# EMBASSY SMALL GRANTS PROGRAM, U.S. Embassy Beirut

**Funding Opportunity Title:** U.S. Embassy Beirut Small Grants Program for Civil Society
**Funding Opportunity Number:** NEALE-14-GR-001-NEA-051214
**CFDA Number:** 19.700

**Date Opened:** May 12, 2014

**Federal Agency Contact:** Mr. Erik Ryan
**Email:** Beirut-ESGP@state.gov

## *I. Funding Opportunity Description*

The U.S. Embassy Beirut is pleased to announce that funding is available through the **U.S. Embassy's Small Grants Program (ESGP)**. In applying for this local grant, please follow all instructions below carefully.

- **Purpose:** The Embassy Small Grants Program of the U.S. Embassy Beirut seeks to bolster civil society by assisting underserved and/or underprivileged communities in Lebanon not currently receiving USG assistance through other ongoing programs. We are particularly interested in projects focused on the following:

  -Cultivating of independent young political leaders at the municipal and national level

  -Enabling free and fair elections, including freedom of press as it relates to elections and transparent election processes

  -Improving the legal, political, and economic status of women in Lebanon

  - Promoting environmental education and awareness programs

  - Increasing access for at-risk youth populations to educational and community engagement programs

- Advancing cross-confessional dialogue and conflict resolution activities

These grants are implemented by members of civil society, non-governmental organizations, civic groups, reform networks, and academic institutions that are committed to supporting democratic values and the active participation of all individuals in social, political, and economic life. Small grants are typically awarded only to local, not international organizations, and are intended to support quick-impact activities. Proposed activities should be implemented and make an impact within one-year of the start of the grant.

## Allowable Project Activities

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

- Community-level activities that provide practical experience in volunteerism and advocacy;
- Public education and awareness-building activities, as well as training of trainers; and
- Workshops, meetings or trainings of a practical and professional nature.

## Embassy Small Grants typically will <u>not</u> fund:

- Capacity building of the grantee;
- Organizational start-up costs;
- Renovation, remodeling, purchase or lease of real estate or durable goods;
- Purchase of furniture and office décor;
- Purchase or maintenance of vehicles;
- Activities that appear partisan;
- Academic or analytical research;
- Scholarships;
- Foreign travel;
- Exchange programs with other countries;
- One-time events (e.g. conferences or round tables);
- Medical or psychological research or clinical studies;
- Social welfare projects (e.g., Orphanages, Homes for the Disabled or Elderly, Drug Treatment Centers, Hospices);

- Projects of a profit-making nature;
- Cultural presentations, research, clubs or festivals;
- Language training; and
- Receptions, ceremonies, alcoholic beverages, cocktail parties, guided tours.

**Note:** High-risk grantees, i.e., grantees with a history of poor performance, financial instability, sub-standard management systems that do not meet the standards in the Code of Federal Regulations, those who have not complied with the terms and conditions of a previous award, and/or are not otherwise responsible, will be subject to longer pre-award processing and more frequent monitoring.

## Embassy Small Grants Projects will be reviewed based on the following criteria:

- Quality of Program Idea
- Realistic Plan to Achieve Program Goals
- Sustainability/Impact within the Community
- Institutional Capacity
- Cost Effectiveness/Budget

**Background Information about the Embassy Small Grants Program:**

U.S. Embassy Beirut devised the Embassy Small Grants Program to work with underserved or underprivileged communities within Lebanon. It funds and administers small grants through local non-governmental organizations. The fiscal year 2014 Embassy Small Grants Program will include only one Request for Applications and will award selected projects for a total of $500,000.

## *II. Award Information*

**Funding Instrument Type:** Grant

**Estimated Number of Awards:** 5 to 10

**Estimated Total Program Funding:** $500,000

**Estimated Ceiling (or Maximum) Award Amount:** $100,000

**Estimated Floor (or Minimum) Award Amount:** $25,000

U.S. Embassy Beirut reserves the right to award less or more than the amounts described above in the absence of worthy applications or under such other circumstances as the embassy may deem to be in the best interest of the U.S. Government.

**Project and Budget Periods**: Embassy Small Grants projects generally must be completed in one year or less. U.S. Embassy Beirut will consider awarding an applicant additional funding and extending the period of performance, beyond the initial budget period, on a noncompetitive basis, subject to availability of funds, satisfactory progress of the applicants, and a determination that continued funding would be in the best interest of the embassy.

## *III. Eligibility Information*

All applications will be reviewed by an U.S. Embassy committee to determine whether they meet the below-listed program eligibility requirements.

### Types of Applicants

Eligible applicants include local representatives of civil society, including: individuals, non-profit organizations, non-governmental organizations, and universities in Lebanon. **Any organization with a headquarters office located outside Lebanon will not be considered.**

U.S. Embassy Beirut is committed to an anti-discrimination policy in all of its projects and activities. We welcome proposals irrespective of the applicant's race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We invite applications from organizations working with minority, disenfranchised, and lesser-served communities, including women, youth, the elderly and persons with disabilities.

### Dun and Bradstreet Data Universal Number System and Central Contractor Registration

U.S. Embassy Beirut *strongly advises* applicants to obtain a DUNS number and CCR registration to apply for or receive funding. Lebanese NGOs should follow the instructions at https://www.bpn.gov/ccr/international.aspx. All others should refer to the information below.

***Dun and Bradstreet Data Universal Number System (DUNS):*** The Data Universal Number System is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. Obtaining a DUNS number is the first step, required by an organization, to register with the Grants.gov system. **A DUNS number may be acquired at no cost on-line at: fedgov.dnb.com or via telephone at: 1-866-705-5711.** This process normally takes one business day.

***System for Award Management (SAM):*** The System for Award Management (SAM) is the Official U.S. Government system that replaced the Central Contractor Registration (CCR) and several other systems. There is NO fee to register for this site. Entities may register at no cost directly from the webpage at **www.sam.gov**. Applicants must have a DUNS number before registering with SAM. User

guides and webinars are available under the Help tab.

The above CCR and SAM registration is only required in the event of applicants through Grants.gov

## *IV. Application and Submission Information*

**We strongly encourage applicants to submit their applications directly by email to U.S. Embassy Beirut. Please visit the U.S. Embassy Beirut's website lebanon.usembassy.gov and follow the instructions for the Small Grants Program to download the required forms.**

All applications must include the components outlined in this section.

**NOTE: Applications must be submitted in English.**

***Preparing Your Application***

Applicants should prepare the following documents. Click on the links to download them.

1. **Federal Assistance Application Forms (SF-424 and SF-424a):** Applicants must complete these two forms to be considered for funding. **Information on how to complete these forms can be found in Appendix 1. Note: Form SF-424b and the Faith-based EEO Survey are not needed.**

2. **Project Narrative:** The Project Narrative describes the applicant's project idea and the efforts the applicant will undertake to address the priorities and goals of this announcement. A sample template can be found in Appendix 2. Note: There is no downloadable form, so simply copy the format in Appendix 2 to prepare your document.

**NOTE: Applicants are strongly encouraged to use the sample template to complete their application.** It is our intention that this worksheet will save you time and effort. If an applicant decides not to use the template, they must ensure that their submission addresses all the questions presented in the template.

**3. Budget Narrative:** The Budget Narrative provides detail about both the Federal request and the non-Federal match. A sample template can be found in Appendix 3.

**NOTE: Applicants are strongly encouraged to use the sample template to complete their application.** It is our intention that this template will save you time and effort. If an applicant decides not to use the template, they must ensure that their submission outlines and addresses all the budget categories displayed in the template.

## *Submitting Your Application to U.S. Embassy Beirut:*

**When you have completed the SF-424 and SF-424a forms, the Project Narrative, and the Budget Narrative, please submit your application via email to the U.S. Embassy small grants program unit at** Beirut-ESGP@state.gov.

**Applications received after the deadline of June 3, 2014 will NOT be considered, as they will be automatically deleted.**

Contact information for the Embassy Small Grants Program unit can be found in Appendix 5.

## *V. Application Review and Selection Process*

Each application submitted under this announcement will be reviewed by embassy staff and will be evaluated and rated on the basis of the following evaluation criteria. The criteria are designed to assess the quality of the proposed project and to determine the likelihood of its success. 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. Only applications that are responsive within the context of this program announcement will be reviewed.

**Application Evaluation Criteria:**
*Results or Benefits* – Applicant must explain how the project will achieve the proposed results and create maximum impact. The project must addresses one or more of the program priorities outlined in this announcement and on the U.S. Embassy Beirut website. The

application must demonstrate that the implementer is able to measure program success against proposed measurable achievements and completion dates, indicating progress toward the Embassy Small Grant Program's priorities.

*Approach and Innovation* – Applicant must clearly describe how the project will achieve its objectives within the proposed time frame. Applicant must propose a creative, innovative, and/or well organized and conceived strategy or plan to complete the activities. The proposed project factors in possible challenges and addresses ways by which potential obstacles may be overcome.

*Organizational Capacity* – Applicant is focused in one or more of the program's priority areas described above and demonstrates the ability and experience, or a strong potential, to carry out the proposed activities. Each key person responsible for the proposed project and for financial administration of the project is listed, and curricula vitae (CVs, or resumes) for these persons are provided. Where partner organizations are proposed to carry out project activities alongside the applicant organization, the applicant details each partner's respective role and provides CVs for persons responsible for the project and financial administration.

*Budget and Budget Justification* - The budget and narrative justification are reasonable in relation to the proposed activities and anticipated results and the plan for services is realistic.

## *VI. Administration Information*

You will receive an email from the Embassy Small Grants Program unit within 60 days of the announced deadline to let you know if your project has been selected by the embassy's committee.

## *VII. Embassy Small Grants Program Contacts*

For general questions regarding this funding opportunity including: completing an application, financial and grants management issues; or technical matters, you may send an email the embassy's small grants program team at: Beirut-ESGP@state.gov**.** Please allow up to three days for receiving a reply.

## *VIII. Appendices*

**Appendix 1 — Instructions for Completing Forms SF-424 and SF-424a**

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

First, download the form from www.grants.gov

Item #1—Type of Submission: Select —Application
Item #2—Type of Application: Select —New
Item #3 - #4—Date Received/Applicant Identifier: Leave blank, it will be assigned by the Federal agency
Item #5 - #7—Federal Entity Identifier/Federal Award Identifier: Leave blank, it is not applicable to this program

Item #8—Applicant Information:

8a – Input your organization's legal name

8b – If U.S. Organization, enter your EIN or TIN as assigned by the IRS; If international organization enter —44-4444444||

8c – Enter your organization's DUNS number.

8d – Enter your organization's address including country

8e – If applicable, enter the name of a department or division that will coordinate the proposed activities.

8f – Name of the project person to contact about this application.

Item #9—Type of Applicant - Please select one of the following.

H. Public/State Controlled Institution of Higher Learning

N. Nonprofit

O. Private Institution of Higher Learning

Q. For Profit

R. Small Business

W. Non-domestic (non-US entity)

X. Other (Specify)

Item #10—Name of Federal Agency: Input – — U.S. Embassy Beirut

Item #11—Catalog of Federal Domestic Assistance Number and Title: Input – —19.700

and the title is — Embassy Small Grants Program

This is a required field.

Item #12—Funding Opportunity Number and Title: Input the number and title provided in the request for application.

Item #13—Competition Identification Number and Title: Leave number blank. Enter "Summer 2012" for "Title."

Item #14—Areas Affected by Project: Input the locality involved in your proposed project activities. This is a required field.

Item #15—Descriptive Title of Applicant's Project: Enter a brief descriptive title of your project. Enter the Priority area to which you are applying.

Item #16—Congressional Districts

16a – Applicant: If in the U.S., enter the congressional district of your organization. If International organization, enter —00-000.

16b – Program/Project: If program takes place in the U.S., enter all the congressional districts affected by the program. If program is outside the U.S. enter —00-000.

Item #17—Proposed Project: Enter the proposed start date and end date of your project. This is a required field, however, actual dates will be negotiated if selected for funding.

Item #18—Estimated Funding

18a – Enter the amount of funding your organization is requesting from the Embassy Small Grants Program (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 – If U.S. based, enter any funding you are receiving from the State and Local governments for this project, if applicable.
18e – Enter the total of all other costs. (Explain)
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. Please select yes/no. If yes, please complete page 3, providing an explanation.

Item # 21 – Authorized Representative: Please provide the name, contact information, and signature of the authorized representative for your organization. The governing body of your organization must have specifically documented the designation for an authorized representative to submit an application for funding to the U.S. Government. If selected for funding this documentation may be requested.

PLEASE NOTE: It is a best practice to have the SF-424 signed by the same authorized representative that would sign any ensuing award document for your organization. If a different authorized representative must sign any ensuing award document, that person will need to attach documentation confirming that they have the recipient organization's delegation of authority to commit the organization to an award.

**Application for Federal Assistance SF-424**

| *1. Type of Submission: | *2. Type of Application: | * If Revision, select appropriate letter(s): |
|---|---|---|
| ☐ Preapplication | ☒ New | |
| ☒ Application | ☐ Continuation | *Other (Specify): |
| ☐ Changed/Corrected Application | ☐ Revision | _____ |

| * 3. Date Received: | 4. Applicant Identifier: |
|---|---|
| 5a. Federal Entity Identifier: | *5b. Federal Award Identifier: |

**State Use Only:**

| 6. Date Received by State: | 7. State Application Identifier: |
|---|---|

**8. APPLICANT INFORMATION:**

*a. Legal Name:

| *b. Employer/Taxpayer Identification Number (EIN/TIN): | *c. Organizational DUNS: |
|---|---|

**d. Address:**

*Street 1: _____

Street 2: _____

*City: _____

County/Parish: _____

*State: _____

Province: _____

*Country: _____

| | |
|---|---|
| *Zip / Postal Code: _____ | |
| **e. Organizational Unit:** | |
| Department Name: | Division Name: |
| **f. Name and contact information of person to be contacted on matters involving this application:** | |
| Prefix: _____ *First Name: _____<br>Middle Name: _____<br>*Last Name: _____<br>Suffix: _____ | |
| Title: | |
| Organizational Affiliation: | |
| *Telephone Number: | Fax Number: |
| *Email: | |

| |
|---|
| **Application for Federal Assistance SF-424** |
| **9. Type of Applicant 1: Select Applicant Type:**<br><br>Type of Applicant 2: Select Applicant Type:<br><br>Type of Applicant 3: Select Applicant Type:<br><br>*Other (Specify) |

***10 Name of Federal Agency:**

**U.S. Department of State**

**11. Catalog of Federal Domestic Assistance Number**:

19.700

CFDA Title:

Leave Blank

***12 Funding Opportunity Number**:

NEALE-13-GR-001-NEA-051214

*Title: U.S. Embassy Beirut Small Grants Program for Civil Society

**13. Competition Identification Number**:

Leave Blank

Title:

Summer 2012

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Lebanon

| |
|---|
| ***15. Descriptive Title of Applicant's Project**: |
| Attach supporting documents as specified in agency instructions. |

| **Application for Federal Assistance SF-424** | |
|---|---|
| **16. Congressional Districts Of:** | |
| *a. Applicant: 00.000 | *b. Program/Project: 00.000 |
| Attach an additional list of Program/Project Congressional Districts if needed. | |
| **17. Proposed Project**: | |
| *a. Start Date: | *b. End Date: |
| **18. Estimated Funding ($):** | |
| *a. Federal $ | |
| *b. Applicant $ | |
| *c. State $ | |
| *d. Local $ | |

*e. Other $

*f. Program Income $

*g. TOTAL $

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☐ No

If "Yes", provide explanation and attach.

**21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)**

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: _____ *First Name: _____

Middle Name: _____

*Last Name: _____

Suffix:

*Title: President

| | |
|---|---|
| *Telephone Number: | Fax Number: |
| * Email: | |
| *Signature of Authorized Representative: | *Date Signed: |

*How to Complete the Budget Information—Non-Construction Programs—SF-424A*

Download the official form from www.grants.gov, then fill it in using the information shown in the sample below. *Italicized* text instructs you what information you should enter from your project's budget.

## BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 06/30/2014

### SECTION A - BUDGET SUMMARY

| Grant Program Function or Activity (a) | | Catalog of Federal Domestic Assistance Number (b) | Estimated Unobligated Funds | | New or Revised Budget | | |
|---|---|---|---|---|---|---|---|
| | | | Federal (c) | Non-Federal (d) | Federal (e) | Non-Federal (f) | Total (g) |
| **1.** | U.S. Embassy Beirut Small Grants Program for Civil Society | 19.700 | **$0.00** | **$0.00** | **$** *Enter Amount Requested from the ESGP* | **$** *Enter Cost-Share or Matching Amount* | **$** *Enter total of Federal and Non-Federal Costs* |
| **2.** | | | | | | | |
| **3.** | | | | | | | |
| **4.** | | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **5. Totals** | | **$0.00** | **$0.00** | **$Amount from Line 1** | **$Amount from Line 1** | **$Amount from Line 1** |

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**SECTION B - BUDGET CATEGORIES**

| **6. Object Class Categories** | GRANT PROGRAM, FUNCTION OR ACTIVITY | | | | Total (5) |
|---|---|---|---|---|---|
| | (1) Enter Federal Cost | (2) Enter Non-Federal Cost | (3) Leave Blank | (4) Leave Blank | Totals |
| **a. Personnel** | ***$*** *Total Personnel from Budget Summary* | ***$*** *Total Personnel from Budget Summary* | **$** | **$** | ***$*** *Total columns 1 + 2* |
| **b. Fringe Benefits** | *Total Fringe Benefits from Budget Summary* | *Total Fringe Benefits from Budget Summary* | | | ***$*** *Total columns 1 + 2* |
| **c. Travel** | *Total Travel from Budget Summary* | *Total Travel from Budget Summary* | | | ***$*** *Total columns 1 + 2* |
| **d. Equipment** | *Total Equipment from Budget Summary* | *Total Equipment from Budget Summary* | | | ***$*** *Total columns 1 + 2* |
| **e. Supplies** | *Total Supplies from Budget Summary* | *Total Supplies from Budget Summary* | | | ***$*** *Total columns 1 + 2* |
| **f. Contractual** | *Total Contractual from Budget Summary* | *Total Contractual from Budget Summary* | | | ***$*** *Total columns 1 + 2* |
| **g. Construction** | ***$0.00*** | ***$0.00*** | | | ***$*** *Total columns 1 + 2* |
| **h. Other** | *Total Other from Budget Summary* | *Total Other from Budget Summary* | | | ***$*** *Total columns 1 + 2* |
| **i. Total Direct Charges** | *Sum of 6 a-h* | *Sum of 6 a-h* | | | ***$*** *Total columns 1 + 2* |

| | | | | | |
|---|---|---|---|---|---|
| **j. Indirect Charges** | *Enter NICRA if applicable* | *Enter NICRA if applicable* | | | ***$*** *Total columns 1 + 2* |
| **k. TOTALS (sum of 6i and 6j)** | *Sum of 6i-j* | *Sum of 6i-j* | | | ***$*** *Total columns 1 + 2* |
| | | | | | |
| **7. Program Income** | **$0.00** | **$0.00** | **$** | **$** | **$0.00** |

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| **SECTION C - NON-FEDERAL RESOURCES** | | | | |
|---|---|---|---|---|
| **(a) Grant Program** | **(b) Applicant** | **(c) State** | **(d) Other Sources** | **(e)TOTALS** |
| **8.** **U.S. Embassy Beirut Small Grants Program for Civil Society** | **$** *Enter Total of Column 2, Line 6k above (Section B)* | **$** | **$** | **$** |
| **9.** | | | | |
| **10.** | | | | |
| **11.** | | | | |
| **12. TOTAL (sum of lines 8-11)** | **$** | **$** | **$** | **$** |

| **SECTION D - FORECASTED CASH NEEDS** *(Leave Blank)* | | | | | |
|---|---|---|---|---|---|
| | **Total for 1st Year** | **1st Quarter** | **2nd Quarter** | **3rd Quarter** | **4th Quarter** |
| **13. Federal** | **$** | **$** | **$** | **$** | **$** |
| **14. Non-Federal** | **$** | | | | |
| **15. TOTAL (sum of lines 13 and 14)** | **$** | **$** | **$** | **$** | **$** |

| **SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT** *(Leave Blank)* | | | | |
|---|---|---|---|---|
| **(a) Grant Program** | **FUTURE FUNDING PERIODS (YEARS)** | | | |
| | **(b)First** | **(c) Second** | **(d) Third** | **(e) Fourth** |
| **16.** | **$** | **$** | **$** | **$** |
| **17.** | | | | |
| **18.** | | | | |

| | | | | |
|---|---|---|---|---|
| **19.** | | | | |
| **20. TOTAL (sum of lines 16 - 19)** | **$** | **$** | **$** | **$** |

| **SECTION F - OTHER BUDGET INFORMATION** | |
|---|---|
| **21. Direct Charges:**<br>*Total from 6i above* | **22. Indirect Charges:**<br>*Total from 6j above* |
| **23. Remarks:**<br>*Add any comments you wish* | |

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**Appendix 2 — Project Narrative Instructions**

U.S. Embassy Beirut is pleased to announce funding is available through the Embassy Small Grants Program (ESGP). In order to help the embassy determine if your project idea meets the program goals for a small grant project, we request that you use this Project Narrative worksheet to describe your project idea. Please follow all instructions below carefully.

**We accept Project Narratives in English only.** We look forward to receiving creative proposal ideas that address the areas of interest and allowable activities outlined below. Your project will be reviewed by an embassy committee, after which the Embassy Small Grants Program unit will let you know if your project idea is suitable for further consideration.

Small grants projects are intended to support quick impact activities. They generally are completed in one year and should be designed to carry out proposed activities and make an impact within that one-year period. Proposed small grant projects should seeks to bolster civil society by assisting underserved and/or underprivileged communities in Lebanon not currently receiving USG assistance through other ongoing programs. Projects could include but are not limited to activities in one or more of the following areas:

- Empowerment of independent young political leaders at the municipal and national level
- Enabling free and fair elections, including freedom of press as it relates to elections and transparent election processes
- Improvement of the legal, political, and economic status of women in Lebanon
- Environmental education and awareness programs
- Increasing access for at-risk youth populations to educational and community engagement programs
- Cross-confessional dialogue and conflict resolution activities

# PROJECT NARRATIVE

**1. Brief Summary:** (Please provide a one-paragraph description of the project's objectives, beneficiaries, and general plan of action)

**2. State the problem, and describe how this project will address the problem.**

**3. Explain how this project meets one or more of the priorities outlined above, on page two of the "Project Narratives"**

**4. What are the main objectives of the project, and how will you will measure achieving the objectives?** *(A good project should have 1-2 objectives. If possible, for each of the intended results/objectives, please describe how you intend to measure these objectives.)*

**5. List the name(s) of the person(s) who will be responsible for implementing and managing the project. Please attach a copy of each person's CV or resume.**

**6. Describe how you plan to publicize the work and to incorporate U.S. Embassy Beirut into this publicity?**

| Activity | Description of the Proposed Activity to be Performed |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

**7. Schedule of Activities.** ***(****For each of the main objectives listed in #4, describe the major activities you propose using the tables below. For projects with more than two objectives, please use the same format below to create additional tables.)*

**8. Please briefly describe your organization and partner organizations by answering the following:**

**8.1 What type of organization are you (e.g., non-profit, for-profit, institution of higher education)?**

**8.2 When was your organization established?**

**8.3 What is the approximate size of membership?**

**8.4 What is the mission and purpose of your organization?**

**8.5 What is the primary source of funding for your organization?**

**8.6 Describe its status under applicable law.**

**8.7 What is the name(s) of your partner organization(s) (if applicable)?**

**8.8 What is the role of your partner organization(s) (if applicable)?**

**9. Has your organization received or expected to receive financial assistance from other donors? If so, please name any donors, their contact information, the amount of financial assistance received, and briefly describe funded projects.**

***End of Program Narrative Worksheet — Thank you.***

**Appendix 3—Budget Narrative Sample Template**

| **1. Personnel** (*Description: An employee of the organization whose work is tied to the proposed project*) | | | | | | |
|---|---|---|---|---|---|---|
| **Position** | **Name of Employee** | **Annual Salary/ Rate** | **% of Work Time for Project** | **Amount Requested from U.S. Embassy** *(Salary x Work Time)* | **Cost-Share** *(Salary x Work Time)* | **Total** *(Amount Requested + Cost Share)* |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | ***1. Personnel Sub-Total*** | $0 | $0 | **$0** |

| |
|---|
| ***Narrative Justification:*** |
| **Source of Cost Share Funds (if apply):** |

| **2. Fringe Benefits** (*Description: May include contributions for social security, employee insurance, pension plans, etc.)* | | | | | |
|---|---|---|---|---|---|
| **Component** | **Wage** | **Rate** | **Amount Requested from U.S. Embassy** *(Wage x Rate)* | **Cost-Share** *(Wage x Rate)* | **Total** *(Amount Requested + Cost Share)* |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| ***2. Fringe Benefits Sub-Total*** | | | $0 | $0 | **$0** |

***Narrative Justification:***

**Source of Cost Share Funds (if apply):**

**3. Travel (Description: Explain need for all travel. Must follow U.S. Government regulations. The lowest available commercial fares for coach or equivalent accommodations must be used. Local travel policies prevail.)**

| **Purpose of Travel** | **Item Description** | **Number of Days** | **Cost Per Unit/Rate** | **Number of People** | **Amount Requested from U.S. Embassy** *(No. of Days x Cost Per Unit x No. of People)* | **Cost-Share** *(No. of Days x Cost Per Unit x No. of People)* | **Total** *(Amount Requested + Cost Share)* |
|---|---|---|---|---|---|---|---|
| | | | | | | | $0 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | $0 |
| | | | | | | | $0 |
| | | | | | | | $0 |
| | | | | | | | $0 |
| | | | | | | | $0 |
| | | | | | | | $0 |
| | | | | | | | $0 |
| | | | | | | | $0 |
| | | | | | | | $0 |
| | | | | ***3. Travel Sub-Total*** | $0 | $0 | **$0** |

***Narrative Justification:***

**Source of Cost Share Funds (if apply):**

**4. Equipment: Not Allowable**

**5. Supplies** (*Description: Materials costing less than $5,000 per unit and often having one-time use.)*

| Item Description | Unit of Measure | Cost Per Unit | Number of Units | Amount Requested from U.S. Embassy (*Cost Per Unit x No. of Units)* | Cost-Share *(Cost Per Unit x No. of Units)* | Total *(Amount Requested + Cost Share)* |
|---|---|---|---|---|---|---|
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | ***5. Supplies Sub-Total*** | $0 | $0 | **$0** |

**Narrative Justification:**

**Source of Cost Share Funds (if apply):**

**6. Contractual** (*Description: The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost should be attached to the budget. If there is more than one contractor, each must be budgeted separately and must have an attached itemization.)*

| **Name/Item Description** | **Unit of Measure** | **Unit Cost** | **Number of Units** | **Amount Requested from U.S. Embassy** (*Cost Per Unit x No. of Units)* | **Cost-Share** *(Cost Per Unit x No. of Units)* | **Total** *(Amount Requested + Cost Share)* |
|---|---|---|---|---|---|---|
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | ***6. Contractual Sub-Total*** | $0 | $0 | **$0** |

**Narrative Justification:**

**Source of Cost Share Funds (if apply):**

**7. Construction: Not Allowable**

**8. Other Direct Costs** *(Description: Expenses not covered in any of the previous budget categories.)*

| Item Description | Unit of Measure | Cost Per Unit | Number of Units | Amount Requested from U.S. Embassy (*Cost Per Unit x No. of Units)* | Cost-Share *(Cost Per Unit x No. of Units)* | Total *(Amount Requested + Cost Share)* |
|---|---|---|---|---|---|---|
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| | | | | | | $0 |
| ***8. Other Direct Costs Sub-Total*** | | | | $0 | $0 | **$0** |

| **Narrative Justification:** | |
|---|---|
| **Source of Cost Share Funds (if apply):** | |
| **9. Total Direct Costs** | |
| **Amount Requested from the U.S. Embassy** *(Sum of Sub-total Costs from #1-#8 above)* | **$0** |
| **Cost-Share** *(Sum of Sub-total Costs from #1-#8 above)* | **$0** |

| **10. Indirect Costs: Not Applicable** | |
|---|---|
| **Amount Requested from U.S. Embassy** | **$0** |
| **Cost-Share** | **$0** |

| **11. Total Costs (Sum of the Total Direct and Indirect Costs)** | |
|---|---|
| **Amount Requested from U.S. Embassy** **(***Sum of #9-10 above)* | **$0** |

| | |
|---|---|
| **Cost-Share** *(Sum of #9-10 above)* | **$0** |

**BUDGET SUMMARY**

| **Budget Categories** | **Request from U.S. Embassy (Federal Cost)** | **Non-Federal Match or Cost Share** | **Total** |
|---|---|---|---|
| 1. Personnel | $0 | $0 | $0 |
| 2. Fringe Benefits | $0 | $0 | $0 |
| 3. Travel | $0 | $0 | $0 |
| 4. Equipment | $0 | $0 | $0 |
| 5. Supplies | $0 | $0 | $0 |
| 6. Contractual | $0 | $0 | $0 |
| 7. Construction | $0 | $0 | $0 |
| 8. Other Direct Costs | $0 | $0 | $0 |
| **9. Total Direct Costs (lines 1-8)** | **$0** | **$0** | **$0** |
| 10. Indirect Costs | $0 | $0 | $0 |
| **11. Total Costs (lines 9-10)** | **$0** | **$0** | **$0** |

**Appendix 4—Instructions for Preparing a Budget Narrative**

# Completing a Budget Narrative

The Budget Narrative must be a separate document in the electronic submission.
**NOTE: Applicants must use the same format as found in the sample.**

The Budget Narrative is used to determine if the costs in the ESG application are reasonable and permissible. All of the proposed costs listed, whether supported by grant funds or match funds, must be reasonable, necessary to achieve project objectives, permissible in accordance with applicable Federal cost principles, auditable, and incurred during the project period. All figures must be in U.S. Dollars and rounded to the nearest dollar.

Budget Definitions
Allowable Project Costs
Budget Narrative Sample Template
Cost Category Checklist

## Budget Definitions

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

**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. All consultants require prior approval from U.S. ESG program team.

**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. 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 or Sub-Recipient or Sub-Grantee**."** The relationship rather than the terminology drives the governing requirements for these two relationships.

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

**Indirect Costs:** Costs that cannot be identified readily and specifically with a particular sponsored project, program, or activity, but are necessary to the operation of the organization (e.g., overhead, facility maintenance). These costs require a negotiated indirect cost rate (NICRA); otherwise, they must be charged directly and justified in detail.

**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 the U.S. ESG program team. 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 projected, 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).

## Allowable Project Costs

The cost principles below address four tests in determining the permissibility of costs. These four tests apply regardless of whether the particular category of costs is one specified in the cost principles or one governed by other terms and conditions of an award. These tests also apply regardless of treatment as a direct cost or an indirect cost. The fact that a proposed cost is awarded as requested by an applicant does not indicate a determination of permissibility.

1. **Reasonable:** A cost is reasonable if, in its nature or amount, it does not exceed that which would be practical under the circumstances prevailing at the time the decision was made to incur the cost. The cost principles elaborate on this concept and address considerations such as whether the cost is necessary for the organization's operations or the grant's performance, whether the recipient complied with its established organizational policies in incurring the cost or charge, and whether the individuals responsible for the expenditure acted with due prudence in carrying out their responsibilities to the Federal government and the public at large, as well as to their organization.

2. **Allocable:** A cost is allocable to a specific grant, function, department, or other component, known as a cost objective, if the goods or services involved are chargeable or assignable to that cost objective in accordance with the relative benefits received or other equitable relationship. A cost is allocable to a grant if it is incurred solely in order to advance work under the grant; it benefits both the grant and other work of the organization, including other grant-supported projects or programs; or it is necessary to the overall operation of the organization and is deemed to be assignable, at least in part, to the grant.

3. **Conforming:** A cost conforms if it matches with any limitations or exclusions set forth in the Federal cost principles outlined in the award terms and conditions. These costs may vary in type of activity, the type of recipient, and other characteristics of individual awards.

4. **Consistent:** A cost must be consistent with regulations, policies, and procedures of the recipient that apply uniformly to both Federally supported and other activities of the organization. Recipients must be consistent in assigning costs to cost objectives. They must be treated consistently for all work of the organization under similar circumstances, regardless of the source of funding, so as to avoid duplicate charges (e.g., direct costs, indirect costs, cost sharing).

## 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:

- Presented in U.S. dollars, rounded to the nearest dollar;
- Include an estimate of the cost of tasks and activities projected based on budget category identified on the Budget Information Form (SF 424a);
- 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;
- Cost-sharing (salaries, rent, utilities, equipment etc.) is strongly encouraged. Applicants will be expected to document cost-sharing arrangements. Not included as a cost in any other Federally-supported award.

## 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?

o **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.

o **Project Coordinator:** The individual who will coordinate coalition services and ESG project activities, including training, coalition communication, data collection, and information dissemination.

o **Financial or Business Official:** The person who handles the financial components of the grant.

o **Key Personnel:** ESG 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.

 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?

o Does the level of effort of the employee exceed 100% of all work on all projects or positions?

o 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?

 Are any fringe costs unallowable?

**3. Travel**

 Is the travel necessary for the purpose of the program?

 Are travel costs separately identifiable and reasonable (transportation, hotel, meals, 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 reasonable and allowable under 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?

 If the consultant is known, did you complete Appendix 2.1?

 Is the total amount for any contract in excess of $100,000?

 If the contractor is known, did you complete Appendix 2.2

**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?

**Appendix 5—U.S. Embassy Points of Contacts**

- **Embassy Small Grants Program Grants Officer:** Erik Ryan
- **Embassy Small Grants Program Administrator:** Arabelle Bohsali
- **Embassy Small Grants Program Email:** Beirut-ESGP@state.gov

**Note:** All correspondence regarding the ESGP should be sent by email. Please allow up to five business days for a reply.