

## U.S. DEPARTMENT OF STATE



*Bureau of Near Eastern Affairs*  
*Office of Assistance Coordination*  
**MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)**  
**LOCAL GRANTS PROGRAM**

**Funding Opportunity Title:** MEPI Local Grants Annual Program Statement

**CFDA Number:** 19.500

**Date Opened:** November 16, 2015

**Federal Agency Contacts:** Please see page 6 for a list of contacts to answer questions you have about applying for a MEPI Local Grant.

### Funding Opportunity Description

The Office of Assistance Coordination's Middle East Partnership Initiative (MEPI) Program seeks single-country proposals for its Local Grants Program. The Local Grants Program serves as MEPI's most direct means of supporting organizations and individuals in the Middle East and North Africa. These grants are designed to:

- Strengthen civil society;
- Support constructive advocacy and civic activism;
- Support citizens' efforts to contribute to positive economic, social, and political empowerment;
- Expand opportunities for women and youth;
- Strengthen the rule of law;
- Develop independent media in service to communities; and,
- Help communities work alongside governments in shaping their own futures.

MEPI's regional offices, located in the Middle East and North Africa, manage the program.

Awards are judged on a variety of criteria including reform priorities in a given country, coordination with local initiatives and other assistance programs and likely effectiveness in achieving reform objectives through peaceful and constructive partnerships. **MEPI accepts proposals to this program on a rolling basis, but each U.S. Embassy or Consulate has a unique selection process for submissions. Applicants should check with the respective**

**U.S. Embassy or Consulate before preparing their submission. Please refer to the U.S. Embassy and Consulate contact information detailed in the “Submitting an Application” section.**

**Background Information about MEPI:** The Middle East Partnership Initiative Program offers assistance to groups and individuals striving to bring constructive, peaceful and positive change to the Middle East and North Africa. MEPI supports projects that foster partnerships between civil society organizations, communities, youth and women, the private sector, and government to advance efforts to create positive change in their societies. For more information about MEPI programs visit: [www.mepi.state.gov](http://www.mepi.state.gov).

## **Award Information**

**Funding Instrument Type:** Cooperative Agreement, Grant or Fixed Award

**Maximum Award Amount:** \$150,000

**Minimum Award Amount:** \$50,000

The amount of funding available for MEPI’s Local Grants program varies year to year. **Projects are usually funded for one year, but the project and budget periods can be a minimum of three months and up to two years if a longer time period would yield more significant or better results.** MEPI can award a grantee additional funding and extend the period of performance beyond the initial project and budget period, on a noncompetitive basis, subject to availability of funds, satisfactory progress, and the favorability of local conditions.

MEPI reserves the right to award less or more than the amounts described above according to the needs of the project as determined by MEPI.

## **Eligibility Information**

### **Eligible Applicants:**

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

MEPI is committed to an anti-discrimination policy in all of its projects and activities. MEPI welcomes proposals irrespective of the applicant’s race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We invite applications from organizations working

with vulnerable communities, including women and youth. MEPI is also interested in proposals that involve the participation of persons with disabilities.

### **Registration:**

Applicants must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number in order to apply for a MEPI Local Grant. **All applicants selected for funding must have a DUNS number and an active account with SAM.gov to receive an award. Any organization interested in applying for funding will therefore need to engage in a moderately complicated process of receiving a DUNS number. All U.S. Government funding requires this.**

The registrant or entity is required to create an account in each of these websites by initially creating a Username and Password in all sites: Internal Revenue Service (IRS), D&B for a DUNS Number, and ultimately, the System for Award Management (SAM.gov).

The **Legal Business Name and Address** must be precise and “**MATCH EXACTLY**” when entering it into the IRS, D&B DUNS, NCAGE, and SAM.gov websites—this includes spaces, parentheses, capitalization, small letters, punctuation, etc. **Please apply for the D&B DUNS Number and NCAGE Code at the same time to reduce waiting time of information.**

### **STEPS to REGISTER:**

#### **1. INTERNAL REVENUE SERVICE (IRS)**

Determine if it is necessary to apply to acquire an EIN Number via the IRS because it is not required in all cases. EIN is for employers; Taxpayer Identification Number (TIN) is for taxpayers.

- If you are located outside of the U.S. and do not pay employees within the U.S., you are not required to provide a TIN.
- The registrant is not required to obtain a federal TIN – which is also known as an Employer Identification Number (EIN) – in order to register with D&B.
- If you are not required to provide a TIN, leave the TIN/EIN information blank when registering in SAM.gov.

For more information, view the Internal Revenue Service - U.S. Tax Guide for Aliens: <http://www.irs.gov/publications/p519/index.html>.

For assistance by telephone, please call:

1-800-829-4933                      EIN Assistance and Business Tax Questions  
1-800-829-4059                      TTY/TDD

For assistance outside the U.S., please call **267-941-1000, select Option #4, then, select Option #3.** They are available Monday - Friday, 6:00 a.m. - 11:00 p.m. Eastern Time. This is not a toll-free phone number.

## 2. DUN & BRADSTREET (D&B) DUNS Number

The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

- Log onto the D & B website at <http://fedgov.dnb.com/webform>
- D&B will require an Occupational Safety & Health Administration (OSHA) SIC Code. For US- based organizations/entities, to determine the type of industry which fits your business type please log onto: [https://www.osha.gov/pls/imis/sic\\_manual.html](https://www.osha.gov/pls/imis/sic_manual.html)
- Some countries do have a local D&B office – please conduct research to learn of local D&B offices for technical assistance

For assistance, contact D&B at the following web address: [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com).

While acquiring the D&B DUNS Number, please register in NCAGE at the same time to receive an NCAGE Code Number. See instructions below.

## 3. NATO COMMERCIAL AND GOVERNMENT ENTITY (NCAGE) CODE

CAGE codes for entities located outside the United States and its territories are called NATO Commercial and Government Entity (NCAGE) codes. NCAGE codes are assigned internationally as part of the NATO Codification System (NCS), and are required for all foreign entities to create an account in SAM.gov. The Code is a five-character ID number, and can take, at a minimum, 4-5 business days to create.

### Steps to Register

- Web browser should be Internet Explorer
- Foreign registrants must log into: [CAGE Code Request](#) at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- Once in the NATO Codification Tools website, scroll to the right-hand corner and click the “**Magnifying Glass**.” The magnifying glass will open a new page.
- Scroll down the right-hand side until you see “**Request New**,” click on this link and it will take you to the next page to apply for an NCAGE Code Number.
- When asked if the entity to be registered is a supranational organization, please click “No” if you are not part of a member state. Member states transcend national boundaries or interest to share in the decision-making across national boundaries which vote on issues pertaining to the wider group such as the European Union (EU) and the World Trade Organization (WTO). NATO nations Points of Contacts website: <http://www.nato.int/structur/AC/135/main/links/contacts.htm>
- Prior to registering in SAM.gov, validate the newly assigned NCAGE Code via the Business Identification Number Cross- Reference System (BINCS) at [https://www.dlis.dla.mil/bincs/begin\\_search.aspx](https://www.dlis.dla.mil/bincs/begin_search.aspx). If the assigned NCAGE is not listed in BINCS, the recipient should call 269-961-4623 or send a message to [NCAGE@NSPA.NATO.INT](mailto:NCAGE@NSPA.NATO.INT)

For assistance by telephone, please call:  
1-888-227-2423      Inside the U.S.  
1-269-961-7766      Outside the U.S.

E-mail [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in obtaining an NCAGE code.

#### 4. 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 them with a central location to change their 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.

- Web browser should be either [Google Chrome](#) or [Mozilla Firefox](#)
- Log onto <https://www.sam.gov>
- If you had an active record in CCR, you may have an active record in SAM. To check, please conduct a “search” for your record by typing in the organization name and/or DUNS Number in SAM. If you are not registered, your organization or entity will not be found.
- Create a user account and input all information in the exact manner as you have for the IRS, D&B DUNS, and NCAGE.
- 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.

If you encounter any error, please contact the SAM Federal Service Desk to report problem at <https://www.fsd.gov/clients>. There is a standard (not toll free) number that customers can use 334-206-7828.

## Application and Submission Information

### How to Apply

Applicants interested in MEPI Local Grants funding must complete and submit the following four documents:

- **Application for Federal Assistance Form (SF-424)** to provide basic information about your organization, the proposed project, the funding amount requested, and information about the announcement to which you are applying.
- **Project Narrative** to provide detailed information about your proposed project (see below for more information).

- **Budget Narrative** to provide a detailed explanation of the costs of the project by specific budget and cost categories (see below for more information).
- **Budget Information Forms (SF-424a)** to provide information about the amount of funding you are requesting from MEPI (“Federal”) and any funding that your organization is providing to the project (“Non-Federal” or “cost-sharing”).

**All submissions must include these components, and must be submitted in English**

**MEPI accepts proposals to this program on a rolling basis, but each U.S. Embassy or Consulate has a unique selection process for submissions. Applicants should check with the respective U.S. Embassy or Consulate before preparing their submission.**

### **Project Narrative Content**

MEPI encourages projects that involve grassroots participation, community involvement, and volunteerism. We also encourage projects that build links among citizens, civil society, government, and the private sector. Project narratives should articulate a logical relationship between proposed activities and desired outcomes – presenting the cause and effect “chain of results” that a project hopes to achieve.

The **Project Narrative** should propose activities that address one of the following MEPI priority areas:

- **Advocacy by civil society, NGOs, and professional associations**, including grassroots level and community organizations, to promote legal or political reforms and raise public awareness of democratic values and processes.
- **Development of networks, partnerships, and coalitions** that could include local NGOs, civil society organizations, government officials, and/or the business community to promote reform.
- **Expansion of opportunities for youth (ages 15-24)**, particularly those that help to improve local communities and that provide practical, hands-on experience in civic engagement, public service, and volunteerism.
- **Expansion of women’s participation in public life** at the local, regional, and national levels.
- **Promotion of economic reform that expands economic opportunity, especially for youth**, including promoting entrepreneurship and commercial and legal reforms, as well as workforce development training.
- **Promotion of the rule of law**, including rights education, education of legal professionals, and advocacy activities to expand civic rights and to ensure legal judicial systems protect the rights of all individuals.
- **Promotion of government transparency and accountability**, including initiatives to promote good governance and combat corruption.
- **Promotion of public awareness** of current political issues and processes, including voter education and civic education activities that promote tolerance of different views, capture the voices of those who have participated in significant events through oral histories, ensuring critical thinking and the veracity of public information, respect for

democratic values and institutions, protection of ethnic and religious diversity, leadership development, and community service.

- **Development of media institutions** that defend the public interest and provide credible and diverse sources of information.

***Allowable Project Activities:***

Local grant applications that are often selected for funding include, but are not limited to:

- Public education and awareness-building activities;
- Networking and advocacy campaigns that promote citizen rights and interests;
- Workshops, meetings, or training events of a practical and professional nature, which are an integral part of and contribute to the overall project (note: ideally, the training should be a means to an end, not the sole purpose of the grant);
- Capacity-building for civil society organizations/nongovernmental organizations;
- Entrepreneurship initiatives that focus on preparation and the beginning steps of becoming an entrepreneur or serve to;
- Increasing both the technical (job-related) and soft (leadership, communication, etc.) skills of beneficiaries;
- Training for journalists/members of the media; and/or
- Increasing political participation – both in the form of increased citizen participation and joining local government

**Cost and Activity Restrictions:**

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

*Activities:*

- Social welfare and health care projects;
- Activities that appear partisan or that support individual or party electoral campaigns (e.g., specific political party activities);
- Scholarships and exchange programs;
- Academic or analytical research (if not necessary as part of a larger project);
- One-time events, such as stand-alone conferences and one-off roundtables;
- Medical and psychological research and clinical studies;
- Cultural presentations, cultural clubs, or festivals, etc.; and,
- Language training courses.

*Costs:*

- Paying to complete activities begun with other funds;
- Foreign travel, unless specifically justified within the project;
- Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours);
- Projects of a commercial or profit-making nature;
- Organizational start-up costs, including setting up a center or office;

- Costs related to renovation, remodeling, or purchase or lease of new durable goods or real-estate;
- Purchase of furniture and office decor; and
- Purchase or maintenance of vehicles.

### **Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction**

- (b) 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, where the awarding agency has direct knowledge of the unpaid 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.

### **Submitting an Application:**

**To submit your application, please follow the steps below:**

1. Review the completed application documents (Application for Federal Assistance Form (SF-424), Project Narrative, Budget Narrative, and Budget Information Forms (SF-424A)) for accuracy and make any necessary changes. **Please note:** A signature is required on the **Application for Federal Assistance (SF-424)**.
2. Send all four documents via email to the U.S. Embassy or Consulate in the country/territory in which you or your organization is located, or where the bulk of the proposed project activities will take place. **If you are unable to email the documents, please contact the appropriate U.S. Embassy or Consulate (see list below) to discuss other delivery options.**

## U.S. Embassy or Consulate Information:

Algeria:	<a href="mailto:MEPIAlgiers@state.gov">MEPIAlgiers@state.gov</a>	Bahrain:	<a href="mailto:MEPIManama@state.gov">MEPIManama@state.gov</a>
Egypt:	<a href="mailto:MEPICairo@state.gov">MEPICairo@state.gov</a>	Israel:	<a href="mailto:MEPITelAviv@state.gov">MEPITelAviv@state.gov</a>
Jordan:	<a href="mailto:MEPIAmman@state.gov">MEPIAmman@state.gov</a>	Kuwait:	<a href="mailto:MEPIKuwait@state.gov">MEPIKuwait@state.gov</a>
Lebanon:	<a href="mailto:MEPIBeirut@state.gov">MEPIBeirut@state.gov</a>	Morocco:	<a href="mailto:MEPIRabat@state.gov">MEPIRabat@state.gov</a>
Qatar:	<a href="mailto:MEPI-Doha@state.gov">MEPI-Doha@state.gov</a>	Saudi Arabia:	<a href="mailto:MEPISaudiArabia@state.gov">MEPISaudiArabia@state.gov</a>
Syria:	<a href="mailto:NEA-Grants@state.gov">NEA-Grants@state.gov</a>	Tunisia:	<a href="mailto:MEPITunis@state.gov">MEPITunis@state.gov</a>
Yemen:	<a href="mailto:NEA-Grants@state.gov">NEA-Grants@state.gov</a>	West Bank/Gaza:	<a href="mailto:MEPIJerusalem@state.gov">MEPIJerusalem@state.gov</a>

## Application Review and Selection Process

A MEPI Committee at the U.S. Embassy or Consulate within each country of origin reviews all local grant proposals. The U.S. Embassy or Consulate in each country of origin will inform organizations if their proposals will or will not be shortlisted for further consideration. Only the most competitive proposals received by MEPI Committees will be selected for further consideration by MEPI's regional offices, which will process and negotiate the awards. The issuance of a grant award by a MEPI Regional Office is contingent on the availability of funds and the negotiation and finalization of an approved budget and award package.

## **MEPI Local Grants Program Project Narrative**

The Project Narrative provides detailed information about your proposed project. Your responses to the questions below will be used to determine if your application will be considered for funding as a MEPI Local Grant. Your responses should provide a clear and concise description of your project. If selected for funding, you will have the opportunity to work with one of the MEPI Regional Offices to create a more detailed statement of work.

### **Organization Name:**

### **Brief Summary:**

Please provide a one-paragraph description of your project and what it will achieve.

### **Project Details:**

What is the title of your project? (Example: Startup Morocco in Morocco.)

Please list the country and cities where your organization proposes to perform its proposed activities.

What is the issue/problem you want to address? And how will this project address the issue/problem?

Which one of the MEPI priorities does this project address?

- Advocacy by civil society, NGOs, and professional associations, including grassroots level and community organizations, to promote legal or political reforms and raise public awareness of democratic values and processes.
- Development of networks, partnerships, and coalitions that could include local NGOs, civil society organizations, government officials, and/or the business community to promote reform.
- Expansion of opportunities for youth (ages 15-24), particularly those that help to improve local communities and that provide practical, hands-on experience in civic engagement, public service, and volunteerism.
- Expansion of women's participation in public life at the local, regional, and national levels.

- Promotion of economic reform that expands economic opportunity, especially for youth, including promoting entrepreneurship and commercial and legal reforms, as well as workforce development training.
- Promotion of the rule of law, including rights education, education of legal professionals, and advocacy activities to expand civic rights and to ensure legal judicial systems protect the rights of all individuals.
- Promotion of government transparency and accountability, including initiatives to promote good governance and combat corruption.
- Promotion of public awareness of current political issues and processes, including voter education and civic education activities that promote tolerance of different views, capture the voices of those who have participated in significant events through oral histories, ensuring critical thinking and the veracity of public information, respect for democratic values and institutions, protection of ethnic and religious diversity, leadership development, and community service.
- Development of media institutions that defend the public interest and provide credible and diverse sources of information.

### **Goal and Objectives:**

What are the main goals/objectives of the project?

What are the results/impacts of this project?

### **Main Activities:**

What are the steps and actions that you will take to achieve the main objectives above? (Activities should flow together in a logical sequence and/or chronological order).

Who are the direct beneficiaries of your project?

How long will it take to implement this project?

### **Branding:**

All materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under this agreement, including, but not limited to, invitations to events, press materials, event backdrops, podium signs, etc. must be marked appropriately with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Sub-recipients and subsequent tier sub-award agreements are subject to the marking requirements and the recipient shall include a provision in the sub-recipient agreement indicating that the standard, rectangular U.S. flag is a requirement.

The following are potential exceptions:

- Where a clear identification with the U.S. government or the U.S. flag would create a demonstrable security threat to the U.S. government, its personnel, partners, the program participants or beneficiaries, or the program or venue of the activity.
- Where a clear identification with the U.S. government or the U.S. flag would undermine the objectives of the activity.

Will you be able to comply with the branding requirements for your project if it were to be funded under the MEPI Local Grants Program?

If not, what would be the reasons for requesting a waiver?

### **Organization and Partner Information:**

Describe your organization's mission and purpose.

In what year was your organization established (YYYY)?

Is your organization registered under applicable law in your country (Yes/No)?

Do you have partner organizations working with you on this project (Yes/No)?

If yes, please list the name(s) of your partner organizations and how they will assist on this project.

Has your organization received or applied for MEPI funding in the past (Yes/No)?

If yes, please list the year(s) and, as applicable, the name of the project and the funding amount received.

Has your organization received or are you expected to receive financial assistance from other donors (Yes/No)?

If yes, please name the donors and the amount of financial assistance received, and briefly describe funded projects.

Does your organization have a working knowledge of the U.S. Government's Office of Management and Budget (OMB) requirements as outlined in 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)?

Has your organization been convicted of a felony criminal violation under a Federal law within the preceding 24 months (Yes/No)?

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)?

## **MEPI Local Grants Program Budget Narrative Instructions**

The Budget Narrative provides detailed information about the federal request and cost share costs for your proposed project. The Budget Narrative is used to determine if the costs in a MEPI application are reasonable and permissible. All of the proposed costs listed must be reasonable, necessary to achieve project objectives, permissible in accordance with applicable federal cost principles, auditable, and incurred during the project period. If selected for funding, you will have the opportunity to work with one of the MEPI Regional Offices to create a final budget.

When completing the sample template, applicants should ensure the following:

- Presented in U.S. dollars, rounded to the nearest dollar (i.e., \$4,999.56 should be rounded to \$5,000).
- Provide details on how all costs were calculated.
- Do not use the term "miscellaneous expenses," or any similar term as a budget item.
- Consider providing cost-sharing, which MEPI strongly encourages. Cost-sharing is a contribution by the grantee or other entity to fund a portion of the proposed project. Examples of cost-sharing include salaries, rent, utilities, equipment, and other organizational costs.
- If any of the costs categories below do not apply to your project, please leave blank or input one line with a \$0.00 dollar amount.

### *Cost Category Guidelines*

Use the checklist information below to ensure that your budget provides all the necessary information.

#### **1. Personnel**

- 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.
  - **Project Coordinator:** The individual who will coordinate coalition services and MEPI 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.
  - **Key Personnel:** MEPI grant key personnel include a Program Director and or Project Coordinator. 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.

## 2. Fringe Benefits

- Is each type of benefit indicated?

## 3. Travel

- Is the travel necessary for the purpose of the program?
- Are travel costs separately identifiable and reasonable (transportation, lodging, meals and incidentals, and mileage)?
- Are calculations provided for each cost?

## 4. Equipment

- Does the equipment have a useful life of more than one year and an acquisition cost of \$5,000 or more?
- 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?
- Did you name the consultant or contractor, if known?
- Did you provide a separate budget for sub-recipients or contracts (if applicable)?

## 8. Other Direct Costs

- Are items grouped by type (space rental, printing, phone, maintenance, and other program/organizational costs.)?
- Are all costs justified and allowable?

### ***Budget Definitions:***

**Consultant:** An individual or organization who gives professional advice and provides services for a fee and is not a direct hire employee of a grantee's organization. Typically a consultant performs a one-time activity.

**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 program or 2) an award to a third party for performance of substantive programmatic work.

**Direct Costs:** Costs used for salaries, travel, equipment, supplies, contractual arrangements, and tangible goods or services associated with this project.

**Project Costs:** The total allowable costs incurred by a recipient and charged to the award during a budget period. These costs may include those costs supported by Federal funds, costs

contributed by the recipient to meet a matching requirement, and the value of any third-party in-kind contributions counted toward the recipient's matching requirement.

**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 MEPI.

## Sample of a Completed Budget Narrative

The following is a template that can be utilized for your application’s detailed and summary budgets. Please be sure to 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.

### 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					
<b>Personnel</b>	months	# units	salary (monthly)	% effort					
<i>U.S.-based Personnel</i>									
Project Manager	months								0
Project Officer, etc.	months								0
<i>Field Personnel</i>									0.00
Project Manager	months								0
Project Officer, etc.	months								0
<b>Personnel</b>					<b>0</b>		<b>0</b>		<b>0</b>
<b>Fringe Benefits</b>			amount	rate					
U.S.-based Project Manager	months		0.00						0
U.S.-based Project Officer	months		0.00						
Field Project Manager	months		0.00						

Field Project Officer	months	0.00						0
Fringe Benefits					0	0	0	0
<b>Travel</b>	unit (trips, days)	# units	cost					
<b>International Travel</b>								0
Airfare/Ground Transportation (specify R/T or otherwise)				0				0
Meals and Incidentals				0				0
Lodging				0				0
<b>Local Travel</b>								
Airfare/Ground Transportation (specify)				0				0
Meals and Incidentals				0				0
Lodging				0				0
Travel					0	0	0	0
<b>Equipment (&gt; \$5,000 per unit)</b>		# units	unit cost					
(description, i.e. generators)				0				0
Equipment					0	0	0	0
<b>Supplies (&lt; \$5,000 per unit)</b>		# units	unit cost					
(description, i.e. banners)				0				0
Supplies					0	0	0	0
<b>Contractual (Consultant fees)</b>	unit (sub, consultant)	# units	unit cost					
Contractual Sub-Awardee (NAME)				0				0
(description, i.e. consultants)				0				0

Contractual					0	0	0
<b>Construction</b>	<b>Not Allowable</b>						
<b>Other Direct Costs</b>	unit	# units	unit cost				
(description, i.e. venue rental fees)				0		0	
(description, i.e. telecommunications)				0		0	
Other Direct Costs					0	0	0
<b>Total Direct Costs</b>				0	0	0	
<b>Total Indirect Costs (Indicate: NICRA Provisional, Final, Pre-determined or 10% deminimus Rate based on MTDC)</b>	base		NICRA %				
				0	0	0	
<b>Total Project Cost</b>	(must match award amount)			0	0	0	