

Completing Federal Assistance Application Forms (SF-424 and SF-424a)

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

Item #1—Type of Submission: Select “Application or Pre-Application” (The Request for Application will specify what type of 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 organizations 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 – “Bureau of Near Eastern Affairs, Office of the Middle East Partnership Initiative”

Item #11—Catalog of Federal Domestic Assistance Number and Title: Input – “19.500” and the title is “Middle East Partnership Initiative (MEPI).” 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: Input the title provided in the request for application.

Item #14—Areas Affected by Project: Input the countries 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 MEPI (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.

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

The sections below, highlighted in yellow, provide guidance for completing the official SF-424a form. The information is displayed as it will appear on the official form. The official form can be downloaded from Grants.gov.

Section A – Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance No (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. <i>Enter the “Funding Opportunity Title”</i>	19.500	\$0.00	\$0.00	<i>Enter Amount Requesting From MEPI</i>	<i>Enter Cost-Share or Matching Amount</i>	<i>Enter Total of Federal and Non-Federal Costs</i>
2.						
3.						
4.						
5. TOTALS		\$0.00	\$0.00	<i>Enter Total Amount Requesting</i>	<i>Enter Total Cost Share</i>	Total Amount

Section B – Budget Categories

6. Object Categories	Grant Program, Function or Activity				Total
	(1) Enter Federal Cost (MEPI Cost)	(2) Enter Non-Federal Cost (Cost-Share)	(3) Leave Blank	(4) Leave Blank	(5) Totals
a. Personnel (costs of employee salaries and wages)	<i>Total Personnel from Budget Summary</i>	<i>Total Personnel from Budget Summary</i>			<i>Total Column 1 & 2</i>
b. Fringe Benefits (Costs of employee fringe benefits (i.e. Health insurance, retirement insurance, taxes, etc.))	<i>Total Fringe from Budget Summary</i>	<i>Total Fringe from Budget Summary</i>			<i>Total Column 1 & 2</i>
c. Travel (Costs of projected-related travel)	<i>Total Travel from Budget Summary</i>	<i>Total Travel from Budget Summary</i>			<i>Total Column 1 & 2</i>
d. Equipment (Costs of tangible, non-expendable, personal property having a useful life of more than one year and a cost of \$5,000 or more per unit)	<i>Total Equipment from Budget Summary</i>	<i>Total Equipment from Budget Summary</i>			<i>Total Column 1 & 2</i>
e. Supplies (Office or program supplies, other than those included in Equipment category)	<i>Total Supplies from Budget Summary</i>	<i>Total Supplies from Budget Summary</i>			<i>Total Column 1 & 2</i>
f. Contractual (Allowable direct expenses to sub-recipients, including consultant fees and travel expenses)	<i>Total Contractual from Budget Summary</i>	<i>Total Contractual from Budget Summary</i>			<i>Total Column 1 & 2</i>
g. Construction (If applicable)	\$0.00	\$0.00			<i>Total Column 1 & 2</i>
h. Other (Enter total of all Other Costs)	<i>Total Other from Budget Summary</i>	<i>Total Other from Budget Summary</i>			<i>Total Column 1 & 2</i>
i. Total Direct Charges (Sum of 6a-6h)	Sum of Federal Direct Costs (6a-	Sum of Non-Federal Direct			<i>Total Column 1 & 2</i>

	6h)	Costs (6a-6h)			
j. Indirect Charges (Category may be used only when the applicant has an approved indirect cost rate from a U.S. government agency)	<i>Enter NICRA, if applicable</i>	<i>Enter NICRA, if applicable</i>			<i>Total Column 1 & 2</i>
k. TOTALS (sum of 6i and 6j)	Sum of Federal Direct and Indirect Costs (6i-6j)	Sum of Non-Federal Direct and Indirect Costs (6i-6j)			<i>Total Column 1 & 2</i>
7. Program Income (The estimated amount of income, if any, that would be generated from this project. Interest gained from U.S. Government funds is not an allowable expense.)	\$0.00	\$0.00			\$0.00
Section C – Non-Federal Resources (Amount of Non-USG resources that will be used to support the project)					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Enter the “Funding Opportunity Title”	<i>Enter Total of Column 2, Line 6k above (Section B)</i>				
9.					
10.					
11.					
12 Total (sum of line 8-11)					
Section D – Forecasted Cash Needs (for Year 1 of the Project) <i>NOTE: Leave this Section Blank</i>					
13. Federal	Total for 1 st year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
14. Non-Federal					
15. Total (Sum lines 14 and 14)					

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

NOTE: Leave this Section Blank

(a) Grant Program	Future Funding Periods (Years)			
	(b) First (Year 1)	(c) Second (Year 2)	(d) Third (Year 3)	(e) Fourth (Year 4)
16. Title of Funding Opportunity				
17.				
18.				
19.				
20. Total (Sum of lines 16-19)				

Section F - Other Budget Information

21. Direct Charges (total from 6i)	Total from 6i above	22. Indirect Charges (Total from 6j)	Total from 6j above
23. Remarks: (any additional comments you wish to add)			