

Frequently Asked Questions

December 2, 2011

ALERTS!

Message to Applicants Interested in Tunisia: Supporting a Democratic Transition Annual Program Statement:

MEPI will download the next round of applications to the Tunisia APS at 23:59 EST on October 3, 2011. We will be downloading all applications (regardless of the priority area) received between July 11, 2011 and October 3, 2011. After October 3rd, applications may be submitted on a continuous basis. MEPI anticipates downloading applications again in December 2011 and March 2012.

Important Message to All Applicants:

All applicants are advised to read the program announcement in its entirety. **New eligibility requirements, submission requirements, and sample templates are now included.** The change to the format of the announcement is to assist the applicant in understanding what MEPI is looking for in an application for funding. Failure to submit all the required documentation described in the announcement will result in an application not being considered for funding.

Important Message to Foreign-Based Applicants:

Until May 15, 2012 foreign-based applicants for MEPI funding are not required to obtain a Data Universal Numbering System (DUNS) Number and register with the Central Contractor Registration (CCR) because of a one-year waiver that MEPI received on May 16, 2011.

However, MEPI strongly encourages all applicants to obtain a DUNS number and CCR registration. A DUNS number may be acquired at no cost on-line at: fedgov.dnb.com or via telephone at: 1-866-705-5711. CCR registration procedures may be found at www.ccr.gov. In addition, foreign-based applicants may submit their applications to MEPI announcements via email to NEA-grants@state.gov. Before submitting an application, please be sure to read the entire program announcement.

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Frequently Asked Questions:

Tunisia: Supporting a Democratic Transition Annual Program Statement:

1. What is an Annual Program Statement (APS) funding opportunity?

An Annual Program Statement (APS) is an annual announcement to generate competition for new awards and is open for one year. An APS encourages the submission of unique and creative methodologies while increasing the likelihood that the proposed projects are in line with annual MEPI and Department of State policy priorities. This type of announcement has broad evaluation parameters from which received applications are periodically evaluated and awarded.

2. Can we submit more than one application during the period that this announcement is open?

Applicants may submit more than one proposal during the period of the APS. **Note:** Applicants **must** submit a separate proposal for each priority area under which they apply and **must** clearly state which priority area each proposal addresses.

3. Where should we include a Sustainability Plan in our application?

Applicants may submit a Sustainability Plan within the project narrative or as a separate document included in the appendices portion of their application. The quality and feasibility of the proposed Sustainability Plan will be among the elements on which proposals are evaluated. **Note:** There are page limits to this document, the project narrative, and optional documents. If an application exceeds the page limit, the extra pages will be removed from the application package.

4. Where should we include a Results-Oriented Monitoring and Assessment (ROMA) Plan in our application?

Applicants may submit a ROMA plan within the project narrative or as a separate document included in the appendices portion of their application. The quality and feasibility of the proposed ROMA will be among the elements on which proposals are evaluated. **Note:** There are page limits to this document, the project narrative, and optional documents. If an application exceeds the page limit, the extra pages will be removed from the application package.

5. Is there a limit on the number of applications an organization may submit? Can an organization submit multiple proposals for one priority area?

Applicants may submit more than one proposal; however, each proposal should address only one of the published priority areas. Applicants must submit a separate application for each priority area under which they apply and must clearly state which priority area each application addresses.

General Funding Opportunity Questions:

1. How does one learn about projects previously funded by MEPI?

Please visit the MEPI website (www.mepi.state.gov) to get a sense of the range of activities we've funded over the years.

Technical Issues:

1. I cannot access the full announcement link on Grants.gov.

All MEPI funding opportunities are posted on our website. To find the full announcement, go to www.mepi.state.gov, and select the "Funding Opportunities" tab. Click on the "Apply for a Grant" link, and then the "Open Opportunities" link to view our announcements. Click on the announcement title to download the full announcement.

2. Are there MS-Word and MS-Excel versions of the Sample Template Documents? Where can I find them?

To download the sample templates for MEPI announcements, please follow the instructions below:

- 1) Go to www.grants.gov
- 2) Click on the "Find Grant Opportunities" link, and select "Basic search"
- 3) Enter the funding opportunity number or CFDA number, and click "Search."
- 4) Click on the appropriate announcement link (You will be directed to the announcement's synopsis page)
- 5) At the top of the announcement's synopsis page, there will be three headers. **Click on the header entitled "Full Announcement."**
- 6) On the Full Announcement page, there will be a list of files. Select the file entitled "Other Supporting Documents—Fillable Sample Template Documents and Appendices" with the description "Zip of all attachments." By selecting this file all the sample template documents appendices will be downloaded.

General Budget Questions for RFA's and APS':

1. How should we present a two-year project within Appendix 2—Budget Narrative Template?

Applicants may prepare and submit two separate budgets detailing Year 1 and Year 2 costs, or they may add a column to the template which outlines Year 2 costs. The budget should be submitted through the "Budget Narrative" category on Grants.gov.

General Application and Submission Questions for RFA's and APS':

1. Where should we include the Table of Contents in our application? Is it included in the page limits?

The Table of Contents should include the page numbers for each of the major sections of the application and for each attachment. It can be attached to the project narrative or submitted as a separate attachment with the application. Also, it need not include page numbers for the

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SF-424 forms, MEPI Cover Sheet, and Applicant Organization Information. The Table of Contents is excluded from the page limitations outlined in the announcement.

2. Should the various attachment documents be labeled with specific names?

When enclosing the attachment documents in a submission, please label them based on their title in the announcement (e.g., MEPI Application, Applicant Organization Information, etc.)

3. Can I submit Adobe PDF versions of my application documents?

Applicants may submit Adobe PDF versions of their application documents. In particular, applicants are encouraged to submit their Budget Narrative as an Adobe PDF file. Applicants may also submit their application using Microsoft Office products. If using Microsoft Office, please make sure the files submitted are not in Open Document Text format (ODT).

4. Will my application be disqualified if I don't use the samples provided for the MEPI Application Coversheet (Appendix 1), Budget Narrative (Appendix 2), and the Applicant Organization Information (Appendix 3)?

For an application to be considered it must include the Federal Assistance Application Forms; a Project Narrative; a Budget Narrative; a Coversheet; and Applicant Organizational information. **Should an applicant decide not to use the samples provided, they should ensure that their submission includes all the elements outlined in each sample.**

Application Evaluation Criteria for RFA's and APS':

1. Will my application lose points if I don't use the sample template to prepare my Budget Narrative and Result-Oriented Monitoring and Assessment Plan?

Applicants who do not use the samples will not lose evaluation criteria points. The Budget Narrative should support the proposed project activities and include the elements outlined under the announcement's Budget Narrative criteria. Per the announcement, "projects with results monitoring and evaluation plans will receive the highest consideration and additional evaluations points."