

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

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

Civic Education

Opportunity Number: NEAPI-11-AW-031-MENA-012111
Announcement Type: Revised

Key Information:

Application Deadline:	23:59:59 ET on March 23, 2011
Federal Agency Contact	Jessica Baker Nea-grants@state.gov 202-776-8524
Date Opened	January 21, 2011
Date Revised	March 2, 2011
Electronic Link for Full Announcement (MEPI Website):	mepi.state.gov

Funding Opportunity Synopsis:

Alert!—Critical changes have been made to Priority Area A—Student Leaders Program (starting on page 6). The changes provide clarification for preparing a budget to this priority area and are highlighted in red ink. Be sure to read these changes before submitting your application.

Project Synopsis:

The Office of the Middle East Partnership Initiative (MEPI), located in the U.S. Department of State's Bureau of Near Eastern Affairs, announces an open competition for applications that promote quality civic education, so that children and youth (between ages 15-30) across the Middle East and North Africa (MENA) region have a strong foundation on which to become active and engaged participants in social, political, and economic life. Proposals should support MEPI's goal of fostering pluralistic societies where a civic culture exists that supports democratic values and the active participation of all individuals in social and political life. Proposed projects should also help to advance the MEPI goal of building prosperous societies where education, specialized skill training, and an environment conducive to business development inspire innovation.

Applicants may submit more than one proposal; however, each proposal should address only one of the following priority areas:

- A. **Student Leaders Program**
- B. **Arabic Language Literacy in Bahrain**
- C. **Civic Education**

The 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. Proposals should describe in detail how the approach is innovative, how it complements existing efforts toward similar goals, and how it incorporates the applicant's previous experiences and lessons learned. MEPI supports projects in Algeria, Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, UAE, and Yemen. Regional and multi-country projects may include an Iraq component, but we currently do not fund Iraq-specific projects.

We currently are unable to support new programming in the West Bank and Gaza due to a Congressionally-mandated funding cap. Programming is defined as the inclusion of participants from the West Bank and Gaza in regional programs, as well as programs specifically working in the West Bank or Gaza.

Applicants must submit a separate application for each priority area under which they apply and must clearly state which priority area each application addresses.

Funding Mechanism Type: Cooperative Agreement or Grant

Estimated Number of Awards: 10

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

Estimated Award Amount (Ceiling): \$2,000,000

Length of Project Period: The length of the project period is based upon the priority area to which an applicant wishes to apply. Please review Part II—Award Information for detailed information about the length of the project period.

Eligible Applicants: Eligibility is based upon the priority area to which an applicant wishes to apply. Eligible applicants include U.S. or foreign non-profit organizations; non-governmental organizations; private institutions; institutions of higher education (non-profit or for-profit); public international organizations (PIOs); commercial entities; or small businesses. **Please review the description for each priority area, below, carefully to see if you are eligible.**

Background Information about MEPI:

The Middle East Partnership Initiative (MEPI), 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 contributed over \$580 million to more than 680 projects in 18 countries and territories since its establishment in 2002. More information about MEPI can be found at: mepi.state.gov.

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I. FUNDING OPPORTUNITY DESCRIPTION

The Office of the Middle East Partnership Initiative (MEPI) announces an open competition for applications that promote quality civic education, so that children and youth (defined as those who are between the ages of 15 and 30) across the Middle East and North Africa (MENA) have a strong foundation on which to become active and engaged participants in social, political, and economic life. As Secretary of State Hillary Clinton has stated, “When young people have a chance to get involved, they gain a sense of purpose. They bring creativity and contribute new energy, and they become engaged citizens for whom service can be a life-long practice.” One of MEPI’s core objectives is to inspire youth to become actively engaged citizens, community leaders, and entrepreneurs so that they may contribute to more prosperous and participatory societies. To this end, the Middle East Partnership Initiative seeks proposals that contribute to the following key objectives:

- 1) Fostering pluralistic societies where civic culture exists that supports democratic values and the active participation of all individuals in social and political life.
- 2) Building prosperous societies where education, specialized skill training, and an environment conducive to business development inspire innovation.

Applicants may submit more than one proposal; however, each proposal should address only one of the following priority areas:

- A. Student Leaders Program**
- B. Arabic Language Literacy in Bahrain**
- C. Civic Education**

Applicants must submit a separate application for each priority area under which they apply and must clearly state which priority area each application addresses.

Additional Information

MEPI is committed to an anti-discrimination policy in all of its programs and activities. MEPI welcomes proposals irrespective of applicants’ race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We invite applications from organizations working with minority, disenfranchised, and lesser-served communities, including women and youth. We encourage applications from experienced civil society organizations (CSOs) in the MENA region, and seek proposals that fully integrate women, youth, and other underrepresented groups into their proposed activities. All applicants should explain how their proposal benefits the participation and needs of the aforementioned groups.

All proposals should outline proposed activities’ impact and describe the implementer’s plan to measure change. Proposals should describe a realistic timeline and a sustainability plan (as outlined in Part III, Section B.2—Sustainability Plan).

Priority Area A: Student Leaders

Competition Title: MEPI Student Leaders Program

Competition ID: CE-Student

Funding Ceiling: \$2,000,000

Length of Project Period: One year

The Office of the Middle East Partnership Initiative (MEPI) announces a request for applications (RFA) to support an intensive U.S.-based leadership and civic engagement program that will prepare undergraduate students in the Middle East and North Africa to effect change in their communities and countries.

The Middle East Partnership Initiative (MEPI) Student Leaders program is implemented by up to six host universities in the U.S. that annually receive a multinational group totaling approximately 80-100 exemplary undergraduate students from the Middle East and North Africa. Typically, each university hosts 20-25 students. The principal objective of the Student Leaders program is to develop participants' leadership and collective problem-solving skills through a five-week academic residency and field study program in the United States. MEPI seeks to support uniquely designed, highly interactive, and thematically coherent programs that emphasize the concepts of individual and civic responsibility, leadership, and community involvement. **Successful applicants under this RFA will host the MEPI Student Leaders program during the summer of 2012, and applications should address only one year of programming. However, successful applicants should be prepared to host the program again in 2013, pending funds availability.**

Programs should be designed to give participants the opportunity to gain first-hand experience in the development of leadership and civic engagement skills that they can apply in their home countries upon their completion of the program. Each institution's program may be unique in its specific course materials and scheduling, but must be designed around a four-week academic residency conducted at the host institution and a one-week field study to a region (or regions) of the United States other than that where the host institution is located. Applicants must demonstrate the ability to effectively prepare, administer, and support all components of the Student Leaders program described below.

Through a separate funding mechanism, MEPI will support participant recruitment, the visa process, international travel to and from the U.S., health insurance, and logistics during the opening and closing program activities in Washington, DC. MEPI will also support travel and logistics for a MENA-based alumni conference where participants will receive follow-on training aimed at increasing their capacity to implement individual project proposals developed during the summer program.

Program Design

Proposed budgets should assume responsibility for participant and staff travel to and from Washington, DC for opening and closing activities. The residency and field study should be organized around a carefully integrated series of hands-on leadership trainings, academic

sessions, community service projects, opportunities for interaction with American peers, and cultural activities that support the overall theme of leadership and civic engagement. To the extent possible, service learning options should take into account individual students' academic and career interests.

Each host university should seek to give participants a multi-dimensional view of U.S. society and institutions through a program that reflects a broad and balanced range of perspectives and has an interdisciplinary or multi-disciplinary focus. Programs should include significant opportunities for participants to attend informal and formal gatherings of ordinary Americans from a variety of ethnic, social, and professional backgrounds, as well as with American college students who may be enrolled in other university summer programs. Participants should also be given opportunities to make presentations about their home countries to American audiences in order to promote mutual understanding and to strengthen their public speaking skills.

For this project, applicants must provide:

- A **comprehensive narrative proposal** describing the objectives of the institution.
- A **syllabus** indicating the subject matter for each lecture, workshop, or panel discussion. The syllabus should confirm or provisionally identify proposed lecturers and discussants and clearly show how assigned readings will support each session.
- A **timeline or calendar** of all academic residency and field study program activities. Field study activities should clearly enhance the academic residency and include detailed information on location and sites visited.

Successful applications will describe a rigorous leadership development program that uses the lens of U.S. history and society to expand participants' leadership skills and knowledge. With leadership training as its main objective, the proposed program should provide students with opportunities to examine the concept, history, and manifestation of leadership in American society through a wide variety of learning experiences. Consensus-building, conflict resolution, interpersonal communication, public speaking, individual and collective problem-solving, project management, group dynamics, and other essential leadership attributes should be substantively studied and practiced. In addition, the program should demonstrate the influence that democratic principles and values – such as the rule of law, individual rights, freedom of expression, equality, diversity, and tolerance – have on leadership, as practiced in the United States.

Eligibility

Eligible applicants are accredited institutes of higher education located in the United States. Eligible institutions must have demonstrated capacity to design and offer all of the essential components of the Student Leaders program.

Priority Area B: Arabic Language Literacy in Bahrain

Competition Title: Arabic Language Literacy in Bahrain

Competition ID: CE-Literacy

Funding Ceiling: \$750,000

Length of Project Period: Up to Three Years

The Office of the Middle East Partnership Initiative (MEPI) announces a request for applications (RFA) to support the development of Arabic language curricula in the Kingdom of Bahrain to promote critical thinking skills and provide a model for competency-based curriculum development for grades K-12.

This project will support the establishment of a Center for Excellence in Arabic Language at the University of Bahrain to reform the teaching of the Arabic language in grades K-12 to serve as a national model for the development of curricula and pedagogies that promote critical thinking. (NOTE: No funds will be awarded for the construction of facilities.)

To contribute to the Center's creation, an international partner will cooperate closely with the University of Bahrain to: 1) assess current learning methodologies and make recommendations for strengthening curricula; 2) design comprehensive K-12 curricula that teach critical thinking skills through Arabic language literacy; 3) support the dissemination of a broad range of literacy-based language pedagogies, practices, and standards of methods; 4) design and incorporate multi-media learning materials, assessment tools, and literacy workshops for teachers, parents, and students; and 5) design literacy coaching workshops that mentor teachers of Arabic in research-based best practices that utilize children's literature as its central focal point. These workshops will take place at the University of Bahrain through an intensive summer institute and throughout the academic year for a period of three years. These workshops will be open to regional participants and will serve as a vehicle to help transfer literacy-based critical thinking methods to teachers from the region and beyond.

Eligibility

Eligible applicants to this project are registered U.S. non-profit organizations and accredited institutes of higher education based in the U.S. or MENA that can demonstrate a thorough understanding of Arabic language pedagogy, a familiarity with educational systems in MENA countries, and the capacity to partner effectively with the University of Bahrain. Eligible institutions must have demonstrated capacity and experience to design and implement the essential components of this Arabic language literacy project.

Priority Area C: Civic Education

Competition Title: Civic Education

Competition ID: CE

Funding Ceiling: \$4,250,000

Length of Project Period: Up to Two Years

The Office of the Middle East Partnership Initiative (MEPI) announces a request for applications (RFA) for higher and basic education level civic education projects that expand critical thinking skills, enhance leadership capabilities, and prepare individuals and educational institutions to participate constructively in social and political reform in the Middle East and North Africa.

Successful projects will promote quality civic education, so that children and youth (between ages 15-30) across the Middle East and North Africa (MENA) region have a strong foundation on which to become active and engaged participants in social, political, and economic life. Projects will be implemented by U.S. or MENA educational institutions, MENA civil society organizations (CSOs), or international partners working closely with CSOs in the MENA region. Civic education activities as defined here include curriculum development, skills building, public information campaigns, and service-learning initiatives that support the development of an active citizenry in the MENA region. Proposed projects should go beyond trainings and conferences to include the practical application of learned skills to develop lasting civic engagement.

The range of possible activities includes, but is not limited to:

- Enhancing schools' capacities to respond to low-achieving and at-risk youth by preparing them to constructively address local issues through economic and social entrepreneurship;
- Supporting K-12 schools and universities in the MENA region as they incorporate student-led, community-generated service-learning projects into their curricula;
- Preparing institutions of higher education to produce civically-engaged graduates by providing talented students opportunities to work with professors and civil society and business leaders to analyze and advocate for solutions to local issues;
- Supporting the creation of high-school based student and parent councils that provide youth with the tools they need to become active and engaged members of society who can effectively advocate for democratic principles.

These potential activities are not mentioned to limit creative thinking with respect to project design, but rather to provide a sense of the type of activities sought under this RFA. **Project proposals will be evaluated largely on innovation in content and approach.** The Middle East Partnership Initiative has particular interest in supporting projects that meet needs and opportunities not already addressed by current donor funding. Proposals should describe in detail how the approach is innovative, how project content is locally-driven and relevant, and how it complements existing efforts toward similar goals.

Applicants should present ideas that leverage existing social, community, or regional networks, whether on or offline, to promote sustained civic participation. Applications will be evaluated on the inclusion of and collaboration with local civil society and community organizations.

Eligibility

Eligible applicants include any registered U.S. or foreign non-profit organization; non-governmental organization; private institution; institution of higher education (non-profit or for-profit); public international organizations; commercial entity; or small business. We strongly encourage applications from experienced organizations and institutions in the MENA 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 the total budget proposed to be spent in the region through local partners will be among the elements of evaluation for this competition. All applicants should demonstrate the experience and capacity to work with local CSOs and leaders in the MENA region. In all projects, local ownership of activities and locally-developed content is essential.

II. AWARD INFORMATION

Funding Mechanism Type:	Cooperative Agreement or Grant
Estimated Number of Awards:	10
Estimated Total Program Funding:	\$7,000,000
Estimated Award Ceiling:	\$2,000,000
Estimated Award Floor:	\$750,000
Length of Project Period:	One to Three years – See Below for more information

Approximately \$7,000,000 in Economic Support Funds for approximately ten grants will be awarded through this RFA. Grants funded under these awards, beyond the initial budget period, will be contingent upon the availability of funds; grantee 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.

Priority Area A: Student Leaders: If selected to receive a grant, applicants will be awarded funds for one year. Applications should propose a budget period of not more than one year in length. In addition, successful applicants should be prepared to host the program again in 2013, pending funds availability and grantee's progress in meeting grant requirements.

Priority Area B: Arabic Language Literacy in Bahrain: If selected to receive a grant, applicants will be awarded funds for up to three years. Applications should propose a budget period not more than three years in length.

Priority Area C: Civic Education: If selected to receive a grant, applicants will be awarded funds for up to two years. Applications should propose a budget period not more than two years in length.

The Office of the 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.

The 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. We support projects in Algeria, Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, UAE, and Yemen. Regional and multi-country projects may include an Iraq component, but we currently do not fund Iraq-specific projects.

We currently are unable to support new programming in the West Bank and Gaza due to a Congressionally-mandated funding cap. Programming is defined as the inclusion of participants from the West Bank and Gaza in regional programs, as well as activities specifically working in the West Bank or Gaza.

III. ELIGIBILITY INFORMATION

All applications will be screened by the Office of the Middle East Partnership Initiative to determine whether each applicant meets all of the program eligibility requirements detailed below.

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

A. ELIGIBILITY REQUIREMENTS

A.1 Grants.gov

The Office of the Middle East Partnership Initiative requires that all applications for funding be submitted through Grants.gov. In order to apply, your organization must complete the Grants.gov registration process. To register, please go to www.grants.gov and click on “Get Registered.” The registration process can take 10 business days or longer, even if all the registration steps are completed in a timely manner. Registration is a five-step process: 1) obtain a DUNS number; 2) register with Central Contracting Registration (CCR); 3) create a profile, including username and password; 4) obtain Authorized Organization Representative (AOR) authorization; and 5) track AOR status.

Attention Foreign Organizations: Additional guidance on registering with Grants.gov can be found at MEPI’s website (www.mepi.state.gov). You can also contact MEPI at nea-grants@state.gov to request this guidance.

A.2 Types of Applicants

The types of applicants to this announcement are determined by the priority area to which an applicant seeks to apply. Below are detailed descriptions of who is eligible under each priority area.

Priority Area A: Student Leaders: Eligible applicants include any accredited institutes of higher education (non-profit or for-profit) located in the United States. Eligible institutions must have demonstrated capacity to design and offer all of the essential components of the Student Leaders program.

Priority Area B: Arabic Language Literacy in Bahrain: Eligible applicants include any registered U.S. non-profit organizations and accredited institutes of higher education (non-profit or for-profit) based in the U.S. or MENA that can demonstrate a thorough understanding of Arabic language pedagogy, a familiarity with educational systems in MENA countries, and the capacity to partner effectively with the University of Bahrain. Eligible institutions must have

demonstrated capacity and experience to design and implement the essential components of this priority area.

Priority Area C: Civic Education: Eligible applicants include any U.S. or foreign non-profit organization; non-governmental organization; private institution; institution of higher education (non-profit or for-profit); public international organizations (PIOs), commercial entity; or small business. MEPI strongly encourages applications from experienced organizations and institutions in the MENA 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 the total budget proposed to be spent in the region through local partners will be among the elements of evaluation for this competition. All applicants should demonstrate the experience and capacity to work with local CSOs and leaders in the MENA region. In all projects, local ownership of activities and locally-developed content is essential

A.3 Dun and Bradstreet Data Universal Number System

Obtaining a Data Universal Number System (DUNS) number is the first step required by an organization to register with the Grants.gov system. The Data Universal Number System (DUNS) is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Applicants must provide a DUNS number to apply to this funding opportunity. If your organization does not already have a DUNS number, please begin this process immediately. This process normally takes one business day. A DUNS number may be acquired at no cost on-line at fedgov.dnb.com or via telephone at: 1-866-705-5711.

A.4 Central Contractor Registration

Obtaining Central Contractor Registration (CCR) is the second step required by organizations to register with the Grants.gov system. The CCR is the Federal repository in which an applicant must provide information required for the conduct of business as an award recipient. CCR registration expires each year and must be updated annually.

Applicants must be registered with the Central Contractor Registration to apply to this funding opportunity. Further, applicants must maintain an active CCR registration, with current information, while their application is under consideration for funding. This process can take three to five business days or up to two weeks. If your organization is not already registered please begin this process immediately. Registration procedures may be found at www.ccr.gov.

B. ADDITIONAL ELIGIBILITY CONSIDERATIONS

B.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. Assistance to civil society coalitions represents an important MEPI goal.

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 your application (e.g., as an attachment, in the Project Narrative, in the Budget Narrative).

TABLE 1: PARTNER OR COALITION

<u>Partner or Coalition</u>	<u>Where to Document</u>
<p>Definition: A negotiated arrangement among organizations that provides for a substantive, collaborative role for each of the partners in the planning and implementation of a project. Coalitions could include NGOs, private sector, governmental entities, academic institutions, and non-profit organizations.</p> <p>Applicants who plan to submit a proposal 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>Evidence:</p> <ol style="list-style-type: none"> 1. How the partnership arrangement advances the objectives of the project. 2. Clarification of the role of the partner(s) in the implementation of the project, evaluation, and sustainability 3. Supporting documentation identifying the resources, experience, and expertise of the partner(s) 4. Evidence that each of the partner(s) has been involved in the planning of the project 5. 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.) 6. Biographical Sketch(s) for key personnel/staff <p>Where to Document:</p> <ol style="list-style-type: none"> 1. Partnership project objectives, role of partner, planning and expertise in the project—Proposal Narrative 2. Letter of Intent or Letter of Agreement—Attachment

B.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 your application. The main purpose of the sustainability plan is to help ensure that proposed projects can sustain impact beyond the initial award period. Please develop your sustainability plan by addressing each of the areas listed below:

- Describe how the project will create sustainable impact and how activities and results will have local ownership.
- Discuss how sustainability will be integrated into the project from the beginning.
- 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.

The quality and feasibility of the proposed sustainability plan will be among the elements on which proposals are evaluated. Sustainability plans should not exceed two pages and should be typed in 12-point font.

B.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 system proposed by the applicant to capture and measure progress towards achieving the objectives of the grant. This plan may be included within the project narrative or as a separate document included in the appendices portion of your 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) rather than 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 to maintain forward progress?

The quality and feasibility of the proposed ROMA will be among the elements on which proposals are evaluated. ROMA plans should not exceed five pages and should be typed in 12-point font.

B.4 Cost-Sharing or Matching

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

IV. APPLICATION AND SUBMISSION INFORMATION

A. SUBMITTING AN APPLICATION

A.1 Download the Application Package from Grants.gov

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

1. Select “Apply for Grants” under the “For Applicants” category on the left-hand side of the Grants.gov home page.
2. Select “Download a Grant Application package.”
3. Complete the search engine you wish to use and click “Download Application.”
4. Review the search results at the bottom of the page and click the “Download” link next to the correct program announcement or competition title.

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 required and optional documents outlined in Section A.2 below, 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.

A.2 Application Documents

All applications must include the application components detailed below. Please refer to Section A.3 for additional submissions requirements (e.g., font size, page margins). Failure to submit all of the required documentation described in this RFA will result in the application not being considered for funding.

Required Documents:

1. **Federal Assistance Application Forms (SF-424, SF-424a, and SF424b)**—Applicants must complete all three forms to be considered for funding. Information on how to complete the SF-424 and SF-424a can be found in Appendix 5.
2. **Project Narrative**—The Project Narrative describes the efforts the applicant will undertake to address the priorities and goals of this announcement. The project narrative should be typed in 12 point Times New Roman font, single-spaced, and should not exceed 20 pages. More detailed instructions for preparing the Project Narrative are provided in Appendix 5.

3. **Budget Narrative**—The Budget Narrative provides narrative detail about both the Federal request and the non-Federal match. There is no page limit for this section of your 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 Coversheet provides summary detail about the applicant and the proposal and **must include a maximum two-page executive summary** of the proposed project. A sample template can be found in Appendix 1. **NOTE: Applicants must use the same format as found in the sample.** This should be a separate document, included as an attachment with your submission.
5. **Applicant Organizational Information**—This document provides details about the applicant’s organization type, its structure and policies, and its ability to manage Federal funds. A sample template can be found in Appendix 3. **NOTE: Applicants must use the same format as found in the sample.** This should be a separate document, included as an attachment with your submission.

Optional Documents:

These documents may not exceed a total of 20 pages. Also, these documents may be included as separate attachment with your submission. More detailed instructions for preparing attachments are provided in Appendix 5.

1. **Disclosure for Lobbying Activities (SF-LLL)**
2. **Resumes, Biographical Sketch, or Job Descriptions for key personnel and partners.** They may be included within the project narrative or as a separate document included in the appendices portion of your application. If these items are not included, applicants will be scored lower under the *Staff and Position Specifications* review criteria outlined in Part V, Section A—Application Evaluation Criteria.
3. **Sustainability Plan.** Guidance on preparing a Sustainability Plan can be found in Part III, Section B.2 of this RFA. Sustainability plans should not exceed two pages.
4. **Results-Oriented Monitoring and Assessment Plan.** Guidance on preparing a ROMA plan can be found in Part III, Section B.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 you have accurately documented the eligibility requirements and included all major components of the application.

A.3 Application Formatting Requirements

It is strongly recommended that applicants submit grant applications using Microsoft Office. If applicants do not have access to Microsoft Office products, PDF files may be submitted.

Text legibility: The required font is 12-point Times New Roman. The application must be single spaced, with all margins (left, right, top, and bottom) of at least one inch each.

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

Page Limits: The limitation of pages for each submission should be considered as a maximum; submissions can be shorter than the maximum length. It 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 your document. Failure to comply with these requirements may affect the successful transmission and consideration of an application.

A.4 Submitting an Application

Applicants must submit a separate application for each priority area under which they apply and must clearly state which priority area the application addresses.

Please allow sufficient time for entering your application into Grants.gov. The process of electronic submission 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 (**with a tracking number**) 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 an applicant has received a Grants.gov tracking number.** Receipt of the tracking number is the only indication that Grants.gov has successfully received and validated an application. If an applicant does not receive a Grants.gov tracking number, contact the Grants.gov Contact Center for assistance.

Please note that it is incumbent on applicants 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, the receiving institution.**

B. SUBMISSION DATES AND TIMES

Applications are due before 23:59:59 eastern time (ET) on March 23, 2011. **There will be no grace period, and any application not received by the application deadline will not be considered for review.**

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

Within 30 days of submission, applicants will be notified via email (from nea-grants@state.gov) that their applications have been received. This notification will include an application log number that applicants must use to track their applications.

C. FUNDING LIMITATIONS/RESTRICTIONS

C.1 Economic Support Funds Restrictions:

We currently are unable to support new programming in the West Bank and Gaza due to a Congressionally mandated funding cap. Programming is defined as the inclusion of participants from the West Bank and Gaza in regional programs, as well as activities specifically working in the West Bank or Gaza.

C.2 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 following evaluation criteria. These criteria are designed to assess the quality of the proposal and to determine the likelihood of the project's success. The criteria are closely related and are

considered as a whole in judging the overall quality of an application. Proposals will be reviewed on the basis of their comprehensiveness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Approach – **Proposals will be evaluated largely on the quality of the project’s content and approach.** The approach will be evaluated in terms of feasibility in the regional and country context, as well as by the criteria laid out in Part I—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. The Middle East Partnership Initiative has particular interest in supporting projects that meet needs and opportunities not already addressed by current donor funding. Proposals should describe in detail how the approach is innovative, how project content is locally-driven and relevant, and how the project complements and does not duplicate existing efforts toward similar goals.

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

Results or Benefits – The proposal clearly identifies the anticipated beneficiaries and describes the results and impact to be achieved within the proposed time frame. 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 Part I—Funding Opportunity Description. The applicant provides a results monitoring and evaluation plan that focuses on the outcomes and impact of programmatic activities. Full points are awarded only to proposals that use measurable and qualitative indicators that are specific to the context and length of the project. Applicant provides a sustainability plan that describes how impact will be sustained following the completion of the project 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 Section III, B.2. Projects with feasible results monitoring and evaluation plans will receive the highest consideration and additional evaluation points—per Part III, Section B.3. (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 B.1. The organization demonstrates a high level of regional and/or country expertise. (20 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; a job description is provided for each open key position. A biographical sketch of required credentials describes any positions to be advertised post-award. Each organization’s staffs, including volunteers, are well qualified and their roles within the project are thoroughly described. (10 points)

Budget Narrative - The detailed budget includes the Budget Information—Non-Construction Programs (SF-424a) and a budget narrative (as outlined in Appendix 2). The budget narrative provides details of calculations including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The costs proposed are reasonable in relation to the proposed activities and anticipated results, and the plan for services is realistic.

The budget narrative documents the necessity, reasonableness, and allocation of all proposed costs. Adequate travel to and within the Middle East and North Africa is proposed. 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 proposals that propose the preponderance of the budget be spent in the countries of Algeria, Bahrain, Egypt, Israel, Iraq, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, UAE, and Yemen, per Part II—Award Information. (20 points)

B. REVIEW AND SELECTION PROCESS

The Office of the Middle East Partnership Initiative is committed to ensuring a competitive and standardized process for awarding Economic Support Funds grants. Applications will be screened initially by MEPI to determine whether applicants meet all eligibility requirements outlined in Part III; the required documents outlined in Part IV, Section A.2; 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 Department’s overarching foreign policy priorities, and the geographic distribution of the top-ranking proposals.

VI. ADMINISTRATION INFORMATION

A. AWARD NOTICES

Within 30 days of receipt of the application, MEPI will notify the authorized representative and program point of contact listed on the SF-424 through email (from nea-grants@state.gov) that

the application has been received. The correspondence will include an application log number that the applicant must reference when asking questions about their submission. If an applicant submits an application on time and does not receive notification by April 22, 2011, MEPI may be contacted at nea-grants@state.gov for additional information.

By May 23, 2011, if an applicant is under consideration for funding, the authorized representative, project director, and business official will receive a pre-award letter via email (from nea-grants@state.gov), signed by the Office's Deputy Director. The pre-award letter begins the negotiation process for a Financial Assistance Award. A Financial Assistance Award document, sets forth the amount of funds granted; the terms and conditions of the grant, the effective date of the grant; the budget period for which initial support will be given; the non-Federal share to be provided (if applicable); and the total project period for which support is contemplated. The Financial Assistance Award will be signed by a warranted Department of State Grant Officer and the award package will be transmitted electronically.

By May 24, 2011 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 (from nea-grants@state.gov), signed by the Office's Deputy Director.

The Office of the 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:

Jessica Baker
(202) 776-8524
nea-grants@state.gov

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

Grants.gov Contact Center (800) 518-4726 support@Grants.gov

Instructions: This Application Cover Sheet should be filled out in its entirety. Any information that is in blue text should be deleted prior to submitting this document as Attachment #1 with your application package. Under *Executive Summary*, please summarize the proposed project. In addition, please describe the project activity or phases, the intended audience, the project milestones, and the intended results. The summary should be a maximum of two pages.

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

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

Executive Summary:

Please summarize the proposed project in the space below. Please describe the project activity or phases, the intended audience, the project milestones, and the intended results. The summary should be a maximum of two pages.

Budget Narrative Sample Template

Instructions: This Budget Narrative Sample Template should be filled out in its entirety. Any information that is included in blue text should be deleted prior to submitting this document as the "Budget Narrative" attachment on Grants.gov. It is only included as guidance for sample text or suggested information. Costs listed in any category below should include an explanation of how the requested funds will be used to support the proposed project, whether it be federal or a non-federal/match cost. Please note that the response "Not Applicable," or "N/A," is generally not acceptable. Instead, a sufficient explanation should be provided in either the proposal narrative or within each field to explain why an item is not applicable.

<i>Organization Name, Period of Performance</i>				
1. Personnel <i>(Description: An employee of the organization whose work is tied to the proposed project)</i>				
1.a Federal or MEPI Cost				
Position	Name of Employee	Annual Salary/ Rate	Level of Effort (%)	Cost <i>(Salary x LOE)</i>
Ex: Program Director	John Doe	\$164,890	10.00%	\$16,489
Ex: Project Coordinator	TBD	\$46,276	100.00%	\$46,276
1.a Personnel Sub-Total				\$62,765
Narrative Justification: <i>Enter a description of the Personnel funds requested and how their use will support the purpose and goals of your proposal. Be sure to describe the role, responsibilities, and unique qualification of each position.</i>				
SF-424a Note: <i>Enter the total cost of 1.a in Section B Column 1 line 6a of the form.</i>				
1.b Non-Federal Match or Cost Share				
Position	Name of Employee	Annual Salary/ Rate	Level of Effort (%)	Cost <i>(Salary x LOE)</i>
Ex: Clerical Support	Jill Smith	\$1,338.00	100.00%	\$1,338.00
1.b Personnel Sub-Total				\$1,338
Narrative Justification: <i>Enter a description of the Personnel matching funds provided and how their use will support the purpose and goals of your proposal. Be sure to describe how your matching funds will help sustain and enhance your MEPI budget request.</i>				
SF-424a Note: <i>Enter the total cost of 1.b in Section B Column 2 line 6a of the form.</i>				
Source of Match Funds: <i>Identify the source of match funds.</i>				

Budget Narrative Sample Template

2. Fringe Benefits (Description: May include contributions for social security, employee insurance, pension plans, etc. Only those benefits not included in an organizations indirect cost rate agreement (i.e., NICRA) may be shown as direct costs)

2.a Federal Cost

Component	Wage	Rate	Cost (Wage x Rate)
Ex: FICA	\$62,765	7.65%	\$4,802
Ex: Workers Compensation	\$62,765	2.50%	\$1,569
Ex: Health Benefits	\$62,765	2.50%	\$1,569
2.a Fringe Benefits Sub-Total			\$7,940

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

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

2.b Non-Federal Match or Cost Share

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

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

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

Source of Match Funds: Identify source of match funds.

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

3.a Federal Cost

Purpose of Travel	Item Description	Unit of Measure	Cost Per Unit/Rate	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: Leadership Training	Airfare--Origin: Egypt, Algeria, Tunisia, Morocco, Yemen, and/or Oman; Destination: Amman, Jordan	Roundtrip Airfare	\$ 500.00	20	\$10,000

Budget Narrative Sample Template

	Lodging in Amman for 20 participants for 3 days (U.S. Government allowable rate)	day	\$ 183.00	60	\$10,980
	Meals and Incidentals for 20 participants for 3 days (M&IE--U.S. Government allowable rate))	day	\$ 127.00	60	\$7,620
Ex: Local Travel	Local travel in Amman, Jordan for 20 participants for 3 days	day	\$ 500.00	3	\$1,500
3.a Travel Sub-Total					\$30,100
Narrative Justification: Describe the Purpose of Travel and how costs were determined.					
SF-424a Note: Enter the total cost of 3.a in Section B Column 1 line 6c of the form.					
3.b Non-Federal Match or Cost Share					
Purpose of Travel	Item Description	Unit of Measure	Cost Per Unit/Rate	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: Leadership Training	Airfare--Origin: Algeria, Tunisia, Morocco, Jordan, and/or Qatar; Destination: Cairo, Egypt	Roundtrip Airfare	\$ 500.00	20	\$10,000
	Lodging in Cairo for 20 participants for 3 days (U.S. Government allowable rate)	day	\$ 175.00	60	\$10,500
	Meals and Incidentals for 20 participants for 3 days (M&IE--U.S. Government allowable rate))	day	\$ 267.00	60	\$16,020
Ex: Local Travel	Local travel in Cairo, Egypt for 20 participants for 3 days	day	\$ 500.00	3	\$1,500
3.b Travel Sub-Total					\$38,020
Narrative Justification: Enter a description of the Travel matching funds provided and how their use will support the purpose and goals of this proposal. Be sure describe how your matching funds will help sustain and enhance your federal budget request.					
SF-424a Note: Enter the total cost of 3.b in Section B Column 2 line 6c of the form.					
Source of Match Funds: Identify source of match funds.					

Budget Narrative Sample Template

4. Equipment (Description: Permanent equipment is defined as non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.)				
4.a Federal Cost				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
None			0	\$ -
4.a Equipment Sub-Total				\$ -
<i>Narrative Justification:</i> Enter a description of the Equipment and how its purchase will support the purpose and goals of this proposal.				
SF-424a Note: Enter the total cost of 4.a in Section B Column 1 line 6d of the form.				
4.b Non-Federal Match or Cost Share				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
None			0	\$ -
4.b Equipment Sub-Total				\$ -
<i>Narrative Justification:</i> Enter a description of the Equipment match provided and how its purchase will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.				
SF-424a Note: Enter the total cost of 4.b in Section B Column 2 line 6d of the form.				
Source of Match Funds: Identify source of match funds.				

5. Supplies (Description: Materials costing less than \$5,000 per unit and often having one-time use.)				
5.a Federal Cost				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
<i>Ex: General Office Supplies</i>	month	\$ 50.00	12	\$600
<i>Ex: Laptop</i>		\$ 900.00	1	\$900
5.a Supplies Sub-Total				\$1,500
<i>Narrative Justification:</i> Enter a description of the Supplies requested and how their purchase will support the purpose and goals of this proposal.				
SF-424a Note: Enter the total cost of 5.a in Section B Column 1 line 6e of the form.				

Budget Narrative Sample Template

5.b Non-Federal Match or Cost Share				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
<i>Ex: Fax</i>		\$ 300.00	1	\$300
<i>Ex: Postage</i>	month	\$ 37.00	12	\$444
5.b Supplies Sub-Total				\$744
Narrative Justification: Enter a description of the Supplies match provided and how their purchase will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.				
SF-424a Note: Enter the total cost of 5.b in Section B Column 2 line 6e of the form.				
Source of Match Funds: Identify source of match funds.				

6. Contractual (Description: The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost should be attached to the budget. If there is more than one contractor, each must be budgeted separately and must have an attached itemization.)				
6.a Federal Cost				
Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Cost (Cost Per Unit x No. of Units)
<i>Consultants</i>				
<i>Ex: Jane Smith/Leadership Training Expert</i>	day	\$350	12	\$4,200
<i>Ex: Jane Smith travel from Washington, DC to Amman, Jordan for training conference</i>	Roundtrip Airfare	\$1,200	1	\$1,200
<i>Ex: TBD/Monitoring and Evaluation Expert</i>	day	\$275	12	\$3,300
<i>Ex: Monitoring and Evaluation Expert travel from Washington, DC to Amman, Jordan</i>	Roundtrip Airfare	\$1,200	1	\$1,200
<i>Contracts</i>				
<i>Ex. Sub-Award to Jordanian NGO (budget and terms TBD)</i>	award agreement	\$10,000	1	\$10,000
6.a Contractual Sub-Total				\$19,900
Narrative Justification: Explain the need for each agreement and how their use will support the purpose and goals of this proposal. For those contracts already arranged, please provide the proposed categorical budgets. For those subcontracts that have not been arranged, please provide the expected Statement of Work, Period of Performance and how the proposed costs were estimated and the type of contract (bid, sole source...etc).				
SF-424a Note: Enter the total cost of 6.a in Section B Column 1 line 6f of the form.				

Budget Narrative Sample Template

6.b Non-Federal Match or Cost Share				
Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Cost (Cost Per Unit x No. of Units)
<i>Consultants</i>				
Ex: Jane Smith/Leadership Training Expert	day	\$350	12	\$4,200
Ex: TBD/Monitoring and Evaluation Expert	day	\$275	12	\$3,300
6.b Contractual Sub-Total				\$7,500
<p>Narrative Justification: Explain the need for each match contract agreement and how their use will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.</p> <p>SF-424a Note: Enter the total cost of 6.b in Section B Column 2 line 6f of the form.</p>				
<p>Source of Match Funds: Identify source of match funds.</p>				

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

8. Other Direct Costs (Description: Expenses not covered in any of the previous budget categories.)				
8.a Federal Cost				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: Office Telephone	month	\$100	12	\$1,200
Ex: Amman hotel conference room rental for training	day	\$800	3	\$2,400
8.a Other Direct Costs Sub-Total				\$3,600
<p>Narrative Justification: Explain the need for each item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit and explain the use of each item requested.</p> <p>SF-424a Note: Enter the total cost of 8.a in Section B Column 1 line 6h of the form.</p>				

Budget Narrative Sample Template

8.b Non-Federal Match or Cost Share				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: DC Office Rent	month	\$1,000	12	\$12,000
8.b Other Direct Costs Sub-Total				\$12,000
<i>Narrative Justification: Explain the need for each match item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit and explain the use of each item requested. Be sure to describe how your matching funds will help sustain and enhance your Federal budget request.</i>				
SF-424a Note: Enter the total cost of 8.b in Section B Column 2 line 6h of the form.				
Source of Match Funds: Identify source of match funds.				

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

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

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

Budget Narrative Sample Template

BUDGET SUMMARY

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

Applicant Organizational Information

Instructions: The Applicant Organizational Information template should be filled out in its entirety. Any information that is included in blue text should be deleted prior to submitting this document as Attachment #2 with your application package. Please note that the response “Not Applicable,” or “N/A,” is generally not acceptable. Instead, a sufficient explanation should be provided in either the project narrative or within each field to explain why an item is not applicable.

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

Applicant Organizational Information

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

ORGANIZATION STRUCTURE AND POLICIES

6. Is your organization governed by Board of Directors? (Yes or No):	
7. Does your organization have a written personnel policy and procedure manual? (Yes or No):	
8. Does your organization have a written accounting and financial policy and procedure? (Yes or No):	

FINANCIAL AND ACCOUNTING MANAGEMENT

9. What is the ending date of your organization’s fiscal year (MM/DD/YYYY)?		
10. Does your organization have an automated accounting system? (Yes or No):		
<i>If Yes:</i>	Can the accounting system show amounts incurred for individual awards and show charges to separate funding sources? (Yes or No):	
	Can the accounting system generate reports that show these specific costs incurred for individual awards? (Yes or No):	
	Does the accounting system allow for reporting of Cash and In-kind contributions (from non-federal sources) i.e., cost share? (Yes or No):	

Applicant Organizational Information

11. Are there written procedures for determining reasonableness, allocability, and allowability of costs?				
12. Does your organization prepare annual financial statements (e.g., balance sheet, income and expense statement)?				
13. Does your organization have written policies and procedures for monitoring sub-awardees or sub-recipients, including consultants?				
14. Does your organization have a current A-133 audit? (Yes or No)				
15. Has your organization received grant or agreement funds before? (Yes or No):				
<i>If Yes:</i>	Please provide the following information on awards or funding received in the last five years. Please specifically note if funds are U.S. Government (USG) funds.			
	<u><i>Name of Donor</i></u>	<u><i>Amount</i></u>	<u><i>Period</i></u>	<u><i>USG Funds?</i></u> <u><i>(Yes or No)</i></u>

Results-Oriented Monitoring and Assessment (ROMA) Plan

ROMA Plan—Guidance for Applicants

The key to a successful Results-Oriented Monitoring and Assessment Plan is to ensure that implementers focus on RESULTS of their projects, beyond simple activities. MEPI encourages all implementers to align their ROMA with one of the three MEPI Goals and with one of the nine MEPI objectives. MEPI's goals and objectives by going to the following link—[MEPI Results Framework.pdf](#).

Applicants should carefully consider the activities they plan to carry out in order to identify specific project objectives and indicators to measure progress towards achieving those objectives. Applicants should then establish milestones for carrying out those activities within the timeframe of the project. This information—project-specific objectives, indicators, activities and milestones, make up the Project ROMA. Grantees will be required to report quarterly on their agreed-upon indicators and milestones, providing a narrative assessment of progress and flagging any issues affecting performance. Grantees and MEPI project officers will confer regarding any potential actions that might be needed as the project proceeds with the goal of enhancing performance over the life of the project.

Descriptions of the key elements of your ROMA are:

- a) *Project Objective(s): statement of the expected results of the project- implementers will be held accountable for achieving these results—note: activities are NOT results*
- 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*
- e) *Data analysis and use: narrative description of how results data will be analyzed and used to inform management actions regarding project performance.*

ROMA Plan Sample Template

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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*. Any information that is included in blue text should be deleted prior to including this information in your project narrative or as a separate document in the appendices portion of your application package.

Part 1: Project Context

This project is intended to support the following MEPI Goal:

Part 2: Project Objective(s) and Indicators

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

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>Project Objective 1:</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>Project Objective 2:</p> <p><i>As above</i></p>	<p><i>As above</i></p>

ROMA Plan Sample Template

<p>Project Objective 3:</p> <p><i>As above</i></p>	<p><i>As above</i></p>
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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>

ROMA Plan Sample Template

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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

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GENERAL GUIDANCE

It is strongly recommended that applicants submit grant applications using Microsoft Office products. If applicants do not have access to Microsoft Office products, PDF files may be submitted. Directions for creating PDF files can be found on the Grants.gov website. If an applicant uses a file format other than Microsoft Office or PDF, the application may be unreadable.

The required font is 12-point Times New Roman. The application must be single spaced, with all margins (left, right, top, bottom) being at least one inch each. Adhering to these standards will help to ensure the proper transmission of your document.

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

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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

Federal Assistance Application Forms

How to Complete the Application for Federal Assistance—SF-424

Item #1—Type of Submission: Select “Application or Pre-Application” (The Request for Application will specify what type of application.)

Item #2—Type of Application: Select “New”

Item #3 - #4—Date Received/Applicant Identifier: Leave blank, it will be assigned by the Federal agency

Item #5 - #7—Federal Entity Identifier/Federal Award Identifier: Leave blank, it is not applicable to this program

Item #8—Applicant Information:

8a – Input your organization’s legal name

8b – If U.S. Organization, enter your EIN or TIN as assigned by the IRS; If international organization enter “44-4444444”

8c – Enter your organization’s DUNS number.

8d – Enter your organizations address including country

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

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

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

H. Public/State Controlled Institution of Higher Learning

N. Nonprofit

O. Private Institution of Higher Learning

Q. For Profit

R. Small Business

W. Non-domestic (non-US entity)

X. Other (Specify)

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

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

Item #12—Funding Opportunity Number and Title: Input the number and title provided in the request for application.

Item #13—Competition Identification Number and Title: Input the title provided in the request for application.

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: If in the U.S., enter the congressional district of your organization. If International organization, enter “00-000.”

16b – Program/Project: If program takes place in the U.S., enter all the congressional districts affected by the program. If program is outside the U.S. enter “00-000.”

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

Item #18—Estimated Funding

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

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

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

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

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

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

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

Items #20—Is Applicant Delinquent of any Federal Debt. Please select yes/no. If yes, please complete page 3, providing an explanation.

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Item # 21 – Authorized Representative: Please provide the name, contact information, and signature of the authorized representative for your organization. The governing body of your organization must have specifically documented the designation for an authorized representative to submit an application for funding to the U.S. Government. If selected for funding this documentation may be requested. **PLEASE NOTE:** It 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. If a different authorized representative must sign any ensuing award document, that person will need to attach documentation confirming that they have the recipient organization's delegation of authority to commit the organization to an award.

Preparing an Application for Funding

How to Complete the Budget Information—Non-Construction Programs—SF-424a

The sections below, highlighted in yellow, provide guidance for completing the official SF-424a form. The information is displayed as it will appear on the official form. The official form can be downloaded from Grants.gov.

Section A – Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance No (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. <i>Enter the “Funding Opportunity Title”</i>	19.500	\$0.00	\$0.00	<i>Enter Amount Requesting From MEPI</i>	<i>Enter Cost-Share or Matching Amount</i>	<i>Enter Total of Federal and Non-Federal Costs</i>
2.						
3.						
4.						
5. TOTALS		\$0.00	\$0.00	<i>Enter Total Amount Requesting</i>	<i>Enter Total Cost Share</i>	Total Amount

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Section B – Budget Categories					
6. Object Categories	Grant Program, Function or Activity				Total
	(1) Enter Federal Cost (MEPI Cost)	(2) Enter Non-Federal Cost (Cost-Share)	(3) <i>Leave Blank</i>	(4) <i>Leave Blank</i>	(5) Totals
a. Personnel (costs of employee salaries and wages)	<i>Total Personnel from Budget Summary</i>	<i>Total Personnel from Budget Summary</i>			<i>Total Column 1 & 2</i>
b. Fringe Benefits (Costs of employee fringe benefits, i.e. Health insurance, retirement insurance, taxes, etc.)	<i>Total Fringe from Budget Summary</i>	<i>Total Fringe from Budget Summary</i>			<i>Total Column 1 & 2</i>
c. Travel (Costs of projected-related travel)	<i>Total Travel from Budget Summary</i>	<i>Total Travel from Budget Summary</i>			<i>Total Column 1 & 2</i>
d. Equipment (Costs of tangible, non-expendable, personal property having a useful life of more than one year and a cost of \$5,000 or more per unit)	<i>Total Equipment from Budget Summary</i>	<i>Total Equipment from Budget Summary</i>			<i>Total Column 1 & 2</i>
e. Supplies (Office or program supplies, other than those included in Equipment category)	<i>Total Supplies from Budget Summary</i>	<i>Total Supplies from Budget Summary</i>			<i>Total Column 1 & 2</i>
f. Contractual (Allowable direct expenses to sub-recipients, including consultant fees and travel expenses)	<i>Total Contractual from Budget Summary</i>	<i>Total Contractual from Budget Summary</i>			<i>Total Column 1 & 2</i>
g. Construction (If applicable)	\$0.00	\$0.00			<i>Total Column 1 & 2</i>
h. Other (Enter total of all Other Costs)	<i>Total Other from Budget Summary</i>	<i>Total Other from Budget Summary</i>			<i>Total Column 1 & 2</i>

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i. Total Direct Charges (Sum of 6a-6h)	Sum of Federal Direct Costs (6a-6h)	Sum of Non-Federal Direct Costs (6a-6h)			<i>Total Column 1 & 2</i>
j. Indirect Charges (Category may be used only when the applicant has an approved indirect cost rate from a U.S. government agency)	<i>Enter NICRA, if applicable</i>	<i>Enter NICRA, if applicable</i>			<i>Total Column 1 & 2</i>
k. TOTALS (sum of 6i and 6j)	Sum of Federal Direct and Indirect Costs (6i-6j)	Sum of Non-Federal Direct and Indirect Costs (6i-6j)			<i>Total Column 1 & 2</i>
7. Program Income (The estimated amount of income, if any, that would be generated from this project. Interest gained from U.S. Government funds is not an allowable expense.)	\$0.00	\$0.00			\$0.00
Section C – Non-Federal Resources (Amount of Non-USG resources that will be used to support the project)					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Enter the “Funding Opportunity Title”	<i>Enter Total of Column 2, Line 6k above (Section B)</i>				
9.					
10.					
11.					
12 Total (sum of line 8-11)					
Section D – Forecasted Cash Needs (for Year 1 of the Project) <i>NOTE: Leave this Section Blank</i>					
13. Federal	Total for 1 st year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter

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14. Non-Federal					
15. Total (Sum lines 14 and 14)					
Section E – Budget Estimates for Federal Funds Needed for Balance of the Project					
<i>NOTE: Leave this Section Blank</i>					
(a) Grant Program	Future Funding Periods (Years)				
	(b) First (Year 1)	(c) Second (Year 2)	(d) Third (Year 3)	(e) Fourth (Year 4)	
16. Title of Funding Opportunity					
17.					
18.					
19.					
20. Total (Sum of lines 16-19)					
Section F - Other Budget Information					
21. Direct Charges (total from 6i)	<i>Total from 6i above</i>		22. Indirect Charges (Total from 6j)	<i>Total from 6j above</i>	
23. Remarks: (any additional comments you wish to add)					

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Project Narrative

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

The **Proposal Narrative** should:

- Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished;
- Account for all functions or activities identified in the application;
- Cite factors that might accelerate or decelerate the work and state reasons for taking the proposed approach rather than alternatives;
- Outline a plan of action that describes how local ownership of activities will be achieved (e.g., local stakeholders' buy-in to the program, the project's flexibility to meet needs on the ground, and a sustainability plan during and after the grant period).
- Demonstrate the applicant's experience and capacity to work with institutions, organizations, and individuals in the MENA region;
- Factor in the untapped potential of underrepresented groups as change makers;
- 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;
- Provide resumes, biographical sketches, or job descriptions for key personnel and partners. These may also be included as a separate attachment in the appendices.;
- Provide information on cooperating partners as outlined in Part III, Section B.1—Table 1. Letters of Agreement or Intent should be included as a separate attachment in the appendices.;
- Provide a detailed sustainability plan as outline in Part III, Section B.2—Sustainability Plan. This plan may also be included as a separate attachment in the appendices.;
- Provide a detailed Results-Oriented Monitoring and Assessment Plan as outlined in Part III, Section B.3—Results-Oriented Monitoring and Assessment Plan. This plan may also be included as a separate attachment in the appendices.

Page Limit allowed for Project Narrative: The Project Narrative may not exceed 20 pages. **If the Project Narrative exceeds the page limit, the extra pages will be removed from the application package.**

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Budget Narrative

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

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

The Budget Narrative is used to determine if the costs in a MEPI application are reasonable and permissible. All of the proposed costs listed, whether supported by grant funds or match funds, must be reasonable, necessary to achieve project objectives, permissible in accordance with applicable Federal cost principles, auditable, and incurred during the project period. All figures must be in U.S. Dollars and rounded to the nearest dollar.

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

Budget Definitions:

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

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

Contract: A contract under a grant may be awarded for two purposes: 1) goods or services needed to support the grantee's performance of the project or program or 2) an award to a third party for performance of substantive programmatic work. The first category is termed "vendor relationship," and is described in more detail below under "Vendor." The second category is termed "sub-recipient relationship" and may be in the form of a contract under the grant or, in some cases, a sub-award. More detail on the "sub-recipient" relationship is detailed below under "Sub-Award or Sub-Recipient or Sub-Grantee." The relationship rather than the terminology drives the governing requirements for these two relationships.

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

Indirect Costs: Costs that cannot be identified readily and specifically with a particular sponsored project, program, or activity, but are necessary to the operation of the organization (e.g., overhead, facility maintenance). These costs require a negotiated indirect cost rate (NICRA); otherwise, they must be charged directly and justified in detail.

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

Sub-Recipient or Sub-Awardee or Sub-Grantee: A third-party individual or organization who receives an award for the performance of certain programmatic work. All sub-recipients require prior approval from MEPI. The receiving organization (sub-recipient):

- Has its performance measured against whether the objectives of the grantee's project are met;
- Has responsibility for programmatic decision making (to the extent specified in its contract/sub-award);
- Has responsibility for adherence to applicable grant compliance requirements; and
- Uses their awarded federal funds in conjunction with a program of the organization as compared to providing goods or services for a program of the pass-through entity.

Vendor: An organization who receives funding from the grantee for the procurement of a good or service needed to support the grantee's performance of the project. A vendor relationship is one under which the receiving organization (vendor):

- Provides the goods and services within normal business operations or to many different purchasers;
- Operates in a competitive environment;
- Provides goods or services that are supplementary to the operation of the grantee's project; and
- Is not subject to federal programmatic compliance requirements.

When a grantee obtains routine goods and services necessary for performance of the grant-supported project, it may be through activities chargeable to indirect costs (e.g., acquisition of audit services) or, as appropriate, through a direct charge (i.e., contractual).

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Allowable Project Costs

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

1. **Reasonable:** A cost is reasonable if, in its nature or amount, it does not exceed that which would be practical under the circumstances prevailing at the time the decision was made to incur the cost. The cost principles elaborate on this concept and address considerations such as whether the cost is necessary for the organization's operations or the grant's performance, whether the recipient complied with its established organizational policies in incurring the cost or charge, and whether the individuals responsible for the expenditure acted with due prudence in carrying out their responsibilities to the Federal government and the public at large, as well as to their organization.
2. **Allocable:** A cost is allocable to a specific grant, function, department, or other component, known as a cost objective, if the goods or services involved are chargeable or assignable to that cost objective in accordance with the relative benefits received or other equitable relationship. A cost is allocable to a grant if it is incurred solely in order to advance work under the grant; it benefits both the grant and other work of the organization, including other grant-supported projects or programs; or it is necessary to the overall operation of the organization and is deemed to be assignable, at least in part, to the grant.
3. **Conforming:** A cost conforms if it matches with any limitations or exclusions set forth in the Federal cost principles outlined in the award terms and conditions. These costs may vary in type of activity, the type of recipient, and other characteristics of individual awards.
4. **Consistent:** A cost must be consistent with regulations, policies, and procedures of the recipient that apply uniformly to both Federally supported and other activities of the organization. Recipients must be consistent in assigning costs to cost objectives. They must be treated consistently for all work of the organization under similar circumstances, regardless of the source of funding, so as to avoid duplicate charges (e.g., direct costs, indirect costs, cost sharing).

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Budget Narrative Sample Template

The Budget Narrative Sample Template--Appendix 2 provides examples of possible costs. Applicants should revise the template to reflect the costs associated with their proposed activities. In addition, applicants should remove any descriptions within the document and replace it with their cost justifications.

When completing the template, applicants should ensure the following:

- Presented in U.S. dollars, rounded to the nearest dollar;
- Include an estimate of the cost of tasks and activities projected based on budget category identified on the Budget Information Form (SF 424a);
- Provide details of calculations including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated;
- Funding should not duplicate on-going activities;
- Budget categories should be clearly labeled and identified;
- The use of "miscellaneous expenses" or any similar term as a budget item is unacceptable;
- Cost-sharing (salaries, rent, utilities, equipment etc.) is strongly encouraged. Applicants will be expected to document cost-sharing arrangements. Not included as a cost in any other Federally supported award.

Cost Category Guidelines

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

1. Personnel

- Is each position identified by title or responsibility?
 - **Program Director:** The individual who will provide daily oversight of the grant, including fiscal and personnel management, community relations, and project implementation and evaluation during the project period.
 - **Project Coordinator:** The individual who will coordinate coalition services and MEPI project activities, including training, coalition communication, data collection, and information dissemination.
 - **Financial or Business Official:** The person who handles the financial components of the grant.
 - **Key Personnel:** MEPI grant key personnel include a Program Director and or Project Coordinator. Key personnel are defined as individuals who contribute to the programmatic development or execution of the project in a substantive, measurable way, whether or not they receive salaries or other compensation under the grant.

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- Is the identified position occupied, if so is the name of the employee identified?
- Is the basis for determining each employee's compensation described (annual salary and % time devoted)?
- Are time commitments and the amount of compensation stated and reasonable?
- Are salary increases anticipated during the grant period and are they justified (Cost of Living Allowance, etc.)?
- Are any personnel costs unallowable?
 - Does the level of effort of the employee exceed 100% of all work on all projects or positions?
 - Federal Employee

2. Fringe Benefits

- Is each type of benefit indicated separately or does the organization have an approved fringe benefit rate (NICRA)?
- Are fringe increases anticipated during the grant period and are they justified?
- Are any fringe costs unallowable?

3. Travel

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

4. Equipment

- Does the equipment have a useful life of more than one year and an acquisition cost of \$5,000 or more?
- Is the request reasonable and allowable under the project?
- Are equipment items specified by unit and cost?
- Are purchases distinguishable from rentals or leases (vehicles, large items of equipment)?

5. Supplies

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

6. Contractual

- Is the type of service to be rendered described?
- Did you name the consultant or contractor, if known?
- Is the total amount for any contract in excess of \$100,000?
- Did you provide a separate budget for sub-recipients or contracts?

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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 Coversheet

The Coversheet provides summary detail about the applicant and their proposed activities. A sample template can be found in Appendix 1. **NOTE:** Applicants must use the same format.

The Coversheet should be a separate document and included as Attachment #1 under the “Optional Documents for Submission” field on Grants.gov.

Page Limit allowed for MEPI Application Coversheet Executive Summary: The executive summary portion of the Coversheet may not exceed 2 pages. **If the executive summary exceeds the page limit, the extra pages will be removed from the application package.**

Applicant Organization Information

A sample template can be found in Appendix 3. **NOTE:** Applicants must use the same format. This 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.

The Applicant Organization Information should be a separate document and included as Attachment #2 under the “Optional Documents for Submission” field on Grants.gov.

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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)**
- **Resumes, Biographical Sketch, or Job Descriptions for key personnel and partners.** They may be included within the project narrative or as a separate document included in the appendices portion of your application. If these items are not included, applicants will be scored lower under the *Staff and Position Specifications* review criteria outlined in Part V, Section A—Application Evaluation Criteria.
- **Sustainability Plan.** Guidance on preparing a Sustainability Plan can be found in Part III, Section B.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 B.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 20 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
Do you have a DUNS number?	
Are you registered with the Central Contractor Registration?	
Has the entire proposed project period been identifier 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 your AOR read and sign the Assurances—Non-Construction Programs (SF-424b)?	
Did you complete and attach as Attachment #1 the MEPI Cover Sheet? Is your Executive Summary no more than 2 pages?	
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 20 pages?	
Has your Project Narrative addressed all the RFA goals and priorities?	
Did you include Resumes, Biographical Sketch, or Job Descriptions for key personnel and partners?	
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 2 pages?	
Did you include a Results-Oriented Monitoring and Assessment Plan and is it no longer than 5 pages?	

Pre-Submission Checklist

Items to Complete	“X” if Completed
Did you include a Budget Narrative as outlined in Appendix 2 using the Budget Narrative Sample Template?	
Does your application include any cost sharing or matching? If so, are details provided on the SF-424 forms and in your Budget Narrative?	
Did you include the Disclosure of Lobbying Activities Form (SF-LLL), if applicable?	
Did you include Attachments and are they no longer than 20 pages? This excludes the MEPI Cover Sheet and Applicant Organization Information.	