

## Office of the Middle East Partnership Initiative (NEA/PI)

### Guidance for Preparing an Application Requesting Funding

#### **Registering with Grants.gov:**

In order to apply for funding, organizations must be registered with Grants.gov ([www.grants.gov](http://www.grants.gov)). The registration process can take ten days or longer, even if all the registration steps are completed in a timely manner.

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 Authorize Organization Representative (AOR) Authorization; and 5) track AOR status. More information about registering with Grants.gov can be found on their website, [www.grants.gov](http://www.grants.gov).

**Attention Foreign Organizations:** Additional guidance on registering with Grants.gov can be found attached to every MEPI program announcement. You can also contact MEPI at [nea-grants@state.gov](mailto:nea-grants@state.gov) to request this guidance.

#### **Applying for Funding on Grants.gov**

To apply for funding on Grants.gov, applicants need to download the appropriate funding opportunity's Grant Application Package. The application package can be found by searching for MEPI's CFDA number—19.500—through the links entitled “Find Grant Opportunities” or “Apply for Grants” under the “For Applicants” category on the left-hand side of the Grants.gov home page.

When downloading the Grant Application Package, applicant 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 Narrative Attachment Form
- Project Narrative Attachment Form
- Budget Information for Non-Construction Programs (SF-424a)
- Assurances for Non-Construction Programs (SF-424b)

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

Applicants who wish to provide additional attachments as part of their submission should select and move the optional form “Attachments” to the displayed “Optional Documents for Submission” field.

### **Required Application Documents:**

**Note:** Any application that does not have all of the components below will not be considered for funding.

#### **1) Federal Assistance Application Forms (available for download at Grants.gov):**

- SF-424—Application for Federal Assistance.
- SF-424a—Budget Information
- SF-424b—Non-Construction Assurances

Guidance for completing these forms is available by going to [www.mepi.state.gov](http://www.mepi.state.gov) and clicking on “Funding & Project Opportunities.”

#### **2) MEPI Application Cover Sheet** (available by going to [www.mepi.state.gov](http://www.mepi.state.gov) and clicking on “Funding & Project Opportunities”). **NOTE:** This must include an executive summary of the project description and be no more than two pages. Applicants should reference the priority area for which they are applying (if applicable) and the amount and duration of the funding request.

Two options are available to applicants when submitting the MEPI Application Cover Sheet on Grants.gov:

1. Include it in your proposal narrative document. If you choose this option, you will attach your proposal narrative document (with the MEPI Application Cover sheet included) to the “Project Narrative Attachment Form” downloaded from Grants.gov.
2. Include it as a separate document. If you choose this option you will attach the MEPI Application Coversheet to the “Attachments” form downloaded from Grants.gov.

#### **3) The Proposal Narrative** should include or address the following:

- Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished;
- Account for all functions or activities identified in the application;
- Cite factors which might accelerate or decelerate the work and state reasons for taking the proposed approach rather than others; and
- Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.
- Provide information on the applicant organization(s) and cooperating partners and may include attachments such as organizational charts, financial statements, documentation of professional accreditation or of experience in the program area, and other pertinent information.
- Include written agreements between grantee and sub-grantees or subcontractors or other cooperating entities. These agreements must detail scope of work to be

performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

**Please note:** The limitation of pages for each submission should be considered as a maximum and not necessarily a goal, and excludes the SF 424 forms and MEPI Application cover sheet.

As stipulated above, applicants will attach their proposal narrative document to the “Project Narrative Attachment Form” downloaded from Grants.gov.

**4) Budget and Budget Justification** Guidance can be found by going to [www.mepi.state.gov](http://www.mepi.state.gov) and clicking on Funding & Project Opportunities, and the submission should include or address the following:

- Be presented in U.S. dollars, rounded to the nearest dollar;
- Include an estimate of the cost of tasks and activities projected based on budget object class 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.

NEA/PI encourages applicants to seek complimentary funding from other donors, and to offer some type of cost sharing (volunteer time, space, equipment, etc.).

Applicants need not include their most recent annual report or Negotiated Indirect Costs Rate Agreement (NICRA), but should be prepared to provide a copy of these documents upon request.

Applicants will attach their budget and justification document to the “Budget Narrative Attachment Form” downloaded from Grants.gov.