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**

Tunisia: Supporting a Democratic Transition

Opportunity Number: NEAPI-11-AW-033-MENA-031811
Announcement Type: Revised

Key Information:

Application Deadline: **NOTE:** MEPI encourages timely submissions that respond to developments in Tunisia as they occur during the APS period.	**MEPI will download the last round of applications to this APS at 23:59 EST on January 16, 2012** **NOTE:** After January 16th, MEPI will no longer accept applications to this funding opportunity.
Federal Agency Contact	**Jessica Baker** Nea-grants@state.gov 202-776-8524
Date Opened	March 18, 2011
Date Revised	December 16, 2011
Electronic Link for Full Announcement (MEPI Website):	**mepi.state.gov**

Revision Notes:
MEPI will download the last round of applications to this APS at 23:59 EST on January 16, 2012. We will be downloading all applications (regardless of the priority area) received between October 4, 2011 and January 16, 2012. **After January 16th, MEPI will no longer accept applications to this funding opportunity; and the announcement will be closed.**

Please note: There are new eligibility requirements and submission guidance for U.S.- and Foreign-based applicants in Part III and Part IV of this announcement.

Funding Opportunity Synopsis:

Project Synopsis

The Office of the Middle East Partnership Initiative (MEPI) in the Bureau of Near Eastern Affairs at the U.S. Department of State announces an Annual Program Statement (APS) competition for proposals supporting Tunisia's democratic transition, which includes the drafting of a new constitution, the election of a new president and parliament, economic and political reforms, and other steps toward democracy.

The United States stands ready to assist the Tunisian people in achieving a credible transition that lays the foundation for a fully open and democratic political system. MEPI seeks proposals that address, in the Tunisian context, the goal of building participatory, pluralistic, and prosperous societies in which citizens: **(a)** have the regular opportunity to play active roles in making decisions that affect their lives and in holding their government accountable, **(b)** have equal standing, protected by guaranteed rights and by independent and effective courts of law, and **(c)** have the skills to work effectively in an environment that promotes innovation, spurs private sector development, and creates new employment opportunities.

MEPI has particular interest in proposals that address the following priority areas considered of high relevance to Tunisia's democratic transition over the next two years:

A. Enhancing the capacities of civil society organizations (CSOs) and other nongovernmental (NGO) groups throughout Tunisia;

B. Expanding freedom of expression, developing an independent media, and promoting better public access to information;

C. Strengthening the rule of law;

D. Developing democratic electoral and political processes and institutions, including a strong political party system, free and fair elections, and effective newly formed and elected institutions; and

E. Promoting economic recovery, growth, and employment through the expansion of the private sector and entrepreneurship.

This Annual Program Statement (APS) is an annual announcement to generate competition for new awards. It will be open for one year with broad evaluation parameters against which applications periodically are evaluated and selected for funding.

This announcement encourages the submission of timely and innovative proposals that respond to unfolding events and new developments in Tunisia as they occur over the next 12 months while increasing the likelihood that the proposed activities are in line with annual MEPI and Department of State policy priorities. If applicable, proposals should address the

needs and aspirations of youth and women in this transition as well as those of Tunisians outside of the capital and coastal cities.

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

Funding Mechanism Type:	*Cooperative Agreement or Grant*
Estimated Number of Awards:	Up to 25
Estimated Total Program Funding:	$20,000,000
Estimated Award Ceiling:	$2,500,000
Estimated Award Floor:	$300,000
Length of Project Period:	Up to Two Years

Eligible Applicants: Eligible applicants include any registered U.S. or foreign non-profit organizations; non-governmental organizations; private institutions; institutions of higher education (non-profit or for-profit); commercial entities; or small businesses. Tunisian organizations and institutions are encouraged to apply.

Background Information about MEPI

The Office of 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 Tunis and Abu Dhabi, MEPI has contributed approximately $650 million to more than 900 projects in 18 countries and territories since its establishment in 2002. More information about MEPI can be found at: www.mepi.state.gov.

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I. FUNDING OPPORTUNITY DESCRIPTION

"The United States of America stands with the people of Tunisia and supports the democratic aspirations of all people."

- President Barack Obama, January 2011

The Office of the Middle East Partnership Initiative (MEPI), located within the Bureau of Near Eastern Affairs at the U.S. Department of State, announces an Annual Program Statement (APS) to invite proposals for projects supporting a democratic transition in Tunisia. Projects proposed should focus on addressing needs and opportunities related to transitional elections and other initial steps toward democracy anticipated to take place over the next two years.

Background

In December 2010, longstanding grievances about authoritarian rule and economic injustice in Tunisia erupted into nationwide mass demonstrations for democratic change. In January 2011, after weeks of widespread popular protests, President Zine el-Abidine Ben Ali abruptly fled Tunisia, and an interim government assumed power, dissolved Parliament, and promised the Tunisian public a transition to democratic rule. The transition process includes the appointment of commissions and other interim bodies to undertake political reform, plan for elections, and address corruption and human rights abuses committed under the former regime. It includes elections, scheduled for October 23, 2011, for a National Constituent Assembly that will draft a new constitution. Elections for a new president and parliament are not scheduled yet (as of the posting of this funding announcement) but may take place within one year. The transition process also involves the enactment of wide-ranging reforms to establish a democratic system and to expand economic prosperity throughout the country.

After the long years of authoritarian rule, the Tunisian people have a remarkable opportunity to build a strong civil society and effective political parties, to create democratic electoral and political institutions and an independent media, to ensure transparency in the rule of law, and to establish an economy that benefits all citizens. Tunisia has significant advantages in its journey toward democracy, including high levels of education and socio-economic development in many parts of the country. At the same time, Tunisia faces many challenges. These include addressing economic dislocation and deterioration in security resulting from the recent political upheaval and meeting high public expectations for meaningful and rapid political and economic change.

The United States stands ready to partner with the Tunisian people to promote a successful transition that lays the foundation for a democratic system that meets the aspirations of the Tunisian people and serves as a model for the region. As Secretary of State Hillary Rodham Clinton stated during her visit to Tunisia on March 17, 2011, "You have shown the world that peaceful change is possible. The United States stood with Tunisia during your independence and now we will stand with you as you make the transition to democracy and prosperity and a better future."

MEPI Goals and Overview of APS Priority Areas

MEPI seeks timely and innovative proposals for projects in Tunisia that contribute to MEPI's overarching goal of building participatory, pluralistic, and prosperous societies in which citizens:

(a) Have the regular opportunity to play an active role in making decisions that affect their lives and in holding their governments accountable,
(b) Have equal standing, protected by guaranteed rights and by independent and effective courts of law; and
(c) Have the skills to work effectively in an environment that promotes innovation, spurs private sector development, and creates new employment opportunities.

Proposals should address one of the following five priority areas considered critical for the success of Tunisia's transition. Proposals may address the immediate needs associated with the October 23, 2011 National Constituent Assembly elections. MEPI also encourages proposals that respond to other needs and unfolding developments in Tunisia as they occur during the open period of this announcement. Proposed projects should not duplicate similar activities funded by other donors. (See the following section for more details on priority areas).

A. Enhancing the capacities of civil society organizations (CSOs) and other nongovernmental (NGO) groups throughout Tunisia:

- Fostering the emergence of an independent, dynamic, and effective civil society that can play a key role in the transition through initiatives in advocacy, civic education, government accountability, trust-building, and citizen mobilization on both community and national levels.

B. Expanding freedom of expression, developing an independent media, and promoting better public access to information:

- Building the professional capacity of the media sector, with a focus on strengthening professional skills with existing public and private television broadcasters and print and radio outlets,
- Encouraging the sustainability of private media outlets through sound business development and financial/management practices; and
- Supporting advocacy and networking among media professionals and civil society organizations to protect media freedom and expand freedom of expression through the development of a new legal framework.

C. Strengthening the rule of law:

- Supporting the development of an independent Tunisian judiciary and the reform of Tunisia's legal and regulatory framework to ensure that the legal system is accessible, fair, transparent, and protects of the rights of all Tunisians.

D. Developing democratic electoral and political processes, including a strong political party system, free and fair elections, and effective newly formed and elected institutions:

- Fostering the development of effective political parties, with special attention to expanding opportunities for participation, leadership, and candidacy by youth and women;
- Providing assistance in organizing and carrying out democratic elections, with a particular focus on supporting inclusive and participatory parliamentary and presidential elections and fostering an informed electorate; and
- Supporting newly-formed commissions, other transition bodies, and newly-elected institutions to prepare constitutional reforms and new legal frameworks for political and civil rights.

E. Promoting economic recovery, growth, and employment through private sector development and entrepreneurship:

- Supporting economic reforms and other initiatives that will expand small and medium businesses and encourage entrepreneurship.

Proposal Guidance and Criteria

MEPI seeks targeted proposals for specific activities that demonstrate a well-reasoned, innovative approach appropriate for the Tunisian context and that explain convincingly why those activities are needed and how they will contribute to a successful transition process.

MEPI invites proposals from experienced organizations—both international and Tunisian—that demonstrate the ability to collaborate successfully with Tunisian partners. Proposals should specify the priority area to which the activities relate, describe how activities will contribute to the success of the Tunisian transition, and explain how the project will increase the capacity of Tunisian partners and beneficiaries.

All proposals should explain clearly how activities will achieve and measure project impact. Given the fluidity of the political and economic situation in Tunisia, proposals should demonstrate an ability to respond flexibly to emerging needs and adjust to changing circumstances on the ground.

Proposals should seek to support the role of women and youth as change makers in Tunisian public life and should include activities beyond Tunis and major coastal towns.

Proposals also will be evaluated on the demonstration of the following information in the narrative and supporting materials:

1. The applicant's understanding of the current Tunisian context, including, if applicable, a description of how previous work in Tunisia and/or findings from recent assessment missions and other country visits inform the proposed activities;
2. Expertise of key staff (e.g., language abilities, experience or expertise in Tunisia);

3. A description of existing or potential partnerships with specific Tunisian organizations and beneficiaries and an indication of the Tunisian partners' support for the proposed activities;
4. The ability to launch and manage the project effectively in Tunisia, through a continuous country presence or through other means;
5. The ability to work effectively in complex political environments and countries experiencing transitions from authoritarian rule;
6. The ability to draw on comparative experience, best practices, and lessons learned from successful transitions from authoritarian rule to democratic governance in conducting activities in Tunisia, as relevant; and
7. Expertise in the substantive area in which work is proposed.

Priority Areas

Priority Area A: Enhancing the Capacities of Tunisian Civil Society Organizations

Competition Title: Civil Society Capacity Building
Competition ID: Tunisia-CSO

Tunisia is experiencing a flourishing of associative life in which CSOs have an unprecedented opportunity to emerge, organize, and operate without the severe state control that prevailed during the former regime. Civil society will play a vital role during Tunisia's transition, especially in mediating between the public's expectations and demands and government decision making, and in offering channels for citizen participation in public life. Through effective advocacy and civic education efforts, civil society can help rebuild trust in government and among citizens. Under this priority area, MEPI seeks proposals to enhance the capacities of CSOs and other nongovernmental organizations such as associations, unions, and citizen groups (hereinafter collectively referred to as CSOs) throughout Tunisia, including outside of Tunis and the coastal cities.

Proposals may include, but are by no means limited to, the following activities:

- Providing basic capacity building assistance to nascent and established CSOs and developing CSO networks across Tunisia;
- Helping CSOs mediate between government bodies and the public on transition issues;
- Promoting organization of public fora with experts and CSOs on transition issues;
- Supporting CSOs in civic education for different sectors of the public and on different issues; and
- Assisting CSOs to develop policy proposals directly relevant to the transition (e.g., proposals for draft laws on freedom of association and expression, anti-corruption, media, and political participation).

Priority Area B: Expanding Freedom of Expression and Promoting Better Public Access to Information

Competition Title: Expanding Freedom of Expression
Competition ID: Tunisia-FOE

A key goal of the Annual Program Statement is to solicit projects aimed at expanding freedom of expression, developing an independent media, and promoting better public access to information. For more than two decades, the government of former President Ben Ali asserted near-total control of the media through highly restrictive press laws, censorship, and other means, resulting in a lack of independence, pluralism, and transparency. Now, the Tunisian media has an opportunity to exercise a new openness and diversity in news coverage and public discussion. An independent, professional, and pluralistic media sector has an important role to play in providing information to the public on critical transition issues.

MEPI invites proposals that promote freedom of expression and media pluralism, as well as strengthen the professional and institutional capacities of established media outlets.

Specifically, MEPI seeks proposals for projects that work toward one or more of the following objectives:

- Build the professional capacity of the media sector, with a focus on strengthening professional skills with existing public and private television broadcasters and print and radio outlets,
- Encourage the sustainability of private media outlets through sound business development and financial/management practices; and
- Support advocacy and networking among media professionals and civil society organizations to protect media freedom and expand freedom of expression through the development of a new legal framework.

Proposals may include, but are by no means limited to, the following activities:

- Strengthening the capacity of independent media outlets;
- Providing assistance to transition bodies and CSOs to reform the regulatory frameworks relating to media and access to information;
- Strengthening local media coverage to ensure viewers/listeners/readers outside Tunis are included in national debates and issues of interest;
- Supporting media observatory/watchdog groups to ensure media professionalism;
- Expanding the use of social media applications to engage more Tunisians in political debate and to increase public awareness of the transition process;
- Assisting Tunisian government bodies in improving strategic communication and public outreach relating to the transition; and
- Providing professional development opportunities for journalists and other media professionals to promote constructive reporting and debate on transition issues.

Priority Area C: Strengthening Rule of Law

Competition Title: Rule of Law
Competition ID: Tunisia-ROL

Under Tunisia's former regime, the legal sector was subject to a high level of executive control, resulting in a lack of judicial independence. In this priority area, MEPI seeks to assist Tunisians as they develop and promote a new legal system that is accessible and fair and that protects the rights of all Tunisians. Specifically, MEPI aims to support the development of an independent and transparent Tunisian judiciary and the reform of Tunisia's legal and regulatory framework, particularly as it pertains to political and civil rights. MEPI also seeks to promote rights education training to increase Tunisians' capacity to advocate on behalf of new or improved rights, to increase awareness of their rights under new and existing laws, and to empower them to exercise and defend those rights.

Proposals may include, but are by no means limited to, the following activities:

- Conducting a needs assessment of the judicial sector and advising government authorities on first steps to reform this sector;
- Providing technical assistance in reforming parts of Tunisia's legal and regulatory framework most relevant to the transition;
- Promoting compliance of transitional processes and legal reforms with international best practices and standards;
- Raising public awareness of fundamental political and civil rights and due process; and
- Promoting fair implementation and adjudication of legal decisions.

Priority Area D: Political Processes, including Election Organization and Voter Education, Political Party Development, and Legislative Development

Competition Title: Political Process Strengthening
Competition ID: Tunisia-PPS

Holding free and fair elections is crucial to ensuring that Tunisia's transition is inclusive and credible. Under the former regime, the ruling party dominated political life, and the opposition parties that were allowed to operate were severely constrained. In this new era, targeted capacity building is needed to assist Tunisians in developing strong political parties that offer the public real choices to represent their needs and values and that can work in coalitions to address broad public demands. In addition, interim and elected bodies will need support in enacting laws crucial for the transition period. MEPI seeks proposals to help build new electoral and political processes, including political party development, election information, and legislative development.

Proposals submitted under this priority area may include activities that address any one of three sub-areas described below or cross-cut between or among them.

Proposals that have an ***election organization and voter education*** component may include, but are by no means limited to, the following activities:

- Assisting the transitional government authorities develop strategic communications and outreach plans to inform the public about the electoral process;
- Helping CSOs partner with Tunisian electoral authorities to conduct effective voter education activities; and
- Advising on the development of independent election management bodies and providing support for these institutions and other bodies involved in election organization, with a particular focus on upcoming parliamentary and presidential elections.

Proposals that have a ***political party development*** component may include, but are by no means limited to, the following activities:

- Providing basic party-building support for emerging and existing political parties, including drawing upon relevant comparative examples from successful democratic transitions;
- Supporting platform and message development, as well as effective campaigning techniques for new and established parties;
- Advising on the development of political party coalitions; and
- Facilitating party outreach to women and youth and into regions outside Tunis and the coastal region, and helping to expand opportunities for women and youth to run for office and play leadership roles in parties.

Proposals that have a ***legislative development*** component may include, but are by no means limited to, the following activities:

- Supporting newly-formed commissions appointed by the interim government and elected bodies, such as the Constituent Assembly and a new parliament, to prepare new constitutional and legal frameworks and to respond to public demands for political reforms.

Priority Area E: Promoting Economic Recovery, Growth, and Employment Through Private Sector Development and Entrepreneurship

Competition Title: Economic Growth and Entrepreneurship
Competition ID: Tunisia-Economic

The Tunisian economy faces a number of structural inequities, including high levels of youth unemployment and uneven economic development throughout the country. These factors contributed to public grievances and helped spur the movement leading to the collapse of the Ben Ali regime. In addition to these longstanding challenges, the recent political unrest has caused widespread economic dislocation and has impeded growth. The pace and speed of Tunisia's economic recovery will be based on the short-term steps that the Tunisian government takes to reform the economy and liberalize domestic sectors, including the development and expansion of the private sector and expand entrepreneurship. Recognizing the importance of a thriving economy to a successful transition, MEPI seeks proposals that promote economic

recovery and growth, increase employment (especially through private sector and small and medium business development), and expand entrepreneurship opportunities.

Proposals may include, but are by no means limited to, the following activities:

- Fostering entrepreneurship and innovation through skills training and increased access to capital, particularly through programs that develop youth entrepreneurship, workforce development, and business incubators;
- Supporting the development of franchising to improve technology transfer, spur job creation, and increase foreign investment; and
- Providing support to organizations working to improve regulations that govern investment to ensure that they encourage innovation.

II. AWARD INFORMATION

Funding Mechanism Type:	*Cooperative Agreement or Grant*
Estimated Number of Awards:	Up to 25
Estimated Total Program Funding:	$20,000,000
Estimated Award Ceiling:	$2,500,000
Estimated Award Floor:	$300,000
Length of Project Period:	Up to Two Years

Approximately *$20,000,000* in Economic Support Funds for approximately 25 grants will be awarded over a period of 12 months from the initial posting date, or until available funds are obligated.

If selected to receive a grant, applicants will be awarded funds for up to two years. Grants funded under these awards beyond the initial budget period will be contingent upon the availability of funds; on the grantee's progress in meeting grant requirements, including timely submission of required reports and compliance with all terms and conditions of the award; on the timely submission of a request for additional funding; and on a determination that continued funding would be in the best interest of the Department of State.

MEPI will download the last round of applications to the Tunisia APS at 23:59 EST on January 16, 2012. After January 16th, we will no longer accept applications to this funding opportunity; and the announcement will be closed.

MEPI reserves the right to award funding to applicants under this announcement for a period of up to two years after the announcement's close date.

III. ELIGIBILITY INFORMATION

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

NOTE: Proposals 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 a proposal once it has been submitted.

A. ELIGIBLE APPLICANTS

The Middle East Partnership Initiative is committed to anti-discrimination policy in all its programs and activities. MEPI welcomes proposals irrespective of applicants' race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We invite applications from organizations working with minority, disenfranchised, and lesser-served communities, including women, people with disabilities, and youth. **MEPI is also interested in proposals that provide plans encouraging the participation of persons with disabilities.**

Eligible applicants include any registered U.S. or foreign non-profit organization; non-governmental organization; private institution; institutions of higher education (non-profit or for-profit); commercial entity; or small business. **The Office of the Middle East Partnership Initiative strongly encourages applications from experienced civil society organizations in the Middle East and North Africa region.** International partners (non-governmental organizations with principal bases of operations outside the Middle East and North Africa) are also encouraged to apply, but the percentage of total budget actually spent in the region through local partners will be among the elements of evaluation for this competition.

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

B.1 Grants.gov

The Office of the Middle East Partnership Initiative requires that all applications from U.S.-based applicants be submitted through Grants.gov. In order to apply, organizations must complete the Grants.gov registration process. To register, please go to www.grants.gov and click on "Get Registered." 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.

B.2 Dun and Bradstreet Data Universal Number System

All U.S.-based applicants must provide a Data Universal Number System (DUNS) number to apply to this funding opportunity. The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities. Obtaining a Data DUNS number is the first step, required by an organization, to register with the Grants.gov system. If the organization does not already have a DUNS number, please begin this process immediately.

A DUNS number may be acquired at no cost on-line at: fedgov.dnb.com or via telephone at: 1-866-705-5711. This process normally takes one business day.

B.3 Central Contractor Registration

All U.S.-based applicants must be registered with the Central Contractor Registration (CCR) to apply to this funding opportunity. The CCR is the Federal repository in which an applicant must provide information required for the conduct of business as an award recipient. Registering with CCR is the second step, required by an organization, to register with the Grants.gov system. CCR registration expires each year and must be updated annually. Further, applicants must maintain an active CCR registration, with current information, while their application is under consideration for funding.

If you are not already registered with CCR please begin the process immediately. Registration procedures may be found at www.ccr.gov. This process can take three to five business days or up to two weeks.

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

C. ELIGIBILY REQUIREMENTS—FOREIGN-BASED APPLICANTS

Until May 15, 2012 foreign-based applicants are not required to obtain a DUNS Number and register with CCR because of a one-year waiver that MEPI received on May 16, 2011. **However, MEPI strongly encourages all applicants to obtain a DUNS number and CCR registration.** Details on how to register with these systems are outlined in Sections B.2 and B.3 above.

PLEASE NOTE: Additional guidance on registering with Grants.gov can be found at MEPI's website (http://mepi.state.gov/mepi/english-mepi/funding-opportunities/apply-for-a-grant/application-procedure). Applicants may also contact MEPI at nea-grants@state.gov to request this guidance.

D. ADDITIONAL ELIGIBILITY CONSIDERATIONS

D.1 Partners or Coalitions

As stated above, MEPI encourages proposals from partnerships or coalitions, including Tunisian, regional, U.S. and other international organizations, that would work together on specific activities and would share information and expertise with one another.

The following table (Table 1) contains a summary of what constitutes a partner or coalition and details what evidence applicants must provide to meet this requirement. Also included in the table is a "Where to Document" section to guide applicants on where to include such evidence in the proposal (i.e., as an attachment, in the Project Narrative, or in the Budget Narrative).

TABLE 1: PARTNER OR COALITION

Partner or Coalition	**Where to Document**
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 CSOs, NGOs, private sector entities, governmental entities, academic institutions, and non-profit organizations. Applicants who plan to submit a proposal with partners or a coalition of partners should be prepared to outline clearly the roles and responsibilities of all organizations involved in the project and should reflect the input of Tunisian partners.	**Evidence:** 1. How the partnership arrangement advances the objectives of the project. 2. Clarification of the role of the partner(s) in project implementation, 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). 6. Biographical Sketch(s) for key personnel/staff. **Where to Document:** 1. Partnership project objectives, role of partner, planning and expertise in the project**—Project Narrative** 2. Letter of Intent or Letter of Agreement**—Attachment**

D.2 Sustainability Plan

Applicants are not required but are encouraged to submit a sustainability plan within the project narrative or as a separate document included in the appendices portion of the application. The main purpose of the sustainability plan is to help ensure that proposed activities sustain impact beyond the initial award period. The sustainability plan should address each of the following requirements:

- Describe how the proposed project will create sustainable impact and how activities and results will have Tunisian ownership either from the outset, or following the conclusion of the award.
- Discuss how sustainability will be integrated into the project from the beginning.
- Identify the results and outcomes that would be feasible to sustain and build upon after MEPI funding ends.
- Present a preliminary plan on how 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 beyond 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 one page** and should be typed in 12-point font.

D.3 Results-Oriented Monitoring and Assessment Plan

Applicants are not required but are encouraged to submit a Results-Oriented Monitoring and Assessment (ROMA) Plan in response to this APS. This plan may be included within the project narrative or as a separate document included in the appendices portion of the application. A ROMA plan should describe the system and approach the applicant will use to capture and measure progress towards achieving the objectives of the proposed project. A sample ROMA 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 be measured to show the project's results based on outcomes (the impact of activities) rather than on outputs (e.g., the number of people trained)?
- *Data collection and analysis.* How will indicator data be collected and presented to show progress toward the project objectives?
- *Monitoring and reporting.* How will results be monitored and assessed 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 two pages** and should be typed in 12-point font.

D.4 Cost-Sharing or Matching

MEPI encourages applicants to provide cost-sharing (or matching) from additional sources in support of proposed projects. Proposals should explain clearly other likely sources of funding and how the funds will be used. If such additional resources are not proposed, applicants should explain why not. Only applications that include cost-sharing or matching will receive full evaluation points under the Budget Narrative Review Criteria detailed in Part V, Section A of the announcement.

D.5 Sub-Awards

Applicants may propose sub-awards within their proposals. A sub-award is defined as an award provided to a third-party individual or organization for the performance of certain programmatic work. All sub-awardees that receive funds of $25,000 or more are required to have a DUNS number and maintain an active CCR registration with current information. For information on obtaining a DUNS number and registering with CCR, please see Sections B.2 and Section B.3 above.

IV. APPLICATION AND SUBMISSION INFORMATION

A. APPLICATION DOCUMENTS

All applications must include the application components detailed below. Applicants should 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 APS will result in the application not being considered for funding.

A.1 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 of this announcement. **NOTE: The Project Narrative may not exceed 15 single-spaced pages using 12-point, Times New Roman font.** 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 and applicants are encouraged to develop budgets using this template. **NOTE: Applicants must use the same format as found in the sample.** Additional guidance for preparing the Budget Narrative is provided in Appendix 5.

4. **MEPI Application Coversheet**—The Coversheet provides summary information about the applicant and its proposal and **must include an executive summary of no more than two pages.** A sample template can be found in Appendix 1. **NOTE: Applicants must use the same format as found in the sample.** The coversheet should be a separate document, included as Attachment #1 with the proposal submission.

5. **Applicant Organizational Information**—This document provides details about the type of applicant organization, an organization's structure and policies, and an applicant's 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 Attachment #2 with your submission.

A.2 Optional Documents

The following documents are optional and may not exceed 15 pages in total. They may be included as separate attachments or combined into one attachment. More detailed instructions for preparing attachments are provided in Appendix 5.

1. **Disclosure for Lobbying Activities (SF-LLL).**

2. **Resumes, Biographical Sketches, 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 not receive full points 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 APS. Sustainability plans should not exceed one page. If this plan is not included, applicants will not receive full points under the *Results and Benefits* review criteria outlined in Part V, Section A—Application Evaluation Criteria.
4. **ROMA Plan.** Guidance on preparing a ROMA plan can be found in Part III, Section B.3 and in Appendix 4. If this plan is not included, applicants will not receive full points under the *Results and Benefits* review criteria. ROMA plans should not exceed two 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 Plan, Project Timeline, and Calendar of Activities.** A work plan is a detailed list of proposed activities, milestones, and approximate dates. Applicants may choose to include a work plan, project timeline, and/or calendar of proposed activities as an attachment.

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

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

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) at least one inch.

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 outlining the major sections of the application 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, Applicant Organization Information, and Table of Contents are excluded from the page numbering requirement.

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

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

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

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

B.1 Download the Application Package from Grants.gov

To download the application package, 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 requested 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 completition.

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

B.2 Submitting an Application

Applicants must submit a separate application for each priority area under which they apply and must clearly state which priority area each application addresses. Each priority area has been assigned an application package on Grants.gov. The application package can be found by searching for the appropriate competition ID detailed in Part I—Funding Opportunities.

Please allow sufficient time for entering your application into Grants.gov. The process of electronic submission through Grants.gov includes receipt of 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 person 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. If that person does 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 as the receiving institution.**

C. SUBMITTING AN APPLICATION—FOREIGN-BASED APPLICANTS

Foreign-based applicants may submit an application through Grants.gov or via email to nea-grants@state.gov.

C.1 Submitting an Application on Grants.gov

Please follow the instructions outlined in Sections B.1 and B.2 above.

C.2 Submitting an Application to NEA-Grants@state.gov

Applicants must submit a separate application for each priority area under which they apply and must clearly state which priority area each application addresses. Each priority area has been assigned an application package on Grants.gov. The application package can be found by searching for the appropriate competition ID detailed in Part I—Funding Opportunities.

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

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

The application process is not complete until an applicant has received an email from MEPI confirming receipt of an email submission. This email is only an indication that MEPI has successfully received an application via email. If an applicant does not receive an email, contact MEPI via email at nea-grants@state.gov.

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

D. SUBMISSION DATES AND TIMES

MEPI will download the last round of applications to the Tunisia APS at 23:59 EST on January 16, 2012. We will be downloading all applications (regardless of the priority area) received between October 4, 2011 and January 16, 2012. **After January 16th, MEPI will no longer accept applications to this funding opportunity.**

Applicants are encouraged to 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 five business days of downloading submissions from Grants.gov, MEPI will notify applicants 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 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 costs 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 proposal submitted under this announcement will be evaluated and rated on the basis of the following evaluation criteria. The criteria are designed to assess the quality of the proposal and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Proposals will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this APS.

Approach – **Proposals will be evaluated largely on the quality of the proposed project's content and approach.** The approach will be evaluated in terms of need and feasibility in the Tunisian context, as well as by the criteria laid out in Part 1—Funding Opportunity Description (articulated below). In the Project Narrative, the applicant clearly describes how the project will address the relevant priority area and the activities to be undertaken. The proposal explains how activities will contribute to a successful transition process. The proposed activities do not duplicate similar activities funded by other donors. The proposal should demonstrate the applicant's ability to respond flexibly to emerging needs and adjust to changing circumstances in Tunisia. Proposed activities include a focus, whenever feasible, on expanding the role of women and youth as change makers in Tunisian public life and engage participants beyond Tunis and major coastal towns. As relevant, the proposal indicates how activities will draw on comparative experience from successful transitions from authoritarian to democratic governance. (30 points)

Results or Benefits – **The proposal clearly identifies anticipated beneficiaries and describes the results and benefits to be achieved within the proposed time frame.** The applicant demonstrates ability to measure results against key indicators and provides milestones to indicate progress toward MEPI goals as described in Part I—Funding Opportunity Description. Full points are awarded only to proposals that use measurable and qualitative indicators that are specific to the context and length of the project. Only proposals with a Results-Oriented Monitoring and Assessment (ROMA) plan will receive full evaluation points—per Part III, Section D.3. Applicant provides a Sustainability Plan that describes how impact will be sustained following the completion of the project. Only proposals with feasible sustainability plans will receive full evaluation points—per Part III, Section D.2. (25 points)

Organizational Capacity – **The applicant(s) has/have expertise and capacity to partner and work effectively with Tunisian counterparts and beneficiaries.** The applicant (and any identified partners) demonstrates experience in the area of work for which activities are proposed. The proposal demonstrates sufficient understanding of the current Tunisian context, and, if applicable, describes how previous work in Tunisia and/or findings from recent assessment missions and other country visits inform the proposed activities and approach. The applicant shows the ability to manage activities successfully in Tunisia. 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 results in the priority area and toward MEPI goals. Only proposals in which partners are described will receive full evaluation points—per Part III, Section D.1. (20 points)

Staff and Position Specifications – **The role and qualifications of each key person, whether staff, partner, consultant, or volunteer, are described in a biographical sketch and a job description is provided for each open key position.** The staff of each organization, including volunteers, are well qualified, and their roles in the project are thoroughly described, with skills and expertise relevant to Tunisia indicated. Only proposals that include resumes, biographical sketches, or job descriptions for all key personnel and partners will receive full evaluation points. (10 points)

Budget Narrative – **The 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 Tunisia is proposed. The proposal documents efforts to secure other funding sources, including volunteers and cost-sharing. Only proposals with cost-sharing and that propose that the preponderance of the budget be spent in Tunisia will receive full evaluation points—per Part II—Award Information and Part III, Section D.4. (15 points)

B. REVIEW AND SELECTION PROCESS

The Office of the Middle East Partnership Initiative is committed to ensuring a competitive and standardized process for awarding Economic Support Funds grants. Applications will be screened initially by MEPI to determine whether applicants meet all eligibility requirements outlined in Part III, Section A; 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 of State for Near Eastern Affairs.

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 and how it supports the Department's overarching foreign policy priorities.

VI. ADMINISTRATION INFORMATION

A. AWARD NOTICES

NOTE: MEPI will download the last round of applications to the Tunisia APS at 23:59 EST on January 16, 2012. After January 16th, MEPI will no longer accept applications to this funding opportunity; and the announcement will be closed.

Within five business days of downloading the application from Grants.gov, 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 receives notification from Grants.gov that their submission was downloaded, and does not hear from MEPI with 5 days, they should contact MEPI at nea-grants@state.gov for additional information.

Thirty days after acknowledgement of your submission, the authorized representative, project director, and business official, for all applicants whose application is under consideration for funding, 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 to be awarded; 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.

Thirty days after acknowledgement of your submission 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 APS 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, applicants should 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, applicants should 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) *(local or regional, if any)***:**	
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.

Organization Name, Period of Performance

1. Personnel (*Description: An employee of the organization whose work is tied to the proposed project)*

1.a Federal or MEPI Cost

Position	Name of Employee	Annual Salary/ Rate	Level of Effort (%)	Cost *(Salary x LOE)*
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: *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.*

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

1.b Non-Federal Match or Cost Share

Position	Name of Employee	Annual Salary/ Rate	Level of Effort (%)	Cost *(Salary x LOE)*
Ex: Clerical Support	Jill Smith	$1,338.00	100.00%	$1,338.00
			1.b Personnel Sub-Total	**$1,338**

Narrative Justification: *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.*

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

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

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	***$ -***

Narrative Justification: *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	***$ -***

Narrative Justification: *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)*
Ex: General Office Supplies	month	$ 50.00	12	*$600*
Ex: Laptop		$ 900.00	1	*$900*
			5.a Supplies Sub-Total	***$1,500***

Narrative Justification: *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)*
Ex: Fax		$ 300.00	1	*$300*
Ex: Postage	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)*
Consultants				
Ex: Jane Smith/Leadership Training Expert	day	$350	12	$4,200
Ex: Jane Smith travel from Washington, DC to Amman, Jordan for training conference	Roundtrip Airfare	$1,200	1	$1,200
Ex: TBD/Monitoring and Evaluation Expert	day	$275	12	$3,300
Ex: Monitoring and Evaluation Expert travel from Washington, DC to Amman, Jordan	Roundtrip Airfare	$1,200	1	$1,200
Contracts				
Ex. Sub-Award to Jordanian NGO *(budget and terms TBD)*	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)*
Consultants				
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**

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.*

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

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

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**

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.*

SF-424a Note: Enter the total cost of 8.a in Section B Column 1 line 6h of the form.

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**

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.*

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

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

11. Total Costs (Sum of the Total Direct and Indirect Costs)	
11.a Federal Cost *SF-424a Note: Enter the total cost in Section B Column 1 line 6k of the form.*	**$125,805**
11.b Non-Federal Match or Cost Share *SF-424a Note: Enter the total cost in Section B Column 2 line 6k of the form.*	**$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 *(check all that apply)*	**Overseas:**		**Non-Profit:**		**Non-Governmental:**	
	Domestic:		**For-Profit: (Commercial)**		**Educational Institution:**	
3. Is your Organization incorporated, registered, or licensed as a legal entity						
If Yes:	**Place of Incorporation or Registration (State/County):**					
	Incorporation or Registration Date:					
If No:	**List parent company or organization name and address OR explain status below:**					
4. Program Director *(The person who will oversee the day to day activities of the grant):*						
Program Director Title:			**Email Address:**			
Address:			**Telephone Number**			

Applicant Organizational Information

5. Financial or Business Official *(The person who is responsible for the financial components of the grant.)*			
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):		
If Yes:	**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):	

	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.			
	Name of Donor	***Amount***	***Period***	***USG Funds? (Yes or No)***
If Yes:				

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

ROMA Plan Sample Template

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Project Objective 3: *As above*	 *As above*

Part 3: Project Activities

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

Project Objective 1:

Activity	**Milestone (Completion Date)**

Project Objective 2:

Activity	**Milestone (Completion Date)**

Project Objective 3:

Activity	**Milestone (Completion Date)**

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. It can be attached to your project narrative or submitted as a separate attachment with your application. The Table of Contents need not include page numbers for the SF-424 forms, MEPI Cover Sheet, and Applicant Organization Information, and is excluded from the page limit requirements.

Applicants should also ensure that 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

announcement. **If the application exceeds the page limit, the extra pages will be removed from the application package.**

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

REQUIRED APPLICATION DOCUMENTS

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 all that apply from the following list of options:
H. Public/State Controlled Institution of Higher Learning
N. Nonprofit Organization
O. Private Institution of Higher Learning
Q. For Profit Organization
R. Small Business
W. Non-domestic (non-U.S. entity)
X. Other (Specify)

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

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

Preparing an Application for Funding

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 who 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 he or she has 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. *Enter the "Funding Opportunity Title"*	*19.500*	$0.00	$0.00	*Enter Amount Requesting From MEPI*	*Enter Cost-Share or Matching Amount*	*Enter Total of Federal and Non-Federal Costs*
2.						
3.						
4.						
5. TOTALS		**$0.00**	**$0.00**	***Enter Total Amount Requesting***	***Enter Total Cost Share***	**Total Amount**

Preparing an Application for Funding

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) *Leave Blank*	(4) *Leave Blank*	(5)**Totals**
a. Personnel (costs of employee salaries and wages)	*Total Personnel from Budget Summary*	*Total Personnel from Budget Summary*			*Total Column 1 &2*
b. Fringe Benefits (Costs of employee fringe benefits, i.e. Health insurance, retirement insurance, taxes, etc.)	*Total Fringe from Budget Summary*	*Total Fringe from Budget Summary*			*Total Column 1 &2*
c. Travel (Costs of projected-related travel)	*Total Travel from Budget Summary*	*Total Travel from Budget Summary*			*Total Column 1 &2*
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)	*Total Equipment from Budget Summary*	*Total Equipment from Budget Summary*			*Total Column 1 &2*
e. Supplies (Office or program supplies, other than those included in Equipment category)	*Total Supplies from Budget Summary*	*Total Supplies from Budget Summary*			*Total Column 1 &2*
f. Contractual (Allowable direct expenses to sub-recipients, including consultant fees and travel expenses)	*Total Contractual from Budget Summary*	*Total Contractual from Budget Summary*			*Total Column 1 &2*
g. Construction (If applicable)	***$0.00***	***$0.00***			*Total Column 1 &2*
h. Other (Enter total of all Other Costs)	*Total Other from Budget Summary*	*Total Other from Budget Summary*			*Total Column 1 &2*

Preparing an Application for Funding

i. Total Direct Charges (Sum of 6a-6h)	**Sum of Federal Direct Costs (6a-6h)**	**Sum of Non-Federal Direct Costs (6a-6h)**			*Total Column 1 &2*
j. Indirect Charges (Category may be used only when the applicant has an approved indirect cost rate from a U.S. government agency)	*Enter NICRA, if applicable*	*Enter NICRA, if applicable*			*Total Column 1 &2*
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)**			*Total Column 1 &2*
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"*	*Enter Total of Column 2, Line 6k above (Section B)*			
9.				
10.				
11.				
12 Total (sum of line 8-11)				

Section D – Forecasted Cash Needs (for Year 1 of the Project)
NOTE: *Leave this Section Blank*

13. Federal	Total for 1st year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

Preparing an Application for Funding

14. Non-Federal					
15. Total (Sum lines 14 and 14)					
Section E – Budget Estimates for Federal Funds Needed for Balance of the Project ***NOTE:*** *Leave this Section Blank*					
(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)	***Total from 6i above***	**22. Indirect Charges (Total from 6j)**		***Total from 6j above***	
23. Remarks: (any additional comments you wish to add)					

Preparing an Application for Funding

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 **Project Narrative** should:

Approach and Activities:

- Clearly describe proposed activities under the relevant priority area and outline a plan of action that explains how the work will be accomplished in the time frame proposed;
- Provide a well-reasoned, innovative approach that is appropriate for the Tunisian context and explains why the proposed activities are needed;
- Provide a description of existing or potential partnerships including with specific Tunisian organizations and beneficiaries and an indication of the partners' support for proposed activities. **NOTE:** Letters of Agreement or Intent for cooperating partners, as outlined in Part III, Section B.1—Table 1, should be included as a separate attachment in the appendices;
- Outline a plan of action to engage with, collaborate with, and increase the capacity of Tunisian partners;
- Explain how the activities will focus on women and youth as change makers and will engage with counterparts and beneficiaries outside Tunis and major coastal towns;
- 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;

Results and Benefits:

- Describe the benefits and outcomes that will occur as a result of the proposed activities and how they will contribute to a successful transition process in Tunisia;
- Explain how the proposed activities will achieve and measure project impact. **NOTE:** A Results-Oriented Monitoring and Assessment Plan (ROMA) as outlined in Part III, Section B.3—Results-Oriented Monitoring and Assessment Plan, may also be included as a separate attachment in the appendices.
- Describe how results and impact will be sustained after the project ends. **NOTE:** As outlined in Part III, Section B.2—Sustainability Plan, a sustainability plan may also be included as a separate attachment in the appendices;

Preparing an Application for Funding

Organizational Capacity:

- Demonstrate the experience of the applicant (and any proposed partners) for the area of work for which activities are proposed;
- Describe the applicant's understanding of the current Tunisian context, including how previous work in Tunisia and/or recent assessment missions and other visits to Tunisia will inform the proposed activities and approach;
- Demonstrate an ability to respond flexibly to emerging needs and adjust to changing circumstances on the ground;
- Demonstrate the capacity to launch and manage the project effectively in Tunisia;

Staff and Positions:

- Describe the roles of key personnel and partners and their skills and qualifications to carry out the proposed work in Tunisia; and
- Provide resumes, biographical sketches, or job descriptions for key personnel and partners. **NOTE:** As outlined in Part IV, Section A.2—Application Documents, these documents also may be included a separate attachment in the appendices.

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

Preparing an Application for Funding

Budget Narrative

The Budget Narrative must be a separate document in the electronic submission on Grants.gov. 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 funding opportunity to determine application details including program expectations, any cost-sharing, and any restrictions on the types of costs that may appear in the budget.

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

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

Budget Definitions:

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

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

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

Preparing an Application for Funding

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

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

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

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

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

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

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

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

Preparing an Application for Funding

Allowable Project Costs

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

1. **Reasonable:** A cost is reasonable if, in its nature or amount, it does not exceed that which would be practical under the circumstances prevailing at the time the decision was made to incur the cost. The cost principles elaborate on this concept and address considerations such as whether the cost is necessary for the organization's operations or the grant's performance, whether the recipient complied with its established organizational policies in incurring the cost or charge, and whether the individuals responsible for the expenditure acted with due prudence in carrying out their responsibilities to the Federal government and the public at large, as well as to their organization.

2. **Allocable:** A cost is allocable to a specific grant, function, department, or other component, known as a cost objective, if the goods or services involved are chargeable or assignable to that cost objective in accordance with the relative benefits received or other equitable relationship. A cost is allocable to a grant if it is incurred solely in order to advance work under the grant; it benefits both the grant and other work of the organization, including other grant-supported projects or programs; or it is necessary to the overall operation of the organization and is deemed to be assignable, at least in part, to the grant.

3. **Conforming:** A cost conforms if it matches with any limitations or exclusions set forth in the Federal cost principles outlined in the award terms and conditions. These costs may vary in type of activity, the type of recipient, and other characteristics of individual awards.

4. **Consistent:** A cost must be consistent with regulations, policies, and procedures of the recipient that apply uniformly to both Federally supported and other activities of the organization. Recipients must be consistent in assigning costs to cost objectives. They must be treated consistently for all work of the organization under similar circumstances, regardless of the source of funding, so as to avoid duplicate charges (e.g., direct costs, indirect costs, cost sharing).

Preparing an Application for Funding

Budget Narrative Sample Template

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

When completing the template, applicants should ensure the following:

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

Cost Category Guidelines

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

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

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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 percentage of 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?
    - Do you proposed payment to a 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 two 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 announcement. Sustainability plans should not exceed one page.
- **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 announcement. ROMA plans should not exceed two 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 Plan, 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: Theses additional documents may not exceed 15 pages. **If these documents exceed the page limit, the application will be screened out and will not be reviewed.**

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

Pre-Submission Checklist

Instructions: The Pre-Submission Checklist ensures that an application meets all submission requirements. Please place an "X" beside each item that has been completed. You should submit this document as the last attachment with your application documentation. Any information that is included in blue text should be deleted prior to submission.

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 identified in item #17 on the SF-424 form?	
Did you complete item #18 on the SF-424 form?	
Did you check "c" in item #19 on the SF-424 form? MEPI applicants are not covered by E.O. 12372	
Did your Authorized Organization Representative (AOR) read and sign item #21 on the SF-424 form?	
Did you complete the Budget Information—Non-Construction Programs (SF-424a)?	
Did 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 two 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 15 pages?	
Has your Project Narrative addressed all the APS goals and priorities?	
Did you include Resumes, Biographical Sketches, 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 more than one page?	
Did you include a Results-Oriented Monitoring and Assessment Plan and is it no more than two 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 more than 15 pages? This excludes the MEPI Cover Sheet and Applicant Organization Information.	