

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

Office of the Middle East Partnership Initiative (MEPI)

Catalog of Federal Domestic Assistance (CFDA) Number: 19.500

MEPI Alumni Network Local Chapters

Opportunity Number: MEPI-MEPICA-13-002-015902

Competition ID: MEPI-MEPICA-13-002

Announcement Type: New

Key Information:

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Federal Agency Contact	Jessica Baker Nea-grants@state.gov 202-776-8524
Date Opened	November 9, 2012
Electronic Link for Full Announcement	(MEPI Website): www.mepi.state.gov

Funding Opportunity Synopsis:

Project Synopsis:

The Office of the U.S.-Middle East Partnership Initiative (MEPI), located in the U.S. Department of State's Bureau of Near Eastern Affairs, announces an open competition for proposals to continue building the capacity of MEPI Alumni Network Local Chapters in Lebanon and Bahrain. Currently, there are over 11,000 MEPI alumni across the Middle East and North Africa region and this number is growing daily. The Local Alumni Chapters further develop the region-wide MEPI Alumni Network which is designed to support and strengthen MEPI alumni and their commitment to civic engagement, and create an environment where MEPI alumni can work together to make positive contributions to their communities and bring positive change to the region using and expanding upon the skills acquired through their various MEPI experiences. **MEPI encourages innovative proposals that maximize online and offline networking opportunities for its alumni.**

Background Information about MEPI and the MEPI Alumni Network:

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. In support of this goal, MEPI partners with local, regional, and international non-governmental organizations, the private sector, academic institutions, and governments.

Through its Washington, D.C. 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. More information about MEPI can be found at www.mepi.state.gov.

The MEPI Alumni Network is designed to support and strengthen MEPI alumni and their commitment to civic engagement, creating an environment where MEPI alumni can work together to make positive contributions to their communities and the region. MEPI's goal is to support its alumni throughout the entire Middle East and North Africa region.

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I. FUNDING OPPORTUNITY DESCRIPTION

Overview of Funding Opportunity

The U.S.-Middle East Partnership Initiative has established a regional network that connects alumni of MEPI-funded projects. Currently, there are over 11,000 MEPI alumni, and this number is growing daily. The MEPI Alumni Network connects local MEPI Alumni Chapters that together provide coverage for nearly the entire region. MEPI announces an open competition for applications to continue MEPI Alumni Network awards in Lebanon and Bahrain that have been in progress since September 2011. Applicants must demonstrate an on-the-ground presence, or an ability to establish a presence through local partners. **Applicants applying to conduct projects in both countries must submit a separate proposal for each country.**

The projects to establish MEPI Alumni Network Local Chapters in Lebanon and Bahrain began in September 2011 as three-year initiatives funded by MEPI through grants to two local organizations. MEPI is seeking new applicants to complete these projects. For the Lebanon Chapter, MEPI expects successful applicants to work with and build the capacity of MEPI alumni, a majority of whom are currently members of the MEPI-Lebanon Alumni Association. For the Bahrain Chapter, MEPI expects successful applicants to support and build the capacity of the MEPI Alumni Steering Committee, an informal group recognized by MEPI as representing alumni in Bahrain. MEPI expects successful applicants to partner with these pre-existing formal and informal alumni groups.

Goals of the MEPI Alumni Network

Working closely with MEPI, each Local Chapter will organize activities, projects, and programming consistent with the MEPI Alumni Network goals outlined below.

MEPI Alumni Network Goal 1: Strengthen Connections among Alumni, Activists, and Civil Society Organizations

- Increase links among MEPI alumni and with other U. S. Government alumni networks
- Promote and support activities that further MEPI's mission among alumni and active citizens across the region

MEPI Alumni Network Goal 2: Enhance Alumni Skills to Seize Opportunities for Civic Engagements

- Provide professional development and leadership training
- Strengthen civic engagement and advocacy skills
- Promote innovation through mentoring

MEPI Alumni Network Goal 3: Maintain and Strengthen Relationships with MEPI Alumni

- Forge ongoing relationships between MEPI alumni, MEPI staff, and Embassy officials
- Expand MEPI projects to new audiences, by identifying new grantees and new program participants
- Facilitate Alumni feedback of MEPI projects and activities
- Facilitate the collection of follow-up data for evaluation and monitoring MEPI long-term activities

MEPI Alumni Network Goal 4: Encourage MEPI Network Alumni to Remain Active in Civic Life

- Organize volunteer and community service activities for MEPI alumni
- Fund microprojects designed and implemented by MEPI alumni
- Inform alumni of opportunities to become involved in community service and advocacy projects
- Establish links among MEPI alumni that focus on activism, advocacy, civic engagement, and social entrepreneurship

Local Chapter Roles and Responsibilities

Successful Applicant Responsibilities:

The successful applicant awarded under this announcement will outline a plan to fulfill the responsibilities below; **OR** if the successful applicant is working through a local partner, the applicant will demonstrate the ability to work with and hold the local partner responsible for:

- Submitting a workplan for Local Chapter Activities for the entire award period. This will be done in consultation with MEPI staff in Washington, D.C. and is due within 30 days of award signing.
- Recruiting and hiring (or facilitating the recruitment process by a local partners) a Local Chapter Coordinator. This will be done with the advice and consent of MEPI staff in Washington, D.C. and the local U.S. Embassy. This must be completed within 60 days of signing the award.
- Ensuring that the Local Chapter Coordinator fulfills all of the responsibilities outlined below.
- Empowering the Steering Committee (or Board of Advisors) to provide direction on hiring, activity design and implementation, and recruitment and funding strategies.
- Sending the Local Coordinator and Project Director to a yearly, four or five-day MEPI Alumni Network meeting in the region.
- Providing the Alumni Chapter's project staff with office space.
- Providing the Alumni Chapter with meeting space for events (trainings, workshops, etc.)
- Supporting the Local Chapter Coordinator in maintaining a membership database
- Compiling and submitting to MEPI financial and programming reports. This will be done in coordination with Local Chapter Coordinator.
- Demonstrating sound financial management including: providing banking and accounting services, preparing and distributing payroll, paying invoices, and preparing and

submitting the appropriate forms for employment taxes. Wages and payroll taxes due, along with approved invoices, shall be paid from Alumni Chapter funds.

- Maintaining a physical mailing address (not a Post Office Box).

Steering Committee or Board of Advisors Responsibilities:

The Alumni Chapter Steering Committee or Board of Advisors (where a formal Alumni organization exists) will be responsible for:

- Establishing and enforcing by-laws for the Alumni Chapter. This will be done in coordination with the Local Chapter Coordinator.
- Assisting the Local Chapter Coordinator in designing and executing activities in accordance with the Statement of Work and Budget agreed upon by MEPI and the successful applicant.
- Facilitating the collection of information from alumni (i.e. survey responses on thematic interests) to assist the Local Chapter Coordinator in planning and executing projects and activities.
- Assisting the Local Chapter Coordinator in developing and executing a strategy for recruiting new members and maintaining membership of the Alumni Chapter.
- Assisting the Local Chapter Coordinator in advertising for the Local Alumni Chapter to increase membership and/or publicize events.
- Assisting Local Chapter Coordinator in fundraising and outreach efforts, including the development of a strategy for sustainability.
- Helping develop a mechanism for feedback (i.e. survey for alumni) on Alumni Chapter activities and strategy.

Local Chapter Coordinator Responsibilities:

The Local Chapter Coordinator guides and supervises the Local MEPI Alumni Chapter activities and will be responsible for:

- Setting the agenda for project activities of Alumni Chapter in accordance with the Statement of Work and Budget agreed upon by MEPI and the successful applicant. This will be done in coordination with the Steering Committee or Board of Advisors,
- Overseeing day to day operation of the Alumni Chapter activities.
- Providing technical assistance and direction, as needed, to alumni members engaged in chapter activities.
- Providing to the grantee copies of all required documentation, such as grant proposals, by-laws, meeting minutes, goals and objectives, budgets, and personnel and program policies.
- Maintaining regular and direct contact with U.S. Embassy officials and MEPI staff in Washington, D.C. to provide frequent updates on the Alumni Chapter.
- Recruiting and registering new members and maintaining membership data of the Alumni Chapter.
- Appropriately advertising for the Local Alumni Chapter to increase membership and/or publicize events.

- Responding to requests for information from both the grantee and U.S. Embassy officials and MEPI staff in Washington, D.C.
- In coordination with the Steering Committee, developing and implementing a fundraising and outreach strategy aimed at the sustainability of the Alumni Chapter.
- Providing applicable training materials and, when appropriate, training alumni chapter members on specific issues.
- In coordination with the Local Chapter Steering Committee, administering and overseeing the administration of an annual survey to measure alumni interests and opinions.
- Representing the Alumni Chapter in press interviews or public events pertaining to this project.

Local Chapter Activities

Each year, Local Chapters must undertake the following activities as part of the MEPI Alumni Network. These activities must be included in proposed program and budget narratives. Additional activities may be proposed.

- A survey to gather information on topics of interest to alumni (administered at least once per year).
- At least one skill-building training activity.
- At least one training activity focused on a thematic issue of interest to alumni.
- At least one networking event.
- At least one training activity focused on volunteerism and community involvement to prepare for an “Alumni Day of Service.”
- At least one “Alumni Day of Service” where alumni are encouraged to participate in volunteer activities in their communities.
- Submit brief monthly updates via email to MEPI staff in Washington, D.C. and at local U.S. Embassies to share information on recent activities, including photos and/or video.

II. AWARD INFORMATION

Funding Mechanism Type: Cooperative Agreement

Estimated Number of Awards: up to 2 awards

Estimated Total Program Funding: \$550,000

Estimated Award Ceiling/Floor (per country): Lebanon - \$250,000 and Bahrain - \$300,000

Length of Project Period: 21 months

Based on the availability of funds, approximately \$550,000 in Economic Support Funds for two grants will be awarded through this announcement. If selected to receive a grant, applicants will be awarded funds through September 29, 2014. The estimated start date for this project is January 1, 2013. 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 after the announcement's close date.

Competing Continuation:

Requests for funding to extend beyond the initial budget period will be entertained on the basis of a competing continuation award. MEPI will review each 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; the availability of funds; and 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 Middle East Partnership Initiative to determine whether each applicant meets all of the program eligibility requirements detailed below.

NOTE: Applications that do not demonstrate that they meet all of the eligibility requirements will not advance to the Technical Review stage. Nothing can be added to an application once it has been submitted.

A. ELIGIBLE APPLICANTS

Eligible applicants include any registered U.S. or foreign non-profit organization or non-governmental organization. **MEPI strongly encourages applications from experienced civil society organizations representing MEPI alumni in Lebanon and Bahrain.** International partners (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 the region 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 RFA.**

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

B. ELIGIBILITY REQUIREMENTS—U.S.-BASED APPLICANTS

B.1 Dun and Bradstreet Data Universal Number System

All U.S.-based applicants must have a Data Universal Number System (DUNS) number. The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities. **A DUNS number may be acquired at no cost on-line at: <http://fedgov.dnb.com/webform/displayHomePage.do>.** For technical difficulties in obtaining this number, please contact Dun & Bradstreet at: govt@dnb.com. This process normally takes one business day.

B.2 System for Award Management

All U.S.-based applicants must be registered with the System for Award Management, formerly managed by the Central Contractor Registration (CCR). The System for Award Management 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. **Applicants must maintain an active registration, with current information, while their application is under consideration for funding.**

To register, go to <http://www.sam.gov>, and click “Create User Account.” Additional instructions on how to register can be found on the site. The registration process normally takes three to five business day.

C. ELIGIBILITY REQUIREMENTS—FOREIGN-BASED APPLICANTS

C.1 Dun and Bradstreet Data Universal Number System

All foreign-based applicants must have a Data Universal Number System (DUNS) number. The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities. **A DUNS number may be acquired at no cost on-line at: <http://fedgov.dnb.com/webform/displayHomePage.do>.** For technical difficulties in obtaining this number, please contact Dun & Bradstreet at: govt@dnb.com. This process normally takes one business day.

C.2 System for Award Management

Until May 17, 2013 foreign-based applicants are not required to register with the System for Award Management (SAM) because of a one-year waiver that MEPI received on May 18, 2012. **However, MEPI strongly encourages all applicants to register with SAM**, a U.S.-government wide registry for vendors doing business with the federal government that requires annual renewal. SAM, formerly managed by the Central Contractor Registration (CCR), centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information. **To register, go to <http://www.sam.gov>, and click “Create User Account.”** Additional instructions on how to register can be found on the site. The registration process normally takes three to five business day.

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. Failure to submit all of the required documentation described in this announcement will result in the application not being considered for funding.** Applicants applying to conduct projects in both countries **must submit a separate proposal for each country.** Please refer to [Section B](#) below for additional submissions guidance and requirements (e.g., font size, page margins).

A.1 Required Documents

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

Applicants must complete all three forms to be considered for funding. **Information on how to complete the SF-424 and SF-424a can be found in Appendix 4.**

Program Narrative:

The Program Narrative describes the efforts the applicant will undertake to address the priorities and goals of this announcement, and may be **no longer than 7 pages**. More details on preparing the Program Narrative can be found in [Section B.1](#) below.

Applicants are strongly encouraged to review this information 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 2 and is available for download online with the application kit.

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 can be found in [Section B.2](#) below and in Appendix 4. **Applicants are strongly encouraged to review this information before preparing their Narrative.**

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 is available for download online with the application kit. This should be a separate document, included as an attachment with a submission. **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.

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 3 and is available for download online with the application kit. This should be a separate document, included as an attachment with a submission. **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.

Teaming Agreement or Memorandum of Understanding:

The Teaming Agreement or Memorandum of Understanding shows that the applicant has a signed formal arrangement to cooperate with a pre-existing registered alumni organization in Lebanon or an informal MEPI Alumni Steering Committee in Bahrain.

Organizations based in Lebanon or Bahrain that represent MEPI alumni are not required to submit these documents, but they must demonstrate in the Program Narrative how the organization's membership and leadership represent the interests of MEPI alumni.

A.2 *Optional Documents*

These documents may not exceed a total of 10 pages, and may be included as separate attachments with the submission.

Biographical Sketch or Job Descriptions for key personnel and partners:

They may be included within the project narrative or as a separate document. If these items are not included, applicants will be scored lower under *Staff and Position Specifications* evaluation criteria outlined in [Part V, Section A](#) below.

Pre-Submission Checklist:

The Checklist ensures that an applicant has accurately documented the eligibility requirements and included all major components of the application. It can be found in Appendix 5 in the announcement.

B. PREPARING AN APPLICATION AND FORMATTING REQUIREMENTS

B.1 *Preparing the Program Narrative*

The Program Narrative is a separate document in the electronic submission and may **not exceed 7 pages**. **If it exceeds the page limit, the extra pages will be removed from the application package.**

The Program Narrative should address the roles and responsibilities of the Local Chapter outlined in [Part 1](#) above:

Approach and Activities:

- Clearly explain how the organization will take over management and bring the existing work with alumni back on track in the first year.
- Clearly outline the competitive process for recruiting and hiring a Local Chapter Coordinator with input from MEPI staff in Washington, D.C. and the local U.S. Embassy.
- Clearly describe how the organization will achieve the required [Local Chapter activities](#) each year.
- Demonstrate how the organization will provide guidance and logistical support for the Local Chapter, while also allowing for substantial programmatic and financial autonomy of the Local Chapter and/or building the Local Chapter's ability to do so.

Organizational Capacity:

- Demonstrate the expertise and capacity to take over existing Alumni Network projects.
- Demonstrate a high level of regional and/or country expertise to launch and manage the project effectively in the proposed country.

- Demonstrate how the organization's membership and leadership will represent the interests of existing formal and informal MEPI alumni groups in the proposed county.
- Demonstrate in-country capacity and ability to work with a pre-existing registered alumni organization in Lebanon or an informal MEPI Alumni Steering Committee in Bahrain through a Memorandum of Understanding or a Teaming Agreement.

Staff and Positions:

- Describe, through biographical sketches, the roles of key personnel and their skills and qualifications to carry out the proposed work.
- Provide position descriptions and required credentials for any position to be advertised post-award.

B.2 Preparing the Budget Narrative

The Budget and Budget Narrative is a separate document in the electronic submission. There is no page limit for this section of the application. A sample template can be found in Appendix 2. Information on how the budget will be evaluated can be found in [Part V](#) below.

The budget submission must include the following items:

- Office and meeting space costs for Local Chapter Activities.
- A Project Director responsible for the establishment of the Local Chapter and overall administration of the award. The Project Director must spend at least 10% level of effort per year on this award, but cannot exceed 40% level of effort per year.
- A full-time Local Coordinator to manage the Local Chapter.
- Costs associated with completing [Local Chapter activity](#) requirements.
- Costs associated with Local Chapter Coordinator and the Program Director travel and participation in MEPI Alumni Network Meeting, not to exceed five days, during each year of the award.

When preparing the budget, the applicant may include the following costs:

- Alumni travel within country or in the region.
- Costs for speakers and/or trainers.
- Office supply costs, including a laptop computer, printer, and projector.
- Travel costs (if necessary) for at least three Steering Committee members to attend Steering Committee meetings. Please note that Steering Committee members cannot be compensated for their work, but can be reimbursed for travel and lodging if meetings require travel of over 30km and/or overnight accommodation.

B.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, PDF files may be submitted.

The required font is 12-point, Times New Roman. The application 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 are numbered consecutively and meet the page limit requirements outlined in [Section A.1](#) and [A.2](#) above.

C. SUBMITTING AN APPLICATION

Applicants have two options for submitting an application to this announcement.

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.

C.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.

To apply, applicants must be registered with the system. 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 and click on “Get Registered.”**

C.2 *GrantSolutions.gov*

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

To apply via GrantSolutions.gov, applicants must be registered with the system. **To register, please contact MEPI at nea-grants@state.gov to request the necessary forms.** The registration process can take 5 business days or longer. If selected for funding, the selected applicant(s) will be required to accept the notice of grant agreement through GrantSolutions.gov.

E. SUBMISSION DATES AND TIMES

Applications are due before 23:59:59 eastern time (ET) on **November 26, 2012**. **There will be no grace period, and any application not received by the application deadline will not be considered for review.**

Applicants are encouraged to submit their proposals far enough in advance of the deadline so they can alert MEPI (nea-grants@state.gov) of any technical difficulties they might encounter in

submission, and obtain and avail themselves of alternative submission procedures prior to the deadline.

Five days after the closing of the announcement, applicants will be notified via email (from nea-grants@state.gov) that their applications have been received. This notification will include an application log number that applicants must use to track their applications.

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 proposal 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. Proposals 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.

Approach and Activities (35 points)

- The applicant clearly explains how it will take over management of the award and encourage immediate action to bring the award back on track in the first year. (6 points)
- The applicant clearly outlines a plan for recruiting and hiring a Local Chapter Coordinator (3 points)
- The applicant clearly describes how it will achieve the required Local Chapter activities each year. (6 points)
- The applicant describes how it will provide guidance and logistical support for the Local Chapter, while allowing for the autonomy of the Local Chapter. (20 points)

Organizational Capacity (40 points)

- The applicant has the expertise and capacity to take over existing Local Chapter projects. (8 points)
- The applicant demonstrates a high level of regional and/or country expertise needed to launch and manage the Local Chapter. (7 points)
- The applicant demonstrates how its membership and leadership will represent the interests of MEPI alumni. (10 points)
- The applicant demonstrates in-country capacity and ability to work with a pre-existing registered alumni organization in Lebanon or an informal MEPI Alumni Steering Committee in Bahrain through a Memorandum of Understanding or a Teaming Agreement. (15 points)

Staff and Position Specifications (10 points)

- Each key person whether staff or volunteer is described in a biographical sketch. (2 points)
- Position description(s) and required credentials describe any positions to be advertised post-award. (2 points)

- Pre-identified key staff members demonstrate experience that will allow them to fulfill the roles and responsibilities outlined in [Part 1](#) of the announcement. (6 points)

Budget Narrative (15 points)

- The budget narrative 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 costs proposed are reasonable in relation to the proposed activities and anticipated results. (3 points)
- The proposed costs to achieve the Local Chapter activity requirements outlined in [Part 1](#) are reasonable. This can include costs for speakers and/or trainer, travel costs, meeting space costs, etc. (3 points)
- A Project Director is identified and included in the budget. The Project Director's time on this project is no less than 10% and no more than 40% per year. (2 points)
- A Local Coordinator budgeted for in the budget. **Note: The applicant should not identify the name of the Coordinator.** (1 point)
- Adequate travel costs for the Local Chapter Coordinator and the Program Director to attend a four or five day MEPI Alumni Network meeting each year is proposed and reasonable. (3 points)

B. REVIEW AND SELECTION PROCESS

The Office of the 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 all eligibility requirements outlined in [Part III](#); the required documents outlined in [Part IV](#); and address the priorities outlined in [Part I](#). 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. All final grant award decisions will be made by the Deputy Assistant Secretary.

VI. ADMINISTRATION INFORMATION

A. APPLICANT VETTING AS A CONDITION OF AWARD

Applicants are advised that successful passing of vetting to evaluate the risk that funds may benefit terrorists or their supporters is a condition of award. Applicants may be asked to submit information required by DS Form 4184, *Risk Analysis Information* about their company and its principal personnel. Vetting information is also required for all subaward performance on assistance awards identified by DOS as presenting a risk of terrorist financing. When vetting information is requested by the Grants Officer, information may be submitted on the secure web portal at <https://ramportal.state.gov>, via Email to RAM@state.gov, or hardcopy to the Grants Officer. Questions on the form may be emailed to RAM@state.gov. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting an application for award.

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.

C. AWARD NOTICES

The authorized representative and program point of contact listed on the SF-424 will be informed by notified about the status of their organizations application by January 31, 2012. MEPI reserves the right to award funding to applicants under this RFA for a period of up to two years after the announcement's close date.

VII. AGENCY CONTACTS

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

Jessica Baker

(202) 776-8524

nea-grants@state.gov

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

Grants.gov Contact Center

(800) 518-4726

support@Grants.gov

For questions regarding registering or using the system 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

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

Applicant:	
Organization Headquarters (Country):	
Partner(s) <i>(local or regional, if any):</i>	
Countries Affected by Project:	
Funding Opportunity Title:	Funding Opportunity Close Date:
Total Estimated Funding for Project:	Proposed Start and End Date for Project:

Executive Summary:

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

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. 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>				
1. Personnel (Description: An employee of the organization whose work is tied to the proposed project)				
1.a Federal or MEPI Cost				
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
Ex: Project Coordinator	TBD	\$46,276	100.00%	\$46,276
1.a Personnel Sub-Total				\$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. Be sure to describe the role, responsibilities, and unique qualification of each position.</p> <p>SF-424a Note: Enter the total cost of 1.a in Section B Column 1 line 6a of the form.</p>				
1.b Non-Federal Match or Cost Share				
Position	Name of Employee	Annual Salary/ Rate	Level of Effort (%)	Cost (Salary x LOE)
Ex: Clerical Support	Jill Smith	\$1,338.00	100.00%	\$1,338.00
1.b Personnel Sub-Total				\$1,338
<p>Narrative Justification: 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>SF-424a Note: Enter the total cost of 1.b in Section B Column 2 line 6a of the form.</p>				
Source of Match Funds: Identify the source of match funds.				

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
Ex: Workers Compensation	\$62,765	2.50%	\$1,569
Ex: Health Benefits	\$62,765	2.50%	\$1,569
2.a Fringe Benefits Sub-Total			\$7,940

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
2.b Fringe Benefits Sub-Total			\$6,590

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	\$ 500.00	20	\$10,000

Budget Narrative

	Lodging in Amman for 20 participants for 3 days (U.S. Government allowable rate)	day	\$ 183.00	60	\$10,980
	Meals and Incidentals for 20 participants for 3 days (M&IE--U.S. Government allowable rate))	day	\$ 127.00	60	\$7,620
Ex: Local Travel	Local travel in Amman, Jordan for 20 participants for 3 days	day	\$ 500.00	3	\$1,500
3.a Travel Sub-Total					\$30,100

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
	Lodging in Cairo for 20 participants for 3 days (U.S. Government allowable rate)	day	\$ 175.00	60	\$10,500
	Meals and Incidentals for 20 participants for 3 days (M&IE--U.S. Government allowable rate))	day	\$ 267.00	60	\$16,020
Ex: Local Travel	Local travel in Cairo, Egypt for 20 participants for 3 days	day	\$ 500.00	3	\$1,500
3.b Travel Sub-Total					\$38,020

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	\$ -
4.a Equipment Sub-Total				\$ -

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	\$ -
4.b Equipment Sub-Total				\$ -

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)
<i>Ex: General Office Supplies</i>	month	\$ 50.00	12	\$600
<i>Ex: Laptop</i>		\$ 900.00	1	\$900
5.a Supplies Sub-Total				\$1,500

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>		\$ 300.00	1	\$300
<i>Ex: Postage</i>	month	\$ 37.00	12	\$444
5.b Supplies Sub-Total				\$744
<p>Narrative Justification: <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>SF-424a Note: <i>Enter the total cost of 5.b in Section B Column 2 line 6e of the form.</i></p> <p>Source of Match Funds: <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
<i>Ex: Jane Smith travel from Washington, DC to Amman, Jordan for training conference</i>	Roundtrip Airfare	\$1,200	1	\$1,200
<i>Ex: TBD/Monitoring and Evaluation Expert</i>	day	\$275	12	\$3,300
<i>Ex: Monitoring and Evaluation Expert travel from Washington, DC to Amman, Jordan</i>	Roundtrip Airfare	\$1,200	1	\$1,200
<i>Contracts</i>				
<i>Ex. Sub-Award to Jordanian NGO (budget and terms TBD)</i>	award agreement	\$10,000	1	\$10,000
6.a Contractual Sub-Total				\$19,900

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).*

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
Ex: TBD/Monitoring and Evaluation Expert	day	\$275	12	\$3,300
6.b Contractual Sub-Total				\$7,500
<p>Narrative Justification: <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>SF-424a Note: Enter the total cost of 6.b in Section B Column 2 line 6f of the form.</p>				
<p>Source of Match Funds: <i>Identify source of match funds.</i></p>				

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

8. Other Direct Costs <i>(Description: Expenses not covered in any of the previous budget categories.)</i>				
8.a Federal Cost				
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
Ex: Amman hotel conference room rental for training	day	\$800	3	\$2,400
8.a Other Direct Costs Sub-Total				\$3,600
<p>Narrative Justification: <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>SF-424a Note: Enter the total cost of 8.a in Section B Column 1 line 6h of the form.</p>				
8.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>
Ex: DC Office Rent	month	\$1,000	12	\$12,000
8.b Other Direct Costs Sub-Total				\$12,000
<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>SF-424a Note: Enter the total cost of 8.b in Section B Column 2 line 6h of the form.</p> <p>Source of Match Funds: <i>Identify source of match funds.</i></p>				

9. Total Direct Costs	
9.a Federal Cost <i>SF-424a Note: Enter the total cost in Section B Column 1 line 6i of the form.</i>	\$125,805
9.b Non-Federal Match or Cost Share <i>SF-424a Note: Enter the total cost in Section B Column 2 line 6i of the form.</i>	\$66,192

10. Indirect Costs (Must reflect a provisional or pre-determined Negotiated Indirect Cost Rate Agreement.)		
10.a Federal Cost <i>SF-424a Note: Enter the total cost of 10.a in Section B Column 1 line 6j of the form.</i>	0.00%	\$0
10.b Non-Federal Match or Cost Share <i>SF-424a Note: Enter the total cost of 10.b in Section B Column 2 line 6j of the form.</i>	0.00%	\$0

11. Total Costs (Sum of the Total Direct and Indirect Costs)	
11.a Federal Cost <i>SF-424a Note: Enter the total cost in Section B Column 1 line 6k of the form.</i>	\$125,805
11.b Non-Federal Match or Cost Share <i>SF-424a Note: Enter the total cost in Section B Column 2 line 6k of the form.</i>	\$66,192

Budget Narrative

BUDGET SUMMARY

Budget Categories	Federal Request (Cost)	Non-Federal Match or Cost Share	Total
1. Personnel	\$62,765	\$1,338	\$64,103
2. Fringe Benefits	\$7,940	\$6,590	\$14,530
3. Travel	\$30,100	\$38,020	\$68,120
4. Equipment	\$0.00	\$0.00	\$0.00
5. Supplies	\$1,500	\$744	\$2,244
6. Contractual	\$19,900	\$7,500	\$27,400
7. Construction	\$0	\$0	\$0
8. Other Direct Costs	\$3,600	\$12,000	\$15,600
9. Total Direct Costs (lines 1-8)	\$125,805	\$66,192	\$191,997
10. Indirect Costs (reflect provisional, pre-determined rate and allocation base)	\$0	\$0	\$0
11. Total Costs (lines 9-10)	\$125,805	\$66,192	\$191,997

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 as with your application package. Please note that the response “Not Applicable,” or “N/A,” is generally not acceptable. Instead, a sufficient explanation should be provided in either the project narrative or within each field to explain why an item is not applicable.

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

Applicant Organizational Information

5. Financial or Business Official (<i>The person who is responsible for the financial components of the grant.</i>)	
Budget Officer Title:	Email Address:
Address:	Telephone Number
ORGANIZATION STRUCTURE AND POLICIES	
6. Is your organization governed by Board of Directors? (Yes or No):	
7. Does your organization have a written personnel policy and procedure manual? (Yes or No):	
8. Does your organization have a written accounting and financial policy and procedure? (Yes or No):	
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 or No):	
<i>If Yes:</i>	Can the accounting system show amounts incurred for individual awards and show charges to separate funding sources? (Yes or No):
	Can the accounting system generate reports that show these specific costs incurred for individual awards? (Yes or No):
	Does the accounting system allow for reporting of Cash and In-kind contributions (from non-federal sources) i.e., cost share? (Yes or No):

Applicant Organizational Information

11. Are there written procedures for determining reasonableness, allocability, and allowability of costs?			
12. Does your organization prepare annual financial statements (e.g., balance sheet, income and expense statement)?			
13. Does your organization have written policies and procedures for monitoring sub-awardees or sub-recipients, including consultants?			
14. Does your organization have a current A-133 audit? (Yes or No)			
15. Has your organization received grant or agreement funds before? (Yes or No):			
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.			
<i>If Yes:</i>			
<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>

Preparing an Application for 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

REQUIRED APPLICATION DOCUMENTS

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 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.

Item #8—Applicant Information:

8a – Input your Organization’s legal name.

8b – U.S. Organization: Enter your Organization’s 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 person to contact about this application. **It is a best practice that this person not be listed as the authorized representative on this form.**

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

M. Nonprofit with 501C3 IRS Status

N. Nonprofit without 501C3 IRS Status

W. Non-domestic (non-US entity)

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.

Preparing an Application for Funding

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.”

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 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 Only: 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 On Any Federal Debt? Does your Organization 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.**

Preparing an Application for Funding

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 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 total amount of Federal funding being requested.

Column (f)—New/Revised Budget, Non-Federal: Enter the total 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.

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.

Preparing an Application for Funding

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.

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

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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.

Section F—Other Budget Information

Line #21—Direct Charges: Enter total from Section B, Line #6.i, Column 5.

Line #22—Indirect Charges: Enter total from Section B, Line #6.j, Column 5.

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

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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 7 pages (extra pages will be removed from the application package)**.

The Program Narrative should address the roles and responsibilities of the Local Chapter outlined in Part 1—Funding Opportunity Description:

Approach and Activities:

- Clearly explain how the organization will take over management and bring the existing work with the alumni back on track in the first year.
- Clearly outline the competitive process for recruiting and hiring a Local Chapter Coordinator with input from MEPI staff in Washington, D.C. and the local U.S. Embassy.
- Clearly describe how the organization will achieve the required Local Chapter activities each year.
- Demonstrate how the organization will provide guidance and logistical support for the Local Chapter, while also allowing for substantial programmatic and financial autonomy of the Local Chapter and/or building the Local Chapter's ability to do so.

Organizational Capacity:

- Demonstrate the expertise and capacity to take over existing Alumni Network projects.
- Demonstrate a high level of regional and/or country expertise to launch and manage the project effectively in the proposed country.
- Demonstrate how the organization's membership and leadership will represent the interests of existing formal and informal MEPI alumni groups in the proposed county.
- Demonstrate in-country capacity and ability to work with a pre-existing registered alumni organization in Lebanon or an informal MEPI Alumni Steering Committee in Bahrain through a Memorandum of Understanding or a Teaming Agreement.

Staff and Positions:

- Describe, through biographical sketches, the roles of key personnel and their skills and qualifications to carry out the proposed work.
- Provide position description and required credentials for any position to be advertised post-award.

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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 Guidelines

The budget submission must include the following items:

- Office and meeting space costs for Local Chapter Activities.
- A Project Director responsible for the establishment of the Local Chapter and overall administration of the award. The Project Director must spend at least 10% level of effort per year on this award, but cannot exceed 40% level of effort per year.
- A full-time Local Coordinator to manage the Local Chapter.
- Costs associated with completing Local Chapter activity requirements.
- Costs associated with Local Chapter Coordinator and Program Director travel and participation in a MEPI Alumni Network Meeting, not to exceed five days, during each year of the award.

When preparing the budget, the applicant may include the following costs:

- Alumni travel within country or in the region.
- Costs for speakers and/or trainers.
- Office supply costs, including a laptop computer, printer, and projector.
- Travel costs (if necessary) for at least three Steering Committee members to attend Steering Committee meetings. Please note that Steering Committee members cannot be compensated for their work, but can be reimbursed for travel and lodging if meetings require travel of over 30km and/or overnight accommodation

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?

3. Travel

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

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- 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.

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;

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- The use of "miscellaneous expenses" or any similar term as a budget item is unacceptable;

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 is available for download with the application kit. **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 is available for download with the application kit. **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.

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 Sketches or Job Descriptions for key personnel and partners.** They may be included within the project narrative or as a separate document included in the appendices portion of your application. If these items are not included, applicants will be scored lower under the *Staff and Position Specifications* review criteria outlined in Part V, Section A—Application Evaluation Criteria.
- **Pre-Submission Checklist** can be found in Appendix 5. This Checklist ensures that you have 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 that is included in blue text should be deleted prior to submitting this document as the last attachment with your application package.

PRE-SUBMISSION CHECKLIST

Items to Complete	“X” if Completed
U.S.-BASED APPLICANTS	
Do you have a DUNS number?	
Are you registered with the System for Award Management?	
Are you registered with Grants.gov or GrantSolutions.gov to submit your application?	
Did your AOR read and sign the Assurances—Non-Construction Programs (SF-424b)?	
FOREIGN-BASED APPLICANTS	
Do you have a DUNS number?	
Are you registered with Grants.gov or GrantSolutions.gov to submit your application?	
Did your AOR read and sign the Assurances—Non-Construction Programs (SF-424b)?	
ALL APPLICANTS	
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?	
Did you complete the Budget Information—Non-Construction Programs (SF-424a)?	
Did you complete and submit the MEPI Cover Sheet? Is your Executive Summary no more than one page?	
Did you complete and submit the Applicant Organization Information Document?	
Did you prepare and include a Table of Contents outlining the sections of your application?	

Pre-Submission Checklist

Items to Complete	“X” if Completed
Is your Project Narrative no more than 7 pages?	
Has your Project Narrative addressed all the announcement goals and priorities?	
Did you include Biographical Sketch, or Job Descriptions for key personnel and partners?	
Did you include a Budget Narrative as outlined in Appendix 2 using the Budget Narrative Sample Template?	
Does your application include any cost sharing or matching? If so, are details provided on the SF-424 forms and in your Budget Narrative?	
Did you include optional documents and are they no longer than 10 pages?	