

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

**Office of the U.S.-Middle East Partnership Initiative**  
Catalog of Federal Domestic Assistance (CFDA) Number: **19.500**

**Support for Private Sector Development in the MENA Region**

**Opportunity Number:** NEAPI-12-AW-046-MENA-031512

**Competition ID:** ECONOMIC-US  
ECONOMIC-FOREIGN

**Announcement Type:** New

**Key Information:**

<b>Application Deadline:</b>	<b>23:59:59 ET on April 17, 2012</b>
<b>Federal Agency Contact</b>	<b>Ms. Olwyn Staples</b> <a href="mailto:MEPI-Economic@state.gov">MEPI-Economic@state.gov</a> 202-776-8874
<b>Date Opened</b>	<b>March 15, 2012</b>
<b>Electronic Link for Full Announcement (MEPI Website):</b>	<a href="http://mepi.state.gov">mepi.state.gov</a>

**Funding Opportunity Synopsis:**

**Project Synopsis:**

The U.S.-Middle East Partnership Initiative (MEPI) seeks to support organizations promoting sustainable economic growth for entrepreneurs and small- and medium-sized enterprises; provide assistance to growing numbers of the unemployed, marginalized, and disenfranchised persons; and support those individuals and organizations advocating a more liberal and transparent economy in the Middle East and North Africa. MEPI welcomes applications from any registered U.S. or foreign non-profit organization; non-governmental organization; private institution; institutions of higher education (non-profit or for-profit); commercial entity; or small business with functional and regional experience in the areas of economic governance, organization strengthening, and entrepreneurship and workforce development in the MENA region. Applicants should specify their key competencies in these specific areas and outline their regional and country-specific expertise. Applicants may submit proposals for one or more of the following program priority areas via separate submissions:

- Economic Advocacy
- Skills Training and Opportunities for Aspiring Professionals and Entrepreneurs
- Support for Commercial Development Organizations in the Maghreb

**Eligible Countries:**

The U.S.-Middle East Partnership Initiative has a particular interest in supporting projects that are innovative and meet needs and opportunities not already addressed by current donor funding. Through this announcement, we seek to support projects in Algeria, Bahrain, Egypt, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Tunisia, UAE, and Yemen.

**Please note: Application that focus on activities in countries other than those discussed under each priority area will not be considered.**

**All applications must be submitted in English. Applicants may submit only one application to each priority area. Applicants must clearly identify which priority area the application addresses.**

**Background Information about MEPI:**

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

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

## Table of Contents

<b>I. FUNDING OPPORTUNITY DESCRIPTION</b>	<b>- 5 -</b>
<b>Priority Area A: Economic Advocacy</b>	<b>- 6 -</b>
Eligible Countries: Algeria, Bahrain, Kuwait, Oman, Qatar, UAE, and Yemen.	- 7 -
<b>Priority Area B: Skills Training and Opportunities for Aspiring Professionals and Entrepreneurs</b>	<b>- 7 -</b>
Eligible Countries: Algeria, Bahrain, Egypt, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Tunisia, UAE, and Yemen.	- 8 -
<b>Priority Area C: Support for Commercial Development Organizations in North Africa</b>	<b>- 8 -</b>
Eligible Countries: Algeria, Egypt, Morocco, Tunisia	- 8 -
<b>II. AWARD INFORMATION</b>	<b>- 9 -</b>
<b>III. ELIGIBILITY INFORMATION</b>	<b>- 9 -</b>
<b>A. ELIGIBLE APPLICANTS</b>	<b>- 10 -</b>
<b>B. ELIGIBILITY REQUIREMENTS—U.S.-BASED APPLICANTS</b>	<b>- 10 -</b>
B.1 Grants.gov	- 10 -
B.2 Dun and Bradstreet Data Universal Number System	- 11 -
B.3 Central Contractor Registration	- 11 -
<b>C. ELIGIBILITY REQUIREMENTS—FOREIGN-BASED APPLICANTS</b>	<b>- 11 -</b>
<b>D. ADDITIONAL ELIGIBILITY CONSIDERATIONS</b>	<b>- 11 -</b>
D.1 Partners or Coalitions	- 11 -
D.2 Sustainability Plan	- 12 -
D.3 Results-Oriented Monitoring and Assessment Plan	- 13 -
D.4 Cost-Sharing or Matching	- 13 -
D.5 Sub-Awards	- 14 -
<b>IV. APPLICATION AND SUBMISSION INFORMATION</b>	<b>- 14 -</b>
<b>A. Application Documents</b>	<b>- 14 -</b>
A.1 Required Documents—U.S. Based Applicants	- 14 -
A.2 Required Documents—Foreign-Based Applicants	- 15 -
A.3 Optional Documents—All Applicants	- 16 -
A.4 Application Formatting Requirements—All Applicants	- 16 -
A.5 Application Submission Sample Templates—All Applicants	- 17 -
<b>B. SUBMITTING AN APPLICATION—U.S.-BASED APPLICANTS</b>	<b>- 17 -</b>
B.1 Download the Application Package from Grants.gov	- 17 -
B.2 Submitting an Application on Grants.gov	- 18 -
<b>C. SUBMITTING AN APPLICATION—FOREIGN-BASED APPLICANTS</b>	<b>- 19 -</b>
C.1 Download the Application Package from Grants.gov	- 19 -
C.2 Submitting an Application on Grants.gov	- 19 -
C.3 Submitting an Application via Email	- 20 -
<b>D. SUBMISSION DATES AND TIMES</b>	<b>- 20 -</b>
<b>E. FUNDING LIMITATIONS/RESTRICTIONS</b>	<b>- 20 -</b>
E.1 Awards to Commercial Firms or For-Profit Organizations:	- 20 -

**V. APPLICATION REVIEW AND SELECTION PROCESS** \_\_\_\_\_ - 21 -

**A. APPLICATION EVALUATION CRITERIA** \_\_\_\_\_ - 21 -

**B. REVIEW AND SELECTION PROCESS** \_\_\_\_\_ - 22 -

**VI. ADMINISTRATION INFORMATION** \_\_\_\_\_ - 23 -

**A. AWARD NOTICES** \_\_\_\_\_ - 23 -

**VII. AGENCY CONTACTS** \_\_\_\_\_ - 23 -

**APPENDICES (ENCLOSED WITH RFA)**

**APPENDIX 1—MEPI Application Cover Sheet**

**APPENDIX 2—Budget Narrative Sample Template**

**APPENDIX 3—Applicant Organization Information**

**APPENDIX 4—Results-Oriented Monitoring and Assessment Plan Template**

**APPENDIX 5—Preparing an Application for Funding**

**APPENDIX 6—Pre-submission Checklist**

## I. FUNDING OPPORTUNITY DESCRIPTION

The Office of the U.S.-Middle East Partnership Initiative (MEPI) seeks proposals in support of its goal of promoting prosperous societies in the Middle East and North Africa (MENA) where education, specialized skill training, and an environment conducive to business development inspire innovation and create a foundation for long-term economic growth and an internationally competitive private sector. Through this Request for Applications (RFA), MEPI seeks to support organizations promoting sustainable economic growth for entrepreneurs and small- and medium-sized enterprises; provide assistance to growing numbers of the unemployed, marginalized, and disenfranchised persons; and support those individuals and organizations advocating a more liberal and transparent economy in the Middle East and North Africa.

This RFA is consistent with President Obama's May 2011 speech on the Arab Spring, in which he stated, "Just as democratic revolutions can be triggered by a lack of individual opportunity, successful democratic transitions depend upon an expansion of growth and broad-based prosperity." In that speech, President Obama referred to the importance of involving the people of the region in the economy: "The greatest untapped resource in the Middle East and North Africa is the talent of its people... That energy now needs to be channeled, in country after country, so that economic growth can solidify the accomplishments of the street."

Through this RFA, MEPI seeks to fund programming that will spur economic growth across the MENA region. MEPI considers the following, long-term objectives critical to achieving this goal:

- Entrepreneurship increases
- A conducive environment for trade, investment and business development exists
- Merit-based employment of target populations increases

MEPI welcomes applications from any registered U.S. or foreign non-profit organization; non-governmental organization; private institution; institutions of higher education (non-profit or for-profit); commercial entity; or small business with functional and regional experience in the areas of economic governance, organization strengthening, and entrepreneurship and workforce development in the MENA region. **Applicants should specify their key competencies in these specific areas and outline their regional and country-specific expertise.** Applicants may submit one proposal to each of the following program priority areas:

- Economic Advocacy
- Skills Training and Opportunities for Aspiring Professionals and Entrepreneurs
- Support for Commercial Development Organizations in the Maghreb

Applications should specify countries, activities, priority area(s), and partner organizations (if applicable). Proposals should provide particular detail on how activities will contribute to building the capacity of MENA-based organizations and entities and, where appropriate, capitalize on women's and young people's participation in the economy. Applicants should indicate explicitly how activities will achieve positive impact and how outcomes related to

economic growth will be measured. Applications should present a realistic timeline and outline specific plans for how the activities will continue to have an impact after the award ends.

MEPI invites creative and detailed proposals that also factor in the contributions of underserved communities including women, people with disabilities, and youth as change-makers and contributors to economic advancement. In all projects, supporting local leadership of activities is essential.

### **Priority Area A: Economic Advocacy**

Economic advocacy is unique to MEPI's engagement in the economic sphere as it contributes to more prosperous *and* more participatory societies where those directly affected by government decisions are empowered to voice their positions and hold their policy-makers accountable. At the same time, policy-makers are encouraged to be open and responsive to their citizens as a result of this type of programming. Unlike other levers of reform that are top-down or government-to-government, local economic advocacy empowers those directly affected by government decisions to advocate for their interests to influence reform discourse as a bottom-up approach.

MEPI requests proposals that will enhance the role private and non-governmental sectors play in influencing policy decisions and ensuring that policy remains transparent and responsive to the needs of labor and business. The approach and style of this advocacy can be adapted to the environment and includes efforts, strategic or otherwise, to change local and national policies; processes or structures to improve or create economic security; and opportunity for all citizens, civil society entities, and professional/trade associations.

Examples of economic advocacy activities include, **but are not limited to**, support and training for:

- Analyzing economic policy to determine impact on citizens
- Creating and introducing sound economic policy
- Building capacity of professional associations, trade unions, chambers of commerce, and other professional organizations on representing the needs of their membership
- Mobilizing the business community around issues related to legal and regulatory reform of economic issues and transparency
- Engaging with elected and appointed officials, formally and informally
- Engaging in watchdog or oversight of public economic institutions
- Building coalitions and networks for advocacy on specific issues or for specific industries or sectors
- Holding focus groups to hear the diverse voices and viewpoints and to formulate policy
- Partnering MENA-based professional organizations with US-based counterparts for training and mentoring
- Providing economic rights education

Proposals should address:

- How applicant will identify approach, and if appropriate, assess the capabilities of target professional organizations;
- Technical areas of focus and intervention (including but not limited to the items in the list above);
- Types of assistance to be provided (e.g., trainings, conferences, exchanges, etc.);
- Potential local partners for the implementation of the project;
- Applicant's monitoring and evaluation plan; and,
- Project sustainability beyond the project period of performance.

**Eligible Countries: Algeria, Bahrain, Kuwait, Oman, Qatar, UAE, and Yemen.**

**Please note:** Applications that focus on activities in countries other than those listed above will **NOT** be considered for funding.

### **Priority Area B: Skills Training and Opportunities for Aspiring Professionals and Entrepreneurs**

The economic future of the MENA region is dependent on youth developing the skills and knowledge needed to contribute to the workforce and formal economy – and to lead the way in establishing new enterprises. Representing a majority of the population in most of the region, this energetic and eager demographic is prevented from furthering regional economic growth because of high youth unemployment, which exceeds 30% in some countries.

Responsible entrepreneurship education and job skills training are tools that prepare people, especially youth, to be responsible and enterprising individuals with the skills necessary to become creative and productive contributors to the economy. MEPI seeks proposals through which young people will be given the tools sought by employers; taught to build a culture of responsible entrepreneurship; and aided as they deconstruct taboos associated with entrepreneurship and private sector work in general.

Applicants should describe how they will provide unemployed individuals, including but not limited to women and youth, access to high-quality, market-driven training, as well as the skills necessary for entry into the private-sector labor market or for the establishment of independent enterprise.

Examples of activities for developing aspiring entrepreneurs' and professionals' skills include, **but are not limited to**, support for:

- Recruiting mentors and facilitating mentorships for aspiring entrepreneurs;
- Introducing the concepts of market research and focus group surveys;
- Training on designing and implementing business, communications and outreach plans for entrepreneurs;

- Training entrepreneurs on the best approaches to securing capital and investment;
- Providing training on budgeting and financing for start-ups;
- Providing guidance on how to navigate country specific new business registration process;
- Partnering MENA-based professional organizations with US-based counterparts for training and mentoring;
- Working with specific industries, and specific firms, to identify opportunities for specific employment and providing necessary training for project participants;
- Developing systems to assist in job placement and tracking of project participants; and,
- Building the capacity of existing vocational and/or entrepreneurship training centers.

Creative approaches with a track record of success are encouraged. Applications should demonstrate evidence of a link between the proposed activities and the creation of new jobs and businesses.

**Eligible Countries: Algeria, Bahrain, Egypt, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Tunisia, UAE, and Yemen.**

**Please note:** Applications that focus on activities in countries other than those listed above will **NOT** be considered for funding.

### **Priority Area C: Support for Commercial Development Organizations in North Africa**

In support of MEPI's goal of creating partnerships that increase entrepreneurship and support a conducive environment for trade, investment, and business development, MEPI seeks proposals that will increase the technical and organizational capacity of trade associations, cooperatives, business development organizations (BDOs) and Chambers of Commerce (CoCs) to provide value-added services to their respective member bases. Proposals should demonstrate how support to eligible business associations will facilitate both export access and increased access to capital and work with government institutions to promote job creation and an improved business climate.

Successful proposals will discuss: how applicant will assess the capabilities of and thus identify appropriate target trade associations, cooperatives, BDOs and CoCs; how trade association, cooperative, BDO and CoC effectiveness in providing advocacy services will be enhanced; technical areas of focus and intervention (e.g., access to capital, access to markets, export services, business advocacy, networking, access to markets, business plan assistance, networking, foreign and domestic investment, job creation, etc.); types of assistance to be provided (e.g., trainings, conferences, exchanges, technical assistance, business fairs, incubators, etc.); potential local partners for the implementation of the project; applicant's monitoring and evaluation plan; and, project sustainability beyond the project period of performance.

**Eligible Countries: Algeria, Egypt, Morocco, Tunisia**

**MEPI is specifically interested in receiving applications to implement this type of programming in Tunisia.**

## **II. AWARD INFORMATION**

<b>Funding Mechanism Type:</b>	Cooperative Agreement
<b>Estimated Number of Awards:</b>	10
<b>Estimated Total Program Funding:</b>	\$10,600,000
<b>Estimated Award Ceiling:</b>	\$2,500,000
<b>Estimated Award Floor:</b>	\$500,000
<b>Length of Project Period:</b>	Not more than Two Years

A total of approximately *\$10,600,000* in Economic Support Funds for ten grants will be awarded through this RFA. If selected to receive a grant, applicants will be awarded funds for not more than two years. Grants funded under these awards, beyond the initial budget period, will be contingent upon the availability of funds; grantee's progress in meeting grant requirements, including timely submission of required reports and compliance with all terms and conditions of the award; timely submission of a request for additional funding; and a determination that continued funding would be in the best interest of the Department of State.

The Office of the U.S.-Middle East Partnership Initiative reserves the right to award grants to more or less than the number of estimated awards outline above; and reserves the right to award more or less than the ceiling or floor amounts outlined above. Funding decisions will be contingent upon the availability of funds and the best interest of the Department of State. In addition, MEPI reserves the right to award grants to applicants under this RFA for a period of up to two years after the announcement's close date.

The U.S.-Middle East Partnership Initiative has particular interest in supporting projects that are innovative and meet needs and opportunities not already addressed by current donor funding. Through this announcement, we seek to support projects in Algeria, Bahrain, Egypt, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Tunisia, UAE, and Yemen.

## **III. ELIGIBILITY INFORMATION**

All applications will be screened by the Office of the U.S.-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 and the competition deadline has passed.**

## **A. ELIGIBLE APPLICANTS**

Eligible applicants include any registered U.S. or foreign non-profit organization; non-governmental organization; private institution; institutions of higher education (non-profit or for-profit); commercial entity; or small business. **MEPI 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. .

**Applicants may propose to work in a single country or across multiple countries.** Applicants proposing multi-country projects should demonstrate how efforts and experiences in each country can be leveraged to benefit all of the specified countries. **Where other donors are active in a country, or areas within a country, it is incumbent upon the applicant to demonstrate the need for the proposed project.** Priority will be given to applications including countries, or areas within countries, where the proposed activities are not already being done.

**MEPI will prioritize proposals that focus on geographic areas outside the capital and major industrial cities of each proposed country.** MEPI supports programming that strengthens the roles of women, minorities, and underserved communities in the region. Proposals should highlight the extent to which applicants will utilize previously developed materials or draw on the expertise of local experts to conduct the proposed activities.

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

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

### ***B.1 Grants.gov***

The U.S.-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](http://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](http://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](http://www.ccr.gov). This process can take three to five business days or up to two weeks.

**If you are registered, it is your responsibility to ensure that your registration is active and will remain active when submitting your application on Grants.gov.** You can review your registration online by going to [www.ccr.gov](http://www.ccr.gov), and selecting the “CCR Search” link.

## **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 Partners or Coalitions***

The Office of the Middle East Partnership Initiative encourages applications from partnerships or coalitions, including local or regional organizations that would work together on specific reform issues and priorities and would share information and expertise with one another.

The following table (Table 1) contains a summary of what constitutes a partner or coalition and details what evidence applicants must provide to meet this component. Also included in the table is a “Where to Document” section to guide you on where to place the evidence in an application (e.g., as an attachment, in the Project Narrative, in the Budget Narrative).

**TABLE 1: PARTNER OR COALITION**

<u><b>Partner or Coalition</b></u>	<u><b>Where to Document</b></u>
<p><b>Definition:</b> A negotiated arrangement among organizations that defines substantive, collaborative roles for each of the partners in planning and implementing a project. Coalitions could include NGOs, private sector entities, governmental entities, academic institutions, and non-profit organizations.</p> <p>Applicants who plan to submit an application with partners or a coalition of partners should be prepared to clearly outline the roles and responsibilities of all organizations involved in the project and should reflect the input of local or in-country partners.</p>	<p><b>Evidence:</b></p> <ol style="list-style-type: none"> <li>1. How the partnership arrangement advances the objectives of the project</li> <li>2. Explanation of the role of the partner(s) in the implementation of the project, project evaluation, and project sustainability</li> <li>3. Supporting documentation identifying the resources, experience, and expertise of the partner(s)</li> <li>4. Evidence that each of the partner(s) has been involved in the planning of the project</li> <li>5. Evidence of an intent to commit or receive resources or services from the prospective partner(s) contingent upon receipt of funds (e.g., letter of intent, letter of agreement, etc.)</li> <li>6. Biographical Sketch(s) for key personnel/staff</li> </ol> <p><b>Where to Document:</b></p> <ol style="list-style-type: none"> <li>1. Partnership project objectives, role of partner, planning and expertise in the project—<b>Project Narrative</b></li> <li>2. Letter of Intent or Letter of Agreement—<b>Attachment or Appendix</b></li> </ol>

**D.2 Sustainability Plan**

Applicants are strongly encouraged to submit a sustainability plan within the project narrative or as a separate document included in the appendices portion of an application. The quality and feasibility of the proposed sustainability plan will be among the elements on which applications are evaluated.

The main purpose of the sustainability plan is to help ensure that proposed projects sustain impact beyond the initial award period. A sustainability plan should address each of the areas listed below:

- Discuss how sustainability will be integrated into project planning and implementation from the beginning.
- Describe how project activities and results will create sustainable impact through local ownership.
- Identify the results and outcomes that can be realistically sustained after MEPI funding ends.

- Present a plan to secure the resources needed to sustain the aforementioned results after MEPI funding ends.
- Identify potential partners that will play a role in sustaining the project past the scheduled end date and explain the role they will play.

**Sustainability plans should not exceed two pages and should be typed in 12-point, Times New Roman font.**

### ***D.3 Results-Oriented Monitoring and Assessment Plan***

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

All ROMA plans should include one of the following objectives, or a similar variation:

- Entrepreneurship increases
- A conducive environment for trade, investment and business development exists
- Merit-based employment of target population increases

The quality and feasibility of the proposed ROMA will be among the elements on which applications are evaluated. This plan may be included within the project narrative or as a separate document included in the appendices portion of the application. **A sample template is included in Appendix 4.**

The ROMA Plan should include the following elements:

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

**ROMA plans should not exceed five pages and should be typed in 12-point Times New Roman font.**

### ***D.4 Cost-Sharing or Matching***

The U.S.-Middle East Partnership Initiative encourages applicants to provide cost-sharing (or matching) from additional sources in support of their proposed project. Applications that include cost-sharing or matching will receive additional points in the evaluation process. Applicants should explain clearly all additional sources of project funding and how the funds will be used. If additional funding resources are not proposed, applicants should explain why not.

### **D.5 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, Foreign-based, and Public International Organization applicants differ. Please refer to Section A.1 and A.2 for information on what documents are required for your organization.

**All application documents must be submitted in English. Applicants may submit only one application to each priority area. Applicants must clearly identify which priority area the application addresses.**

**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 for additional submissions requirements (e.g., font size, page margins) and Section A.5 below of information on how to download the sample templates mentioned below.

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

1. **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 5.
2. **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 15 pages**. More detailed instructions for preparing the Project Narrative are provided in Appendix 5.
3. **Budget Narrative**—The Budget Narrative provides detail about both the Federal request and the non-Federal match. There is **no page limit** for this section of an application. A sample template can be found in Appendix 2. **NOTE: Applicants must use the same format as found in the sample.** Additional guidance for preparing the Budget Narrative can be found in Appendix 5.
4. **MEPI Application Coversheet**—The Cover Sheet summarizes details about the applying organization and its application, and includes space for a mandatory project

synopsis of **no more than one-page**. A sample template can be found in Appendix 1. 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.

5. **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*

1. **Federal Assistance Application Forms (SF-424 and SF-424a)**—Foreign-based applicants must complete all two forms to be considered for funding. Information on how to complete the SF-424 and SF-424a can be found in Appendix 5. Also, foreign-based applicants should review the Certification and Assurances information provided in Appendix 5. Should a foreign-based applicant move forward to award, they would be required to comply with these certifications and assurances.
2. **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 15 pages**. More detailed instructions for preparing the Project Narrative are provided in Appendix 5.
3. **Budget Narrative**—The Budget Narrative provides detail about both the Federal request and the non-Federal match. There is **no page limit** for this section of an application. A sample template can be found in Appendix 2. **NOTE: Applicants must use the same format as found in the sample.** Additional guidance for preparing the Budget Narrative can be found in Appendix 5.
4. **MEPI Application Coversheet**—The Cover Sheet summarizes details about the applying organization and its application, and includes space for a mandatory project synopsis of **no more than one-page**. A sample template can be found in Appendix 1. 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.
5. **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 15 pages**, and may be included as separate attachments with the submission. More detailed instructions for preparing attachments are provided in Appendix 5.

1. **Disclosure for Lobbying Activities (SF-LLL)**
2. **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.
3. **Sustainability Plan.** Guidance on preparing a Sustainability Plan can be found in Part III, Section D.2 of this RFA. Sustainability plans should not exceed **two pages**.
4. **Results-Orient Monitoring and Assessment Plan.** Guidance on preparing a ROMA plan can be found in Part III, Section D.3 and in Appendix 4 of this RFA. ROMA plans should not exceed **five pages**.
5. **Organizational Chart** outlining clear lines of responsibility and authority in the applicant organization.
6. **Letters of Agreement** or Letters of Intent from proposed partners
7. **Work Plans, Project Timeline, Calendar of Activities.** A work plan is a detailed list of proposed activities, milestones, and approximate dates. You may choose to include a work plan, project timeline, and/or calendar of proposed activities.
8. **Pre-Submission Checklist** can be found in Appendix 6. This Checklist ensures that an applicant has accurately documented the eligibility requirements and included all major components of the application.

### ***A.4 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 and do not need to be included in a Table of Contents.**

**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. **Note: If an application exceeds the allowable page limits, the additional pages, over the page limit, will not be reviewed.**

#### ***A.5 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](http://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. 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.

#### ***B.1 Download the Application Package from Grants.gov***

To download the application package, go to [www.grants.gov](http://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 “ECONOMIC-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.

## ***B.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.**

## **C. SUBMITTING AN APPLICATION—FOREIGN-BASED APPLICANTS**

Foreign-based applicants may submit an application through Grants.gov or via email to [MEPI-Economic@state.gov](mailto:MEPI-Economic@state.gov). For information on how to submit your application through Grants.gov or via email, please follow the instructions below in Sections C.1 and C.2.

### ***C.1 Download the Application Package from Grants.gov***

To download the application package, go to [www.grants.gov](http://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 “ECONOMIC-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.

### ***C.2 Submitting an Application on Grants.gov***

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

### ***C.3 Submitting an Application via Email***

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 [MEPI-Economic@state.gov](mailto:MEPI-Economic@state.gov) or telephone at 202-776-8874.

**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 applications well before the deadline to ensure that they are successfully received by MEPI.

### **D. SUBMISSION DATES AND TIMES**

Applications are due before 23:59:59 eastern time (ET) on **April 17, 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 applications far enough in advance of the deadline so they can alert MEPI of any technical difficulties they might encounter in submission, and obtain and avail themselves of alternative submission procedures prior to the deadline.

Within 5 business days of the close date, applicants will be notified via email that their applications have been received. This notification will include an application log number that applicants must use to track their applications.

### **E. FUNDING LIMITATIONS/RESTRICTIONS**

#### ***E.1 Awards to Commercial Firms or For-Profit Organizations:***

The Department of State prohibits profit under its assistance awards to commercial organizations. No funds will be paid as profit to any recipient that is a commercial organization. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR Part 31. Program income earned by the

recipient must be deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

## V. APPLICATION REVIEW AND SELECTION PROCESS

### A. APPLICATION EVALUATION CRITERIA

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

*Results or Benefits* – **Applications will be evaluated largely on the proposed outcomes and impact that realistically can be achieved within the project’s two-year timeframe.** The application clearly identifies the anticipated beneficiaries and describes the results to be accomplished realistically within the timeframe of the proposed award. The applicant must demonstrate that it is able to measure results against key indicators and must provide milestones to indicate progress toward MEPI goals and objectives as described in the program announcement. The applicant provides results monitoring and evaluation plan that focuses on outcomes and impact of programmatic activities. Full points are awarded only to applications that use measurable and qualitative indicators that are specific to the context and length of project. Applicant provides a sustainability plan that describes how impact will be sustained following the completion of a two-year time frame. If any component of the proposed plan relies on information from external studies or resources, the applicant provides complete references in footnotes or endnotes.

Projects with feasible sustainability plans will receive highest consideration and additional evaluation points—per Part III, Section D.2. Projects with results-oriented monitoring and assessment plans will receive the highest consideration and additional evaluation points—per Part III, Section D.3. (30 points)

*Approach* – **Applications will also be extensively evaluated on the quality of the project’s content and approach.** The approach will be evaluated in terms of relevance and feasibility in the regional and country context, as well as by the criteria laid out in Part 1—Funding Opportunity Description. In the project narrative, the applicant clearly describes how the project will address the requested program area. The applicant also describes an innovative strategy or plan specific to this program announcement and to the location(s) and context(s) where the applicant proposes to work. Applications should describe in detail how the approach is innovative and impactful, how project content is locally-driven and relevant, and how the project complements and does not duplicate existing efforts toward similar goals. The U.S.-Middle East Partnership Initiative has particular interest in supporting projects that meet needs and opportunities not already addressed by current donor funding.

Applicants should consider presenting ideas that leverage existing social, community, or regional networks, whether on- or offline, to promote sustained civic participation. (25 points)

*Organizational Capacity* – The organization has expertise and capacity to work with and engage institutions, organizations, and leaders in the MENA region. Where partners are described, the applicant details the rationale for the consortia, each partner’s respective role, and how the coalition will enhance the progress towards achieving MEPI goals in the stated program areas of competency. Projects where partners are described will receive highest consideration and additional evaluation points—per Part III, Section D.1. The organization demonstrates a high level of regional and/or country expertise. (20 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. The application documents any efforts to secure other funding sources, including volunteers and cost-sharing. Projects with cost-sharing will receive highest consideration and additional evaluation points—per Part III, Section B.4. Full points are awarded only to applications that propose the preponderance of the budget be spent in the countries of Algeria, Bahrain, Egypt, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Tunisia, UAE, and Yemen. (15 points)

*Staff and Position Specifications* – The role and qualifications of each key person, whether staff, partner, consultant, or volunteer, is described in a biographical sketch; and a job description is provided for each open key position. Any key positions to be advertised post-award must clearly describe and be accompanied by short description of hiring credentials to receive full points. Each organization’s key staff members, including volunteers, are well qualified and their roles within the project are thoroughly described. (10 points)

## **B. REVIEW AND SELECTION PROCESS**

The Office of the U.S.-Middle East Partnership Initiative is committed to ensuring a competitive and standardized process for awarding Economic Support Funds grants. Applications will be screened initially by MEPI to determine whether applicants meet all eligibility requirements outlined in Part III—Eligibility Information; the required documents outlined in Part IV—Application and Submission Information; and address the priorities outlined in Part I—Funding Opportunity Description. Applications that do not meet these requirements will not advance to the Technical Review stage.

All applications that proceed to Technical Review will be rated on a 100-point scale. Point values for individual elements of the application are presented in Part V, Section A. Technical

Reviewers' ratings, and any resulting recommendations, are advisory. All final grant award decisions will be made by the Deputy Assistant Secretary.

The primary decision criterion is the application's final review score average. However, the final award decision will also be influenced by whether the application meets MEPI's programmatic goals and objectives, how it supports the Departments overarching foreign policy priorities, and the geographic distribution of the top-ranking applications.

## **VI. ADMINISTRATION INFORMATION**

### **A. AWARD NOTICES**

Within five business days of the announcement close date, MEPI will notify the authorized representative and program point of contact listed on the SF-424 through email 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 MEPI by April 25, 2012, the applicant should contact MEPI for additional information.

By June 21, 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, 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 June 22, 2012 the authorized representative and program point of contact listed on the SF-424, for all applicants whose application is not funded, will receive a letter via email, signed by the Office's Deputy Director.

The U.S.-Middle East Partnership Initiative reserves the right to award funding to applicants under this RFA for a period of up to two years after the announcement's close date.

## **VII. AGENCY CONTACTS**

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

**Ms. Olwyn Staples**

(202) 776-8874

[MEPI-Economic@state.gov](mailto:MEPI-Economic@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](mailto:support@Grants.gov)

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

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

**Executive Summary:**

*Please provide a brief summary of the proposed project in the space below (e.g., This project will...). Please briefly describe the project objectives, intended results, beneficiaries, and general plan of action. This document 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>				
<b>1. Personnel</b> <i>(Description: An employee of the organization whose work is tied to the proposed project)</i>				
<b>1.a Federal or MEPI Cost</b>				
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
<b>1.a Personnel Sub-Total</b>				<b>\$62,765</b>
<b>Narrative Justification:</b> <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>				
<b>SF-424a Note:</b> <i>Enter the total cost of 1.a in Section B Column 1 line 6a of the form.</i>				
<b>1.b Non-Federal Match or Cost Share</b>				
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
<b>1.b Personnel Sub-Total</b>				<b>\$1,338</b>
<b>Narrative Justification:</b> <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>				
<b>SF-424a Note:</b> <i>Enter the total cost of 1.b in Section B Column 2 line 6a of the form.</i>				
<b>Source of Match Funds:</b> <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
<b>2.a Fringe Benefits Sub-Total</b>			<b>\$7,940</b>

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

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

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

Component	Wage	Rate	Cost (Wage x Rate)
Ex: Insurance	\$62,765	10.50%	\$6,590
<b>2.b Fringe Benefits Sub-Total</b>			<b>\$6,590</b>

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

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

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

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

**3.a Federal Cost**

Purpose of Travel	Item Description	Unit of Measure	Cost Per Unit/Rate	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: Leadership Training	Airfare--Origin: Egypt, Algeria, Tunisia, Morocco, Yemen, and/or Oman; Destination: Amman, Jordan	Roundtrip Airfare	\$ 500.00	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
<b>3.a Travel Sub-Total</b>					<b>\$30,100</b>
<b>Narrative Justification:</b> Describe the Purpose of Travel and how costs were determined.					
<b>SF-424a Note:</b> Enter the total cost of 3.a in Section B Column 1 line 6c of the form.					
<b>3.b Non-Federal Match or Cost Share</b>					
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
<b>3.b Travel Sub-Total</b>					<b>\$38,020</b>
<b>Narrative Justification:</b> 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.					
<b>SF-424a Note:</b> Enter the total cost of 3.b in Section B Column 2 line 6c of the form.					
<b>Source of Match Funds:</b> Identify source of match funds.					

## Budget Narrative Sample Template

<b>4. Equipment</b> (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.)				
<b>4.a Federal Cost</b>				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
None			0	\$ -
<b>4.a Equipment Sub-Total</b>				<b>\$ -</b>
<i>Narrative Justification:</i> Enter a description of the Equipment and how its purchase will support the purpose and goals of this proposal.				
<b>SF-424a Note:</b> Enter the total cost of 4.a in Section B Column 1 line 6d of the form.				
<b>4.b Non-Federal Match or Cost Share</b>				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
None			0	\$ -
<b>4.b Equipment Sub-Total</b>				<b>\$ -</b>
<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.				
<b>SF-424a Note:</b> Enter the total cost of 4.b in Section B Column 2 line 6d of the form.				
<b>Source of Match Funds:</b> Identify source of match funds.				

<b>5. Supplies</b> (Description: Materials costing less than \$5,000 per unit and often having one-time use.)				
<b>5.a Federal Cost</b>				
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
<b>5.a Supplies Sub-Total</b>				<b>\$1,500</b>
<i>Narrative Justification:</i> Enter a description of the Supplies requested and how their purchase will support the purpose and goals of this proposal.				
<b>SF-424a Note:</b> 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)
Ex: Fax		\$ 300.00	1	\$300
Ex: Postage	month	\$ 37.00	12	\$444
<b>5.b Supplies Sub-Total</b>				<b>\$744</b>
<p><b>Narrative Justification:</b> 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.</p> <p><b>SF-424a Note:</b> Enter the total cost of 5.b in Section B Column 2 line 6e of the form.</p> <p><b>Source of Match Funds:</b> Identify source of match funds.</p>				

6. Contractual (Description: The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost should be attached to the budget. If there is more than one contractor, each must be budgeted separately and must have an attached itemization.)				
6.a Federal Cost				
Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Cost (Cost Per Unit x No. of Units)
<i>Consultants</i>				
Ex: Jane Smith/Leadership Training Expert	day	\$350	12	\$4,200
Ex: Jane Smith travel from Washington, DC to Amman, Jordan for training conference	Roundtrip Airfare	\$1,200	1	\$1,200
Ex: TBD/Monitoring and Evaluation Expert	day	\$275	12	\$3,300
Ex: Monitoring and Evaluation Expert travel from Washington, DC to Amman, Jordan	Roundtrip Airfare	\$1,200	1	\$1,200
<i>Contracts</i>				
Ex. Sub-Award to Jordanian NGO (budget and terms TBD)	award agreement	\$10,000	1	\$10,000
<b>6.a Contractual Sub-Total</b>				<b>\$19,900</b>
<p><b>Narrative Justification:</b> 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).</p> <p><b>SF-424a Note:</b> Enter the total cost of 6.a in Section B Column 1 line 6f of the form.</p>				

## Budget Narrative Sample Template

<b>6.b Non-Federal Match or Cost Share</b>				
<b>Name/Item Description</b>	<b>Unit of Measure</b>	<b>Unit Cost</b>	<b>Number of Units</b>	<b>Cost</b> (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
<b>6.b Contractual Sub-Total</b>				<b>\$7,500</b>
<b>Narrative Justification:</b> <i>Explain the need for each match contract agreement and how their use will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.</i>				
<b>SF-424a Note:</b> Enter the total cost of 6.b in Section B Column 2 line 6f of the form.				
<b>Source of Match Funds:</b> <i>Identify source of match funds.</i>				

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

<b>8. Other Direct Costs</b> (Description: Expenses not covered in any of the previous budget categories.)				
<b>8.a Federal Cost</b>				
<b>Item Description</b>	<b>Unit of Measure</b>	<b>Cost Per Unit</b>	<b>Number of Units</b>	<b>Cost</b> (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
<b>8.a Other Direct Costs Sub-Total</b>				<b>\$3,600</b>
<b>Narrative Justification:</b> <i>Explain the need for each item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit and explain the use of each item requested.</i>				
<b>SF-424a Note:</b> Enter the total cost of 8.a in Section B Column 1 line 6h of the form.				

## Budget Narrative Sample Template

<b>8.b Non-Federal Match or Cost Share</b>				
<b>Item Description</b>	<b>Unit of Measure</b>	<b>Cost Per Unit</b>	<b>Number of Units</b>	<b>Cost (Cost Per Unit x No. of Units)</b>
Ex: DC Office Rent	month	\$1,000	12	\$12,000
<b>8.b Other Direct Costs Sub-Total</b>				<b>\$12,000</b>
<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>				
<b>SF-424a Note: Enter the total cost of 8.b in Section B Column 2 line 6h of the form.</b>				
<b>Source of Match Funds: Identify source of match funds.</b>				

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

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

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

## Budget Narrative Sample Template

**BUDGET SUMMARY**

<b>Budget Categories</b>	<b>Federal Request (Cost)</b>	<b>Non-Federal Match or Cost Share</b>	<b>Total</b>
1. Personnel	\$62,765	\$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>	<b>Overseas:</b>		<b>Non-Profit:</b>		<b>Non-Governmental:</b>	
	<b>Domestic:</b>		<b>For-Profit: (Commercial)</b>		<b>Educational Institution:</b>	
3. Is your Organization incorporated, registered, or licensed as a legal entity						
<i>If Yes:</i>	<b>Place of Incorporation or Registration (State/County):</b>					
	<b>Incorporation or Registration Date:</b>					
<i>If No:</i>	<b>List parent company or organization name and address OR explain status below:</b>					
4. Program Director <i>(The person who will oversee the day to day activities of the grant):</i>						
<b>Program Director Title:</b>			<b>Email Address:</b>			
<b>Address:</b>			<b>Telephone Number</b>			

**Applicant Organizational Information**

5. Financial or Business Official ( <i>The person who is responsible for the financial components of the grant.</i> )			
<b>Budget Officer Title:</b>		<b>Email Address:</b>	
<b>Address:</b>		<b>Telephone Number</b>	

**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>	<b>Can the accounting system show amounts incurred for individual awards and show charges to separate funding sources? (Yes or No):</b>	
	<b>Can the accounting system generate reports that show these specific costs incurred for individual awards? (Yes or No):</b>	
	<b>Does the accounting system allow for reporting of Cash and In-kind contributions (from non-federal sources) i.e., cost share? (Yes or No):</b>	

**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>	<b>Please provide the following information on awards or funding received in the last five years. Please specifically note if funds are U.S. Government (USG) funds.</b>			
	<u><i>Name of Donor</i></u>	<u><i>Amount</i></u>	<u><i>Period</i></u>	<u><i>USG Funds?</i></u> <u><i>(Yes or No)</i></u>

## Results-Oriented Monitoring and Assessment (ROMA) Plan

### *ROMA Plan—Guidance for Applicants*

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

[MEPI Results Framework.pdf](#).

The key elements of the ROMA are:

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

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

## ROMA Plan Sample Template

2

### *ROMA Plan—Sample Template*

**Instructions:** The ROMA Plan template provides an outline for presenting the key elements which were described in the *ROMA Plan Guidance for Applicants*. All information in blue text should be deleted prior to submitting your ROMA within the project narrative or appendices portion of your application package.

#### **Part 1: Project Context**

This project is intended to support the following MEPI Goal:

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

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

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

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

MEPI Objective(s): \* *Select relevant objective from the list below.* \*

- *Legal systems protect the rights of all individuals.*
- *A civic culture exists that supports democratic values and the active participation of all individuals in social and political life.*
- *Media defend the public interest.*
- *Legal and regulatory framework enables participation.*
- *Political processes and institutions encourage effective participation.*

## ROMA Plan Sample Template

3

- *CSOs advocate effectively for their causes.*
- *Entrepreneurship increases.*
- *A conducive environment for trade, investments, and business development exists.*
- *Merit-based employment of target populations increases.*

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

Project Objective	Indicators
<p><b>Project Objective 1:</b></p> <p><i>* Objectives should relate to the project scope included in your Program Narrative.*</i></p>	<p><i>* Indicators should be direct, objective, adequate and practical measures of the result to be achieved.*</i></p>
<p><b>Project Objective 2:</b></p> <p><i>As above</i></p>	<p><i>As above</i></p>
<p><b>Project Objective 3:</b></p> <p><i>As above</i></p>	<p><i>As above</i></p>

## ROMA Plan Sample Template

4

### Part 3: Project Activities

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

#### Project Objective 1:

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

#### Project Objective 2:

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

#### Project Objective 3:

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

### Part 4: Data Analysis and Use

*\*This section should include a brief narrative description of how results data will be used to inform management actions regarding project performance.*

## Preparing an Application for Funding

### Table of Contents

Table of Contents .....	- 1 -
GENERAL GUIDANCE .....	- 1 -
REQUIRED APPLICATION DOCUMENTS .....	- 2 -
SF-424—Application for Federal Assistance .....	- 2 -
<i>Instructions to Complete the SF-424 Form</i> .....	- 2 -
SF-424A—Budget Information—Non-Construction Programs .....	- 4 -
<i>Instructions to Complete the SF-424A Form</i> .....	- 4 -
SF-424B—Assurances—Non-Construction Programs.....	- 8 -
Certification and Assurances—Foreign-based Organizations and Public International Organizations .....	- 8 -
Project Narrative .....	- 11 -
Budget Narrative .....	- 13 -
<i>Budget Definitions:</i> .....	- 13 -
<i>Allowable Project Costs</i> .....	- 15 -
<i>Budget Narrative Sample Template</i> .....	- 16 -
<i>Cost Category Guidelines</i> .....	- 16 -
MEPI Application Cover Sheet .....	- 18 -
Applicant Organization Information.....	- 18 -
OPTIONAL DOCUMENTS.....	- 19 -

### 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

## Preparing an Application for Funding

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, 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.

## Preparing an Application for Funding

**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.

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

## Preparing an Application for Funding

**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

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

## Preparing an Application for Funding

**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.

## Preparing an Application for Funding

### 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."

## Preparing an Application for Funding

### 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."

**Column (b)—Applicant:** Enter total of #Line 6.k, Column 2 in Section B.

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

## Preparing an Application for Funding

**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.

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

## Preparing an Application for Funding

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 applicable distinctions within a country between the nature of and treatment of various religious practices and believers.

## Preparing an Application for Funding

**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.

## Preparing an Application for Funding

### Project Narrative

The Project Narrative must be a separate document in the electronic submission on Grants.gov or via email. 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.

The **Proposal Narrative** should:

#### Results and Benefits

- Clearly identify the anticipated beneficiaries and describe the results to be accomplished realistically within the timeframe of the award.
- Demonstrate the ability to measure results against key indicators and provide milestones to indicate progress toward the MEPI goals and objectives described in the program announcement.
- Provide a results monitoring and evaluation plan (a.k.a ROMA Plan) that focuses on outcomes and impact of programmatic activities, and uses measurable and qualitative indicators that are specific to the context and length of project. **NOTE:** More information about preparing a ROMA Plan can be found in Part III—Eligibility Information and Appendix 4 above.
- Describe how results and impact will be sustained following the completion of the project. **NOTE:** More information about developing a sustainability plan can be found in Part III—Eligibility Information above;
- If any component of the proposed plan relies on information from external studies or resources, be sure to provide complete references using footnotes or endnotes.

#### Approach:

- Clearly describe how the project will address the requested program area.
- Describes an innovative strategy or plan specific to the program announcement and to the location(s) and context(s) where proposing to work.
- Describe in detail how the approach is innovative and impactful, how project content is locally-driven and relevant, and how the project complements and does not duplicate existing efforts toward similar goals.
- Describe how the proposed project does not meet needs and opportunities not already addressed by current donor funding.
- Consider presenting ideas that leverage existing social, community, or regional networks, whether on- or offline, to promote sustained civic participation.
- Describe any unusual features of the project such as design or technological innovations, geographical reach, reductions in cost or time, the targeting of underrepresented groups, or extraordinary social and community involvement;
- Cite factors that might accelerate or decelerate the work and state reasons for taking the proposed approach rather than alternatives;

## Preparing an Application for Funding

### Organizational Capacity:

- Demonstrate the experience and capacity to work with and engage institutions, organizations, and leaders in the MENA region.
- Provide a description of existing or potential partnerships with specific organizations and beneficiaries and an indication of the partners' support for proposed activities. Detail the rationale for the consortia, each partner's respective role, and how the coalition will enhance the progress towards achieving MEPI goals in the stated program areas of competency. **NOTE:** Letters of Intent or Agreement for cooperating partners should be included as a separate attachment in the appendices. More information about what constitutes a partner can be found in Part III—Eligibility Information above;

### Staff and Specifications:

- Describe the role and qualifications of each key person, whether staff, partner, consultant, or volunteer in a biographical sketch
- Provide a job description for each open key position.
- Clearly describe any key positions to be advertised post-award and provide short description of hiring credentials

*Page Limit allowed for Project Narrative:* The Project Narrative **may not exceed 15 pages**. **If the Project Narrative exceeds the page limit, the extra pages will be removed from the application package.**

## Preparing an Application for Funding

### Budget Narrative

The Budget Narrative must be a separate document in the electronic submission on Grants.gov or via email. 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.

## Preparing an Application for Funding

**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).

## Preparing an Application for Funding

### *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).

## Preparing an Application for Funding

### *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.

## Preparing an Application for Funding

- 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 synopsis of the proposed project (e.g., This project will...). An applicant's synopsis 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 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:

- **Disclosure for Lobbying Activities (SF-LLL)**
- **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.
- **Sustainability Plan.** Guidance on preparing a Sustainability Plan can be found in Part III, Section D.2 of the RFA. Sustainability plans **should not exceed two pages.**
- **Results-Oriented Monitoring and Assessment Plan.** Guidance on preparing a ROMA plan can be found in Part III, Section D.3 and in Appendix 4 of the RFA. ROMA plans **should not exceed five pages.**
- **Organizational Chart** outlining clear lines of responsibility and authority in the applicant organization.
- **Letters of Agreement** or Letters of Intent from proposed partners.
- **Work Plans, Project Timeline, Calendar of Activities**—A work plan is a detailed list of proposed activities, milestones, and approximate dates. You may choose to include a work plan, project timeline, and/or calendar of proposed activities.
- **Pre-Submission Checklist** can be found in Appendix 6. This Checklist ensures that 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 15 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
<b>U.S.-BASED APPLICANTS</b>	
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)?	
<b>FOREIGN-BASED AND PUBLIC INTERNATIONAL ORGANIZATION APPLICANTS</b>	
Did your AOR read the Assurances and Certifications outline in Appendix 5 of the program announcement?	
<b>ALL APPLICANTS</b>	
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 attach as Attachment #1 the MEPI Cover Sheet? Is your MEPI Cover Sheet no more than <b>one page</b> ?	
Did you complete and attach as Attachment #2 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 <b>15 pages</b> ?	
Has your Project Narrative addressed all the RFA goals and priorities?	
Did you include Biographical Sketch or Job Descriptions for key personnel and partners?	

### Pre-Submission Checklist

Items to Complete	“X” if Completed
Does your application include any partners or coalitions? If so, are all partnership described and are Letters of Agreements included?	
Did you include a Sustainability Plan and is it no longer than <b>2 pages</b> ?	
Did you include a Results-Oriented Monitoring and Assessment Plan and is it no longer than <b>5 pages</b> ?	
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 <b>15 pages</b> ? This excludes the MEPI Cover Sheet and Applicant Organization Information.	