



**U.S. Department of State**  
**Bureau of International Narcotics and Law Enforcement Affairs**

**U.S. EMBASSY CHISINAU MOLDOVA**  
**JUSTICE SECTOR REFORM GRANTS PROGRAM**

**NOTE:** The U.S. Embassy Justice Sector Reform Program will accept grant applications that include all of the information listed below, according to the same format. Proposals should be completed in English, or be accompanied by an English translation. Supporting documents may be in Romanian.

**The Data Universal Numbering System (DUNS)**

DUNS is a unique nine-character number that identifies the organization. This identifier will be used for tracking purposes, and to validate address and point of contact information. Applicant organizations need to verify that they have a DUNS number or take steps needed to **immediately** obtain one. The application form contains a block for applicants to enter their organization's DUNS number. Foreign applicant organizations that apply for U.S. federal assistance funding must include their DUNS number in every application or proposal.

Foreign organizations that do not have a DUNS number can obtain one *at no cost* by calling the dedicated toll-free DUNS number request line at (866) 705-5711 or visiting the D&B website (<http://fedgov.dnb.com/webform/>) for prospective organizations. D&B's Global Access Center maintains a list of all of its regional offices. Applicant organizations will need to provide the following information to obtain a DUNS number:

- Proposing Organization name
- Proposing Organization address
- Local phone number
- Name of the CEO/Organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full- and part- time)

**Central Contractor Registry (CCR)**

Central Contractor Registration (CCR) is the primary registrant database for the U.S. federal government. CCR collects, validates, stores, and disseminates data in support of federal assistance awards. Once an applicant organization has received its DUNS designation then **it must register** via the Central Contractor Registration (CCR). It can take three to five business days for the CCR data to be processed and approved. In addition, it can take one to five business days to then upload to Grants.gov. Until the CCR data makes that transition, which could take up to **two weeks**, the applicant organization cannot apply for opportunities via the Grants.gov website. Please visit [www.ccr.gov](http://www.ccr.gov) for more details about the registration process.



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**APPLICATION FORMS**

**A. Recipients are required to complete an APPLICATION FOR FEDERAL ASSISTANCE–SF-424, 424A, and 424B**

**Please fill out the followings fields of the SF-424 and use the specific information for the below fields:**

1. Type of Submission: Application
2. Type of Application: New
- 5b. Federal Award Identifier: Please leave blank
- 8a. Please enter name of applicant (organization)
- 8b. Please enter the organization’s EIN or TIN number (*NOTE: Place N/A here if not applicable*)
- 8c. Please enter the organization’s DUNS number.
- 8d. Please enter the organization’s address
- 8f. Please enter the name, telephone number and e-mail address of the primary contact person for this proposal
9. Please select type of applicant from pull down list
11. The CFDA number is 19.703.
12. Please enter the Funding Opportunity Number and Title (Enter the following: Justice Sector Reform Grants Program 2012)
15. Please enter descriptive title of project
- 16a. Please enter congressional district of applicant organization: Please leave blank
- 16b. Please enter N/A or zeros
17. Please enter the approximate start and end dates of the proposed activities
18. Please enter the amount requested from the USG under “Federal,” any cost-share under “Applicant,” fill in the total, and otherwise use zeros.
19. Please enter “c”
20. Complete as indicated

**B.** Please fill in the required fields of the SF-424A with information from your proposed budget.

**C.** Please fill in the required fields of the SF-424B:

Page 2 - Complete applicant organization and title of authorized official sections.

**B. INFORMATION ON THE ORGANIZATION REQUESTING THE GRANT**

1. Project title



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2. Organization name
3. Address, telephone number, fax number, and e-mail address of organization
4. Legal status, date of registration, and a copy of certification of registration
5. Resumes of project managers and organization's primary personnel
6. Project duration
7. Amount requested
8. Brief history of organization:
  - When the organization was founded;
  - What are the principal activities;
  - How is the organization funded.

#### **C. PROJECT DESCRIPTION AND JUSTIFICATION**

1. Problem Statement
2. Goal Statement
3. Objectives
4. Work Plan (*please describe steps you are planning to take to achieve project goals*):
  - Actions;
  - Timeframe;
  - Who is responsible.
5. Project Evaluation: *Importance of the project (you may attach support letters), why it should be funded, what difference it will make for Moldovan justice sector, what are expected long-term effects of the project? How will your organization measure the impact of this project?*
6. Project sustainability: *How the organization is planning to continue the project after the completion of the grant support? Or what plan does the organization have to make the project effects long-lasting?*

#### **1. BUDGET**

Costs shall be evaluated for realism, control practices, and efficiency. The Grantor must determine that the costs paid for this award are reasonable, allowable, and allocable to the proposed project activities. This will consist of a review of the budget to determine if the overall costs are realistic for the work to be performed, if the costs reflect the applicant understands of the allowable cost principles and if the costs are consistent with the program narrative. If the proposal seeks funding to purchase a service or equipment that costs more than 2,500 USD per unit, the application must include three pro-forma estimates from the service or equipment vendor. The use of miscellaneous expenditure as a budget item is unacceptable. Cocktail parties, receptions, and entertainment **are not allowable expenses**. Meals for events must be justified and not more than one meal a day is allowable. The total amount allocated for meals should not exceed 10% of the total requested sum. In comparing similar projects, the Commission will give priority to applications that request lower budgets.



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**Budget Narrative:** (preferably in Microsoft Word) that includes an explanation/justification for each line item in the detailed budget spreadsheet, as well as the source and description of all cost-share offered. For ease of review, it is recommended that applicants order the budget narrative as presented in the detailed budget. Personnel costs should include a clarification on the roles and responsibilities of key staff. In addition, it is recommended that budget narratives address the overall cost-effectiveness of the proposal.

**Detailed Line-Item Budget:** (in Microsoft Excel or similar spreadsheet format) that delineates funds requested from Grantor and cost-share. Costs must be in U.S. Dollars. Please provide information according to the following format:

No.	Budget Item	Cost Unit	Number of Units	Duration	NGO contribution	Other donors contribution	Amount requested	Project Total

2. Identify other funding organizations you have applied to or will apply to regarding this project.
3. Does your organization have previous experience managing grant funds? If yes, please elaborate.
4. What impact will this project make on achievement of the long-term goals of your organization?

*Thank you for your participation.*