions.

Sub-Recipient or Sub-Awardee or Sub-Grantee: A third-party individual or organization who receives an award for the performance of certain programmatic work. All sub-recipients require prior approval from NEA/AC. The receiving organization (sub-recipient):

- Has its performance measured against whether the objectives of the grantee's project are met;
- Has responsibility for programmatic decision making (to the extent specified in its contract/sub-award);
- Has responsibility for adherence to applicable grant compliance requirements; and
- Uses their awarded federal funds in conjunction with a program of the organization as compared to providing goods or services for a program of the pass-through entity.

Vendor: An organization who receives funding from the grantee for the procurement of a good or service needed to support the grantee's performance of the project. A vendor relationship is one under which the receiving organization (vendor):

- Provides the goods and services within normal business operations or to many different purchasers;
- Operates in a competitive environment;
- Provides goods or services that are supplementary to the operation of the grantee's project; and
- Is not subject to federal programmatic compliance requirements.

When a grantee obtains routine goods and services necessary for performance of the grant-supported project, it may be through activities chargeable to indirect costs (e.g., acquisition of audit services) or, as appropriate, through a direct charge (i.e., contractual).

Cost Category Guidelines

All budgets must include an estimate of the costs projected tasks and activities, based on budget categories identified on the Budget Information Form (SF 424a). Applicants are encouraged to use the following checklist below to ensure that the budget provides all the necessary information.

1. Personnel

- Are the key personnel for this project identified?
    - Key personnel are defined as individuals who contribute to the programmatic development or execution of the project in a substantive, measurable way, whether or not they receive salaries or other compensation under the grant.
    - Key personnel should include a Program Director and or Program Coordinator.

- Is each position identified by title or responsibility?
    - **Program Director:** The individual who will provide daily oversight of the grant, including fiscal and personnel management, community relations, and project implementation and evaluation during the project period.
    - **Program Coordinator:** The individual who will coordinate coalition services and NEA/AC project activities, including training, coalition communication, data collection, and information dissemination.
    - **Financial or Business Official:** The person who handles the financial components of the grant.
- Is the identified position occupied, if so is the name of the employee identified?
- Is the basis for determining each employee's compensation described (annual salary and % time devoted)?
- Are time commitments and the amount of compensation stated and reasonable?
- Are salary increases anticipated during the grant period and are they justified (cost of living allowance, etc.)?
- Are any personnel costs unallowable? (e.g., does the level of effort of the employee exceed 100% of all work on all projects or positions? Is the person identified a Federal Employee?)

2. Fringe Benefits

- Is each type of benefit indicated separately or does the organization have an approved fringe benefit rate (NICRA)?
- Are fringe increases anticipated during the grant period and are they justified?

3. Travel

- Is the travel necessary for the purpose of the program?
- Are travel costs separately identifiable and reasonable (transportation, hotel, meals, and mileage)?
- Is the basis for computation provided?
- Does the organization travel policy follow the Federal guidelines (e.g., Fly America, per diem rates, etc.)?

4. Equipment

- Does the equipment have a useful life of more than one year and an acquisition cost of $5,000 or more?
- Is the request necessary and reasonable for the purpose of the project?
- Are equipment items specified by unit and cost?
- Are purchases distinguishable from rentals or leases (vehicles, large items of equipment)?

5. Supplies

- Are supplies listed separately?
- Are costs per unit identified and detailed?
- Is the basis for the cost reasonable?

6. Contractual

- Is the type of service to be rendered described?
- Are the consultant(s) or contractor(s)' named, if known?
- Is the total amount for any contract in excess of $100,000?
- Is a separate budget for sub-recipients or contracts provided?

7. Construction

- Construction costs are not allowable and should not be included

8. Other

- Are items grouped by type (space rental, printing, phone, maintenance, sub-award, etc.)?
- Are all costs justified and allowable?
- Is each sub-award (or sub-grant) described (i.e., description of activities to be performed, method of selection, type of agreement, budget with narrative) and the amount of award included?

Budget Narrative Sample Template

The Budget Narrative Sample Template provides examples of possible costs. Applicants should revise the template to reflect the costs associated with their proposed activities. In addition, applicants should remove any descriptions within the document and replace it with their cost justifications.

When completing the template, applicants should ensure the following:

- Provide details of calculations including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated;
- Funding should not duplicate on-going activities;
- Budget categories should be clearly labeled and identified;
- The use of "miscellaneous expenses" or any similar term as a budget item is unacceptable; and
- The document should be structured so that it will print in a readable format.

Sustainability Plan

The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. **The plan should be attached as a separate attachment in your electronic submission and may not exceed the page limit specified in the announcement.**

The plan should address each of the areas list 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 NEA/AC funding ends.
- Present a plan to secure the resources needed to sustain the aforementioned results after NEA/AC 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.

More information about preparing this Plan can be found in Part III of the program announcement.

Results Monitoring Plan

A Results Monitoring Plan (RMP) describes the measures proposed by an applicant to capture and demonstrate progress towards achieving the objectives of the proposed project. **The plan should be attached as a separate attachment in your submission and may not exceed the page limit specified in the announcement.**

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?

More information about preparing this Plan can be found in Part III of the announcement and a fill-able sample template is available for download online.

NICRA

Applicants proposing indirect costs greater than the 10% de minimis rate in the Budget Narrative must provide a copy of their Negotiated Indirect Cost Rate Agreement (NICRA).

OPTIONAL DOCUMENTS

Documents not included in the program and budget narratives may be included as attachments or appendices, and **may not exceed the page limit specified in the announcement**. Examples of attachments to be included in this section of your application are:

- **Biographical Sketch or Job Descriptions for key personnel and partners:** This information may be included within the project narrative or as a separate document included in the optional documents of the application. If these items are not included, applicants will be scored lower under *Staff and Position Specifications* review criteria outlined in Part V, Section A of the announcement.

- **Work Plans, Project Timeline, or Calendar of Activities:** A work plan is a detailed list of proposed activities, milestones, and approximate dates. You may choose to include a work plan, project timeline, and/or calendar of proposed activities.
- **Pre-Submission Checklist** can be found with the announcement and a fill-able template is available for download online. This Checklist ensures that an applicant has accurately documented the eligibility requirements and included all major components of the application.

Appendix 6

PRE-SUBMISSION CHECKLIST

Instructions: The Pre-Submission Checklist ensures that an application meets all submission requirements. Please select each item that has been completed.

Requirements to Submit an Application	
☐	Do you have a Unique Entity Identifier (UEI) Number?
☐	Do you have an account with the System for Award Management (SAM)*?
☐	Are you registered with Grants.gov (www.grants.gov) OR GrantSolutions.gov (www.grantsolutions.gov)?**

Required Application Documents	
Application Coversheet	
☐	Did you complete and attach the Cover Sheet, and is it no more than **one page**?
Applicant Organizational Information	
☐	Did you complete and attach the Applicant Organization Information document?
Federal Assistance Application Form—SF-424	
☐	Did you complete online the Federal Assistance Application Form (SF-424)?
☐	Has the entire proposed project period been identified in item #17 on the SF-424 form?
☐	Did you complete item #18 on the SF-424 form?
☐	Did you check "c" in item #19 on the SF-424 form? Applicants are not covered by E.O. 12372
☐	Did your Authorized Organization Representative (AOR) read and sign item #21 on the SF-424 form?
Federal Assistance Application Form—SF-424a	
☐	Did you complete online the Budget Information—Non-Construction Programs (SF-424a)?
☐	If your application includes cost sharing, did you identify this cost on the SF-424a form?
Federal Assistance Application Form—SF-424b	
☐	Did your AOR read and sign online the Assurances—Non-Construction Programs Form (SF-424b)?
Program Narrative	
☐	Did you attach your Project Narrative and is it no more than the page limit specified in the announcement?

PRE-SUBMISSION CHECKLIST

☐	Does your Program Narrative address all the goals and priorities outlined in the announcement?
Budget Narrative	
☐	Did you attach a Budget Narrative providing a detailed description of the project costs?
☐	If your application includes cost sharing, did you provide detailed information about this cost in your Budget Narrative?
Sustainability Plan (if required)	
☐	Did you attach a Sustainability Plan and is it no longer than **2 pages**?
Results Monitoring Plan (if required)	
☐	Did you attach a Results Monitoring Plan and is it no longer than **3 pages**?

Optional Documents	
☐	Did you attach any optional documents and ensure that they do not exceed the page limit specified in the announcement?
☐	If your application included partnerships, did you provide details about the roles and responsibilities for each partnership; details on how sub-grant(s) will be managed and monitored in both the program and budget narratives; and did you attach Letters of Agreements or Letter of Intent?
☐	Did you include Biographical Sketches or Job Descriptions for key personnel and partners?

***U.S.-based** and **Foreign-based** applicants must have an account with SAM to submit an application. **All applicants selected for funding must be registered with SAM to receive an award.**

******All applications must be submitted through either **Grants.gov** OR **GrantSolutions.gov**.