

**U.S. Department of State
Bureau of Near Eastern Affairs**

Office of the U.S.-Middle East Partnership Initiative

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

Supporting Entrepreneurship in the MENA Region

Opportunity Number: MEPI-MEPICA-14-002
Competition ID: MEPI-MEPICA-14-002-018609
Announcement Type: New

Key Information:

Application Deadline:	23:59:59 ET on October 29, 2013
Federal Agency Contact	Olwyn Staples Nea-grants@state.gov 202-776-8874
Date Opened	October 15, 2013
Electronic Link for Full Announcement (MEPI Website):	mepi.state.gov

Funding Opportunity Synopsis:

Project Synopsis:

The U.S.-Middle East Partnership Initiative (MEPI), part of the Department of State's Bureau of Near Eastern Affairs, is pleased to announce an open competition for projects that support entrepreneurship and enterprises that create positive economic and social outcomes in the Middle East and North Africa, particularly activities designed to increase entrepreneurs' access to capital and business networks and facilitate women's entrepreneurship.

This will be a two-stage competitive process. In stage one interested applicants submit a concept paper for MEPI's initial review. In stage two, MEPI will invite successful applicants, identified during the initial review, to submit a full application, based on its concept paper, for funding consideration. The guidance included in this program announcement is relevant to stage one where applicants submit a concept paper.

Eligible Countries and Territories:

In this announcement, we seek to support projects in the following countries/territories: Algeria, Egypt, Israel, Jordan, Kuwait, Jordan, Lebanon, Morocco, Saudi Arabia, West Bank/Gaza and Yemen. **Each submission must propose a single-country project based on the parameters**

outlined below. Please note: Applications that focus on activities in country(ies) and territories other than those discussed will not be considered.

All applications must be submitted in English. Applicants may submit **up to two** concept papers in total. The eligible countries are broken into two categories (outlined in [Part I](#)): Category A and Category B. The first submission may focus on any of the countries in Category A or Category B; there will no advantage to your choice of country. If an applicant chooses to submit a second concept paper for consideration however, it must be focused on a country in Category A.

Background Information about MEPI:

The U.S.-Middle East Partnership Initiative (MEPI) offers assistance, training, and support to groups and individuals striving to create positive change in the society. MEPI works in 18 countries and territories, partnering with civil society organizations (CSOs), community leaders, youth and women activists, and private sector groups to advance their reform efforts. MEPI's approach is bottom-up and grassroots, responding directly to local interests and needs.

MEPI has been active in the MENA region since 2002, contributing over \$600 million to more than 1,000 grant projects administered by our offices in Washington, D.C. and the region. More information about MEPI can be found at: mepi.state.gov.

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I. FUNDING OPPORTUNITY DESCRIPTION

The U.S.-Middle East Partnership Initiative (MEPI), part of the Department of State's Bureau of Near Eastern Affairs, is pleased to announce an open competition for projects that support entrepreneurship and enterprises that create positive economic and social outcomes in the Middle East and North Africa (MENA), particularly activities designed to increase entrepreneurs' access to capital and business networks and facilitate women's entrepreneurship.

This will be a two-stage competitive process. In this stage interested applicants will submit a concept paper for MEPI's initial review. In stage two, MEPI will invite successful applicants to submit a full application, based on its concept paper, for funding consideration. Applicants may submit **up to two** (total) concept papers. If applicants submit two concept papers, at least one **must** be focused on a country in Category A (detailed below).

Background:

Entrepreneurship is a key driver of job creation and workforce diversification, as well as a promising avenue for creating small-and-medium sized enterprises and revitalizing MENA economies. Entrepreneurship can also apply business-like efficiency, innovation, and sustainability to solve community problems.

The development of a vibrant entrepreneurial environment in MENA countries will depend on the ability of aspiring entrepreneurs, both men and women, to identify and exploit unmet commercial opportunities, obtain the necessary financing to undertake and sustain these endeavors, and develop networks to support their activities.

Submission Guidance:

To apply for this announcement, applicants must demonstrate:

- familiarity with the economic and demographic challenges facing the country;
- capacity and expertise in fostering entrepreneurial development, specifically increasing access to capital and/or increasing access to business networks, including for women; and
- the ability to translate entrepreneurship into social gain.

Further, applicants are strongly encouraged to:

- identify existing initiatives that support entrepreneurship (and that include a focus on social impact) and outline a plan to complement ongoing efforts in the region, such as by linking several programs or scaling up an existing initiative;
- create linkages among initiatives within national boundaries, creating national networks, including women's business networks and mentoring, to assist entrepreneurs facing similar start-up and operational challenges;
- propose projects that address multiple stages of the entrepreneurship lifecycle, including providing access to capital, networks, business development/expansion, and other follow-on steps;
- identify specific challenges women face in a country at various stages of the business development cycle and ways to overcome them;
- partner with organizations, including civil society, in the region to support their capacity and sustainability; and,

- propose innovative strategies to monitor the projects and relay the impact and results.

Illustrative activities that may be proposed include but are not limited to:

- leveraging existing accelerators or incubators to provide financial and networking services for entrepreneurs focusing on solving community problems, including those that are gender related;
- hosting workshops on financial literacy, cash flow management, record keeping, and business plan development;
- hosting workshops to address special concerns of women entrepreneurs;
- connecting entrepreneurs to potential investors;
- providing increased access to seed funding, microfinance, or the training of local angel investors and mentors; or
- increasing, expanding, or connecting business networks.

Examples of activities and costs **not covered** include:

- academic or analytical research (if not necessary as part of a larger project);
- exchange programs with other countries or territories;
- one-time events, such as stand-alone conferences and one-off round tables; and
- projects of a commercial or profit-making nature.

Each submission must propose a single-country project based on the parameters outlined below. Applicants may submit **up to two** concept papers in total. The first submission may focus on any of the countries in Category A or Category B; there will no advantage to your choice of country. If an applicant chooses to submit a second concept paper for consideration however, it must be focused on a country in Category A.

Category A Countries:

- **Algeria:** Projects should include a focus on increasing access to networks for young entrepreneurs, targeting areas where it is most needed, including rural areas. Implementers should have on-the-ground experience and strong local partners that can demonstrate the ability to work successfully in the operating environment.
- **Kuwait:** Projects should include a focus on increasing access to networks, especially mentoring services for young entrepreneurs. Projects also should include modules on professionalism, conduct, and ethics in the workplace; management and leadership training; and strategic business planning. Additionally, any proposed project should include a practical training or internship component.
- **Saudi Arabia:** Projects should include a focus on increasing access to capital and increasing access to networks for all entrepreneurs, including women, particularly in the Information Communication Technology (ICT) sector.
- **West Bank/Gaza:** Projects should include a focus on the creation of a forum/exchange/hub or other centralized mechanism, perhaps housed online or at an academic or community institution, or, the support of an existing center, that could bring together existing resources, connect entrepreneurs to angel investors, highlight

opportunities, and provide training on accessing capital and increasing networks for entrepreneurship. Activities should focus on non-ICT sectors.

- **Yemen:** Projects should help shape the future of the entrepreneurial operating space in Yemen by providing training and other resources to increase access to capital and increase access to networks for entrepreneurs. Projects should particularly focus on areas outside of Sana'a.

Category B Countries:

- **Egypt:** Projects should include a focus on increasing access to networks and capital for entrepreneurs and enterprises in less developed regions, particularly in non-ICT sectors. Projects should include a mentoring component.
- **Israel:** Projects should include a focus on increasing access to capital, increasing networking, including mentorship programs, and/or increasing access to incubators for minority groups and disadvantaged communities in entrepreneurship.
- **Jordan:** Projects should include a focus on rural communities, specifically targeting female entrepreneurs and increasing their access to business support services, networks and capital. Projects should build on previous and ongoing efforts in this area.
- **Lebanon:** Projects should include a focus on rural communities, specifically targeting female entrepreneurs and increasing their access to business support services, networks and capital. Projects should build on previous and ongoing efforts in this area.
- **Morocco:** Projects should include a focus on young entrepreneurs and increasing their knowledge and skill-sets to be able to access “smart” capital, particularly organizational skills, business plan development, and market analysis. Although training should be a focal point of the project, applicants must propose a project that includes multiple stages of the entrepreneurship lifecycle.

II. AWARD INFORMATION

Funding Mechanism Type:	Cooperative Agreement
Estimated Number of Awards:	3-5 Awards
Estimated Total Program Funding:	\$5,000,000
Estimated Award Ceiling:	\$2,000,000
Estimated Award Floor:	\$1,000,000

MEPI reserves the right to award more or less than the estimated program funding, and reserves the right to award funding under this announcement for a period of up to two years after the announcement's close date.

III. ELIGIBILITY INFORMATION

All applications will be screened by the Office of the U.S.-Middle East Partnership Initiative to determine whether it meets all of the program eligibility requirements detailed below.

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

A. ELIGIBLE APPLICANTS

Eligible applicants include registered U.S. or foreign non-profit organizations; for-profit organizations; private institutions of higher education, public or state institutions of higher education; public international organizations; and small businesses with function and regional experience in the areas of entrepreneurship in the MENA region. **MEPI strongly encourages applications from civil society organizations headquartered in the Middle East and North Africa region. All applicants must be legally registered organizations prior to applying to this announcement.**

The U.S.-Middle East Partnership Initiative is committed to an anti-discrimination policy in all of its programs and activities. MEPI welcomes applications irrespective of an applicants' race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We encourage applications from organizations working with underserved communities, including women, people with disabilities, and youth.

B. ELIGIBILITY REQUIREMENTS

To receive MEPI (Federal) funding organizations, whether based in or outside the U.S., must have a Dun and Bradstreet Data Universal Number (DUNS) and have an active registration with the System for Award Management.

B.1 Dun and Bradstreet Data Universal Number System Registration

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

All applicants must have a Data Universal Number System (DUNS) number. To register, please follow the steps below:

1. Go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.
2. Select the country or territory where your organization is physically located. Complete and submit the form. Organizations will need to provide basic information, including physical and mailing addresses, name and title of the chief executive, primary [Standard Industrial Code](#) (SIC), and annual revenue.
3. Typically, an organization can complete this registration in **one day** and have a DUNS number emailed to them. For technical difficulties in obtaining this number, please contact Dun & Bradstreet at: govt@dnb.com.

B.2 System for Award Management Registration

The System for Award Management, formerly managed by the Central Contractor Registration (CCR), is a U.S.-government wide registry for vendors doing business with the federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information. **More information about SAM.gov and useful guides for setting-up a new registration, updating an existing registration, or renewing an expired registration can be found at: <http://fa.statebuy.state.gov>.** Foreign-based applicants are strongly encouraged to review these guides when registering with SAM.gov.

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

U.S.-based organizations must be registered with the System for Award Management (SAM) to submit an application to MEPI.

Foreign-based organizations must begin the registration process immediately, but do not need an active registration to submit an application in this first stage. **If invited to submit a full application, foreign-based organizations will need an active registration. It can take **three to fourteen days** to register with the system. If an applicant is not registered with SAM, the application must be submitted using GrantSolutions.gov. More information about GrantSolutions.gov can be found in [Part IV, Section B.2](#).**

To register, follow the steps below:

1. Go to <http://www.sam.gov>.
2. Select *Create User Account*, and then select *Create an Account* on the left-hand side of the screen under *Individual Account Details*. Organizations must have a Data Universal Numbering System (DUNS) number to begin the registration process.
3. Complete and submit the online registration form. If the applying organization already has the necessary information on hand (see the [SAM User Guide](#)), the online registration 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 can take anywhere from **three to fourteen days** to register with the system.

For help with SAM.gov, please visit their support page at: <https://www.fsd.gov> or contact them at: 001-334-206-7828.

IV. APPLICATION AND SUBMISSION INFORMATION

A. APPLICATION DOCUMENTS

All applications must include the application components detailed below. **All application documents must be submitted in English.** Applicants may submit **up to two** concept papers in total. The first submission may focus on any of the countries in Category A or Category B; there will no advantage to your choice of country. If an applicant chooses to submit a second concept

paper for consideration however, it must be focused on a country in Category A. A list of the countries can be found in [Part I](#).

NOTE: Applications that **do not include** all the required documentation and **do not meet** the formatting requirements described in [Section A.1](#) and [Section A.2](#) below will not advance to the Technical Review stage. Further, if an application exceeds the allowable page limits, the additional pages, over the page limit, will **not** be reviewed by the review panel. No additional documents, other than those mentioned in Section A.1, will be accepted. **Applicants may not add any materials to an application once it has been submitted and the competition deadline has passed.**

A.1 Required Documents

SF-424 – Application for Federal Assistance:

The SF-424 collects basic information on the applicant, the proposed project, the funding amount requested, and information about the announcement to which it is applying. The form must be completed online on Grants.gov or GrantSolutions.gov. **Instructions on how to complete the SF-424 is provided in Appendix 1.**

Concept Paper:

The concept paper **must not exceed 3 pages** and will briefly state the concept or proposed project, including: the problem or issue area the proposed project will work on, the target participants and beneficiaries, and the impact of the proposed project and how the applicant will measure success. **A concept paper outline and additional information for preparing this document is detailed in Appendix 1. Applicants should carefully review the appendix before preparing their concept paper.**

A.2 Application Formatting Requirements

The required font for the concept paper is 12-point, Times New Roman. The concept paper must also be single spaced, with all margins (left, right, top, and bottom) at one inch each. Also, applicants should ensure all pages are numbered consecutively and meet the page limit requirements outlined in [Section A.1](#) above. **The SF-424 is excluded from the page numbering.**

Adhering to the standards outlined above will help to ensure the accurate submission of the document. **Applications that do not meet the formatting requirements will not advance to the Technical Review stage. Note: If an application exceeds the allowable page limits, the additional pages, over the page limit, will not be reviewed.**

It is strongly recommended that applicants submit grant applications using Microsoft Office. If applicants do not have access to Microsoft Office products, Adobe PDF files may be submitted.

B. SUBMITTING AN APPLICATION

Applicants must submit an application electronically using either Grants.gov OR GrantSolutions.gov. Both systems require registration by the applying organization. Sections [B.1](#) and [B.2](#) below outline each systems requirements and provide instructions for how to register. **It is the responsibility of the applicant to ensure it has an active registration and**

will be able to submit its application. **Applicants must select one of these systems to submit its application; do not submit an application thru both systems.** MEPI is not in a position to grant exceptions to these requirements.

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

B.1 Grants.gov

Grants.gov is a single portal for applicants to find and apply to U.S. government funding opportunities. **To apply using this option, applicants must have a DUNS number and an active registration with the System for Award Management.** Instructions for meeting these two requirements can be found above in [Part III](#) above.

Registering with this system is a five-step process: 1) obtain a DUNS number; 2) register with System for Award Management; 3) create a profile, including username and password; 4) obtain Authorized Organization Representative (AOR) authorization; and 5) track AOR status. The registration process can take 10 business days or longer, even if all the registration steps are completed in a timely manner. **To register, go to www.grants.gov and click on “Register” link, located at the top, right-hand side of the site.**

B.2 GrantSolutions.gov

GrantSolutions.gov is a comprehensive grants management system that allows applicants to apply for, manage, and report on the use of U.S. government funds for multiple programs, accessed online at www.grantsolutions.gov. **To apply using this option, applicants must have a DUNS number.** Instructions for obtaining a DUNS number can be found above in [Part III](#) above. **Foreign-based applicants are encouraged to submit an application using this system.**

To register, go to www.grantsolutions.gov, and select the orange “Login to GrantSolutions” button, located on the right-hand side of the site. Select the “Register” button under the “First Time Users” header. Organizations will be directed to a page entitled “Welcome to the GrantSolutions New Organization Registration Page;” select the link entitled **“Register with GrantSolutions with your DUNS number,”** and complete the registration form. **The registration process can be completed in 1-24 hours.**

GrantSolutions has training videos available to educate users about the system. These videos can be found at: <https://home.grantsolutions.gov/home/grantee-training-videos/>.

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

C. SUBMISSION DATES AND TIMES

Applications must be time stamped before 23:59:59 eastern time (ET) on **October 29, 2013**. **There will be no grace period, and any application not received by the application deadline will not advance to the Technical Review stage.**

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

V. APPLICATION REVIEW AND SELECTION PROCESS

The Office of the U.S.-Middle East Partnership Initiative is committed to ensuring a competitive and standardized process for awarding Economic Support Funds grants. Applications will be screened initially by MEPI to determine whether applicants meet the requirements and priorities outlined in [Part I](#); meet the eligibility requirements outlined in [Part III](#); and submitted the required documents outlined in [Part IV](#). **Applications that do not meet these requirements will not advance to the Technical Review stage.**

All applications that proceed to Technical Review will be evaluated by U.S. Government subject-matter and/or country-specific experts and will be evaluated based on:

- 1) Does the concept paper address the country specific goals/objectives outlined in [Part I](#)?
- 2) Does the concept paper propose activities that address the problem identified?
- 3) Does the reviewer wish to see a full application on this concept paper? If not, why?

Applicants need to receive a “Yes” on all three questions (above), from a majority of the reviewers to be invited to submit a full application.

VI. ADMINISTRATION INFORMATION

A. AWARD NOTICES

Five days after the closing of the announcement, applicants will be notified via email that its application was received. This notification will include an application log number for applicants to use to track its applications. **This notification does not signify that the application advanced to the Technical Review Stage.**

Applicants who do not advance to the Technical Review stage will be notified 15 days after the closing of the announcement. The authorized representative and program point of contact listed on the SF-424 will receive the notification via email. If an applicant does not receive such a notification, its submission was put forward for review.

MEPI expects to notify applicants, who advanced to the Technical Review stage, about the status of its application by December 1, 2013. The authorized representative and program point of contact listed on the SF-424 will receive such a notification via email.

VII. AGENCY CONTACTS

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

Olwyn Staples

Management Analyst

(202) 776-8874

nea-grants@state.gov

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

Grants.gov Contact Center

(800) 518-4726

support@Grants.gov

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

GrantSolutions.gov Contact Center

(866) 577-0771

(202) 401-5282

help@grantsolutions.gov

Additional Submission Instructions

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GENERAL GUIDANCE

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

A pre-submission checklist (Appendix 2) is provided as a resource document to ensure you completed all the actions needed to submit an application. Do not submit this document with your application.

REQUIRED APPLICATION DOCUMENTS

The Concept Paper and SF-424—Application for Federal Assistance are the two required documents; no additional documents will be accepted.

Concept Paper

The Concept Paper is a separate attachment in the electronic submission and must not exceed 3 pages. It must be in 12-point, Times New Roman font and be single spaced with all margins (left, right, top, bottom) at one inch each. Also, applicants should ensure all pages in the application are numbered consecutively.

Applications that do not meet these formatting requirements will not advance to the Technical Review stage. If an application exceeds the allowable page limits, the additional pages, over the page limit, will not be reviewed.

Each concept paper should be structured like and address the items below:

Problem Statement and Project Description (1-2 pages)

- Briefly state the problem or issue area which you plan to work on and describe how the proposed project will address that problem.
- Describe how the proposed project will build on or add value to existing programs in the chosen area or fill a gap in programming.
- Identify if the project is country-wide or working in a select region of the country.
- Describe your past experience working in the selected country or working on the selected issue(s) area.

Additional Submission Instructions

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Participants/Beneficiaries/Partners: (.5 - 1 page)

- Identify who the target participants and beneficiaries are and why this population was selected.
- Identify any potential partners, if known.

Expected Results/Impact: (.5 - 1 page)

- Briefly describe the impact you hope to accomplish from the project activities.
- Briefly describe how project results will be measured.

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

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

Item #1—Type of Submission: Select “Pre-Application”

Item #2—Type of Application: Select “New.”

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

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

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

Item #8—Applicant Information:

8a – Input your organization’s legal name.

8b – U.S. Organization: Enter your EIN or TIN as assigned by the IRS.

International organization: Enter “44-4444444.”

8c – Enter your organization’s DUNS number (this is a nine-digit number).

8d – Enter your organizations address including country.

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

8f – Name of the project person to contact about this application. **It is a best practice that this person not be listed as the authorized representative on this form.**

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

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

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

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

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

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

Item #15—Descriptive Title of Applicant’s Project: Enter a brief (one-sentence or less) descriptive title of your project.

Item #16—Congressional Districts

16a – Applicant:

U.S. Organization: Enter the congressional district of your organization.

International Organization: Enter “00-000.”

16b – Program/Project:

U.S.-Based Program: Enter all the congressional districts affected by the program.

International Program (outside the U.S.): Enter “00-000.”

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

Item #18—Estimated Funding

18a – Enter the amount of funding your organization is requesting from MEPI (Federal funding). This should include the estimated amount of funding you would request if invited to submit a full application.

18b – Enter the amount of any Non-Federal (e.g. non-U.S. Government) resources that will be used to support the project. This should include any estimate cost sharing or matching you would use if invited to submit a full application.

18c-d –U.S. Organization: Enter any funding you are receiving from the State and Local governments for this project, if applicable. Otherwise leave blank or input “0.00.”

18e – Enter any other funding for the project that does not fit into the 18b-18d categories, if applicable. Otherwise leave blank or input “0.00.”

18f – If you anticipate any income to be generated by this project (i.e. registration fees) input that information here, if applicable. Otherwise leave blank or input “0.00.”

18g – Total all the numbers from 18a-18f

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

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

Additional Submission Instructions

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Item # 21 – Authorized Representative: By checking box 21 and signing the SF-424—Application for Federal Assistance, the authorized representative certifies that the information in the SF-424 form is complete and accurate to the best of the representative’s knowledge **and** that the representative agrees to comply with the required assurances and certifications. Please provide the name, contact information, and signature of the authorized representative. The governing body of the applying organization must have specifically documented the designation for an authorized representative to submit an application for funding to the U.S. Government.

PLEASE NOTE: It is a best practice to have the SF-424 signed by the Authorizing Official who would sign an ensuing award document for the applying organization. It is also a best practice this person not be the same person listed as the point of contact on line “8f” of this form.

Pre-Submission Checklist

Instructions: The Pre-Submission Checklist is a resource document to ensure that you completed all the actions needed to submit an application. Please select each item that has been completed. Do not submit this document with your application.

PRE-SUBMISSION CHECKLIST

Requirements to Submit an Application	
<input type="checkbox"/>	Do you have a Dun and Bradstreet Data Universal (DUNS) Number?
<input type="checkbox"/>	Do you have an active registration with the System for Award Management (SAM)*?
<input type="checkbox"/>	Do you have an active registration with either Grants.gov (www.grants.gov) <u>OR</u> GrantSolutions.gov (www.grantsolutions.gov)?***

Required Application Documents	
<i>Federal Assistance Application Form—SF-424</i>	
<input type="checkbox"/>	Did you complete online the Federal Assistance Application Form (SF-424)?
<input type="checkbox"/>	Has the entire proposed project period been identified in item #17 on the SF-424 form?
<input type="checkbox"/>	Did you complete item #18 on the SF-424 form?
<input type="checkbox"/>	Did you check “c” in item #19 on the SF-424 form? MEPI applicants are not covered by E.O. 12372
<input type="checkbox"/>	Did your Authorized Organization Representative (AOR) read and sign item #21 on the SF-424 form?
<i>Concept Paper</i>	
<input type="checkbox"/>	Did you attach your Concept Paper and does it meet the page limit and formatting requirements specified in the announcement?
<input type="checkbox"/>	Does your concept paper address all the goals, priorities, and items outlined in the announcement and Appendix 1?

***U.S.-based** applicants must be registered with SAM to submit an application. **Foreign-based** organizations must begin the registration process immediately, but do not need an active registration to submit an application in this first stage. **All applicants invited to submit a full application will need an active registration.**

***All applications must be submitted through either **Grants.gov** OR **GrantSolutions.gov**. MEPI is not in a position to grant exceptions to these requirements.