

**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

Establishing MEPI Alumni Network Local Chapters

Opportunity Number: NEAPI-11-AW-038-MENA-121611

Competition ID: Alumni 3-US

Alumni 3-Foreign

Announcement Type: New

Key Information:

Application Deadline	23:59:59 Eastern Time on January 19, 2012
Federal Agency Contact Note: Questions about the goals and intentions of this program announcement should be submitted within the first 30 days of the open announcement period.	Jessica Baker Nea-grants@state.gov 202-776-8524
Date Opened	January 11, 2012
Electronic Link for Full Announcement	(MEPI Website): www.mepi.state.gov
Revision Notes: MEPI is extending the deadline for submissions to this announcement to January 19, 2012. All applications must be received by 23:59:59 on January 19th to be considered for this opportunity.	

Funding Opportunity Synopsis:

Project Synopsis:

The Middle East Partnership Initiative (MEPI) announces a competition for proposals to establish MEPI Local Alumni Chapters in Algeria, Qatar, Saudi Arabia, Tunisia, and the United Arab Emirates (UAE). Currently, there are over 11,000 MEPI alumni across the region and this number is growing daily. The Local Alumni Chapters, including those to be created in the

countries listed above and those that currently exist in other countries, will together create the region-wide MEPI Alumni Network. This 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 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.**

*This is the third solicitation for applications to the “Establishing Local MEPI Alumni Chapters” Request for Applications (RFA). The previous RFAs were open for applications from April 15 thru May 30, 2011 and from June 21 thru July 17, 2011. Through these first two opportunities, MEPI was able to establish Local Chapters in Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Morocco, Oman, the West Bank and Gaza, and Yemen. This third solicitation seeks applications to support chapters in those countries where they were not established through the previous announcements. **If you submitted an application to launch a Local Chapter in Algeria, Qatar, Saudi Arabia, Tunisia, and/or the UAE under either of the previous RFAs, you may submit a new or revised application in response to this RFA.***

Eligible Countries:

MEPI is seeking to establish new Local Chapters of the MEPI Alumni Network in the following countries: Algeria, Qatar, Saudi Arabia, Tunisia, and the UAE. **Applicants may apply to establish a single chapter representing multiple countries, particularly in the Gulf, but only one application per organization will be accepted.**

Funding Mechanism Type: Cooperative Agreement

Estimated Number of Awards: up to 5

Estimated Total Program Funding: \$1,600,000

Estimated Award Ceiling (per country): \$375,000 (Up to \$125,000 per year)

Estimated Award Floor (per country): \$150,000 (No less than \$50,000 per year)

Length of Project Period: 3 years

Eligible Applicants:

Eligible applicants, which include any registered U.S. or foreign-based non-profit organizations, non-governmental organizations (NGOs), and institutions of higher education (such as colleges and universities), alone or with specified partner organizations, are invited to apply for funding to establish and maintain MEPI Local Alumni Chapters. Applicants may apply to establish a single Chapter representing multiple countries, but must demonstrate an on-the-ground presence in each country covered in the application.

Background Information about MEPI and the MEPI Alumni Network:

The Middle East Partnership Initiative (MEPI), located in 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 (MENA). MEPI works to create vibrant partnerships with citizens to foster the development of pluralistic, participatory, and prosperous societies throughout the MENA region. To do this, MEPI collaborates 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 \$600 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, currently consisting of eleven Local Chapters, 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. Our goal is to provide 100% coverage for the entire Middle East and North Africa region to include all countries listed under ‘eligible countries’ in this program announcement. MEPI Local Alumni Chapters already exist in Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Morocco, Oman, the West Bank and Gaza, and Yemen. New Chapters formed in Algeria, Tunisia, Qatar, Saudi Arabia and the UAE through this RFA will work closely with already-established Chapters throughout the region.

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I. FUNDING OPPORTUNITY DESCRIPTION

Overview of Funding Opportunity

The Middle East Partnership Initiative seeks to establish a network that connects all alumni of MEPI-funded projects. Currently, there are over 11,000 MEPI alumni and this number is growing daily. The MEPI Alumni Network will connect a group of local MEPI Alumni Chapters that together provide coverage for the entire region where MEPI is active. This 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 bring positive change to the region using and expanding upon the skills acquired through their various MEPI experiences. Our goal is to provide 100% coverage for the entire Middle East and North Africa region to include all countries listed under 'eligible countries' in this program announcement.

Eligible Countries:

MEPI is seeking to establish Local Chapters of the MEPI Alumni Network in the following countries: Algeria, Tunisia, Saudi Arabia, Qatar and the UAE.

Applicants may apply to establish a single chapter representing multiple countries, particularly in the Gulf, but only one application per organization will be accepted.

Eligible Applicants:

Eligible applicants who may apply for this funding opportunity include any registered non-profit organizations, non-governmental organizations (NGOs), and institutions of higher education (such as colleges and universities). **All organizations, U.S. – based or foreign, are invited to apply for this RFA.** Applicants may apply to establish a single Chapter representing multiple countries, but must demonstrate an on-the-ground presence in each country covered in the application.

*This is the third solicitation for applications to the “Establishing Local MEPI Alumni Chapters” Request for Applications (RFA). The previous RFAs were open for applications from April 15 thru May 30, 2011 and from June 21 thru July 17, 2011. Through these first two opportunities, MEPI was able to establish Local Chapters in Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Morocco, Oman, the West Bank and Gaza, and Yemen. This third solicitation seeks applications to support chapters in those countries where they were not established through the previous announcements. **If you submitted an application to launch a Local Chapter in Algeria, Qatar, Saudi Arabia, Tunisia, and/or the UAE under either of the previous RFAs, you may submit a new or revised application in response to this RFA.***

Goals of the MEPI Alumni Network

Working closely with MEPI, each Local Chapter will organize activities, projects, and programs 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
- 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

Successful Applicant Roles and Responsibilities

Personnel Requirements

- Successful applicants will designate one staff member to serve as the Project Director. The Project Director will be responsible for the establishment of the Local Chapter and the overall administration of the award. This staff member must spend at least 5% of his/her time per year on this award, but cannot exceed 40% per year.
- Successful applicants will also lead the selection of a MEPI Local Chapter Alumni Coordinator (also known as the Local Coordinator) with input from MEPI staff in Washington, D.C. and the local U.S. Embassy(s). This will be a full-time employee who handles the day-to-day administration of the grant award and plans and executes all Local Chapter activities. The Local Coordinator will work in close consultation with MEPI staff

in Washington, D.C., local U.S. Embassies, and with the Project Director and other designated staff selected organizations throughout the entire grant period.

- Successful applicants will assist the Local Coordinator in the selection and/or election of members of a Local Chapter Steering Committee. The Steering Committee must consist of at least three members. They will assist the Local Coordinator in planning and executing activities for the Local Chapter and will help create and enforce by-laws to govern the Local Chapters. Steering Committee members may change throughout the grant period.

Budget Requirements

Successful applicants must include the following in proposed budgets:

- A Project Director to oversee the grant and the work of the Local Coordinator. This staff member must spend at least 5% per year of his/her time on this award, but cannot exceed 40% per year
- A full-time Local Coordinator to manage the Local Chapter
- Office and meeting space for Local Chapter meetings and activities
- Travel costs 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
- A camera to document Local Chapter activities

Successful applicants must include the following activities, also listed in the ***Activity Requirements*** section, in proposed budgets:

- At least one skill-building training activity per year
- At least one training activity per year focused on a thematic issue of interest to alumni
- A survey to identify skill-building and thematic interests of alumni
- At least one networking event per year
- At least one training activity per year focused on volunteerism and community involvement to prepare for an “Alumni Day of Service”
- At least one “Alumni Day of Service” per year where alumni are encouraged to participate in volunteer activities in their communities
- Travel costs of sending the Local Coordinator to a three-day MEPI Alumni Network Regional meeting in Istanbul, Turkey in Year One of the grant award

Regional MEPI Alumni Network Meeting

Applicants funded through this RFA are required to budget for and be prepared to send MEPI Local Chapter Alumni Coordinator to a three-day MEPI Alumni Network meeting in Year One of the grant award. This meeting will be held in Istanbul, Turkey.

More information and guidance on submitting a budget can be found in Part IV, Section D—Preparing an Application and Formatting Requirements.

Reporting Requirements

Successful applicants will be legally responsible for satisfying all requirements associated with receiving federal funds:

- Demonstrating sound financial management
- Maintaining current, accurate, and comprehensive financial records and fulfilling audit requirements
- Providing regular and accurate reports on financial status, program activity, progress toward goals, and other performance measures

Activity Requirements

Successful applicants will perform the following within the **first six months** of the grant:

- In consultation with MEPI staff in Washington, D.C., submit a workplan for Local Chapter Activities (due within 30 days of award signing) for the entire grant period
- Recruit and hire, with the advice and consent of MEPI staff in Washington, D.C. and at local U.S. Embassies, a Local Coordinator to guide and supervise the Local MEPI Alumni Chapter activities
- Provide and maintain an office(s) for the Local Coordinator and a meeting/activity location(s) for the Local Chapter
- Assist the Local Coordinator in forming a Steering Committee for the Local Chapter
- Assist the Local Chapter Steering Committee in establishing by-laws for the Local Chapter
- Budget for and send the Local Coordinator to a three-day MEPI Alumni Network meeting in Istanbul, Turkey in Year One of the grant award

Regional MEPI Alumni Network Meeting

Applicants funded through this RFA are required to budget for and be prepared to send Local Coordinator to a three-day MEPI Alumni Network meeting in Year One of the grant award. This meeting will be held in Istanbul, Turkey. **Please include costs for this meeting in your budgets.**

- Be prepared to send two personnel to a possible Washington, D.C. MEPI Alumni Network meeting.

Washington, D.C. MEPI Alumni Network Meeting

In addition to the Regional MEPI Alumni Network meeting, all selected organizations must be prepared to send two people to up to two Washington, D.C. MEPI Alumni Network meeting(s). The Washington, D.C. meeting(s) would be a multi-day training program designed to train Local Coordinators and Project Directors in the Federal grant policies and processes and guide the creation of the products necessary for successful chapter functioning and operation. MEPI Washington will cover all costs associated with the Washington, D.C. Alumni Network meeting(s) (e.g., flight, lodging and meals). **Please do not include this meeting in your budgets.**

Each year of the grant award, Local Chapters must undertake the following activities as part of the MEPI Alumni Network. These activities must be included in proposed project narratives and budgets. 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 per year
- At least one training activity per year focused on a thematic issue of interest to alumni
- At least one networking event per year
- At least one training activity per year focused on volunteerism and community involvement to prepare for an “Alumni Day of Service”
- At least one “Alumni Day of Service” per year 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 5

Estimated Total Program Funding: \$1,600,000

Estimated Award Ceiling (per country): \$375,000 (Up to \$125,000 per year)

Estimated Award Floor (per country): \$150,000 (No less than \$50,000 per year)

Length of Project Period: 3 years

A total of approximately \$1,600,000 in Economic Support Funds for approximately 5 grants will be awarded through this RFA. If selected to receive a grant, applicants will be awarded funds for 3 years.

Applicants may propose a maximum budget of \$375,000 for a period of three years. The maximum budget per year should be up to \$125,000.

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.

Successful applicants may be requested to expand their scope of work to include additional counties not originally proposed in their application.

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, non-governmental organization, private sector organization, and institution of higher education (such as colleges or universities). **The Office of the Middle East Partnership Initiative strongly encourages applications from experienced civil society organizations in the Middle East and North Africa region.** International partners (non-governmental organizations with principal bases of operations outside the Middle East and North Africa) are also encouraged to apply, but the percentage of total budget actually spent in the region through local partners will be among the elements of evaluation for this competition.

The 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. **MEPI is also interested in projects that encourage the participation of persons with disabilities.**

All applicants must be legally registered organizations prior to applying to this RFA.

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

B.1 Grants.gov

The Office of the Middle East Partnership Initiative requires that all applications from U.S.-based applicants be submitted through Grants.gov. In order to apply, organizations must complete the Grants.gov registration process. To register, please go to www.grants.gov and click on "Get Registered." Registration is a five-step process: 1) obtain a DUNS number; 2) register with Central Contracting Registration (CCR); 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.

B.2 Dun and Bradstreet Data Universal Number System

All U.S.-based applicants must provide a Data Universal Number System (DUNS) number to apply to this funding opportunity. The DUNS number is a nine-digit number established and

assigned by Dun and Bradstreet, Inc. to uniquely identify business entities. Obtaining a Data DUNS number is the first step, required by an organization, to register with the Grants.gov system. If the organization does not already have a DUNS number, please begin this process immediately.

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.

B.3 Central Contractor Registration

All U.S.-based applicants must be registered with the Central Contractor Registration (CCR) to apply to this funding opportunity. The CCR is the Federal repository in which an applicant must provide information required for the conduct of business as an award recipient. Registering with CCR is the second step, required by an organization, to register with the Grants.gov system.

CCR registration expires each year and must be updated annually. Further, applicants must maintain an active CCR registration, with current information, while their application is under consideration for funding.

If you are not already registered with CCR please begin the process immediately.

Registration procedures may be found at www.ccr.gov. This process can take three to five business days or up to two weeks.

If you are registered, you are encouraged to ensure that your registration is active prior to submitting your application on Grants.gov.

C. ELIGIBILITY REQUIREMENTS—FOREIGN-BASED APPLICANTS

Until May 15, 2012 foreign-based applicants are not required to obtain a DUNS Number and register with CCR because of a one-year waiver that MEPI received on May 16, 2011.

However, MEPI strongly encourages all applicants to obtain a DUNS number and CCR registration. Details on how to register with these systems are outlined in Sections B.2 and B.3 above.

D. ADDITIONAL ELIGIBILITY CONSIDERATIONS

D.1 Sub-Awards

Applicants may propose sub-awards within their submission. A sub-award is defined as an award provided to a third-party individual or organization for the performance of certain programmatic work. All sub-awardees who will receive funds of \$25,000 or more are required to have a DUNS number and maintain an active CCR registration with current information. For information on obtaining a DUNS number and registering with CCR please see Sections B.2 and Section B.3 above. **Proposed sub-awardees are not required to have a DUNS number and CCR registration prior to the submission of an application.**

IV. APPLICATION AND SUBMISSION INFORMATION

A. Application Documents

All applications must include the application components detailed below. **Please note:** The required documents for U.S.-based and Foreign-based applicants differ. Please refer to Section A.1 and A.2 for information on what documents are required for your organization. **Failure to submit all of the required documentation described in this RFA will result in the application not being considered for funding.** Please refer to Section A.4 below of information on how to download the sample templates mentioned below and Section B.3 below for additional submissions requirements (e.g., font size, page margins).

A.1 *Required Documents—U.S. Based Applicants*

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

U.S.-based 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.

Project Narrative:

The Project Narrative describes the efforts the applicant will undertake to address the priorities and goals of this announcement. It may be no longer than 10 pages. More detailed on preparing the Project 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. Please note that budget requests cannot exceed \$125,000 USD per year for a three year period. There is no page limit for this section of an application. A sample template can be found in Appendix 2. **NOTE: Applicants are strongly encouraged the same format as found 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 provides a detailed summary of the applicant and their proposal and **must include a maximum one-page executive summary.** A sample template can be found in Appendix 1. 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. 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.

A.2 Required Documents—Foreign-Based Applicants

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

Foreign-based applicants must complete both forms to be considered for funding. Information on how to complete the SF-424 and SF-424a can be found in Appendix 4. Also, foreign-based applicants should review the Certification and Assurances information provided in Appendix 4. Should a foreign-based applicant move forward to award, they would be required to comply with these certifications and assurances.

Project Narrative:

The Project Narrative describes the efforts the applicant will undertake to address the priorities and goals of this announcement. It may be no longer than 10 pages. More detailed on preparing the Project 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. Please note that budget requests cannot exceed \$125,000 USD per year for a three year period. There is no page limit for this section of an application. A sample template can be found in Appendix 2. **NOTE: Applicants are strongly encouraged the same format as found in the sample.** More details on preparing the Budget Narrative can be found in Section B.2 below and in Appendix 5. **Applicants are strongly encouraged to review this information before preparing their Narrative.**

MEPI Application Coversheet:

The Cover Sheet provides a detailed summary of the applicant and their proposal and **must include a maximum one-page executive summary.** A sample template can be found in Appendix 1. 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. 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.

A.3 Optional Documents—All Applicants

These documents may not exceed a total of 10 pages, and may be included as separate attachments with the submission. More detailed instructions for preparing attachments are provided in Appendix 4.

Resumes, Biographical Sketch, 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 the application. If these items are not include, applicants will be scored lower under *Staff and Position Specifications* review criteria outlined in Part V, Section A—Application Evaluation Criteria.

Pre-Submission Checklist:

This 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.

A.4 Application Submission Sample Templates—All Applicants

Fill-able versions of the sample templates mentioned in Sections A.1, A.2, and A.3 above can be downloaded from www.grants.gov by following the instructions below:

1. Select “Find Grant Opportunities” under the “For Applicants” category on the left-hand side of the Grants.gov home page, and select Basics Search.
2. Enter the CFDA number—19.500, and click “Search.”
3. Click on the appropriate announcement link. (Applicant will be directed to the announcement’s synopsis page.)
4. At the top of the announcement page, click on the header entitled “**Full Announcement**”
5. On the “Full Announcement,” page, select the files entitled “Other Supporting Documents—Fillable Sample Template Documents and Appendices.”

B. PREPARING AN APPLICATION AND FORMATTING REQUIREMENTS—ALL APPLICANTS

B.1 Preparing the Project Narrative

The Project Narrative must be a separate document in the electronic submission and may not exceed 10 pages. **If it exceeds the page limit, the extra pages will be removed from the application package.**

The Project Narrative should describe the efforts that will be undertaken to address the roles and responsibilities outlined in outlined in Part 1—Funding Opportunity Description, including:

Approach and Activities:

- Clearly outline a plan of action that explains how the work to establish a MEPI Alumni Local Chapter will be accomplished within the proposed start-up time frame of six months;

- MEPI would like to see that the applicant will provide guidance and logistical support for the Local Chapter, but will allow for the independence of the Local Chapter.

Results and Benefits:

- Describe the benefits and outcomes that will occur as a result of the applicant's management of the grant;
- Describe how results and impact will be sustained if MEPI funding should end.

Organizational Capacity:

- Demonstrate the experience of the applicant for the area of work for which activities are proposed;
- Describe the applicant's understanding of the current country context, including how previous work in country will inform the proposed activities and approach;
- Demonstrate the capacity to launch and manage the project effectively in country.

Staff and Positions:

- Describe the roles of key personnel and their skills and qualifications to carry out the proposed work; and
- Provide resumes, biographical sketches, or job descriptions for key personnel.

B.2 Preparing the Budget Narrative

All applicants must submit a Budget and Budget Narrative. There is no page limit for this section of the application. A sample template can be found in Appendix 2.

Applicants must budget for the following items:

- **Regional MEPI Alumni Network Meeting**—Applicants funded through this RFA are required to budget for the sending of two people (one must be the Alumni Coordinator and the other the Program Director or the person who handles the day to day operation of the grant) to a three-day Regional MEPI Alumni Network Meeting in the first year of the award.

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

- Office and meeting space costs for Local Chapter Activities
- Alumni travel within country or in the region
- Costs for speakers and/or trainers
- Office supply costs, including a laptop computer, printer, and projector

Applicants may propose a maximum budget of \$375,000 for a period of three years. The maximum budget per year should be up to \$125,000.

B.3 Application Formatting Requirements—All Applicants

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.

Text legibility: 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.

Page numbering: Pages should be numbered consecutively **from beginning to end**, so that information can be located easily during review of the application (hand write page numbers if necessary). In addition, applicants are strongly encouraged to include a Table of Contents with their submission. Attachments should be labeled and separated from the Project Narrative and Budget Narrative, and the pages should be numbered to continue the sequence. **Documents containing scanned images must also contain page numbers to continue the sequence.** The Standard Forms 424 (SF-424, SF-424a, and SF-424b), MEPI Application Coversheet, and Applicant Organization Information are excluded from the page numbering requirement.

Page Limits: The limitation of pages for each submission should be considered as a maximum and not necessarily a goal, and excludes the SF-424 forms, MEPI Application Coversheet, Applicant Organization Information, and the Budget Narrative.

Adhering to the standards outlined above will help to ensure the accurate submission of the document. Failure to comply with these requirements may affect the successful transmission and consideration of an application.

C. SUBMITTING AN APPLICATION—U.S.-BASED APPLICANTS

All U.S. based applicants must submit their application through Grants.gov. To submit an application, please follow the instructions below.

C.1 Download the Application Package from Grants.gov

To download the application package, go to www.grants.gov and follow the steps below:

1. Select “Apply for Grants” under the “For Applicants” category on the left-hand side of the Grants.gov home page.
2. Select “Step1: Download a Grant Application Package.”
3. Input the CFDA Number—19.500 in the search engine and click “Download Package.”
4. Find the Package with the Competition ID “**Alumni 3-US**” at the bottom of the page and click the “Download” link next to this package. You will be directed to a page entitled “Download Opportunity Instructions and Application”
5. Select “1. Download Application Instructions” to download and save a copy of the program announcement which include instructions for preparing your submission.
6. Select “2. Download Application Package” to download and save your application package document. This is the document you will need to complete to submit an application to MEPI via Grants.gov.

NOTE: When downloading the “Grant Application Package”, applicants must be sure to select and move the following mandatory forms to the “Mandatory Documents for Submission” field displayed on Grants.gov:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424a)
- Project Narrative Attachment Form
- Budget Narrative Attachment Form
- Assurances for Non-Construction Programs (SF-424b)

To include the requested and optional documents outlined in Section A.3 above, applicants should select and move the optional form “Attachments” to the displayed “Optional Documents for Submission” field.

Applicants who wish to disclose any lobbying activities should select and move the optional form “Disclosure for Lobbying Activities (SF-LLL)” to the displayed “Optional Documents for Submission” field for completion.

For more information about downloading the application package, please read the instructions in the User Guide found at the Grants.gov apply site, on the Help page.

C.2 Submitting an Application on Grants.gov

Please allow sufficient time for entering the application into Grants.gov. The process of electronic submission through Grants.gov includes multiple e-mails from Grants.gov. When an applicant submits an application, a notice that the application is being processed will be sent and the individual whose e-mail address was entered will receive two e-mails from Grants.gov within 24-48 hours. One e-mail will confirm receipt of the application in Grants.gov, and the other will indicate that the application was either successfully validated by the system or rejected due to errors. It will also provide instructions that if the named individual did not receive a receipt confirmation **and** a validation confirmation or a rejection e-mail within 48 hours, he/she must contact Grants.gov directly.

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).** Receipt of the tracking number only indicates that Grants.gov received the application. If an applicant does not receive a Grants.gov tracking number, contact the Grants.gov Contact Center for assistance at 1-800-518-4726.

Please note that it is the responsibility of the applicant to monitor their applications to ensure that they are successfully received and validated by Grants.gov. **If an application is not successfully validated by Grants.gov, it will not be forwarded to MEPI as the receiving institution.**

D. SUBMITTING AN APPLICATION—FORGIEGN-BASED APPLICANTS

Foreign-based applicants may submit an application through Grants.gov or via email to nea-grants@state.gov. U.S.-based, Public International Organizations must submit their application through Grants.gov. For information on how to submit your application through Grants.gov or via email, please follow the instructions below in Sections D.1 and D.2.

D.1 Download the Application Package from Grants.gov

To download the application package, go to www.grants.gov and follow the steps below:

1. Select “Apply for Grants” under the “For Applicants” category on the left-hand side of the Grants.gov home page.
2. Select “Step1: Download a Grant Application Package.”
3. Input the CFDA Number—19.500 in the search engine and click “Download Package.”
4. Find the Package with the Competition ID “**Alumni 3-Foreign**” at the bottom of the page and click the “Download” link next to this package. You will be directed to a page entitled “Download Opportunity Instructions and Application”
5. Select “1. Download Application Instructions” to download and save a copy of the program announcement which include instructions for preparing your submission.
6. Select “2. Download Application Package” to download and save your application package document. This is the document you will need to complete to submit an application to MEPI via Grants.gov.

NOTE: When downloading the “Grant Application Package”, applicants must be sure to select and move the following mandatory forms to the “Mandatory Documents for Submission” field displayed on Grants.gov:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424a)
- Project Narrative Attachment Form
- Budget Narrative Attachment Form

To include the requested and optional documents outlined in Section A.3 above, applicants should select and move the optional form “Attachments” to the displayed “Optional Documents for Submission” field.

Applicants who wish to disclose any lobbying activities should select and move the optional form “Disclosure for Lobbying Activities (SF-LLL)” to the displayed “Optional Documents for Submission” field for completion.

For more information about downloading the application package, please read the instructions in the User Guide found at the Grants.gov apply site, on the Help page.

D.2 Submitting an Application on Grants.gov

Please follow the instructions outlined in Section C.2 above.

D.3 Submitting an Application to NEA-Grants@state.gov

Please allow sufficient time for sending an application to MEPI via email. **When submitting an application via email, applicants must do the following:**

1. **Be sure to include all the required documents outlined in Section A above.** Failure to submit all of the required documentation will result in the application not being considered for funding.
2. **Be sure to include a signed copy of the SF-424 Form.**
3. Include the **Funding Opportunity Number and Title of the RFA in the Subject Line** of the email.
4. **If the email with attachments exceeds 5 MB, please submit the application documents in multiple emails.** Each email must indicate the email number (e.g., Email 1 of 2), so that MEPI can track a submission.

It is important to understand that **the application process is not complete until an applicant has received an email from MEPI confirming receipt of an email submission.** This email is only an indication that MEPI has successfully received an application via email. If an applicant does not receive an email within 24-48 hours after submission, contact MEPI via email at nea-grants@state.gov or telephone at 202-776-8524.

Please note that it is the responsibility of the applicant to monitor their applications to ensure that they are successfully submitted to MEPI. Applicants are strongly encouraged to submit their application well before the deadline to ensure that their application is successfully received by MEPI.

E. SUBMISSION DATES AND TIMES

Applications are due before 23:59:59 eastern time (ET) on **January 19, 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.

Within 30 days of submission, 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.

III. 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 –The applicant clearly describes how its proposal will address the requested program area. The applicant outlines a plan of action that explains how the start-up work and requirements will be accomplished in the first six months. The applicant describes how it will provide guidance and logistic support for the Local Chapter, while allowing for the independence of the Local Chapter. (25 points)

Results and Benefits – The applicant describes the benefits and outcomes that will occur as a result of the applicant’s management of the grant. The applicant describes how results and impact will be sustained if MEPI funding should end. (20 points)

Organizational Capacity – The applicant has expertise and capacity to work with and engage young people, local organizations, and community leaders in the MENA region. The applicant demonstrates a high level of regional and/or country expertise. The applicant demonstrates that it has the capacity to manage the new project in addition to its other activities. (30 points)

Staff and Position Specifications – Each key person whether staff or volunteer is described in a biographical sketch; a job description is provided for each open key position. A biographical sketch of required credentials describes any positions to be advertised post-award. Individual organization staffs, including volunteers, are well qualified and described. Please note that MEPI will require selected grantees to hire a Local Chapter Coordinator once the grant is underway, thus no biographical information should be included about this particular staff member. (10 points)

Budget Narrative - The detailed budget includes the Budget Information—Non-Construction Programs (SF-424a) and a budget narrative (as outlined in Appendix 2). 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. The costs proposed are reasonable in relation to the proposed activities and anticipated results, and the plan for services is realistic. The budget narrative documents the necessity, reasonableness, and allocation of all proposed costs. Adequate travel to and within the Middle East and North Africa is proposed. (15 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—Application

Evaluation Criteria. 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. AWARD NOTICES

Within 5 days of the close date, MEPI will notify the authorized representative and program point of contact listed on the SF-424 through email (from nea-grants@state.gov) that the application has been received. The correspondence will include an application log number that the applicant must reference when asking questions about their submission. If an applicant submits an application on time and does not receive notification by January 26, 2012 MEPI may be contacted at nea-grants@state.gov for additional information.

By February 29, 2012 if an applicant is under consideration for funding, the authorized representative, project director, and business official will receive a pre-award letter via email (from nea-grants@state.gov), signed by the Office's Deputy Director. The pre-award letter begins the negotiation process for a Financial Assistance Award. A Financial Assistance Award document, sets forth the amount of funds granted; the terms and conditions of the grant, the effective date of the grant; the budget period for which initial support will be given; the non-Federal share to be provided (if applicable); and the total project period for which support is contemplated. The Financial Assistance Award will be signed by a warranted Department of State Grant Officer and the award package will be transmitted electronically.

By February 29, 2012 if an applicant is not funded, the authorized representative and program point of contact listed on the SF-424 will receive a letter via email (from neagrants@state.gov), signed by the Office's Deputy Director.

VII. AGENCY CONTACTS

For questions regarding this funding opportunity 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 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
(800) 518-4726
support@Grants.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. Please describe the project objectives, intended results, beneficiaries, and general plan of action. The summary should be a maximum of one page (with all the text in blue removed).

Budget Narrative Sample Template

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

Budget Narrative Sample Template

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 Sample Template

	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 Sample Template

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				\$ -
<i>Narrative Justification:</i> 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				\$ -
<i>Narrative Justification:</i> 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
<i>Narrative Justification:</i> 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.				

Budget Narrative Sample Template

5.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)
<i>Ex: Fax</i>		\$ 300.00	1	\$300
<i>Ex: Postage</i>	month	\$ 37.00	12	\$444
5.b Supplies Sub-Total				\$744
Narrative Justification: 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.				
SF-424a Note: Enter the total cost of 5.b in Section B Column 2 line 6e of the form.				
Source of Match Funds: Identify source of match 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.)				
6.a Federal Cost				
Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Cost (Cost Per Unit x No. of Units)
<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.				

Budget Narrative Sample Template

6.b Non-Federal Match or Cost Share				
Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Cost (Cost Per Unit x No. of Units)
<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: 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.</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: Identify source of match funds.</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 (Description: Expenses not covered in any of the previous budget categories.)				
8.a Federal Cost				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
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: 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.</p> <p>SF-424a Note: Enter the total cost of 8.a in Section B Column 1 line 6h of the form.</p>				

Budget Narrative Sample Template

8.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)
Ex: DC Office Rent	month	\$1,000	12	\$12,000
8.b Other Direct Costs Sub-Total				\$12,000
<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>				
SF-424a Note: Enter the total cost of 8.b in Section B Column 2 line 6h of the form.				
Source of Match Funds: Identify source of match funds.				

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 Sample Template

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 Attachment #2 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):
<i>If Yes:</i>	Can the accounting system generate reports that show these specific costs incurred for individual awards? (Yes or No):
<i>If Yes:</i>	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):				
<i>If Yes:</i>	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.			
	<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>

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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. Directions for creating PDF files can be found on the Grants.gov website. 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. Adhering to these standards will help to ensure the proper transmission of your document.

It is strongly recommended that applicants include a Table of Contents. The Table of Contents should include the page numbers for each of the major sections of the application and

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for each attachment. The Table of Contents need not include page numbers for the SF-424 forms, MEPI Cover Sheet, and Applicant Organization Information.

Applicants should also ensure all pages in the application are numbered consecutively and meet the page limit requirements outlined in Part IV, Section A.1, Section A.2, and Section A.3 of the RFA. **If the application exceeds the page limit, the extra pages will be removed from the application package.**

Documents containing scanned images must also contain page numbers to continue the sequence. Failure to comply with these requirements may affect the successful transmission and consideration of an application.

REQUIRED APPLICATION DOCUMENTS

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

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

Item #8—Applicant Information:

8a – Input your organization’s legal name.

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

International organization: Enter “44-4444444.”

8c – U.S. Organization: Enter your organization’s DUNS number.

International organization: If you have a DUNs number, enter it here.

8d – Enter your organizations address including country.

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

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

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Item #9—Type of Applicant - Please select one of the following.

H. Public/State Controlled Institution of Higher Learning

M. Nonprofit

N. Private Institution of Higher Learning

P. For Profit

Q. Small Business

V. Non-domestic (non-US entity)

W. Other (Specify)

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

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

Item #12—Funding Opportunity Number and Title: Input the number and title provided in program announcement to which you are applying.

Item #13—Competition Identification Number and Title: Input the title provided in the program announcement to which you are applying.

Item #14—Areas Affected by Project: List country or countries where your organization proposes to perform its proposed activities. For applicants proposing regional programs 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:

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 of your project. Actual dates will be negotiated if selected for funding.

Item #18—Estimated Funding

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

18b – Enter the amount of any Non-Federal (e.g. non-U.S. Government) resources that will be used to support the project. This includes cost sharing and matching.

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18c-d –U.S. Organization: Enter any funding you are receiving from the State and Local governments for this project, if applicable.

18e – Enter the total of all other costs. (Explain)

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

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

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

Items #20—Is Applicant Delinquent of any Federal Debt. 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. 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. **PLEASE NOTE:** It is a best practice to have the SF-424 signed by the same authorized representative that would sign any ensuing award document for your organization.

SF-424A—Budget Information—Non-Construction Programs

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

Below, please find instructions on how to complete each of section of the 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

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

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

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

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

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

Line #5:

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

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

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

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

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

SECTION B—BUDGET CATERGORIES

Line #6—Object Class Categories:

Column (1)—Grant Program, Function, or Activity: Input "Federal Cost (MEPI Cost)."

Column (2)—Grant Program, Function, or Activity: Input "Non-Federal Cost (Cost-Share)."

Column (3)—Grant Program, Function, or Activity: Leave Blank.

Column (4)—Grant Program, Function, or Activity: Leave Blank.

Column (5)—Grant Program, Function, or Activity: Leave Blank.

Line #6.a—Personnel:

Column (1)—Federal Cost: Input the Total Cost from the Personnel section of your Budget Narrative.

Column (2)—Non-Federal Costs: Input the Total Cost from the Personnel section of your Budget Narrative.

Column (3)—Grant Program, Function, or Activity: Leave Blank.

Column (4)—Grant Program, Function, or Activity: Leave Blank.

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2.

Line #6.b—Fringe Benefits:

Column (1)—Federal Cost: Input the Total Cost from the Fringe section of your Budget Narrative.

Column (2)—Non-Federal Costs: Input the Total Cost from the Fringe section of your Budget Narrative.

Column (3)—Grant Program, Function, or Activity: Leave Blank.

Column (4)—Grant Program, Function, or Activity: Leave Blank.

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2.

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Line #6.c—Travel:

Column (1)—Federal Cost: Input the Total Cost from the Travel section of your Budget Narrative.

Column (2)—Non-Federal Costs: Input the Total Cost from the Travel section of your Budget Narrative.

Column (3)—Grant Program, Function, or Activity: Leave Blank.

Column (4)—Grant Program, Function, or Activity: Leave Blank.

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2.

Line #6.d—Equipment:

Column (1)—Federal Cost: Input the Total Cost from the Equipment section of your Budget Narrative.

Column (2)—Non-Federal Costs: Input the Total Cost from the Equipment section of your Budget Narrative.

Column (3)—Grant Program, Function, or Activity: Leave Blank.

Column (4)—Grant Program, Function, or Activity: Leave Blank.

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2.

Line #6.e—Supplies:

Column (1)—Federal Cost: Input the Total Cost from the Supplies section of your Budget Narrative.

Column (2)—Non-Federal Costs: Input the Total Cost from the Supplies section of your Budget Narrative.

Column (3)—Grant Program, Function, or Activity: Leave Blank.

Column (4)—Grant Program, Function, or Activity: Leave Blank.

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2.

Line #6.f—Contractual:

Column (1)—Federal Cost: Input the Total Cost from the Contractual section of your Budget Narrative.

Column (2)—Non-Federal Costs: Input the Total Cost from the Contractual section of your Budget Narrative.

Column (3)—Grant Program, Function, or Activity: Leave Blank.

Column (4)—Grant Program, Function, or Activity: Leave Blank.

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2.

Line #6.g—Construction:

Column (1)—Federal Cost: Input "\$0.00."

Column (2)—Non-Federal Costs: Input "\$0.00."

Column (3)—Grant Program, Function, or Activity: Leave Blank.

Column (4)—Grant Program, Function, or Activity: Leave Blank.

Column (5)—Grant Program, Function, or Activity: Input "\$0.00."

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Line #6.h—Other:

Column (1)—Federal Cost: Input the Total Cost from the Other section of your Budget Narrative.

Column (2)—Non-Federal Costs: Input the Total Cost from the Other section of your Budget Narrative.

Column (3)—Grant Program, Function, or Activity: Leave Blank.

Column (4)—Grant Program, Function, or Activity: Leave Blank.

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2.

Line #6.i—Total Direct Charges:

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

Column (2)—Non-Federal Costs: Enter the total of Lines #6.a thru #6.h in Column 2.

Column (3)—Grant Program, Function, or Activity: Leave Blank.

Column (4)—Grant Program, Function, or Activity: Leave Blank.

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2.

Line #6.j—Indirect Charges:

Column (1)—Federal Costs: Input the Total Cost from the Indirect section of your Budget Narrative.

Column (2)—Non-Federal Costs: Input the Total Cost from the Indirect section of your Budget Narrative.

Column (3)—Grant Program, Function, or Activity: Leave Blank.

Column (4)—Grant Program, Function, or Activity: Leave Blank.

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2.

Line #6.k—TOTALS:

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

Column (2)—Non-Federal Costs: Enter the total Lines #6.i thru #6.j in Column 2.

Column (3)—Grant Program, Function, or Activity: Leave Blank.

Column (4)—Grant Program, Function, or Activity: Leave Blank.

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2.

Line #7—Program Income:

Column (1)—Federal Cost: Input "\$0.00."

Column (2)—Non-Federal Costs: Input "\$0.00."

Column (3)—Grant Program, Function, or Activity: Leave Blank.

Column (4)—Grant Program, Function, or Activity: Leave Blank.

Column (5)—Grant Program, Function, or Activity: Input "\$0.00."

SECTION C—NON-FEDERAL RESOURCES

Line #8:

Column (a)—Grant Program: Input "Middle East Partnership Initiative."

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Column (b)—Applicant: Enter total of #Line 6.k, Column 1 in Section B.

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

Column (e)—Totals: Enter Total from Column (b).

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

Line #12:

Column (b)—Applicant: Enter amount from of Line #7, Column (b).

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

Column (e)—Totals: Enter Total from Column (b)—Applicant.

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 Line #6.i, Column 5 in Section B.

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

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

SF-424B—Assurances—Non-Construction Programs

The SF-424B—Assurances—Non-Construction Programs sets forth certain requirements that an application must certify that they will comply if a grant is awarded.

The form should be reviewed and signed by the Authorized Organization Representative.

Certification and Assurances—Foreign-based Organizations and Public International Organizations

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.

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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 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

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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 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.

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Project Narrative

The Project Narrative must be a separate document your electronic submission. Please consolidate all other materials in your application to ensure the fewest possible number of attachments. Be sure to label each file according to its contents (e.g., Attachments 1-3, Attachments 4-5).

Page Limit allowed for Project Narrative: The Project Narrative may not exceed 10 pages. **If the Project Narrative exceeds the page limit, the extra pages will be removed from the application package.**

The Project Narrative should describe the efforts you will undertake to address the roles and responsibilities outlined in Part I—Funding Opportunity Description, including:

Approach and Activities:

- Clearly outline a plan of action that explains how the work to establish a MEPI Alumni Local Chapter will be accomplished within the proposed start-up time frame of six months;
- MEPI would like to see that the applicant will provide guidance and logistical support for the Local Chapter, but will allow for the independence of the Local Chapter.

Results and Benefits:

- Describe the benefits and outcomes that will occur as a result of the applicant's management of the grant;
- Describe how results and impact will be sustained if MEPI funding should end.

Organizational Capacity:

- Demonstrate the experience of the applicant for the area of work for which activities are proposed;
- Describe the applicant's understanding of the current country context, including how previous work in country will inform the proposed activities and approach;
- Demonstrate the capacity to launch and manage the project effectively in country.

Staff and Positions:

- Describe the roles of key personnel and their skills and qualifications to carry out the proposed work; and
- Provide resumes, biographical sketches, or job descriptions for key personnel.

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Budget Narrative

The Budget Narrative must be a separate document in the electronic submission on Grants.gov. A sample template can be found in Appendix 2. **NOTE: Applicants must use the same format as found in the sample.** Please consolidate all other materials in your application to ensure the fewest possible number of attachments. Be sure to label each file according to its contents (e.g., Attachments 1-3, Attachments 4-5).

Before developing a project budget, applicants should review the Middle East Partnership Initiative's (MEPI) guidelines detailed below and in the RFA to determine application details including program expectations, any cost-sharing, and any restrictions on the types of costs that may appear in the budget.

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. All figures must be in U.S. Dollars and rounded to the nearest dollar.

Page Limit allowed for Budget Narrative: There is no page limit for this section of your application.

Budget Definitions:

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 and SF-424B forms.

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

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

Indirect Costs: Costs that cannot be identified readily and specifically with a particular sponsored project, program, 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. 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.

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.

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).

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Allowable Project Costs

The cost principles below address four tests in determining the permissibility of costs. These four 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. The cost principles elaborate on this concept and address considerations such as whether the cost is necessary for the organization's operations or the grant's performance, whether the recipient complied with its established organizational policies in incurring the cost or charge, and whether the individuals responsible for the expenditure acted with due prudence in carrying out their responsibilities to the Federal government and the public at large, as well as to their organization.
2. **Allocable:** A cost is allocable to a specific grant, function, department, or other component, known as a cost objective, if the goods or services involved are chargeable or assignable to that cost objective in accordance with the relative benefits received or other equitable relationship. A cost is allocable to a grant if it is incurred solely in order to advance work under the grant; it 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 assignable, at least in part, to the grant.
3. **Conforming:** A cost conforms if it matches with any limitations or exclusions set forth in the Federal cost principles outlined in the award terms and conditions. These costs may vary in type of activity, the type of recipient, and other characteristics of individual awards.
4. **Consistent:** A cost must be consistent with 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 to cost objectives. 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 (e.g., direct costs, indirect costs, cost sharing).

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Budget Narrative Sample Template

The Budget Narrative Sample Template--Appendix 2 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:

- 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 etc.) is strongly encouraged. Applicants will be expected to document cost-sharing arrangements. Not included as a cost in any other Federally supported award.

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

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- 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?
 - Does the level of effort of the employee exceed 100% of all work on all projects or positions?
 - 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?
- Are any fringe costs unallowable?

3. Travel

- Is the travel necessary for the purpose of the program?
- Are travel costs separately identifiable and reasonable (transportation, hotel, meals, and mileage)?
- Is the basis for computation provided?
- Does the organization travel policy follow the Federal guidelines (e.g., Fly America, per diem rates, etc.)?

4. Equipment

- Does the equipment have a useful life of more than one year and an acquisition cost of \$5,000 or more?
- Is the request reasonable and allowable under 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?
- Did you name the consultant or contractor, if known?
- Is the total amount for any contract in excess of \$100,000?
- Did you provide a separate budget for sub-recipients or contracts?

Preparing an Application for Funding

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?

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. **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.** 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 brief summary of the proposed project (e.g., This project will...). An applicant's summary should include a brief description of the project objectives, intended results, beneficiaries, and general plan of action.

The Coversheet should be a separate document. If submitting an application through Grants.gov, the Coversheet can be included as Attachment #1 under the "Optional Documents for Submission" field of the application package.

Page Limit allowed for MEPI Application Coversheet Executive Summary: The executive summary portion of the Coversheet may not exceed one page (with the blue text removed).

Applicant Organization Information

The Applicant Organizational Information document provides MEPI with information about your organization's structure and policies; and allows MEPI to assess your organization's ability to manage Federal funds. A sample template can be found in Appendix 3. **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.

The Applicant Organization Information should be a separate document. If submitting an application through Grants.gov, the Coversheet can be included as Attachment #2 under the "Optional Documents for Submission" field of the application package.

Preparing an Application for Funding

OPTIONAL DOCUMENTS

Those documents that are not included in the proposal narrative and budget may be included as attachments or appendices. Examples of attachments to be included in this section of your application are:

- **Resumes, Biographical Sketch, 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.

Page Limit allowed for Attachments: These additional document may not exceed 10 pages. **If these documents exceed the page limit, the application will be screened out and will not be reviewed.**

Please consolidate all other materials in your application to ensure the fewest possible number of attachments. Be sure to label each file according to its contents (e.g., Attachments 1-3, Attachments 4-5).

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 Central Contractor Registration?	
Did your AOR read and sign the Assurances—Non-Construction Programs (SF-424b)?	
FOREIGN-BASED AND PUBLIC INTERNATIONAL ORGANIZATION APPLICANTS	
Did your AOR read the Assurances and Certifications outline in Appendix 5 of the program announcement?	
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?	
Is your Project Narrative no more than 10 pages?	
Has your Project Narrative addressed all the RFA goals and priorities?	
Did you include Resumes, Biographical Sketch, or Job Descriptions for key personnel and partners?	

Pre-Submission Checklist

Items to Complete	“X” if Completed
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 the Disclosure of Lobbying Activities Form (SF-LLL), if applicable?	
Did you include Attachments and are they no longer than 10 pages? This excludes the MEPI Cover Sheet and Applicant Organization Information.	