

U.S. DEPARTMENT OF STATE



MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI) LOCAL GRANTS PROGRAM

Funding Opportunity Title: MEPI Local Grants Annual Program Statement
Funding Opportunity Number: NEAPI-11-AW-037-MENA-100111
CFDA Number: 19.500

Date Opened: October 1, 2011

Federal Agency Contact: Mr. Nathan Carter
Email: ABUDHABIMEPI@state.gov

Federal Agency Contact: Mr. Jed Dornburg
Email: MEPI-MEDREGION@state.gov

I. Funding Opportunity Description

The Middle East Partnership Initiative (MEPI) of the U.S. Department of State is pleased to announce that funding is available through MEPI's Local Grants program. In applying for a local grant, please follow all instructions below carefully.

Purpose of Local Grants: Local grants promote reform and civic activism at the local and national levels in countries of the Middle East and North Africa, build the institutional capacity of non-governmental organizations (NGOs), and strengthen civil society. Local grants are implemented by members of civil society, including NGOs, civic groups, reform networks, and academic institutions that are committed to supporting democratic values and the active participation of all individuals in social, political, and economic life. Local grants are typically awarded only to local, not international, organizations. Funding is available for projects that protect and advance civil liberties especially political and civic rights, empower women and youth, strengthen the rule of law, develop independent and pluralistic media, foster economic opportunity and economic reform, and promote an educated, active, and informed citizenry. Local grant projects are intended to support quick impact activities. They generally are completed in one year and should be designed to carry out proposed activities and make an impact within that one-year period. Proposed local grant projects should involve activities in one or more of the following areas:

- Advocacy by civil society, NGOs, and professional associations, including grassroots level and community organizations, to promote legal or political reforms and raise public awareness of democratic values and processes.
- Development of networks, partnerships, and coalitions that could include local NGOs, civil society organizations, government officials, and/or the business community to promote reform.
- Expansion of opportunities for youth (ages 15-24), particularly those that to provide practical, hands-on experience in civic engagement, public service, and volunteerism, and that help to improve local communities.
- Expansion of women's participation in public life at the local, regional, and national levels.
- Promotion of the rule of law, including rights education, education of legal professionals, and advocacy activities to expand civic rights and to ensure legal judicial systems protect the rights of all individuals.
- Promotion of legal frameworks and processes that expand citizen participation in politics and public life.
- Promotion of good governance, including anti-corruption efforts and initiatives to promote government transparency and integrity.
- Promotion of public awareness of current political issues and processes, including voter education.
- Development of media institutions that defend the public interest and provide credible and diverse sources of information.
- Promotion of economic reform that expands economic opportunity especially for youth, including promoting entrepreneurship and commercial and legal reforms, as well as workforce development training.
- Expansion of educational opportunities, including civic education activities that promote tolerance of different views, respect for democratic values and institutions, protection of ethnic and religious diversity, leadership development, and community service.

For illustrative examples of local grants, MEPI maintains a list of current and previously funded MEPI Local Grant Projects on our Regional Office websites: www.abudhabi.mepi.state.gov and www.medregion.mepi.state.gov.

MEPI Mission and Objectives:

MEPI works in partnership with civil society organizations, the private sector, and government institutions throughout the Middle East and North Africa (MENA) region to help achieve three overarching goals:

1. Building pluralistic societies in which 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 judiciaries;
2. Building participatory societies in which citizens play an active role in making decisions that affect their lives and in holding their governments accountable; and
3. Building prosperous societies in which education, specialized skill training, and an environment conducive to business development inspire innovation and create a foundation for long-term economic growth and an internationally competitive private sector.

Allowable Project Activities:

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

1. Community-level activities that provide practical experience in democratic processes and encourage and strengthen volunteerism and advocacy;
2. Public education and awareness-building activities, as well as training-of-trainers;
3. Workshops, meetings, or training events of a practical and professional nature, which are an integral part of and contribute to the overall project; and/or
4. Capacity-building for civil society organizations/nongovernmental organizations.

MEPI Local Grants typically do NOT fund the following activities and costs:

1. Social welfare projects;
2. Organizational start-up costs, including setting up a center or office;
3. Costs related to renovation, remodeling, or purchase or lease of new durable goods or real-estate;
4. Purchase of furniture and office decor;
5. Purchase or maintenance of vehicles;
6. Paying to complete activities begun with other funds;
7. Activities that appear partisan or that support individual or party electoral campaigns;
8. Academic or analytical research (if not necessary as part of a larger project);
9. Scholarships;
10. Foreign travel, unless specifically justified within the project;
11. Exchange programs with other countries;

12. One-time events, such as stand-alone conferences and one-off round tables;
13. Medical and psychological research and clinical studies;
14. Provision of health care services;
15. Projects of a commercial or profit-making nature;
16. Cultural presentations, cultural research, cultural clubs, or festivals, etc.;
17. Language training courses;
18. Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours); and
19. Political party activities.

Background Information about MEPI: The Middle East Partnership Initiative, located within the Bureau of Near Eastern Affairs at the U.S. Department of State, is a unique program designed to engage directly with and invest in the peoples of the Middle East and North Africa. MEPI works to create vibrant partnerships with citizens to foster the development of pluralistic, participatory, and prosperous societies throughout the MENA region. To achieve this goal, 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 contributed over \$625 million to more than 900 awards in 20 countries and territories since its establishment in 2002. More information about MEPI can be found at: mepi.state.gov.

II. Award Information

Funding Instrument Type: Cooperative Agreement or Grant

Estimated Number of Awards: 100

Estimated Total Program Funding: \$7,000,000

Estimated Ceiling (or Maximum) Award Amount: \$150,000

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

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

Project and Budget Periods: Local grants projects generally must be completed in one year or less. MEPI will consider awarding an applicant additional funding and extending the period of performance, beyond the initial budget period, on a noncompetitive basis, subject to availability of funds, satisfactory progress of the applicants, and a determination that continued funding would be in the best interest of the Department of State.

III. Eligibility Information:

All applications will be reviewed by relevant U.S. Embassy staff to determine whether applicants meet all the program eligibility requirements detailed below.

Types of Applicants:

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

Eligible countries and territories include: Algeria, Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, West Bank and Gaza, and Yemen.

The Middle East Partnership Initiative is committed to an anti-discrimination policy in all of its projects and activities. MEPI welcomes proposals irrespective of the applicant's race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We invite applications from organizations working with minority, disenfranchised, and lesser-served communities, including women and youth. MEPI is also interested in proposals that involve the participation of persons with disabilities.

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

Local Grant applicants are not required to obtain a Data Universal Number Systems (DUNS) number and the Central Contractor Registration (CCR) because of a one-year waiver that MEPI received on May 16, 2011. **However, MEPI strongly encourages applicants to obtain a DUNS number and CCR registration during this one year period.** There is no guarantee that after May 15, 2012 local grant applicants will not be required to have a DUNS Number and CCR status to apply for or receive MEPI funding.

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

Central Contractor Registration (CCR): The CCR is the Federal repository in which an applicant must provide information required for the conduct of business as an award recipient. Obtaining Central Contractor Registration is the second step, required by an organization, to register with the Grants.gov system. CCR registration expires each year and applicants are encouraged to update their registration annually. Further, applicants are encouraged to maintain an active CCR registration, with current information, while their application is under consideration for funding. **Registration procedures may be found at www.ccr.gov.** This process can take three to five business days or up to two weeks.

IV. Application and Submission Information

All applications must include the components outlined in this section. **NOTE: Applications may be submitted in English, French, or Arabic.**

Required Application Documents:

1. **Federal Assistance Application Forms (SF-424 and SF-424a):** Applicants must complete these two forms to be considered for funding. **Information on how to complete these forms can be found in Appendix 1.**
2. **Project Narrative:** The Project Narrative describes the applicant's project idea and the efforts the applicant will undertake to address the priorities and goals of this announcement. A sample template can be found in Appendix 2. **NOTE: Applicants are strongly encouraged to use the sample template to complete their application.** It is our intention that this worksheet will save you time and effort. If an applicant decides not to use the template, they must ensure that their submission addresses all the questions presented in the template.
3. **Budget Narrative:** The Budget Narrative provides detail about both the Federal request and the non-Federal match. A sample template can be found in Appendix 3. **NOTE: Applicants are strongly encouraged to use the sample template to complete their application.** It is our intention that this template will save you time and effort. If an applicant decides not to use the template, they must ensure that their submission outlines and addresses all the budget categories displayed in the template.

Submitting an Application to MEPI:

When you have completed the SF-424 forms, Project Narrative, and budget narrative please submit your application via email to the U.S. Embassy or Consulate in your country or territory. The appropriate U.S. Embassy contact information can be found in Appendix 5.

Your application may also be submitted online via www.grants.gov. To submit a proposal via Grants.gov applicants will need to register with the site. Applicants are warned that Grants.gov requires a registration period of two-weeks.

Your application may be submitted in English, French, or Arabic.

V. Application Review and Selection Process

Each application submitted under this announcement will be reviewed by Embassy staff and will be evaluated and rated on the basis of the following evaluation criteria. The criteria are designed to assess the quality of the proposed project and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Application Evaluation Criteria:

Results or Benefits – Applicant demonstrates and explains how the project will achieve the proposed results and create maximum impact. The project addresses one or more of the MEPI priorities outlined in this announcement and on MEPI’s website. The application demonstrates that the implementer is able to measure program success against proposed measurable achievements and completion dates, indicating progress toward MEPI priorities. (40 points)

Approach and Innovation – Applicant clearly describes how the project will achieve its objectives within the proposed time frame. Applicant proposes a creative, innovative, and/or well organized and conceived strategy or plan to complete the activities. The proposed project factors in possible challenges and addresses ways by which potential obstacles may be overcome. (30 points)

Organizational Capacity – Applicant is focused in one or more of the MEPI priority areas described above and demonstrates the ability and experience, or a strong potential, to carry out the proposed activities. Each key person responsible for the proposed project and for financial administration of the project is listed, and curricula vitae (CVs, or resumes) for these persons are provided. Where partner organizations are proposed to carry out project activities alongside the applicant organization, the applicant details each partner’s respective role and provides CVs for persons responsible for the project and financial administration. (25 points)

Budget and Budget Justification - The budget and narrative justification are reasonable in relation to the proposed activities and anticipated results and the plan for services is realistic. (5 points)

VI. Administration Information

A MEPI representative will contact you within 30 to 60 days of submission to let you know if your project idea is suitable for further consideration as a MEPI Local Grant application.

Additional award administration is described in the Local Grants Application form attached to this announcement.

VII. Agency Contacts

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

Mr. Nathan Carter

ABUDHABIMEPI@state.gov

Mr. Jed Dornburg

MEPI-MEDREGION@state.gov

For questions regarding registering with Grants.gov 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

001-800-518-4726

support@Grants.gov

VIII. Appendixes

Appendix 1—Instructions for Completing the SF-424 Forms (SF-424 and SF-424a)

Appendix 2—Project Narrative Sample Template

Appendix 3—Budget Narrative Sample Template

Appendix 4—Instructions for Preparing a Budget Narrative

Appendix 5—U.S. Embassy Points of Contacts

Appendix 1

Federal Assistance Application Forms

Organizations applying for funding from the U.S. federal government must complete two standard Federal Assistance Application Forms (SF-424 and SF-424a) to be considered for funding. In this appendix you will find instructions for completing each form and a sample showing how an applicant may complete the forms.

SF-424—Application for Federal Assistance

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.

Instructions to Complete the SF-424 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 #5 - #7—Federal Entity Identifier/Federal Award Identifier: Leave blank

Item #8—Applicant Information:

8a – Input your organization’s legal name

8b – Enter “44-4444444”

8c – If you have one, enter your organization’s DUNS number. If not, leave blank.

8d – Enter your organizations address including country

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

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

Item #9—Type of Applicant - Please input all that apply. **NOTE:** In most cases, “W. Non-Domestic (non-US entity)” will apply.

H. Public/State Controlled Institution of Higher Learning

N. Nonprofit without 501C3 Status

O. Private Institution of Higher Learning

Q. For Profit

W. Non-domestic (non-US entity)

X. Other (Specify)

Note: Select “W” if your organization is based outside of the United States.

Item #10—Name of Federal Agency: Input – “Bureau of Near Eastern Affairs, Office of the Middle East Partnership Initiative”

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Item #11—Catalog of Federal Domestic Assistance Number and Title: Input – “19.500” and the title is “Middle East Partnership Initiative (MEPI).” This is a required field.

Item #12—Funding Opportunity Number and Title: Input the number “NEAPI-11-AW-037-MENA-100111” and the title “MEPI Local Grants Annual Program Statement.”

Item #13—Competition Identification Number and Title: Leave Blank

Item #14—Areas Affected by Project: List country or countries where your organization proposes to perform its proposed activities. For applicants proposing projects for a range of countries in the Middle East and North Africa please input “MENA region.”

Item #15—Descriptive Title of Applicant’s Project: Enter a brief descriptive title of your project.

Item #16—Congressional Districts

16a – Applicant: Enter “00-000.”

16b – Program/Project: Enter “00-000.”

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

Item #18—Estimated Funding

18a – Enter the amount of funding your organization is requesting from MEPI (Federal funding).

18b – Enter the amount of any Non-Federal (e.g. non-U.S. Government) resources that will be used to support the project. This includes cost sharing and matching. (i.e., the total sum your organization will provide in funding or kind.)

18c-d – Enter \$0.00

18e – Enter \$0.00

18f – Enter \$0.00

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

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

Items #20—Is Applicant Delinquent of any Federal Debt. In other words, 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 you are certifying that the information in the 424 form is complete and accurate to the best of your knowledge **and** that you agree to comply with the required assurances and certifications provided at the end (page 12) of this document.

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

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is a best practice to have the SF-424 signed by the same authorized representative that would sign any ensuing award document for your organization.

Authorized Organization Representative (AOR): The individual authorized to act on behalf of the applicant and assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards. This person will be the signatory on the SF-424. The AOR is typically the chairperson, president, or chief executive of your organization.

SAMPLE

Appendix 1

Sample of a Completed SF-424 Form

Below is a completed SF-424 for you to use as reference. The funding numbers provided is based on the budget example you can find in Appendix 3.

OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424	
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application: * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation *Other (Specify): _____ <input type="checkbox"/> Revision
* 3. Date Received:	4. Applicant Identifier:
5a. Federal Entity Identifier:	*5b. Federal Award Identifier:
State Use Only:	
6. Date Received by State:	7. State Application Identifier:
8. APPLICANT INFORMATION:	
*a. Legal Name: <u>Organization X</u>	
*b. Employer/Taxpayer Identification Number (EIN/TIN): <u>44-4444444</u>	*c. Organizational DUNS:
d. Address:	
*Street 1: <u>23rd Street, Building 25</u>	
Street 2: _____	
*City: <u>Cairo</u>	
County/Parish: _____	
*State: _____	
Province: _____	
*Country: <u>Egypt</u>	
*Zip / Postal Code: <u>11522</u>	
e. Organizational Unit:	
Department Name:	Division Name:
f. Name and contact information of person to be contacted on matters involving this application:	
Prefix: <u>Mr.</u> *First Name: <u>John</u>	
Middle Name: _____	
*Last Name: <u>Doe</u>	
Suffix: _____	

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Title: Project Coordinator	
Organizational Affiliation:	
*Telephone Number: 202-1-345-657	Fax Number: 202-1-345-258
*Email: jdoe123@organizationx.com	

Application for Federal Assistance SF-424	
9. Type of Applicant 1: Select Applicant Type: N. Nonprofit without 501C3 Status Type of Applicant 2: Select Applicant Type: W. Non-domestic (non-US entity) Type of Applicant 3: Select Applicant Type: *Other (Specify)	
*10 Name of Federal Agency: Bureau of Near Eastern Affairs, Office of the Middle East Partnership Initiative	
11. Catalog of Federal Domestic Assistance Number: 19.500 CFDA Title: Middle East Partnership Initiative (MEPI)	
*12 Funding Opportunity Number: NEAPI-11-AW-037-MENA-100111 *Title: MEPI Local Grants Annual Program Statement	
13. Competition Identification Number: Title:	
14. Areas Affected by Project (Cities, Counties, States, etc.): Egypt	
*15. Descriptive Title of Applicant's Project: Legal Rights Education Project in Egypt	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
*a. Applicant: 00-000	*b. Program/Project: 00-000
17. Proposed Project:	
*a. Start Date: 01-01-2011	*b. End Date: 01-01-2012

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18. Estimated Funding (\$):

*a. Federal	\$ 105227
*b. Applicant	\$ 70910
*c. State	\$ 0.00
*d. Local	\$ 0.00
*e. Other	\$ 0.00
*f. Program Income	\$ 0.00
*g. TOTAL	\$ 176138

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

Yes No

If "Yes", provide explanation and attach.

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

** I AGREE

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

Authorized Representative:

Prefix: Mr. *First Name: James

Middle Name:

*Last Name: Doe

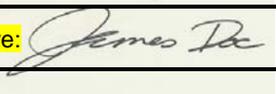
Suffix:

*Title: President

*Telephone Number: 202-1-345-657

Fax Number: 202-1-345-258

* Email: jamesdoe@organziationx.com

*Signature of Authorized Representative: 

*Date Signed:

Appendix 1

SF-424a—Budget Information—Non-Construction Program

The SF-424a—Budget Information—Non-Construction Program provides information on the applicant’s financial plan for carrying out the proposed project. Both the amount requested from MEPI and the cost-share amounts are to be included in the financial plan. A more detailed budget will be submitted through the Budget Narrative portion of your application. Below, please find instructions on how to complete each of section of the form.

Instructions to Complete the SF-424a Form

The sections below, highlighted in yellow, provide guidance for completing the official SF-424a form. The information is displayed as it will appear on the official form. All the amounts that you will input into this form can be found in your Budget Narrative submission. It is recommended that you prepare your Budget Narrative and then complete the SF-424a form.

Section A – Budget Summary

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance No (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
<i>1. Middle East Partnership Initiative</i>	<i>19.500</i>	<i>Leave Blank</i>	<i>Leave Blank</i>	<i>Enter the amount you inputted in number #18a on the SF-424</i>	<i>Enter the amount you inputted in number #18b on the SF-424</i>	<i>Enter the amount you inputted in number #18g on the SF-424</i>
2.						
3.						
4.						
5. TOTALS		\$0.00	\$0.00	Enter Total Amount Requesting	Enter Total Cost Share	Total Amount

Section B – Budget Categories

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) Enter “Federal Cost (MEPI Cost)”	(2) Enter “Non-Federal Cost (Cost-Share)”	(3) Leave Blank	(4) Leave Blank	(5)
a. Personnel (costs of employee salaries and wages)	<i>Input the Total Cost from the Personnel Section from the Budget Narrative</i>	<i>Input the Total Cost from the Personnel Section from the Budget Narrative</i>			<i>Total Column 1 & 2</i>

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b. Fringe Benefits (Costs of employee fringe benefits, i.e. Health insurance, retirement insurance, taxes, etc.)	<i>Input the Total Cost from the Fringe Section from Budget Narrative</i>	<i>Input the Total Cost from the Fringe Section from Budget Narrative</i>			<i>Total Column 1 &2</i>
c. Travel (Costs of projected-related travel)	<i>Input the Total Cost from the Travel Section from Budget Narrative</i>	<i>Input the Total Cost from the Travel Section from Budget Narrative</i>			<i>Total Column 1 &2</i>
d. Equipment	\$0	\$0			\$0
e. Supplies (Office or program supplies, other than those included in Equipment category)	<i>Input the Total Cost from the Supplies Section from Budget Narrative</i>	<i>Input the Total Cost from the Supplies Section from Budget Narrative</i>			<i>Total Column 1 &2</i>
f. Contractual (Allowable direct expenses to sub-recipients, including consultant fees and travel expenses)	<i>Input the Total Cost from the Contractual Section from Budget Narrative</i>	<i>Input the Total Cost from the Contractual Section from Budget Narrative</i>			<i>Total Column 1 &2</i>
g. Construction	\$0	\$0			\$0
h. Other (Enter total of all Other Costs)	<i>Input the Total Cost from the Other Section from Budget Narrative</i>	<i>Input the Total Cost from the Other Section from Budget Narrative</i>			<i>Total Column 1 &2</i>
i. Total Direct Charges (Sum of 6a-6h)	<i>Sum of Federal Direct Costs (6a-6h)</i>	<i>Sum of Non-Federal Direct Costs (6a-6h)</i>			<i>Total Column 1 &2</i>
j. Indirect Charges	\$0	\$0			\$0
k. TOTALS (sum of 6i and 6j)	<i>Sum of Federal Direct and Indirect Costs (6i-6j)</i>	<i>Sum of Non-Federal Direct and Indirect Costs (6i-6j)</i>			<i>Total Column 1 &2</i>
7. Program Income	\$0	\$0			\$0

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Section C – Non-Federal Resources (Amount of Non-USG resources that will be used to support the project)				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. <i>Middle East Partnership Initiative</i>	<i>Enter Total of Column 2, Line 6k above (Section B)</i>			
9.				
10.				
11.				
12 Total (sum of line 8-11)	<i>Sum of Non-USG resources (8b-11b)</i>			

Section D – Forecasted Cash Needs					
NOTE: Leave this Section Blank					
13. Federal	Total for 1 st year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
14. Non-Federal					
15. Total (Sum lines 14 and 14)					

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project				
NOTE: Leave this Section Blank				
(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.				
17.				
18.				
19.				
20. Total (Sum of lines 16-19)				

Section F - Other Budget Information			
21. Direct Charges (total from 6i)	<i>Total from 6i above</i>	22. Indirect Charges (Total from 6j)	<i>Total from 6j above</i>
23. Remarks: (any additional comments you wish to add)			

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Sample of a Completed SF-424a Form

Below is a completed SF-424a for you to use as reference. The funding numbers provided are based on the budget example you can find in Appendix 3.

BUDGET INFORMATION - Non-Construction Programs

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

SECTION A - BUDGET SUMMARY

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	Middle East Partnership Initiative	19.500	\$	\$	\$105,227	\$70,910	\$176,138
2.							
3.							
4.							
5. Totals			\$	\$	\$105,227	\$70,910	\$176,138

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal Cost (MEPI Cost)	(2) Non-Federal Cost (Cost-Share)	(3)	(4)	
a. Personnel	\$16,489	\$46,276	\$	\$	\$62,765
b. Fringe Benefits	3,138	6,590			9,729
c. Travel	65,8000	1,100			66,900
d. Equipment	0	0			0
e. Supplies	1,500	744			2,244
f. Contractual	14,700	4,200			18,900
g. Construction	0	0			0
h. Other	3,600	12,000			15,600
i. Total Direct Charges	105,227	70,910			176,138
j. Indirect Charges	0	0			0
k. TOTALS (sum of 6i and 6j)	105,227	70,910			176,138
7. Program Income	\$0.00	\$0.00	\$	\$	\$0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS	
8. Middle East Partnership Initiative	\$70,910	\$	\$	\$70,910	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$70,910	\$	\$	\$70,910	
SECTION D - FORECASTED CASH NEEDS					
13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b)First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: \$105,227		22. Indirect Charges: \$0			
23. Remarks:					

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Appendix 1

Notice of Overseas Federal Assistance Award Certification and Assurances

TERRORISM -Blocking Property and Prohibiting Transactions Who Commit, Threaten To Commit, or Support Terrorism, Executive Order 13224:

Executive Order 13224 designated 27 individuals and entities that commit or pose a significant risk of committing terrorist acts and authorized the Secretary of State to designate additional individuals and entities.

The recipients are reminded that U.S. Executive Order and U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient/contractor to ensure compliance with these Executive Orders and laws.

HOST COUNTRY LAWS (for non-US NGOs):

The recipient's employees shall maintain private status and may not rely on local U.S. Government offices or facilities for support while under this recipient.

The sale of personal property or automobiles by recipient employees and their dependents in the foreign country to which they are assigned shall be subject to the same limitations and prohibitions which apply to direct-hire Department of State personnel employed by the Mission, except as this may conflict with host government regulations.

Other than work to be performed under this award for which an employee is assigned by the recipient, no employee of the recipient shall engage directly or indirectly, either in the individual's own name or in the name or through an agency of another person, in any business, profession, or occupation in the foreign countries to which the individual is assigned, nor shall the individual make loans or investments to or in any business, profession, or occupation in the foreign countries to which the individual is assigned.

The recipient's employees, while in a foreign country, are expected to show respect for its convention, customs, and institutions, to abide by its applicable laws and regulations, and not to interfere in its internal political affairs.

In the event the conduct of any recipient employee is not in accordance with the preceding paragraphs, the recipient's chief of party shall consult with the Department of State Mission Director and the employee involved, and shall recommend to the recipient a course of action with regard to such employee.

The parties recognize the rights of the U.S. Ambassador to direct the removal from a country of any U.S. citizen or the discharge from this award of any third country national when, in the discretion of the Ambassador, the interests of the United States so require.

HOST COUNTRY LAWS (for PIOs):

Member states of a PIO must respect the independence of the PIO, and the integrity of its operations within the framework of its charter. It is a general policy principle that PIOs, composed of many member nations, are not expected to subject their books and records to inspection by officials of each country participating in the

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organization. Accordingly, Department of State generally relies on the international organization's management and its internal auditing and procurement policies and procedures.

RELIGIOUS PERSECUTION:

With regard to religious persecution in particular, the recipient must ensure that its personnel take into account in their work the considerations reflected in the International Religious Freedom Act concerning country-specific conditions, the right to freedom of religion, methods of religious persecution practiced in foreign countries, and applicable distinctions within a country between the nature of and treatment of various religious practices and believers.

LIABILITY:

The recipient shall hold and save the Government, its officers, agents and employees. harmless from all liability of any nature or kind, including costs and expenses, for or on account of any or all suits for damage sustained by any person or persons or property by virtue of performance of this award.

PROTOCOL AND DECORUM:

During the term of this award, the recipient will be associated with the Government in such a manner that the recipient's actions will reflect upon the Government and the United States. Therefore, the recipient will be responsible to the U.S. Public Affairs Counselor in charge regarding protocol and decorum at all times.

LOBBYING RESTRICTION:

The recipient agrees that none of the funds provided by this agreement shall be used by the recipient for lobbying or propaganda which is directed at influencing public policy decisions of the Government of the United States or any State or locality thereof. This provision shall not be construed so as to abridge the right of any recipient to exercise the same freedom of speech as is protected by the first article of amendment of the United States Constitution, so long as such recipient does not use funds provided under this award in exercising such right.

CONTROLLED SUBSTANCES:

By acceptance of this award and any assistance (payment) hereunder, the recipient certifies that the recipient will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during performance of the award.

DEBARMENT AND SUSPENSION:

You must comply with requirements regarding Debarment and suspension in Subpart C of 2 CFR part 180, as adopted by the Arts Endowment in Title 2 CFR, Chapter 32, and Part 3254. There are circumstances under which we may receive information concerning your fitness to carry out a project and administer Federal funds--for instance:

- Conviction of, or a civil judgment for, the commission of fraud, embezzlement, theft, forgery, making false statements;
- Any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility; or
- Any other cause of so serious or compelling a nature that it affects an organization's present responsibility. In these circumstances, we may need to act quickly to protect the interest of the

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government by suspending your funding while we undertake an investigation of the specific facts. We may coordinate our suspension actions with other Federal agencies that may have an interest in our findings. A suspension may result in your debarment from receiving Federal funding government-wide for up to three years.

SAMPLE

U.S. DEPARTMENT OF STATE



MIDDLE EAST PARTNERSHIP INITIATIVE LOCAL GRANTS PROGRAM

Project Narrative Instructions

The Middle East Partnership Initiative (MEPI) of the U.S. Department of State is pleased to announce funding is available through the Local Grants program. In order to help MEPI determine if your project idea meets the program goals for a MEPI Local Grant, we request that you use this Project Narrative worksheet to describe your project idea. Please follow all instructions below carefully.

We accept Project Narratives in English, French, or Arabic. We look forward to receiving creative proposal ideas that address the areas of interest and allowable activities outlined below. Your project will be reviewed by Embassy staff, and a MEPI representative will let you know if your project idea is suitable for further consideration as a MEPI Local Grant. MEPI maintains a list of currently and previously funded MEPI Local Grant Projects on our Regional Office websites, which may be helpful to review: www.abudhabi.mepi.state.gov and www.medregion.mepi.state.gov.

MEPI Mission and Objectives:

MEPI works in partnership with civil society organizations, the private sector, and government institutions throughout the Middle East and North Africa (MENA) region to help achieve three overarching goals:

1. Building pluralistic societies in which 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 judiciaries;
2. Building participatory societies in which citizens play an active role in making decisions that affect their lives and in holding their governments accountable; and
3. Building prosperous societies in which education, specialized skill training, and an environment conducive to business development inspire innovation and create a foundation for long-term economic growth and an internationally competitive private sector.

Local grants promote reform and civic activism at the local and national levels in countries of the Middle East and North Africa, build the institutional capacity of non-governmental organizations (NGOs), and strengthen civil society. Funding is available for projects that protect and advance

civil liberties especially political and civic rights, empower women and youth, strengthen the rule of law, develop independent and pluralistic media, foster economic opportunity and economic reform, and promote an educated, active and informed citizenry. Local grants projects are intended to support quick impact activities. They generally are completed in one year and should be designed to carry out proposed activities and make an impact within that one-year period. Proposed local grant projects should involve activities in one or more of the following areas:

- Advocacy by civil society, NGOs, and professional associations, including grassroots level and community organizations, to promote legal or political reforms and raise public awareness of democratic values and processes.
- Development of networks, partnerships, and coalitions that could include local NGOs, civil society organizations, government officials, and/or the business community to promote reform.
- Expansion of opportunities for youth (ages 15-24), particularly those that to provide practical, hands-on experience in civic engagement, public service, and volunteerism, and that help to improve local communities.
- Expansion of women's participation in public life at the local, regional, and national levels.
- Promotion of the rule of law, including rights education, education of legal professionals, and advocacy activities to expand civic rights and to ensure legal systems protect the rights of all individuals.
- Promotion of legal frameworks and processes that expand citizen participation in politics and public life.
- Promotion of good governance, including anti-corruption efforts and initiatives to promote government transparency and integrity.
- Promotion of public awareness of current political issues and processes, including voter education.
- Development of media institutions that defend the public interest and provide credible and diverse sources of information.
- Promotion of economic reform that expands economic opportunity especially for youth, including promoting entrepreneurship and commercial and legal reforms, as well as workforce development training.
- Expansion of educational opportunities, including civic education activities that promote tolerance of different views, respect for democratic values and institutions, protection of ethnic and religious diversity, leadership development, and community service.

PROJECT NARRATIVE

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

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

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

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

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

6. Describe how you plan to publicize the work and to incorporate MEPI into this publicity (if appropriate).

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

Objective #1:		
Activity Number	Description of the Proposed Activity to be Performed	Anticipated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

Objective #2:		
Activity Number	Description of the Proposed Activity to be Performed	Anticipated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

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

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

8.2 When was your organization established?

8.3 What is the approximate size of membership?

8.4 What is the mission and purpose of your organization?

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

8.6 Describe its status under applicable law.

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

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

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

End of Worksheet — Thank you.

**MEPI Local Grants Program
Budget Narrative**

4. Equipment: Not Allowable

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

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Amount Requested from MEPI <i>(Cost Per Unit x No. of Units)</i>	Cost-Share <i>(Cost Per Unit x No. of Units)</i>	Total <i>(Amount Requested + Cost Share)</i>
						\$0
						\$0
						\$0
						\$0
						\$0
5. Supplies Sub-Total				\$0	\$0	\$0

Narrative Justification:

Source of Cost Share Funds (if apply):

**MEPI Local Grants Program
Budget Narrative**

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

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

Narrative Justification:

Source of Cost Share Funds (if apply):

7. Construction: Not Allowable

**MEPI Local Grants Program
Budget Narrative**

9. Total Direct Costs	
Amount Requested from MEPI <i>(Sum of Sub-total Costs from #1-#8 above)</i>	\$0
Cost-Share <i>(Sum of Sub-total Costs from #1-#8 above)</i>	\$0

10. Indirect Costs: Not Applicable	
Amount Requested from MEPI	\$0
Cost-Share	\$0

11. Total Costs (Sum of the Total Direct and Indirect Costs)	
Amount Requested from MEPI <i>(Sum of #9-10 above)</i>	\$0
Cost-Share <i>(Sum of #9-10 above)</i>	\$0

**MEPI Local Grants Program
Budget Narrative**

BUDGET SUMMARY

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

Appendix 4

Instructions for Preparing a Budget Narrative

The Budget Narrative provides detail about both the Federal request and cost share. A sample template can be found in Appendix 3. The Budget Narrative is used to determine if the costs in a MEPI application are reasonable and permissible. All of the proposed costs listed, whether supported by grant funds or match funds, must be reasonable, necessary to achieve project objectives, permissible in accordance with applicable Federal cost principles, auditable, and incurred during the project period.

When completing the sample template, applicants should ensure the following:

- Presented in U.S. dollars, rounded to the nearest dollar;
- Include an estimate of the cost of tasks and activities projected based on budget category identified on the Budget Information Form (SF 424a);
- Provide details of calculations including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated;
- Funding should not duplicate on-going activities;
- Budget categories should be clearly labeled and identified;
- The use of "miscellaneous expenses" or any similar term as a budget item is unacceptable;
- Cost-sharing (salaries, rent, utilities, equipment, and other organizational costs.) is strongly encouraged. Applicants should document cost-sharing arrangements in their budget narrative description. Cost sharing must meet the three tests in determining the permissibility of costs outlined under the header "Allowable Project Costs" below.

Budget Definitions:

Consultant: An individual or organization who gives professional advice and provides services for a fee and is not a direct hire employee of a grantee's organization. Typically a consultant performs a one-time activity.

Contract: A contract under a grant may be awarded for two purposes: 1) goods or services needed to support the grantee's performance of the project or program or 2) an award to a third party for performance of substantive programmatic work.

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

Project Costs: The total allowable costs incurred by a recipient and charged to the award during a budget period. These costs may include those costs supported by Federal funds, costs contributed by the recipient to meet a matching requirement, and the value of any third-party in-kind contributions counted toward the recipient's matching requirement.

Appendix 4

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.

Allowable Project Costs

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

1. **Reasonable:** A cost is reasonable if, in its nature or amount, it does not exceed that which would be practical under the circumstances prevailing at the time the decision was made to incur the cost.
2. **Allocable:** A cost is allocable to a specific grant if it is incurred solely in order to advance work under the grant; benefits both the grant and other work of the organization, including other grant-supported projects or programs; or it is necessary to the overall operation of the organization and is deemed to be allowable to charge to the grant.
3. **Consistent:** A cost must be consistently charged based on regulations, policies, and procedures of the recipient that apply uniformly to both Federally supported and other activities of the organization. Recipients must be consistent in assigning costs across programs. They must be treated consistently for all work of the organization under similar circumstances, regardless of the source of funding, so as to avoid duplicate charges.

Cost Category Guidelines

Use the checklist information below to ensure that your budget provides all the necessary information.

1. Personnel

- Is each position identified by title or responsibility?
 - **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.
 - **Key Personnel:** MEPI grant key personnel include a Program Director and or Project Coordinator. Key personnel are defined as individuals who contribute to the programmatic development or execution of the project in a substantive,

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measurable way, whether or not they receive salaries or other compensation under the grant.

2. Fringe Benefits

- Is each type of benefit indicated?

3. Travel

- Is the travel necessary for the purpose of the program?
- Are travel costs separately identifiable and reasonable (transportation, hotel, meals, and mileage)?
- Are calculations provided for each cost?

4. Supplies

- Are supplies listed separately?
- Are costs per unit identified and detailed?
- Is the basis for the cost reasonable?

5. Contractual

- Is the type of service to be rendered described?
- Did you name the consultant or contractor, if known?
- Did you provide a separate budget for sub-recipients or contracts (if applicable)?

8. Other

- Are items grouped by type (space rental, printing, phone, maintenance, and other program/organizational costs.)?
- Are all costs justified and allowable?

Sample of a Completed Budget Narrative

On pages 4-9, you will find a completed budget narrative for you to use as reference. It provides examples of what you may include in your budget narrative and guidance on what to describe in the “Narrative Justification” section.

Appendix 4

MEPI Local Grants Program Budget Narrative

1. Personnel (Description: An employee of the organization whose work is tied to the proposed project)						
Position	Name of Employee	Annual Salary/ Rate	% of Work Time for Project	Amount Requested from MEPI (Salary x Work Time)	Cost-Share (Salary x Work Time)	Total (Amount Requested + Cost Share)
Ex: Program Director	John Doe	\$164,890	10.00%	\$16,489	\$0	\$16,489
Ex: Project Coordinator	TBD	\$46,276	100.00%	\$0	\$46,276	\$46,276
1. Personnel Sub-Total				\$16,489	\$46,276	\$62,765
<p>Narrative Justification: Enter a description of the Personnel funds requested and how their use will support the purpose and goals of your proposal. Compensation in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in the project. Compensation levels should be no higher than other local salaries (where appropriate), and should include all taxes. Be sure to describe the role, responsibilities, and unique qualification of each position.</p>						
<p>Source of Cost Share Funds (if apply): Identify source of cost-share funds.</p>						
2. Fringe Benefits (Description: May include contributions for social security, employee insurance, pension plans, etc.)						
Component	Wage	Rate	Amount Requested from MEPI (Wage x Rate)	Cost-Share (Wage x Rate)	Total (Amount Requested + Cost Share)	
Ex: Workers Compensation	\$62,765	2.50%	\$1,569	\$0	\$1,569	
Ex: Health Benefits	\$62,765	2.50%	\$1,569	\$0	\$1,569	
Ex: Insurance	\$62,765	10.50%	\$0	\$6,590	\$6,590	
2. Fringe Benefits Sub-Total				\$3,138	\$6,590	\$9,729
<p>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. Fringe benefits should be supported by documentation such as human resources policies and procedures manuals.</p>						
<p>Source of Cost Share Funds (if apply): Identify source of cost-share funds.</p>						

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

Purpose of Travel	Item Description	Number of Days	Cost Per Unit/Rate	Number of People	Amount Requested from MEPI (No. of Days x Cost Per Unit x No. of People)	Cost-Share (No. of Days x Cost Per Unit x No. of People)	Total (Amount Requested + Cost Share)
Ex: Leadership Training	Round Trip Airfare--Origin: Egypt; Destination: Amman, Jordan	1	\$ 500.00	20	\$10,000	\$0	\$10,000
	Lodging in Amman for 20 participants for 3 days (U.S. Government allowable rate)	3	\$ 183.00	60	\$32,940	\$0	\$32,940
	Meals and Incidentals for 20 participants for 3 days (M&IE--U.S. Government allowable rate)	3	\$ 127.00	60	\$22,860	\$0	\$22,860
Ex: Local Travel	Local travel in Amman, Jordan for 20 participants for 3 days	1	\$ 500.00	1	\$0	\$500	\$500
Ex: Visa	Participant Visa	1	\$ 30.00	20	\$0	\$600	\$600
3. Travel Sub-Total					\$65,800	\$1,100	\$66,900

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

Source of Cost Share Funds (if apply): Identify source of cost-share funds.

4. Equipment: Not Allowable

Appendix 4

5. Supplies (Description: Materials costing less than \$5,000 per unit and often having one-time use.)						
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Amount Requested from MEPI (Cost Per Unit x No. of Units)	Cost-Share (Cost Per Unit x No. of Units)	Total (Amount Requested + Cost Share)
<i>Ex: General Office Supplies</i>	month	\$ 50.00	12	\$600	\$0	\$600
<i>Ex: Laptop</i>		\$ 900.00	1	\$900	\$0	\$900
<i>Ex: Fax</i>		\$ 300.00	1	\$0	\$300	\$300
<i>Ex: Postage</i>	month	\$ 37.00	12	\$0	\$444	\$444
5. Supplies Sub-Total				\$1,500	\$744	\$2,244
Narrative Justification: Enter a description of the Supplies requested and how their purchase will support the purpose and goals of this proposal.						
Source of Cost Share Funds (if apply): Identify source of cost-share funds.						
6. Contractual (Description: The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost should be attached to the budget. If there is more than one contractor, each must be budgeted separately and must have an attached itemization.)						
Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Amount Requested from MEPI (Cost Per Unit x No. of Units)	Cost-Share (Cost Per Unit x No. of Units)	Total (Amount Requested + Cost Share)
Consultants						
<i>Ex: Jane Smith/Leadership Training Expert</i>	day	\$350	12	\$4,200	\$0	\$4,200
<i>Ex: Jane Smith travel from Cairo, Egypt to Amman, Jordan for training conference</i>	Roundtrip Airfare	\$500	1	\$500	\$0	\$500
<i>Ex: TBD/Leadership Training Expert</i>	day	\$350	12	\$0	\$4,200	\$4,200

Appendix 4

<i>Contracts</i>						
Ex. Sub-Award to Jordanian NGO (budget and terms TBD)	award agreement	\$10,000	1	\$10,000	\$0	\$10,000
6. Contractual Sub-Total				\$14,700	\$4,200	\$18,900
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).						
Source of Cost Share Funds (if apply): Identify source of cost-share funds.						
7. Construction: Not Allowable						
8. Other Direct Costs (Description: Expenses not covered in any of the previous budget categories.)						
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Amount Requested from MEPI (Cost Per Unit x No. of Units)	Cost-Share (Cost Per Unit x No. of Units)	Total (Amount Requested + Cost Share)
Ex: Office Telephone	month	\$100	12	\$1,200	\$0	\$1,200
Ex: Amman hotel conference room rental for training	day	\$800	3	\$2,400	\$0	\$2,400
Ex: Office Rent	month	\$1,000	12	\$0	\$12,000	\$12,000
8. Other Direct Costs Sub-Total				\$3,600	\$12,000	\$15,600
Narrative Justification: 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.						
Source of Cost Share Funds (if apply): Identify source of cost-share funds.						

Appendix 4

9. Total Direct Costs	
Amount Requested from MEPI <i>(Sum of Sub-total Costs from #1-#8 above)</i>	\$105,227
Cost-Share <i>(Sum of Sub-total Costs from #1-#8 above)</i>	\$70,910
10. Indirect Costs: Not Applicable	
Amount Requested from MEPI	\$0
Cost-Share	\$0
11. Total Costs (Sum of the Total Direct and Indirect Costs)	
Amount Requested from MEPI <i>(Sum of #9-10 above)</i>	\$105,227
Cost-Share <i>(Sum of #9-10 above)</i>	\$70,910

Appendix 4

BUDGET SUMMARY			
Budget Categories	Federal Request (Cost)	Non-Federal Match or Cost Share	Total
1. Personnel	\$16,489	\$46,276	\$62,765
2. Fringe Benefits	\$3,138	\$6,590	\$9,729
3. Travel	\$65,800	\$1,100	\$66,900
4. Equipment	\$0	\$0	\$0
5. Supplies	\$1,500	\$744	\$2,244
6. Contractual	\$14,700	\$4,200	\$18,900
7. Construction	\$0	\$0	\$0
8. Other Direct Costs	\$3,600	\$12,000	\$15,600
9. Total Direct Costs (lines 1-8)	\$105,227	\$70,910	\$176,138
10. Indirect Costs	\$0	\$0	\$0
11. Total Costs (lines 9-10)	\$105,227	\$70,910	\$176,138

Appendix 5

U.S. Embassy Points of Contact

Algeria:	<u>MEPIAlgiers@state.gov</u>
Bahrain:	<u>MEPIManama@state.gov</u>
Egypt:	<u>MEPICairo@state.gov</u>
Israel:	<u>MepiTelAvivPD@state.gov</u>
Jordan:	<u>MEPI_Amman@state.gov</u>
Kuwait:	<u>KuwaitMEPI@state.gov</u>
Lebanon:	<u>MEPIBeirut@state.gov</u>
Libya:	<u>MEPITripoli@state.gov</u>
Morocco:	<u>MEPIRabat@state.gov</u>
Oman:	<u>MEPIMuscat@state.gov</u>
Qatar:	<u>QatarMEPI@state.gov</u>
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