

**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**

**Libya: Supporting a Successful Democratic Transition**

**Opportunity Number:** MEPI-MEPICA-13-010  
**Competition ID:** MEPI-MEPICA-13-010-016849  
**Announcement Type:** Revised

**Key Information:**

<b>Application Deadline:</b>	<b>23:59:59 ET on April 8, 2013</b>
<b>Federal Agency Contact</b>	<b>Ms. Olwyn Staples</b> <a href="mailto:Nea-grants@state.gov">Nea-grants@state.gov</a> 202-776-8874
<b>Date Opened</b>	<b>March 11, 2013</b>
<b>Date Revised</b>	<b>March 20, 2013</b>
<b>Electronic Link for Full Announcement (MEPI Website):</b>	<a href="http://mepi.state.gov">mepi.state.gov</a>
<b>Revision Notes:</b>  The deadline for submissions to this announcement has been extended until April 8, 2013. All applications must be received before 23:59:59 on that date.	

**Funding Opportunity Synopsis:**

**Project Synopsis:**

The U.S.-Middle East Partnership Initiative (MEPI) requests applications for projects to advance the democratic transition in Libya. Specifically, projects should focus on addressing needs and opportunities that support the development of strong democratic institutions, including: advocating for an inclusive and transparent constitutional drafting process; supporting citizen's efforts to monitor and engage in the political process; building the capacity of political parties

and candidates to effectively represent their constituents; providing further training to newly-emerging media professionals; and promoting legislation that creates the foundation for an inclusive and pluralistic political system, such as laws protecting the rights of women and promoting freedom of expression and association.

**All applications must be submitted in English. Applicants may submit no more than two applications; each application must address a different priority area; and applicants must clearly state the priority area their application addresses.**

**Background Information about MEPI:**

The U.S.-Middle East Partnership Initiative is a unique program designed to engage directly with and invest in the peoples of the Middle East and North Africa (MENA). MEPI works to create vibrant partnerships with citizens to foster the development of pluralistic, participatory, and prosperous societies throughout the MENA region. To do this, MEPI partners with local, regional, and international non-governmental organizations, the private sector, academic institutions, and governments.

Through its Washington headquarters and Regional Offices in Abu Dhabi and Tunis, MEPI has been present in the MENA region since 2002, contributing over \$650 million to more than 1,000 projects in 18 countries and territories with more than 850 implementers. More information about MEPI can be found at: [mepi.state.gov](http://mepi.state.gov).

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## I. FUNDING OPPORTUNITY DESCRIPTION

*“We will engage as partners as the Libyan people work to build open and transparent institutions, establish security and the rule of law, advance opportunity, and promote unity and national reconciliation.”*

*-- President Barack Obama, July 2012*

The U.S.-Middle East Partnership Initiative (MEPI) requests applications for projects to advance the democratic transition in Libya by addressing needs and opportunities that support the development of strong democratic institutions. MEPI seeks timely and innovative applications that will contribute to the U.S. government’s commitment to assist the Libyan people in their country’s transition to democracy, as well as MEPI’s overarching goal of building participatory, pluralistic, and prosperous societies in which citizens have regular opportunities to play active roles in making decisions that affect their lives, promoting government responsiveness to their concerns, and holding their government accountable for its commitments; and have equal standing, protected by guaranteed rights and by an independent and effective legal system.

**Applications must address one of the following five priority areas considered critical for the success of Libya’s transition:**

- (a) Advocating for, influencing, and monitoring the implementation of constitutional frameworks;
- (b) Developing government transparency and accountability measures at the national level;
- (c) Developing democratic electoral and political processes, including a strong political party system and effective elected institutions;
- (d) Supporting the professionalization and sustainability of independent media; or
- (e) Supporting the rule of law.

**Note:** Applications are encouraged to address immediate needs associated with Libya’s political transition timeframe, including the election of the constitutional drafting committee, the constitution drafting process, the constitutional referendum, and general elections. At the same time, MEPI encourages applications that are mindful of the need to be flexible and responsive to a fluid environment. Proposed projects should not duplicate similar activities funded by other donors, including other U.S. Government funders, and applicants should clearly articulate how proposed programming responds to gaps in existing assistance efforts.

### Background Information

Libya is undergoing tremendous change following the end of four decades of dictatorship and the establishment of its first democratically-elected government in modern history – the most basic elements of a democracy were completely unknown in Libya under Qadhafi’s dictatorship. Two years after the Libyan revolution that ended four decades of dictatorship, Libya has made significant progress in its political transition, including the election of the General National Congress (GNC) on July 7, 2012 and the peaceful transfer of power from the Transitional National Council to the GNC on August 8, 2012. Despite these achievements, significant

challenges remain. Developing a new Libyan constitution is taking a considerable amount of time, and it is likely that a constitutional committee will need to be elected, rather than appointed as originally envisioned, before drafting can begin. Institutions remain weak, and armed militias and extremists continue to pose a threat to Libya's security and the rule of law. Libya's political transition will require the enactment of wide-ranging reforms to establish a democratic system, rebuild the social services infrastructure, and expand economic prosperity throughout the country. To achieve these aims, Libya must build and sustain governing institutions that citizens view as responsive and legitimate.

### **Priority Area A: Constitutional Frameworks**

Significant hurdles remain before Libya's constitution is finalized, including electing a constitutional drafting committee, and holding public consultations and negotiations over this important document. The drafting of a constitution will be critical to solidifying Libya's democratic transition, and citizen engagement, in this process, will be instrumental in ensuring that all citizens' demands are incorporated and that their rights are enumerated in law.

MEPI seeks to support direct engagement of citizens with their government on the constitution and related political reforms and new legislation. New initiatives should complement MEPI's existing work in this area.

Specifically, proposals must address one or more of the following objectives:

- Citizens throughout Libya, including women, minorities, and populations outside of major urban areas, are engaged in advocacy efforts that will influence the constitutional drafting and approval processes.
- Public officials are held accountable, once the constitution is approved, for putting in place the necessary mechanisms to implement the constitution, such as new legislation, so as to build the foundation for inclusive and pluralistic political structures at local and national levels.

Proposals may include, but are not limited to, the following activities:

- Supporting local efforts to mobilize, engage, and educate citizens who are not active participants in the political/constitutional process.
- Supporting civil society to effectively communicate with the GNC, executive bodies, and non-governmental organizations to discuss, debate, and prepare constitutional reforms and new legal frameworks, particularly for political and civil rights; and
- Equipping local non-governmental organizations to monitor the deliberations of the constitutional drafting committee, as well as the implementation of new legislation.

## **Priority Area B: Government Transparency and Accountability**

In order to advance Libya's political transition, Libyans will need to build truly democratic institutions, improve government responsiveness, and encourage active citizen engagement with state institutions, which includes providing avenues for meaningful public participation and oversight. Many Libyans who helped move the revolution forward—including women and youth—are now eager to see the results of their efforts realized in a complete and transparent democratic transition.

MEPI seeks to support national legal frameworks, institutions, and mechanisms to improve accountability, combat corruption, and increase citizen monitoring and oversight of critical transition issues.

Specifically, proposals must address one or more of the following objectives:

- Laws, regulations, and institutions enable transparency, accountability, and citizen engagement in and oversight of political decision-making and budgeting processes.
- Formal and informal mechanisms and procedures exist for citizen engagement, government-citizen dialogue, and oversight of government actions and decision-making, including through tracking and reporting on government performance.

Proposals may include, but are not limited to, the following activities:

- Developing mechanisms for citizens to monitor political processes, including observing GNC deliberations, tracking the effectiveness of elected officials, or receiving updates on the status of legislation;
- Equipping local organizations to advocate for transparency in national political decision-making and budgeting processes, and otherwise supporting the development of institutions, legislation, policies and procedures to promote transparency and accountability (including anti-corruption); such as via e-government and online initiatives as appropriate;
- Developing the capacity of Libyan organizations to conduct public opinion polling and data analysis for use in public policy debates; and
- Facilitating citizen input on formal mechanisms for public feedback around critical transition issues.

## **Priority Area C: Political Party and Candidate Capacity Building**

In order to build on the positive outcomes of the July 2012 elections in the future, Libyan political parties will need to more effectively communicate their roles, policies, and goals to constituents. As Libya's democratic transition moves forward, targeted capacity building is needed to assist parties to develop cohesive platforms and campaign strategies and sound internal structures, and to conduct outreach to marginalized groups in order to build public confidence in the important role political parties can play in Libya's democratic future.

MEPI seeks to support the development of strong political parties that offer the public real choices to represent their needs and values, and that can work in coalitions to address broad public demands.

Specifically, proposals must address one or more of the following objectives:

- Political parties serve as a vehicle for meaningful public participation in the transition and political decision-making processes.
- Political parties are democratic in their internal structures, and develop cohesive platforms that are responsive to the interests of citizens.
- Political parties are able to effectively communicate their platforms and expand their membership base through various forms of outreach.
- Marginalized groups, women, and youth, are full participants in political decision-making, including as active members of political parties and as candidates for public office.

Proposals may include, but are not limited to, the following activities:

- Preparing women to participate as party leaders, candidates, and in other political leadership positions in local and national elections;
- Supporting platform and message development, as well as effective campaigning techniques for new and established parties;
- Advising on developing and sustaining political party coalitions;
- Facilitating party outreach to women, youth, and other underrepresented groups and to regions outside Tripoli and Benghazi, and helping to expand opportunities for underrepresented groups to become politically involved at local and national levels; and
- Supporting parties' efforts to more effectively articulate their platforms and policy positions to constituents and potential supporters.

### **Priority Area D: Supporting the Professionalization and Sustainability of Independent Media**

For more than four decades, the government of Muammar al-Qadhafi asserted near-total control of the media through highly restrictive press laws, censorship, and other means, resulting in a lack of independence, pluralism, and transparency. After decades of strict censorship, Libya has recently witnessed a proliferation of media outlets and new media initiatives. The Libyan media now has an opportunity to exercise a new openness and diversity in news coverage and public discussion. However, challenges remain in Libya's media sector, including the need to improve journalism training, newsroom management, and strategic planning for coverage of major political events, especially as Libyans begin the constitutional drafting and approval process.

MEPI seeks to support an independent, professional, and sustainable media sector to provide the Libyan public with reliable information on critical transition issues.

Specifically, proposals must address one or more of the following objectives:

- Public and private television broadcasters and print and radio outlets are professional, well-managed institutions capable of serving as sources of credible and timely information.
- Journalists produce content commensurate with international standards, especially regarding elections, constitutional drafting, and other political processes.
- Practicing and emerging journalists have access to professional training and skills development.

Proposals could include, but are not limited to, the following activities:

- Building the capacity of existing independent media outlets; and
- Providing professional development opportunities for journalists, journalism students, and other media professionals to promote constructive reporting and debate on transition issues.

### **Priority Area E: Supporting the Rule of Law**

As Libya begins to draft its constitution and new legislation, civil society organizations, legal professionals, and ordinary citizens must be equipped with the skills necessary to monitor the implementation of laws and advocate for legal reforms.

MEPI seeks to support the active participation of citizens in the development of legal systems that are accessible, transparent, fair, and protect the rights of *all* Libyans.

Specifically, proposals must address one or more of the following objectives:

- Libyan lawyers are skilled and technically proficient professionals who serve as advocates for reform.
- Legal education and training are strengthened.
- Civil society successfully advocate for legal reforms affecting the rights, interests, and welfare of women.

Proposals could include, but are not limited to, the following activities:

- Programming to train lawyers to engage in advocacy on critical transition issues;
- Advocacy for implementation of women-focused legal reforms, particularly those that relate to economic barriers for women;
- Activities that support the implementation of the Libyan National Bar Association's strategic plan; and
- Partnerships with universities and centers of continuing legal education to support professional training and skills development.

## Submission Guidance

**Applicants may submit no more than two applications to this announcement. Each application must address a different priority and must clearly state the priority area their application addresses. MEPI requests that applicants notify us by March 25, 2013 (via [nea-grants@state.gov](mailto:nea-grants@state.gov)) if they intend to submit a proposal(s) to this opportunity.** In the notification, please identify the priority area(s) to which you are planning to apply. **We are requesting this information for our planning purposes only and a response does not constitute a commitment.**

**Successful applicants will include the following components in their submission:**

- Demonstrate experience working in Libya or other transition environments in the Middle East and North Africa (MENA) region, including:
  - Ability to draw on comparative experience, best practices, and lessons learned from successful transitions from authoritarian rule to democratic governance in conducting activities in Libya;
  - Ability to work effectively in complex political environments and countries experiencing transitions from authoritarian rule;
  - Ability to launch and manage the project effectively in Libya, through a continuous country presence or through other means;
  - An ability to respond flexibly to emerging needs and adjust to changing circumstances on the ground; and
  - Past experience in programming for women or youth.
- Propose at least one concrete programmatic partnership with a local Libyan organization. **Applications from organizations headquartered outside Libya that do not identify a Libyan partner will not advance to the Technical Review stage.** More information about this requirement can be found in [Section B.3](#) below;
- Describe how the project will increase the capacity and sustainability of Libyan partners and beneficiaries.
- Demonstrate an understanding of the current Libyan context, including, if applicable, a description of how previous work in Libya and/or findings from recent assessment missions and other country visits inform the proposed activities;
- Demonstrate the ability to work in disparate geographic areas in Libya, and include activities beyond major urban towns. **Only applicants that propose activities that engage populations outside of Tripoli and Benghazi will receive full points under the *Approach* section of the evaluation criteria;**
- Clearly describe the priority area to which the activities relate and why the activities are needed;
- Clearly explain how the project's impact will be sustainable beyond the life of the grant. **Only applicants that address how the project will be carried forward by Libyan organizations after the grant ends will receive full points;**
- Clearly articulate how proposed programming responds to gaps in existing assistance efforts. Proposed project should not propose to complete activities begun with other fund, and should not duplicate similar activities funded by other donors, including other U.S. Government funders;

- Clearly describe how activities will achieve positive impact, how outcomes will be measured, and how the activities will contribute to the success of the Libyan transition;
- Describe the expertise of key staff, highlighting Arabic language abilities and experience or expertise in Libya; and
- Demonstrate experience working in the substantive area in which work is proposed.

**MEPI invites creative and detailed proposals that also factor the contributions of underserved communities including women and youth as change makers in Libyan public life.**

## **II. AWARD INFORMATION**

<b>Funding Mechanism Type:</b>	Cooperative Agreement or Grant
<b>Estimated Number of Awards:</b>	6-8
<b>Estimated Total Program Funding:</b>	\$10,000,000
<b>Estimated Award Ceiling:</b>	\$1,500,000
<b>Estimated Award Floor:</b>	\$750,000
<b>Length of Project Period:</b>	Up to Two Years

Based on the availability of funds, approximately \$10,000,000 in Economic Support Funds for approximately *six to eight* grants will be awarded through this announcement. If selected to receive a grant, an applicant will be awarded funds for up to two years, depending on the activities proposed. 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.

### ***Non-Competing Continuation***

Continuation grants funded under these awards, beyond the initial budget period, will be contingent upon the availability of funds; grantee's progress in meeting grant requirements, including timely submission of required reports and compliance with all terms and conditions of the award; timely submission of a request for additional funding; and a determination that continued funding would be in the best interest of the Department of State.

## **III. ELIGIBILITY INFORMATION**

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

**NOTE: Applications that do not demonstrate that they meet 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, and public international organizations with experience working in Libya or transition environments in the MENA region. **Applications that do not demonstrate experience working in Libya or transition environments in the MENA region and, if headquartered outside Libya, do not identify a Libyan partner will not advance to the Technical Review stage.**

**MEPI strongly encourages applications from civil society organizations in the Middle East and North Africa region.** International non-governmental organizations with principal bases of operations outside the Middle East and North Africa are also encouraged to apply, but the percentage of total budget actually spent in Libya through local partners will be among the elements of evaluation for this competition. **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**

### ***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](mailto: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.

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

**Foreign-based applicants are not required to be registered with SAM to submit an application to MEPI.** 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](#).

**All applicants selected for funding must be registered with SAM to receive an award.**

To register, please follow the steps below:

1. Go to <http://www.sam.gov>.
2. Select *Create User Account*, and then select *Create an Account* again 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.

**Applicants must maintain an active registration, with current information, while their application is under consideration for funding.** To keep an active SAM.gov registration, applicants must renew it at least once each year. If an organizations registration expires, the organization cannot submit a grant application until it is renewed. Organizations can verify their registration status by following the steps below:

1. Go to <http://www.sam.gov>.
2. Click on the button entitled “Search Records,” and enter applicable search criteria (e.g., organization legal name, DUNS number) and click “Search.”
3. Review the search results for your organization’s record. An organization’s registration status will show in the upper right corner of the search results.
4. If the status is “Active”, the organization is fully registered and no additional action is needed.
5. If the status is “Inactive” or if you are unable to find your organization in the system, please contact SAM.gov for assistance.

For help with SAM.gov, please visit their support page at: <https://www.fsd.gov/app/sam> or contact them at: 1-866-606-8220.

### ***B.3 Partners or Coalitions***

Applicants must submit projects that include at least one or more existing or potential partnership or coalition with a local organization(s) that would work together on specific programmatic objectives or priorities and would share information and expertise with one another. **Applicants not headquartered in Libya are required to partner with local organizations. Those applicants who do not identify a Libyan partner will not advance to the Technical Review stage.**

A partnership or coalition is defined as a negotiated arrangement among organizations or individuals that defines substantive, collaborative roles for each of the partners in planning and implementing a project. Coalitions could include non-governmental organizations, private sector entities, governmental entities, academic institutions, and non-profit organizations.

If proposing partners or coalitions, applicants should provide the following in their submission:

- Description of how the partnership arrangement advances the objectives of the project;
- Description of how the partner(s) has been involved in the planning and contributed significantly to the design of the project;
- Explanation of the roles and responsibilities of the partner(s) in the implementation of the project, project evaluation, and project sustainability;
- Explanation of the partner(s) experience and expertise in the proposed content area(s);
- Explanation of how the applying organization will provide oversight and support to the partner(s); and
- Provide a letter of intent or letter of agreement from the prospective partner(s) to collaborate with the applying organization on the proposed project.

In addition, applicants who propose working with sub-grant(s), must describe in both the program and budget narratives how the sub-grant(s) will be managed, monitored, and evaluated to ensure compliance with project objectives and Federal regulations. **Capacity building and technical support to foreign-based sub-grantees is strongly encouraged. Staff or consultant costs should be proposed in the budget narrative for the management, monitoring, and evaluation of sub-grantee(s).**

### ***B.4 Sustainability Plan***

Applicants must outline a plan to sustain the proposed project beyond the initial award period. The plan should address each of the areas list below:

- Discuss how sustainability will be integrated into project planning and implementation from the beginning.
- Describe how project activities and results will create sustainable impact through local ownership.
- Identify the results and outcomes that can be realistically sustained after MEPI funding ends.
- Present a plan to secure the resources needed to sustain the aforementioned results after MEPI funding ends.

- The applicant explains how the project's impact will be sustainable beyond the life of the grant. **Only applicants that address how the project will be carried forward by Libyan organizations after the grant ends will receive full points.**
- Identify potential partners that will play a role in sustaining the project past the scheduled end date and explain the role they will play.

The quality and feasibility of the proposed sustainability plan will be among the elements on which applications are evaluated (See [Part V, Section A](#) for more information).

**The plan should be attached as a separate document and may not exceed two pages.**

### ***B.5 Results-Oriented Monitoring and Assessment Plan***

Applicants must submit a Results-Oriented Monitoring and Assessment (ROMA) Plan that will describe the measures proposed by the applicant to capture and demonstrate progress towards achieving the objectives of the proposed project.

All ROMA plans should include one or more of the following objective(s), based on the proposed project:

- ***Legal systems protect the rights of all individuals***
  - *Sub-objective:* Legal and judicial personnel meet professional standards
  - *Sub-objective:* Laws are consistent with international human rights standards
- ***A civic culture exists that supports democratic values and the active participation of all individuals in social and political life***
  - *Sub-objective:* Civic involvement increases
  - *Sub-objective:* Citizen understanding of civic rights and responsibilities increases
- ***Media defends the public interest***
  - *Sub-objective:* Media holds public officials accountable
  - *Sub-objective:* Sustainable, independent media offer a diversity of views
  - *Sub-objective:* Journalists have professional skills
- ***Political processes and institutions encourage effective participation***
  - *Sub-objective:* Elections reflect the will of the electorate
  - *Sub-objective:* Political parties and other political groupings serve as a vehicle for meaningful public participation
  - *Sub-objective:* Legislative bodies fulfill their law-making, oversight, and representative functions
- ***CSOs advocate effectively for their causes***
  - *Sub-objective:* CSOs recruit and mobilize constituents for collective action
  - *Sub-objective:* CSOs engage government on key issues

The ROMA Plan should include the following elements:

- *Realistic project objectives:* What results are achievable during the period of the grant?
- *Qualitative indicators:* How and what will you measure to show the project's results based on outcomes (impact) as well as outputs (raw numbers)?
- *Data collection and analysis:* How will you collect and present indicator data and analysis to show progress toward the project objectives?

- *Monitoring and reporting:* How will you monitor and assess results during the implementation of the project to adapt to changes on the ground and maintain progress?

The quality and feasibility of the proposed ROMA will be among the elements on which applications are evaluated (See [Part V, Section A](#) for more information).

**The plan should be attached as a separate document and may not exceed three pages.** A sample template can be found in Appendix 4 and a fill-able template is available for download online. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

## C. ADDITIONAL ELIGIBILITY CONSIDERATIONS

### C.1 *Cost-Sharing or Matching*

Applicants are encouraged to provide cost-sharing (or matching) from additional sources in support of their proposed project. Applicants should clearly explain all additional sources of project funding and how the funds will be used. **If additional funding resources are not proposed, applicants should explain why not.** The inclusion of cost-sharing will be among the elements on which applications are evaluated (See [Part V, Section A](#) for more information).

## 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 and applicants may submit no more than two applications.** Each application must address a different priority area and must clearly state the priority area their application addresses. Please refer to [Section B](#) below for additional submissions guidance and requirements (e.g., font size, page margins).

**NOTE:** Applications that do not include all the required documentation described in [Section A.1](#) 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. **Applicants may not add any materials to an application once it has been submitted and the competition deadline has passed.**

### A.1 *Required Documents*

#### **MEPI Application Coversheet:**

The Cover Sheet summarizes details about the applying organization and its application, and includes space for a mandatory project synopsis of **no more than one-page**. A sample template can be found in Appendix 1 and a fill-able template is available for download online with the announcement. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that the submission includes all elements outlined in the sample.

**Applicant Organizational Information:**

The Applicant Organizational Information document provides details about the type of organization that is applying, its organizational structure and policies, and the applicant's ability to manage Federal funds. A sample template can be found in Appendix 2 and a fill-able template is available for download online with the announcement. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

**Federal Assistance Application Forms (SF-424, SF-424a, and SF424b):**

Applicants must complete all three forms online to be considered for funding. **Guidance on how to complete the SF-424 and SF-424a is provided in Appendix 5.**

**Project Narrative:**

The Project Narrative describes the efforts the applicant will undertake to address the priorities and goals of this announcement. It may be **no longer than 10 pages**. **If the narrative exceeds the page limit, the extra pages will be removed from the application package.** More details on preparing the Project Narrative are provided in Appendix 5. **Applicants are strongly encouraged to review Appendix 5 before preparing their Narrative.**

**Budget Narrative:**

The Budget Narrative provides detail about both the Federal request and the non-Federal match. There is **no page limit** for this section of an application. A sample template can be found in Appendix 3 and a fill-able template is available for download online with the announcement. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. More details on preparing the Budget Narrative are provided in Appendix 5. **Applicants are strongly encouraged to review Appendix 5 before preparing their Narrative.**

**Sustainability Plan:**

The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. **Only applicants that address how the project will be carried forward by Libyan organizations after the grant ends will receive full points.** More information about preparing this Plan can be found in [Part III, Section B.3](#). Sustainability Plans should be attached as separate document and may not exceed **two pages**.

**Results-Oriented Monitoring and Assessment Plan:**

A Results-Oriented Monitoring and Assessment (ROMA) Plan describes the measures proposed by an applicant to capture and demonstrate progress towards achieving the objectives of the proposed project. A sample template can be found in Appendix 4 and a fill-able template is available for download online with the announcement. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. **More information about preparing this Plan can be**

found in [Part III, Section B.4](#). ROMA Plans should be attached as a separate document and may not exceed **three pages**.

### A.2 *Optional Documents*

Applicants may submit additional documents for consideration with their application. These documents are not required and **may not exceed 10 pages**. **If these documents exceed the page limit, the extra pages will be removed from the application package**. Below are examples of some additional documents an applicant may wish to submit.

- **Biographical Sketch or Job Descriptions for key personnel and partners:** This information may be included within the project narrative or as a separate document included in the optional documents of the application. If these items are not included, applicants will be scored lower under *Staff and Position Specifications* review criteria outlined in [Part V, Section A](#).
- **Letters of Agreement or Letters of Intent** from proposed partners
- **Organizational Chart** outlining clear lines of responsibility and authority in the applicant organization.
- **Work Plans, Project Timeline, and/or Calendar of Activities:** A work plan is a detailed list of proposed activities, milestones, and approximate dates. Applicants may choose to include a work plan, project timeline, and/or calendar of proposed activities.
- **Pre-Submission Checklist** can be found in Appendix 6 and a fill-able template can be downloaded online with the announcement. This Checklist ensures that an applicant has accurately documented the eligibility requirements and included all major components of the application.

### A.3 *Application Formatting Requirements*

**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. In addition, applicants are strongly encouraged to include a Table of Contents with their submission.

The required font is 12-point, Times New Roman. All application documents must be single spaced, with all margins (left, right, top, and bottom) of at least one inch each. Also, applicants should ensure all pages in the application package are numbered consecutively and meet the page limit requirements outlined in [Section A.1](#) and [A.2](#) above. **The Standard Forms 424 (SF-424, SF-424a, and SF-424b), MEPI Application Coversheet, and Applicant Organization Information are excluded from the page numbering.**

Adhering to the standards outlined above will help to ensure the accurate submission of the document. Failure to comply with these requirements may affect the successful transmission and consideration of an application. **Note: If an application exceeds the allowable page limits, the additional pages, over the page limit, will not be reviewed.**

## B. SUBMITTING AN APPLICATION

Applicants must submit their 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. **Applicants must select one of these systems for their submission; do not submit an application thru both systems.**

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

**MEPI requests that applicants notify us by March 25, 2013 (via [nea-grants@state.gov](mailto:nea-grants@state.gov)) if they intend to submit a proposal(s) to this opportunity.** In the notification, please identify the priority area(s) to which you are planning to apply. **We are requesting this information for our planning purposes only and a response does not constitute a commitment.**

### ***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 be registered with the System for Award Management.** Instructions for meeting these two requirements can be found above in [Part III](#) above.

The registration process for this site 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](http://www.grants.gov) and click on “Get Registered.”**

### ***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](http://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](http://www.grantsolutions.gov), and select the “Getting Started” link at the bottom of the homepage.** Organizations will be directed to page entitled “Request a User Account;” select the “GrantSolutions New Organization Registration Page” link, under the “New Applicants” header. Then 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/>.**

## C. SUBMISSION DATES AND TIMES

Applications are due before 23:59:59 eastern time (ET) on **April 8, 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 their applications far enough in advance of the deadline so they can alert MEPI ([nea-grants@state.gov](mailto:nea-grants@state.gov)) of any technical difficulties they might encounter.

## D. FUNDING LIMITATIONS, RESTRICTIONS, AND OTHER CONSIDERATIONS

### D.1 *Cost and Activity Restrictions*

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

- Social welfare projects;
- Paying to complete activities begun with other funds;
- Activities that appear partisan or that support individual or party electoral campaigns;
- 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;
- Medical and psychological research and clinical studies;
- Projects of a commercial or profit-making nature;
- Cultural presentations, cultural research, cultural clubs, or festivals, etc.; and
- Entertainment costs (e.g., receptions, social activities, ceremonies, alcoholic beverages, guided tours).

**Applications that include any of these activities or costs above will not advance to the Technical Review stage.**

### D.2 *Awards to Commercial Firms or For-Profit Organizations:*

The Department of State prohibits profit under its assistance awards to commercial organizations. No funds will be paid as profit to any recipient that is a commercial organization. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR Part 31. Program income earned by the recipient must be deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

## V. APPLICATION REVIEW AND SELECTION PROCESS

### A. APPLICATION EVALUATION CRITERIA

Each application submitted under this announcement will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria are designed to assess the quality of the application and to determine the likelihood of its success and impact. 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. Points are awarded only to applications that are responsive within the context of this program announcement.

*Results or Benefits (29 points)*

- The project objectives are specific and clearly explained. (5 points)
- The applicant describes realistic results to be accomplished within the timeframe of the proposed award. (5 points)
- The applicant clearly identifies the anticipated beneficiaries and explains how the project's objectives will positively affect them. (5 points)
- The applicant provides realistic milestones to indicate progress toward Libya's democratic transition, aligned with the MEPI goals and objectives described in the program announcement. (4 points)
- The applicant explains how the project's impact will be sustainable beyond the life of the grant. **Only applicants that address how the project will be carried forward by Libyan organizations after the grant ends will receive full points.** (3 points)
- The applicant explains how monitoring and evaluation activities will be carried out and who will be responsible for them. (3 points)
- The project includes a midterm or final evaluation. (2 points)
- The ROMA indicators measure realistic/feasible project impact (outcomes) rather than just outputs. (2 points)

*Approach (33 points)*

- The applicant describes the division of labor among the applicant and partner organizations, and includes letters of intent/commitment/agreement from proposed partners. (5 points)
- The applicant addresses how the project will engage or obtain support from relevant stakeholders and identifies local partners. (4 points)
- The applicant clearly describes how each proposed project activity will address the objectives outlined in the requested priority area, and how the activity will contribute to a successful transition. (4 points)
- The proposal should demonstrate the applicant's ability to respond flexibly to emerging needs and adjust to changing circumstances in Libya. (4 points)
- The applicant articulates potential challenges to project implementation and proposes contingency plans. (4 points)
- The applicant acknowledges if activities similar to those proposed are already taking or have taken place previously, and provides an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities. (4 points)
- The applicant identifies and addresses support for marginalized populations, especially youth and women, in all proposed activities and objectives and provides specific means for their inclusion. **Only applicants that propose activities that engage populations outside of Tripoli and Benghazi will receive full points.** (4 points)
- The proposed project design is innovative and original, as well as feasible. (2 points)
- Where relevant, the applicant proposes activities that are interactive, practical, and/or experiential in nature to encourage development and retention of skills. (2 points)

*Organizational Capacity (16 points)*

- The applicant has expertise and capacity to partner and work effectively with counterparts and beneficiaries in Libya or transition countries in the MENA region. (4 points)
- The applicant demonstrates experience (e.g., has previously worked and/or has established contacts/partners) in Libya, and if applicable, describes how previous work in Libya informs the proposed activities and approach. Applicants that have not worked in Libya indicate how activities will draw on comparative experience from previous work in other countries undergoing political transition. **Only applicants that have worked in Libya will receive maximum points.** (4 points)
- The applicant and its partner organization demonstrate an institutional record of successful programs in the content area proposed (e.g., professional media training). (4 points)
- The applicant demonstrates capacity for responsible fiscal management of donor funding (e.g., successful management of a previous sub-award or grant). (2 points)
- The applicant has adequate staffing (including requisite language skills and regional/functional expertise) and demonstrates the capacity to manage the proposed project. (2 points)

*Staff and Position Specifications (11 points)*

- Pre-identified key staff members, whether staff, partner, consultant, or volunteer,, demonstrate experience working in transition countries and/or in Libya. (4 points)
- Pre-identified key staff members, whether staff, partner, consultant, or volunteer, demonstrate experience and knowledge in the proposed content area, and skills and expertise relevant to the Libyan context are outlined (e.g., language skills). (3 points)
- The roles and qualifications of each key person, whether staff, partner, consultant, or volunteer, are described in a biographical sketch. (2 points)
- A job description, including hiring criteria, is provided for each open key position. (2 points)

*Budget Narrative (11 points)*

- The costs proposed are reasonable in relation to the proposed activities and anticipated results, which is clearly explained in the budget narrative. (3 points)
- The budget provides details of calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. (3 points)
- The preponderance of the budget is spent on supporting the project activities in Libya, and includes costs dedicated to management, monitoring, and evaluation. (2 points)
- Adequate travel costs to and within Libya are proposed. (2 points)
- Additional sources (cost-share or matching) for project funding are proposed, as well as an explanation of how those additional sources will be used. (1 point)

## **B. 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 rated on a 100-point scale. Point values for individual elements of the application are presented in [Part V, Section A](#). Technical Reviewers' ratings, and any resulting recommendations, are advisory.

Final award decision will be influenced by whether the application meets MEPI's programmatic goals and objectives, how it supports the Department's overarching foreign policy priorities, and the geographic distribution of the top-ranking applications. All final grant award decisions will be made by the Deputy Assistant Secretary.

## **VI. ADMINISTRATION INFORMATION**

### **A. AWARD NOTICES**

**Five days after the closing of the announcement, applicants will be notified via email that their application was received.** This notification will include an application log number that applicants must use to track their 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 30 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, their submission was put forward for review.

**MEPI expects to notify applicants, who advanced to the Technical Review stage, about the status of their application by September 30, 2013.** The authorized representative and program point of contact listed on the SF-424 will receive such a notification via email. **MEPI reserves the right to award funding to applicants under this announcement for a period of up to two years after the announcement's close date.**

### **B. BRANDING AND MARKING REQUIREMENTS FOR GRANTEES**

Grantees awarded under this announcement will be required to mark all materials produced under the award with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Materials are defined as but not limited to: training materials, materials for recipients, or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under this award, including but not limited to invitations to events, press materials, event backdrops, podium signs, etc. In addition, sub-recipients or sub-awardees are subject to the marking requirements and the grantee shall include a provision in the sub-recipient or sub-awardee's agreement indicating that the standard,

rectangular U.S. flag is a requirement. Exceptions to this requirement can be discussed with MEPI when negotiating an award.

### **C. DUNS NUMBER AND SAM REQUIREMENT FOR SUB-AWARDEES**

All sub-awardees who will receive funds of \$25,000 or more are required to have a DUNS number and maintain an active SAM registration with current information. For information on obtaining a DUNS number and registering with SAM please see Part III, Sections [B.1](#) and [B.2](#). **Proposed sub-awardees are not required to have a DUNS number and SAM registration prior to the submission of an application.**

### **D. SUB-AWARDEE REPORTING REQUIREMENT**

Grantees awarded under this announcement will be required to report all sub-awardees receiving funds of \$25,000 or more to <http://www.fsrs.gov>. More information about this requirement can be found at this site.

## **VII. AGENCY CONTACTS**

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

**Ms. Olwyn Staples**

(202) 776-8874

[nea-grants@state.gov](mailto: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](mailto: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](mailto:help@grantsolutions.gov)

**U.S. DEPARTMENT OF STATE  
OFFICE OF THE U.S.-MIDDLE EAST PARTNERSHIP INITIATIVE  
APPLICATION COVER SHEET**

<b>Applicant:</b>	
<b>Partner(s)</b> <i>(local or regional, if any):</i>	
<b>Countries Affected by Project:</b>	
<b>Funding Opportunity Title:</b>	<b>Funding Opportunity Close Date:</b>
<b>Priority Area, if applicable</b> <i>(e.g., Priority Area A, B):</i>	
<b>Total Estimated Funding for Project:</b>	<b>Proposed Start and End Date for Project:</b>

**Executive Summary:**

*Please provide a brief summary of the proposed project in the space below (e.g., This project will...). This summary should be a maximum of one page (with all the text in blue removed).*

## Applicant Organizational Information

**Instructions:** The Applicant Organizational Information template should be filled out in its entirety. Any information that is included in blue text should be deleted prior to submitting this document on Grants.gov or GrantSolutions.gov. Please note that the response “Not Applicable,” or “N/A,” is generally not acceptable. Instead, a sufficient explanation should be provided to explain why an item is not applicable.

### GENERAL INFORMATION

1. Organization Name:						
2. Type of Organization <i>(check all that apply)</i>	<b>Overseas:</b>		<b>Non-Profit:</b>		<b>Non-Governmental:</b>	
	<b>Domestic:</b>		<b>For-Profit: (Commercial)</b>		<b>Educational Institution:</b>	
3. Is your Organization incorporated, registered, or licensed as a legal entity						
<i>If Yes:</i>	<b>Place of Incorporation or Registration (State/County):</b>					
	<b>Incorporation or Registration Date:</b>					
<i>If No:</i>	<b>List parent company or organization name and address OR explain status below:</b>					
4. Program Director <i>(The person who will oversee the day to day activities of the grant):</i>						
<b>Program Director Title:</b>				<b>Email Address:</b>		
<b>Address:</b>				<b>Telephone Number</b>		
5. Financial or Business Official <i>(The person who is responsible for the financial components of the grant.)</i>						
<b>Budget Officer Title:</b>				<b>Email Address:</b>		
<b>Address:</b>				<b>Telephone Number</b>		

## Applicant Organizational Information

ORGANIZATION STRUCTURE				
6. Is your organization governed by Board of Directors? (Yes/No):				
7. How many employees are employed by your organization?				
8. Is your organization registered with Duns and Bradstreet and the System for Award Management (SAM)? (Yes/No):				
<i>If No, please explain why</i>				
FINANCIAL AND ACCOUNTING MANAGEMENT				
9. What is the ending date of your organization's fiscal year (MM/DD/YYYY)?				
10. Does your organization have an automated accounting system? (Yes/No):				
<i>If Yes:</i>	<b>Does the accounting system account for costs by individual projects? (Yes/No):</b>			
	<i>If No, please explain:</i>			
	<b>Can the accounting system generate reports that show these specific costs incurred for individual awards? (Yes/No):</b>			
	<i>If No, please explain:</i>			
	<b>Can the accounting system generate reports that show these specific costs incurred for individual awards? (Yes/No):</b>			
	<i>If No, please explain:</i>			
	<b>Does the accounting system allow for reporting of Cash and In-kind contributions (from non-federal sources) i.e., cost share? (Yes/No):</b>			
	<i>If No, please explain:</i>			
<i>If No, please explain:</i>				
11. Which of the following best describes your organization's accounting system? <i>(check the appropriate response)</i>	<b>Manual:</b>		<b>Automated:</b>	
	<b>Combination:</b>		<b>Other:</b>	

## Applicant Organizational Information

12. How frequently do you post to the general ledger? <i>(check the appropriate response)</i>	<b>Daily</b>		<b>Weekly</b>	
	<b>Monthly</b>		<b>Other</b>	
13. Does the accounting system accurately and completely track receipt and disbursement of funds by each grant and/or funding source? (Yes/No):				
<i>If No, please explain:</i>				
14. Does the accounting system provide for recording of actual expenditures for each grant/contract by budget cost categories reflected in the approved budget? (Yes/No):				
<i>If No, please explain:</i>				
<b>BUSINESS MANAGEMENT SYSTEMS</b>				
15. Does the organization have a working knowledge of the following Circulars? <i>(check the appropriate response)</i>				
<b>Uniform Administrative Requirements:</b>	<i>Yes:</i>		<i>No:</i>	
			<i>Not Sure:</i>	
<b>Cost Principles:</b>	<i>Yes:</i>		<i>No:</i>	
			<i>Not Sure:</i>	
<b>Audit Requirements:</b>	<i>Yes:</i>		<i>No:</i>	
			<i>Not Sure:</i>	
16. Does your organization have written policies and procedures for the following business management areas: monitoring sub-awardees or sub-recipients, including consultants? <i>(check the appropriate response)</i>				
<b>Personnel Policies and Procedures:</b>	<i>Yes:</i>		<i>No:</i>	
			<i>Not Sure:</i>	
<b>Procurement Policies and Procedures:</b>	<i>Yes:</i>		<i>No:</i>	
			<i>Not Sure:</i>	
<b>Cash Management Policies and Procedures:</b>	<i>Yes:</i>		<i>No:</i>	
			<i>Not Sure:</i>	
<b>Sub-Grant Monitoring and Management:</b>	<i>Yes:</i>		<i>No:</i>	
			<i>Not Sure:</i>	
<b>Property Policies and Procedures:</b>	<i>Yes:</i>		<i>No:</i>	
			<i>Not Sure:</i>	
<b>Travel Policies and Procedures:</b>	<i>Yes:</i>		<i>No:</i>	
			<i>Not Sure:</i>	
<i>If No (to any above), please explain:</i>				

## Applicant Organizational Information

17. Are time and activity records maintained by funding source and project for each employee to account for total level of effort (100%) devoted to each project? (Yes/No)				
<i>If No, please explain:</i>				
18. Does your organization have a written budgetary process and controls to preclude incurring obligations in excess of the grant amount of individual cost categories? (Yes/No)				
<i>If No, please explain:</i>				
19. Are appropriate duties separated to ensure one individual (i.e., project or financial) is not controlling all aspects of a transaction/process?				
<i>If No, please explain:</i>				
20. Does your organization have a current A-133 audit? (Yes/No)				
<i>If Yes:</i>	<b>Has your organization received any adverse findings in any A-133 audit in the past three years? (Yes or No)</b>			
	<i>If Yes, please explain</i>			
21. Has your organization received Federal grant funds before? (Yes/No):				
<i>If Yes:</i>	<b>Please provide the following information on awards or funding received in the last five years. Please specifically note if funds are U.S. Government (USG) funds.</b>			
	<u><i>Name of Donor</i></u>	<u><i>Amount</i></u>	<u><i>Period</i></u>	<u><i>USG Funds?</i></u> <u><i>(Yes or No)</i></u>

## Budget Narrative

**Instructions:** This Budget Narrative Sample Template should be filled out in its entirety. Any information that is included in blue text should be deleted prior to submitting this document as the "Budget Narrative" attachment on Grants.gov or GrantSolutions.gov. It is only included as guidance for sample text or suggested information. Costs listed in any category below should include an explanation of how the requested funds will be used to support the proposed project, whether it be federal or a non-federal/match cost. Please note that the response "Not Applicable," or "N/A," is generally not acceptable. Instead, a sufficient explanation should be provided in either the proposal narrative or within each field to explain why an item is not applicable.

<i>Organization Name, Period of Performance</i>				
<b>1. Personnel</b> (Description: An employee of the organization whose work is tied to the proposed project)				
<b>1.a Federal or MEPI Cost</b>				
Position	Name of Employee	Annual Salary/ Rate	Level of Effort (%)	Cost (Salary x LOE)
Ex: Program Director	John Doe	\$ 164,890	10.00%	\$ 16,489.00
Ex: Project Coordinator	TBD	\$ 46,276	100.00%	\$ 46,276.00
<b>1.a Personnel Sub-Total</b>				<b>\$ 62,765.00</b>
<p><b>Narrative Justification:</b> Enter a description of the Personnel funds requested and how their use will support the purpose and goals of your proposal. Be sure to describe the role, responsibilities, and unique qualification of each position.</p> <p><b>SF-424a Note:</b> Enter the total cost of 1.a in Section B Column 1 line 6a of the form.</p>				
<b>1.b Non-Federal Match or Cost Share</b>				
Position	Name of Employee	Annual Salary/ Rate	Level of Effort (%)	Cost (Salary x LOE)
Ex: Clerical Support	Jill Smith	\$ 1,338	100.00%	\$ 1,338.00
<b>1.b Personnel Sub-Total</b>				<b>\$ 1,338.00</b>
<p><b>Narrative Justification:</b> Enter a description of the Personnel matching funds provided and how their use will support the purpose and goals of your proposal. Be sure to describe how your matching funds will help sustain and enhance your MEPI budget request.</p> <p><b>SF-424a Note:</b> Enter the total cost of 1.b in Section B Column 2 line 6a of the form.</p>				
<p><b>Source of Match Funds:</b> Identify the source of match funds.</p>				

## Budget Narrative

**2. Fringe Benefits** (Description: May include contributions for social security, employee insurance, pension plans, etc. Only those benefits not included in an organizations indirect cost rate agreement (i.e., NICRA) may be shown as direct costs)

### 2.a Federal Cost

Component	Wage	Rate	Cost (Wage x Rate)
Ex: FICA	\$ 62,765	7.65%	\$ 4,802.00
Ex: Workers Compensation	\$ 62,765	2.50%	\$ 1,569.00
Ex: Health Benefits	\$ 62,765	2.50%	\$ 1,569.00
<b>2.a Fringe Benefits Sub-Total</b>			<b>\$ 7,940.00</b>

**Narrative Justification:** Enter a description of the Fringe funds requested, how the rate was determined, and how their use will support the purpose and goals of this proposal.

**SF-424a Note:** Enter the total cost of 2.a in Section B Column 1 line 6b of the form.

### 2.b Non-Federal Match or Cost Share

Component	Wage	Rate	Cost (Wage x Rate)
Ex: Insurance	\$ 62,765	10.50%	\$ 6,590.00
<b>2.b Fringe Benefits Sub-Total</b>			<b>\$ 6,590.00</b>

**Narrative Justification:** Enter a description of the Fringe matching provided, how the rate was determined, and how their use will support the purpose and goals of the proposal. Be sure to describe how the matching funds will help sustain and enhance your federal budget request.

**SF-424a Note:** Enter the total cost of 2.b in Section B Column 2 line 6b of the form.

**Source of Match Funds:** Identify source of match funds.

**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.)

### 3.a Federal Cost

Purpose of Travel	Item Description	Unit of Measure	Cost Per Unit/Rate	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: Leadership Training	Airfare--Origin: Egypt, Algeria, Tunisia, Morocco, Yemen, and/or Oman; Destination: Amman, Jordan	Roundtrip Airfare	\$ 500	20	\$ 10,000.00

## Budget Narrative

	Lodging in Amman for 20 participants for 3 days (U.S. Government allowable rate)	day	\$ 183	60	\$ 10,980.00
	Meals and Incidentals for 20 participants for 3 days (M&IE--U.S. Government allowable rate))	day	\$ 127	60	\$ 7,620.00
Ex: Local Travel	Local travel in Amman, Jordan for 20 participants for 3 days	day	\$ 500	3	\$ 1,500.00
<b>3.a Travel Sub-Total</b>					<b>\$ 30,100.00</b>

*Narrative Justification: Describe the Purpose of Travel and how costs were determined.*

**SF-424a Note: Enter the total cost of 3.a in Section B Column 1 line 6c of the form.**

### 3.b Non-Federal Match or Cost Share

Purpose of Travel	Item Description	Unit of Measure	Cost Per Unit/Rate	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: Leadership Training	Airfare--Origin: Algeria, Tunisia, Morocco, Jordan, and/or Qatar; Destination: Cairo, Egypt	Roundtrip Airfare	\$ 500.00	20	\$ 10,000.00
	Lodging in Cairo for 20 participants for 3 days (U.S. Government allowable rate)	day	\$ 175.00	60	\$ 10,500.00
	Meals and Incidentals for 20 participants for 3 days (M&IE--U.S. Government allowable rate))	day	\$ 267.00	60	\$ 16,020.00
Ex: Local Travel	Local travel in Cairo, Egypt for 20 participants for 3 days	day	\$ 500.00	3	\$ 1,500.00
<b>3.b Travel Sub-Total</b>					<b>\$ 38,020.00</b>

*Narrative Justification: Enter a description of the Travel matching funds provided and how their use will support the purpose and goals of this proposal. Be sure describe how your matching funds will help sustain and enhance your federal budget request.*

**SF-424a Note: Enter the total cost of 3.b in Section B Column 2 line 6c of the form.**

**Source of Match Funds: Identify source of match funds.**

## Budget Narrative

**4. Equipment** (Description: Permanent equipment is defined as non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.)

### 4.a Federal Cost

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
None			0	\$ -
<b>4.a Equipment Sub-Total</b>				<b>\$ -</b>

**Narrative Justification:** Enter a description of the Equipment and how its purchase will support the purpose and goals of this proposal.

**SF-424a Note:** Enter the total cost of 4.a in Section B Column 1 line 6d of the form.

### 4.b Non-Federal Match or Cost Share

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
None			0	\$ -
<b>4.b Equipment Sub-Total</b>				<b>\$ -</b>

**Narrative Justification:** Enter a description of the Equipment match provided and how its purchase will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.

**SF-424a Note:** Enter the total cost of 4.b in Section B Column 2 line 6d of the form.

**Source of Match Funds:** Identify source of match funds.

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

### 5.a Federal Cost

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: General Office Supplies	month	\$ 50	12	\$ 600.00
Ex: Laptop		\$ 900	1	\$ 900.00
<b>5.a Supplies Sub-Total</b>				<b>\$ 1,500.00</b>

**Narrative Justification:** Enter a description of the Supplies requested and how their purchase will support the purpose and goals of this proposal.

**SF-424a Note:** Enter the total cost of 5.a in Section B Column 1 line 6e of the form.

### 5.b Non-Federal Match or Cost Share

## Budget Narrative

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost <i>(Cost Per Unit x No. of Units)</i>
<i>Ex: Fax</i>		\$ 300	1	\$ 300.00
<i>Ex: Postage</i>	month	\$ 37	12	\$ 444.00
<b>5.b Supplies Sub-Total</b>				<b>\$ 744.00</b>
<p><b>Narrative Justification:</b> <i>Enter a description of the Supplies match provided and how their purchase will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.</i></p> <p><b>SF-424a Note:</b> <i>Enter the total cost of 5.b in Section B Column 2 line 6e of the form.</i></p> <p><b>Source of Match Funds:</b> <i>Identify source of match funds.</i></p>				

**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.)*

### 6.a Federal Cost

Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Cost <i>(Cost Per Unit x No. of Units)</i>
<i>Consultants</i>				
<i>Ex: Jane Smith/Leadership Training Expert</i>	day	\$ 350	12	\$ 4,200.00
<i>Ex: Jane Smith travel from Washington, DC to Amman, Jordan for training conference</i>	Roundtrip Airfare	\$ 1,200	1	\$ 1,200.00
<i>Ex: TBD/Monitoring and Evaluation Expert</i>	day	\$ 275	12	\$ 3,300.00
<i>Ex: Monitoring and Evaluation Expert travel from Washington, DC to Amman, Jordan</i>	Roundtrip Airfare	\$ 1,200	1	\$ 1,200.00
<i>Contracts</i>				
<i>Ex. Sub-Award to Jordanian NGO (budget and terms TBD)</i>	award agreement	\$ 10,000	1	\$ 10,000.00
<b>6.a Contractual Sub-Total</b>				<b>\$ 19,900.00</b>

**Narrative Justification:** *Explain the need for each agreement and how their use will support the purpose and goals of this proposal. For those contracts already arranged, please provide the proposed categorical budgets. For those subcontracts that have not been arranged, please provide the expected Statement of Work, Period of Performance and how the proposed costs were estimated and the type of contract (bid, sole source...etc).*

**SF-424a Note:** *Enter the total cost of 6.a in Section B Column 1 line 6f of the form.*

### 6.b Non-Federal Match or Cost Share

## Budget Narrative

Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Cost <i>(Cost Per Unit x No. of Units)</i>
<i>Consultants</i>				
Ex: Jane Smith/Leadership Training Expert	day	\$ 350	12	\$ 4,200.00
Ex: TBD/Monitoring and Evaluation Expert	day	\$ 275	12	\$ 3,300.00
<b>6.b Contractual Sub-Total</b>				<b>\$ 7,500.00</b>
<p><b>Narrative Justification:</b> <i>Explain the need for each match contract agreement and how their use will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.</i></p> <p><b>SF-424a Note:</b> Enter the total cost of 6.b in Section B Column 2 line 6f of the form.</p>				
<p><b>Source of Match Funds:</b> <i>Identify source of match funds.</i></p>				

<b>7. Construction: Not Allowable</b>
SF-424a Note: Leave this section blank in Section B Column 1 & 2 line 6g of the form

<b>8. Other Direct Costs</b> <i>(Description: Expenses not covered in any of the previous budget categories.)</i>				
<b>8.a Federal Cost</b>				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost <i>(Cost Per Unit x No. of Units)</i>
Ex: Office Telephone	month	\$ 100	12	\$ 1,200.00
Ex: Amman hotel conference room rental for training	day	\$ 800	3	\$ 2,400.00
<b>8.a Other Direct Costs Sub-Total</b>				<b>\$ 3,600.00</b>
<p><b>Narrative Justification:</b> <i>Explain the need for each item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit and explain the use of each item requested.</i></p> <p><b>SF-424a Note:</b> Enter the total cost of 8.a in Section B Column 1 line 6h of the form.</p>				
<b>8.b Non-Federal Match or Cost Share</b>				

## Budget Narrative

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost <i>(Cost Per Unit x No. of Units)</i>
Ex: DC Office Rent	month	\$ 1,000	12	\$ 12,000.00
<b>8.b Other Direct Costs Sub-Total</b>				<b>\$ 12,000.00</b>
<p><i>Narrative Justification: Explain the need for each match item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit and explain the use of each item requested. Be sure to describe how your matching funds will help sustain and enhance your Federal budget request.</i></p> <p><b>SF-424a Note: Enter the total cost of 8.b in Section B Column 2 line 6h of the form.</b></p> <p><b>Source of Match Funds: Identify source of match funds.</b></p>				

<b>9. Total Direct Costs</b>	
<b>9.a Federal Cost</b> <i>SF-424a Note: Enter the total cost in Section B Column 1 line 6i of the form.</i>	\$ 125,805.00
<b>9.b Non-Federal Match or Cost Share</b> <i>SF-424a Note: Enter the total cost in Section B Column 2 line 6i of the form.</i>	\$ 66,192.00

<b>10. Indirect Costs (Must reflect a provisional or pre-determined Negotiated Indirect Cost Rate Agreement.)</b>		
<b>10.a Federal Cost</b> <i>SF-424a Note: Enter the total cost of 10.a in Section B Column 1 line 6j of the form.</i>	0.00%	\$ -
<b>10.b Non-Federal Match or Cost Share</b> <i>SF-424a Note: Enter the total cost of 10.b in Section B Column 2 line 6j of the form.</i>	0.00%	\$ -

<b>11. Total Costs (Sum of the Total Direct and Indirect Costs)</b>	
<b>11.a Federal Cost</b> <i>SF-424a Note: Enter the total cost in Section B Column 1 line 6k of the form.</i>	\$ 125,805.00
<b>11.b Non-Federal Match or Cost Share</b> <i>SF-424a Note: Enter the total cost in Section B Column 2 line 6k of the form.</i>	\$ 66,192.00

## Budget Narrative

### BUDGET SUMMARY

<b>Budget Categories</b>	<b>Federal Request (Cost)</b>	<b>Non-Federal Match or Cost Share</b>	<b>Total</b>
1. Personnel	\$ 62,765.00	\$ 1,338.00	\$ 64,103.00
2. Fringe Benefits	\$ 7,940.00	\$ 6,590.00	\$ 14,530.00
3. Travel	\$ 30,100.00	\$ 38,020.00	\$ 68,120.00
4. Equipment	\$ -	\$ -	\$ -
5. Supplies	\$ 1,500.00	\$ 744.00	\$ 2,244.00
6. Contractual	\$ 19,900.00	\$ 7,500.00	\$ 27,400.00
7. Construction	\$ -	\$ -	\$ -
8. Other Direct Costs	\$ 3,600.00	\$ 12,000.00	\$ 15,600.00
9. Total Direct Costs (lines 1-8)	\$ 125,805.00	\$ 66,192.00	\$ 191,997.00
10. Indirect Costs (reflect provisional, pre-determined rate and allocation base)	\$ -	\$ -	\$ -
11. Total Costs (lines 9-10)	\$ 125,805.00	\$ 66,192.00	\$ 191,997.00

# Results-Oriented Monitoring and Assessment (ROMA) Plan

## *Guidance for Applicants*

A successful Results-Oriented Monitoring and Assessment Plan ensures that applicants focus on achieving project *results*, rather than just activities. Results are the outputs, outcomes, or impact intended by the project. Activities describe specific actions undertaken over a specific time to achieve results. All applicants should align their ROMA with one of the three MEPI Goals along with corresponding MEPI objectives. A complete list of MEPI's goals and objectives can be found at the following link: [MEPI Results Framework Summary.pdf](#).

The key elements of the ROMA are:

- a) Project Objective(s): statement of the expected results of the project for which implementers will be held accountable*
- b) Indicators: measures used to gauge progress towards objectives— indicators should be direct, objective, adequate and practical.*
- c) Project activities: major actions carried out with grant funds; activities are directly linked to and adequate for the achievement of the project objectives.*
- d) Milestones: target date for the accomplishment of each major activity within the timeframe of the project*

Grantees awarded under this opportunity will be required to report quarterly on their agreed-upon indicators and milestones, provide a narrative assessment of progress, and flag any issues affecting performance to MEPI project officers. As the project proceeds, MEPI grantees confer with MEPI project officers regarding any necessary actions to enhance performance over the life of the project.

# Results-Oriented Monitoring and Assessment (ROMA) Plan

## *ROMA Plan—Sample Template*

**Instructions:** The ROMA Plan template provides an outline for presenting the key elements which were described in the *ROMA Plan Guidance for Applicants* above. All information in blue text should be deleted prior to submitting your ROMA on Grants.gov or GrantSolutions.gov.

### Part 1: Project Context

This project is intended to support the following MEPI Goal:

MEPI Goal: \* *Select one relevant goal from the list below.* \*

- *Pluralistic societies built where diversity is reflected in social organizations, politics, business, media, and government, and where all citizens have equal standing, protected by guaranteed rights and by independent and effective courts of law.*
- *Participatory societies built where citizens have the regular opportunity to play an active role in making decisions that affect their lives and to hold their governments accountable.*
- *Prosperous societies built where education, specialized skill training, and an environment conducive to business development inspire innovation and create the foundation for long term economic growth and an internationally competitive private sector.*

### Part 2: Project Objective(s) and Indicators

This project will **contribute** to the MEPI Objective(s) listed below.

MEPI Objective(s): \* *Select relevant objective from the list below.* \* (See the program announcement for relevant objectives)

- *Legal systems protect the rights of all individuals.*
- *Civic culture exists that supports democratic values and the active participation of all individuals in social and political life.*
- *Media defend the public interest.*
- *Legal and regulatory framework enables participation.*
- *Political processes and institutions encourage effective participation.*
- *CSOs advocate effectively for their causes.*
- *Entrepreneurship increases.*
- *A conducive environment for trade, investment, and business development exists.*
- *Merit-based employment of target populations increases.*

The project will be **accountable for achieving** the project-specific objectives listed below. The project will report against the indicators listed below to measure progress towards achieving its project-specific objectives.

**Please limit to three objectives. The objectives should be project-specific and be related to achieving the MEPI objective(s) selected on one of this document.**

<b>Project Objective</b>	<b>Indicators</b>
<p><b>Project Objective 1:</b>  <i>* Objectives should relate to the project scope included in your Program Narrative.*</i></p> <p><u>Example (Pluralistic Societies):</u>                      Civic Involvement Increases</p>	<p><i>* Indicators should be direct, objective, adequate and practical measures of the result to be achieved.*</i></p> <p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• Number/Percentage of target citizens who positive change in level of civic activity</li> </ul>
<p><b>Project Objective 2:</b>  <i>As above</i></p> <p><u>Example (Participatory Societies):</u>                      Participant Civil Society Organizations (CSOs) engage government on key issues</p>	<p><i>As above</i></p> <p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• Number of CSO-government partnerships created by target CSOs to address key social, political or economic issues</li> </ul>
<p><b>Project Objective 3:</b>  <i>As above</i></p> <p><u>Example (Prosperous Societies):</u>                      Private sector engages government to advocate for improved business environment</p>	<p><i>As above</i></p> <p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• Number of new policies supportive of the rights of foreign investors and minority shareholders adopted by the government</li> </ul>

### Part 3: Project Activities

The major activities the project will carry out to reach the project-specific objectives are listed below.

**Project Objective 1:** (Insert Project Objective #1 from Part 2 above)

<u><b>Activity</b></u>	<u><b>Milestone (Completion Date)</b></u>
<i>Example: Training of Trainers Workshop</i>	<i>Example: Month 3</i>

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**Project Objective 2:** (Insert Project Objective #2 from Part 2 above)

<u>Activity</u>	<u>Milestone</u> <u>(Completion Date)</u>

**Project Objective 3:** (Insert Project Objective #3 from Part 2 above)

<u>Activity</u>	<u>Milestone</u> <u>(Completion Date)</u>

# Preparing an Application for MEPI Funding

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## GENERAL GUIDANCE

**It is strongly recommended that applicants submit grant applications 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 application may be unreadable.

The required font is 12-point Times New Roman. The application must be single spaced, with all margins (left, right, top, bottom) being at least one inch each. Also, applicants should ensure all pages in the application are numbered consecutively and meet the page limit requirements outlined in the announcement. **If the application exceeds the page limit, the extra pages will be removed from the application package. In addition, it is strongly recommended that applicants include a Table of Contents.**

## Preparing an Application for Funding

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### **REQUIRED APPLICATION DOCUMENTS**

#### **MEPI Application Cover Sheet**

The Cover Sheet provides summary detail about the applicant and their proposed activities. A sample template can be found in Appendix 1 and a fill-able template is available for download online. **If using the template, the information in blue text should be deleted prior to submitting this document. NOTE: Applicants are strongly encouraged to use the same format as found in the sample templates.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

If using the sample template, the Cover Sheet should be filled out in its entirety. Under the *Executive Summary* header, please provide a mandatory synopsis of the proposed project (e.g., The project will...). The mandatory project synopsis can be **no more than one-page**.

#### **Applicant Organization Information**

The Applicant Organizational Information document provides MEPI with information about the organization's structure and policies; and allows MEPI to assess the organization's ability to manage Federal funds. A sample template can be found in Appendix 3 and a fill-able template is available for download online. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

#### **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. Below, please find instructions on how to complete each of section of the form.

**Item #1—Type of Submission:** Select “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.

## Preparing an Application for Funding

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### **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.

**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. **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 one of the following.

H. Public/State Controlled Institution of Higher Learning

M. Nonprofit

N. Private Institution of Higher Learning

P. For Profit (Other than Small Business)

Q. Small Business

V. Non-domestic (non-US entity)

W. Other (Specify)

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

**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:** Input or attach a list of country or countries where your organization proposes to perform its proposed activities.

**Item #15—Descriptive Title of Applicant’s Project:** Enter a brief 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.”

## Preparing an Application for Funding

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**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).

**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 –U.S. Organization:** 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.

**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.** Do you owe the U.S. government money? Please select Yes/No. If yes, please provide an explanation.

**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.**

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## SF-424A—Budget Information—Non-Construction Programs Instructions to Complete the Form

The SF-424a—Budget Information—Non-Construction Program provides information on the applicant's financial plan for carrying out the proposed project. A more detailed budget will be submitted through the Budget Narrative portion of the application. MEPI recommends that applicants prepare their Budget Narrative and then complete the SF-424a form.

### *Section A—Budget Summary*

#### **Line #1:**

**Column (a)—Grant Program Function or Activity:** Input “Middle East Partnership Initiative”

**Column (b)—Catalog of Federal Domestic Assistance No:** Input “19.500”

**Column (c)—Estimated Unobligated Funds, Federal:** Leave Blank

**Column (d)—Estimated Unobligated Funds, Non-Federal:** Leave Blank

**Column (e)—New/Revised Budget, Federal:** Enter the amount of Federal funding your organization is requesting.

**Column (f)—New/Revised Budget, Non-Federal:** Enter the amount of Non-Federal (e.g. non-U.S. Government) funds that will be used to support the project.

**Column (g)—New/Revised Budget, Total:** Enter the total of Column E and Column F.

**Lines #2-4, Columns (a)-(g):** Leave Blank

#### **Line #5:**

**Column (c)—Estimated Unobligated Funds, Federal:** Input “\$0.00.”

**Column (d)—Estimated Unobligated Funds, Non-Federal:** Input “\$0.00.”

**Column (e)—New/Revised Budget, Federal:** Enter the amount from Line #1, Column (e)

**Column (f)—New/Revised Budget, Non-Federal:** Enter the amount from Line #1, Column (f).

**Column (g)—New/Revised Budget, Total:** Enter the amount from Line #1, Column (g).

### *Section B—Budget Categories*

#### **Line #6—Object Class Categories:**

**Column (1)—Grant Program, Function, or Activity:** Input “Middle East Partnership Initiative.”

**Column (2)–(4)—Grant Program, Function, or Activity:** Leave Blank

**Column (5)—Total:** Leave Blank.

#### **Line #6.a—Personnel:**

**Column (1):** Input the total Federal Request from the “Personnel” category in the Budget Summary section of the Budget Narrative.

**Column (2)–(4):** Leave Blank

**Column (5):** Enter the amount from 6.a, Column 1.

## Preparing an Application for Funding

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### **Line #6.b—Fringe Benefits:**

**Column (1):** Input the total Federal Request from the ‘Fringe Benefit’ category in the Budget Summary section of the Budget Narrative.

**Column (2)-(4):** Leave Blank

**Column (5):** Enter the amount from 6.b, Column 1.

### **Line #6.c—Travel:**

**Column (1):** Input the total Federal Request from the “Travel” category in the Budget Summary section of the Budget Narrative.

**Column (2)-(4):** Leave Blank

**Column (5):** Enter the amount from 6.c, Column 1.

### **Line #6.d—Equipment:**

**Column (1):** Input the total Federal Request from the “Equipment” category in the Budget Summary section of the Budget Narrative.

**Column (2)-(4):** Leave Blank

**Column (5):** Enter the amount from 6.d, Column 1.

### **Line #6.e—Supplies:**

**Column (1):** Input the total Federal Request from the “Supplies” category in the Budget Summary section of the Budget Narrative.

**Column (2)-(4):** Leave Blank

**Column (5):** Enter the amount from 6.e, Column 1.

### **Line #6.f—Contractual:**

**Column (1):** Input the total Federal Request from the “Contractual” category in the Budget Summary section of the Budget Narrative.

**Column (2)-(4):** Leave Blank

**Column (5):** Enter the amount from 6.f, Column 1.

### **Line #6.g—Construction:**

**Column (1):** Input “\$0.00.”

**Column (2)-(4):** Leave Blank

**Column (5):** Input “\$0.00.”

### **Line #6.h—Other:**

**Column (1):** Input the total Federal Request from the “Other” category in the Budget Summary section of the Budget Narrative.

**Column (2)-(4):** Leave Blank

**Column (5):** Enter the amount from 6.h, Column 1.

### **Line #6.i—Total Direct Charges:**

**Column (1):** Enter the total of Lines # 6.a thru #6.h in Column 1.

**Column (2)-(4):** Leave Blank

**Column (5):** Enter the amount from 6.i, Column 1.

## Preparing an Application for Funding

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### **Line #6.j—Indirect Charges:**

**Column (1):** Input the total Federal Request from the “Indirect Charges” category in the Budget Summary section of the Budget Narrative.

**Column (2)-(4):** Leave Blank

**Column (5):** Enter the amount from 6.j, Column 1.

### **Line #6.k—TOTALS:**

**Column (1):** Enter the total of Lines #6.i thru #6.j in Column 1.

**Column (2)-(4):** Leave Blank

**Column (5):** Enter the amount from 6.k, Column 1.

### **Line #7—Program Income:**

**Column (1):** Input “\$0.00.”

**Column (2)-(4):** Leave Blank

**Column (5):** Input “\$0.00.”

## *Section C—Non-Federal Resources*

### **Line #8:**

**Column (a)—Grant Program:** Input “Middle East Partnership Initiative.”

**Column (b)—Applicant:** Enter total from Section A, Line #1, Column (F).

**Columns (c) & (d):** Leave Blank.

**Column (e)—Totals:** Enter amount from Section C, Line#8, Column (b).

**Lines #9-11, Columns (a)-(e):** Leave Blank

### **Line #12:**

**Column (b)—Applicant:** Enter amount from of Section C, Line #8, Column (b)

**Columns (c) & (d):** Leave Blank.

**Column (e)—Totals:** Enter amount from of Section C, Line #8, Column (b)

## *Section D—Forecasted Cash Needs*

Leave this entire section blank.

## *Section E—Budget Estimates for Federal Funds Needed for Balance of the Project*

Leave this entire section blank.

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## *Section F—Other Budget Information*

**Line #21—Direct Charges:** Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain details.

**Line #22—Indirect Charges:** Enter the type of indirect rate (provisional, predetermined, final, or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line #23—Remarks:** Add any additional comments you wish to make.

## **SF-424B—Assurances—Non-Construction Programs**

The SF-424B—Assurances—Non-Construction Programs sets forth compliance requirements an application must certify if awarded a grant. The form should be reviewed and signed by the Authorized Organization Representative.

## **Program Narrative**

The Program Narrative provides detailed information about the proposed project, and is reviewed to determine if a project will be considered for funding. The Narrative is a separate document in the electronic submission and may **not exceed 10 pages (extra pages will be removed from the application package)**.

The **Program Narrative** should:

### **Results and Benefits**

- Clearly explain and specify the proposed project's objectives
- Describe realistic results to be accomplished with the timeframe of the proposed award.
- Clearly identify the anticipated beneficiaries and explains how the project's objectives will positively affect them.
- Provide realistic milestones to indicate progress toward MEPI goals and objectives as described in the program announcement.

### **Approach:**

- Describes an innovative strategy or plan specific to the program announcement and to the location(s) and context(s) where proposing to work.
- Clearly describe how each proposed project activity will address the objectives outlined in the requested priority area.
- Address how the project will engage or obtain support from relevant stakeholders and identify local partners.

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- Propose activities that are interactive, practical, and/or experiential in nature to encourage greater understanding of curriculum.
- Explain how participants will be selected (e.g. criteria for selection, selection process).
- Acknowledges if activities similar to those proposed are already taking or have taken place previously, and provide an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities.
- Articulates potential challenges to project implementation and propose contingency plans.
- If applicable, describe the division of labor among the applicant and any partners.
- If applicable, identify and address support for marginalized populations in all proposed activities and objectives and provides specific means for their inclusion.

### **Organizational Capacity:**

- Demonstrate experience (e.g. has previously worked and/or has established contacts/partners) in the proposed country/territory/region.
- Demonstrate an institutional record of successful programs in the content area proposed (e.g. local government skills training).
- Demonstrate capacity for responsible fiscal management of donor funding (e.g. successful management of a previous sub-award or grant).
- Demonstrate the capacity to manage the proposed project, including having adequate staffing.

## Budget Narrative

The Budget Narrative is used to determine if costs are reasonable and permissible. All proposed costs funded by Federal and Non-Federal contributions must be reasonable, necessary to achieve project objectives, permissible in accordance with applicable Federal cost principles, auditable, and incurred during the project period. **Before developing a project budget, applicants should carefully review information below. All figures must be in U.S. Dollars and rounded to the nearest dollar.**

The Budget Narrative is a separate document in the electronic submission and there is no page limit for this section of the application. A sample template can be found in Appendix 2 and is available for download with the application kit. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample templates.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

## Budget Definitions

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

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**Consultant:** An individual or organization who provides professional advice and/or 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 MEPI.

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

**Direct Costs:** Project related costs used for salaries, travel, equipment, supplies, contractual arrangements, and tangible goods or services.

**Indirect Costs:** Costs that cannot be identified readily and specifically with a particular project 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. Project costs may include expenses provided for through Federal and Non-Federal contributions.

**Sub-Recipient or Sub-Awardee or Sub-Grantee:** A third-party individual or organization who receives an award for the performance of certain programmatic work. All sub-recipients require prior approval from MEPI. 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.

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When a grantee obtains routine goods and services necessary for performance of the grant-supported project, 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).

## *Cost Category Guidelines*

All budgets must include an estimate of the costs projected tasks and activities, based on budget categories identified on the Budget Information Form (SF 424a). Applicants are encouraged to use the following checklist below to ensure that the budget provides all the necessary information.

### **1. Personnel**

- Are the key personnel for this project identified?
  - 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.
  - Key personnel should include a Program Director and or Project Coordinator.
- Is each position identified by title or responsibility?
  - **Program Director:** The individual who will provide daily oversight of the grant, including fiscal and personnel management, community relations, and project implementation and evaluation during the project period.
  - **Project Coordinator:** The individual who will coordinate coalition services and MEPI project activities, including training, coalition communication, data collection, and information dissemination.
  - **Financial or Business Official:** The person who handles the financial components of the grant.
- 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? (e.g., does the level of effort of the employee exceed 100% of all work on all projects or positions? Is the person identified a 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?

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## 3. Travel

- Is the travel necessary for the purpose of the program?
- Are travel costs separately identifiable and reasonable (transportation, hotel, meals, and 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 necessary and reasonable for the purpose of 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?
- Are the consultant(s) or contractor(s) named, if known?
- Is the total amount for any contract in excess of \$100,000?
- Is a separate budget for sub-recipients or contracts provided?

## 7. Construction

- Construction costs are not allowable and should not be included

## 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?

## *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.

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When completing the template, applicants should ensure the following:

- 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;

### Sustainability Plan

The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. **The plan should be attached as a separate document in your submission and may not exceed two pages.** The plan should address each of the areas list below:

- Discuss how sustainability will be integrated into project planning and implementation from the beginning.
- Describe how project activities and results will create sustainable impact through local ownership.
- Identify the results and outcomes that can be realistically sustained after MEPI funding ends.
- Present a plan to secure the resources needed to sustain the aforementioned results after MEPI funding ends.
- Identify potential partners that will play a role in sustaining the project past the scheduled end date and explain the role they will play.

**More information about preparing this Plan can be found in Part III, Section B.3 of the program announcement.**

### Results-Oriented Monitoring and Assessment Plan

A Results-Oriented Monitoring and Assessment (ROMA) Plan describes the measures proposed by an applicant to capture and demonstrate progress towards achieving the objectives of the proposed project. **The plan should be attached as a separate document in your submission and may not exceed three pages.**

The ROMA Plan should include the following elements:

- *Realistic project objectives.* What results are achievable during the period of the grant?
- *Qualitative indicators.* How and what will you measure to show the project's results based on outcomes (impact) as well as outputs (raw numbers)?
- *Data collection and analysis.* How will you collect and present indicator data and analysis to show progress toward the project objectives?
- *Monitoring and reporting.* How will you monitor and assess results during the implementation of the project to adapt to changes on the ground and maintain progress?

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More information about preparing this Plan can be found in Part III, Section B.4 of the announcement and in Appendix 4.

### **OPTIONAL DOCUMENTS**

Documents not included in the program and budget narratives may be included as attachments or appendices, and **may not exceed 10 pages**. **If it exceeds the page limit, the extra pages will be removed from the application package.** Examples of attachments to be included in this section of your application are:

- **Biographical Sketch or Job Descriptions for key personnel and partners:** This information may be included within the project narrative or as a separate document included in the optional documents of the application. If these items are not included, applicants will be scored lower under *Staff and Position Specifications* review criteria outlined in Part V, Section A of the announcement.
- **Letters of Agreement or Letters of Intent** from proposed partners
- **Organizational Chart** outlining clear lines of responsibility and authority in the applicant organization.
- **Work Plans, Project Timeline, or Calendar of Activities:** A work plan is a detailed list of proposed activities, milestones, and approximate dates. You may choose to include a work plan, project timeline, and/or calendar of proposed activities.
- **Pre-Submission Checklist** can be found in Appendix 6. This Checklist ensures that an applicant has accurately documented the eligibility requirements and included all major components of the application.

## Pre-Submission Checklist

**Instructions:** The Pre-Submission Checklist ensures that an application meets all submission requirements. Please place an “X” beside each item that has been completed. **Any information in blue text should be deleted prior to submitting this document on Grants.gov or GrantSolutions.gov.**

### PRE-SUBMISSION CHECKLIST

Requirements to Submit an Application	
	Do you have a Dun and Bradstreet Data Universal (DUNS) Number?
	Are you registered with the System for Award Management (SAM)*?
	Are you registered with either Grants.gov ( <a href="http://www.grants.gov">www.grants.gov</a> ) or GrantSolutions.gov ( <a href="http://www.grantsolutions.gov">www.grantsolutions.gov</a> )?***
Required Application Documents	
<i>MEPI Application Coversheet</i>	
	Did you complete and attach the MEPI Cover Sheet? Is your MEPI Cover Sheet no more than <b>one page</b> ?
<i>Applicant Organizational Information</i>	
	Did you complete and attach the Applicant Organization Information document?
<i>Federal Assistance Application Form—SF-424</i>	
	Did you complete online the Federal Assistance Application Form (SF-424)?
	Has the entire proposed project period been identified in item #17 on the SF-424 form?
	Did you complete item #18 on the SF-424 form?
	Did you check “c” in item #19 on the SF-424 form? MEPI applicants are not covered by E.O. 12372
	Did your Authorized Organization Representative (AOR) read and sign item #21 on the SF-424 form?
<i>Federal Assistance Application Form—SF-424a</i>	
	Did you complete online the Budget Information—Non-Construction Programs (SF-424a)?

## Pre-Submission Checklist

	If your application includes cost sharing, did you identify this cost on the SF-424a form?
<i>Federal Assistance Application Form—SF-424b</i>	
	Did your AOR read and sign online the Assurances—Non-Construction Programs on the SF-424b?
<i>Project Narrative</i>	
	Did you attach your Project Narrative and is it no more than <b>10 pages</b> ?
	Has your Project Narrative addressed all the RFA goals and priorities?
<i>Budget Narrative</i>	
	Did you attach a Budget Narrative as outlined in Appendix 2 using the Budget Narrative Sample Template?
	If your application includes cost sharing, did you provide detailed information about this cost in your Budget Narrative?
<i>Sustainability Plan</i>	
	Did you attach a Sustainability Plan and is it no longer than <b>2 pages</b> ?
<i>Results-Oriented Monitoring and Assessment Plan</i>	
	Did you attach a Results-Oriented Monitoring and Assessment Plan and is it no longer than <b>3 pages</b> ?

<b>Optional Documents</b>	
	Did you attach any options documents and are they no longer than <b>10 pages</b> ?
	If your application included partnerships, did you provide details about the roles and responsibilities for each partnership; details on how sub-grant(s) will be managed and monitored in both the program and budget narratives; and did you attach Letters of Agreements or Letter of Intent?
	Did you include Biographical Sketches or Job Descriptions for key personnel and partners?

**\*U.S.-based** applicants must be registered with SAM to submit an application. **Foreign-based** applicants are not required to be registered with SAM to submit an application. **All applicants selected for funding must be registered with SAM to receive an award.**

**\*\*All applications must be submitted through either [Grants.gov](https://www.grants.gov) OR [GrantSolutions.gov](https://www.grantsolutions.gov).**