



Guidebook

Local Grants  
Recipients

MEPI  
Middle East Partnership Initiative

Local Grants

# Overview

The Middle East Partnership Initiative (MEPI) is a United States Government initiative, launched in 2002, to support reformers in the Middle East and North Africa in their efforts to promote freedom and opportunity in their societies. MEPI funding goes directly to a variety of partners, including non-governmental organizations (NGOs), businesses, and universities. For information on the types of funding opportunities that MEPI offers, as well as whether a MEPI Local Grant is right for you, please consult our other publication, “Guidebook for MEPI Local Grants Applicants.” You can also find general information about MEPI on our main website at [www.mepi.state.gov](http://www.mepi.state.gov).

This guidebook is intended for individuals and organizations that have already been awarded a MEPI Local Grant. If you fit in this category, or simply want to gain a better understanding about the procedures for receiving funds from MEPI once your Local Grants application has been approved, this book should prove useful. By the time you finish reading it, you will know:

- ◆ Your role and responsibilities as a MEPI grantee ..... pages 4-6
- ◆ What documents make up the grants package ..... pages 7-12
- ◆ How to request an advance or reimbursement ..... pages 12-13
- ◆ Which reports to file and when to file them..... pages 13-15
- ◆ How to obtain more information about MEPI grants..... page 16

So, now that you know what we’re going to teach you, let’s get started!

# Grants Administration

## MEPI and U.S. Embassies

Before we discuss the grant process, it is important for you to have some background on how MEPI functions. As you may already know, MEPI is a U.S. Government policy initiative and its headquarters are based at the Department of State in Washington, DC. In addition, there are two MEPI Regional Offices. One is located in Abu Dhabi, in the United Arab Emirates, and the second is located in Tunis, Tunisia. Indicated below are the countries covered by each Regional Office.

MEPI Regional Office Tunis	MEPI Regional Office Abu Dhabi
<p style="text-align: center;"> <b>Algeria</b>  <b>Egypt</b>  <b>Lebanon</b>  <b>Libya</b>  <b>Morocco</b>  <b>Palestinian Territories</b>  <b>Tunisia</b> </p>	<p style="text-align: center;"> <b>Bahrain</b>  <b>Jordan</b>  <b>Kuwait</b>  <b>Oman</b>  <b>Qatar</b>  <b>Saudi Arabia</b>  <b>UAE</b>  <b>Yemen</b> </p>

The Regional Offices work closely with the U.S. Embassy in each country to coordinate activities, such as selecting students for a MEPI exchange program or administering MEPI Local Grants. To accomplish these tasks, each Embassy has established a **MEPI Committee**, which typically includes staff from several offices at the Embassy (such as Economic, Political, and Public Affairs). This system enables the Embassy to make informed decisions about which MEPI programs to support, including the selection of all Local Grants proposals. Many Embassies have also appointed a **MEPI Coordinator**, who serves as the first point of contact on MEPI programs coordinated by the Embassy.

Other important points of contact will be the **Project Officer** and the **Grants Officer** for your Local Grant. Before we discuss their roles, we need to start with some basics.

## What is a Grant?

Simply put, a grant is an agreement or contract between you as the **grantee** or **recipient** and the Government of the United States, acting through MEPI, as the **grantor**. This contract forms the legal basis by which the U.S. Government is able to provide you with funds necessary to complete the activities in your project. It also defines your responsibilities and requirements under the grant.

It is important that you carefully read and fully understand everything in the agreement *before* you sign it, as you will be held accountable for anything specified in this contract. Should you have any questions about the grant, please make sure to ask your Project Officer or Grants Officer, whose roles and responsibilities are described below.

# Roles & Responsibilities

## What You Can Expect

Once your Local Grants application has been approved – by the MEPI Committee at the Embassy and the Regional Office for your country (see above) – you will be contacted to start the grant award process. A **Grants Officer**, **Project Officer**, and **Grants Administrator** will be assigned to your project. These officers will be copied on all correspondence regarding your grant, which will be provided to you, as the **Recipient Administrator**.

Before you can receive funds from MEPI, there are several forms you will need to review, negotiate as necessary, sign, and submit. These documents are explained on the following pages, but first let's take a look at specific roles and responsibilities.

## Grants Officer

For each grant it awards MEPI designates a Grants Officer, who is based either in the Regional Office or in the MEPI Washington office. He or she is legally responsible for all administrative aspects of your grant. In this capacity, the Grants Officer is the only person authorized to award, amend, suspend, or terminate MEPI Local Grants. Grants Officers help ensure that both the U.S. Government and the grantees fulfill all the requirements of law, regulations, and policies associated with the grant.

Amendments or changes to your grant agreement can be made at any time by the Grants Officer, who will be certain to discuss these changes with you. Meanwhile, if circumstances change, you too can request changes to the grant agreement, such as the period of performance or specific budget items. To make these amendments, you will need to submit a written request in advance to the Grants Officer. He or she will then make a final determination and notify you whether the request has been approved or denied.

## Project Officer

The Project Officer is responsible for monitoring overall progress of the grant project and is, therefore, the Recipient's primary point of contact regarding the grant. Responsibilities of the Project Officer include the following:

- ◆ Maintaining liaison with the Recipient and the Grants Officer;
- ◆ Monitoring the Recipient's performance, including at least one site visit to the Recipient's place of operation during the period of performance;
- ◆ Receiving and approving Requests for Advancement or Reimbursement (see below) from the Recipient and forwarding these request for processing;
- ◆ Reviewing Financial and Performance Reports (see below) from the Recipient and submitting them to the Grants Officer; and
- ◆ Preparing an evaluation report about the grant following its completion.

## Grants Administrator

The Grants Administrator is primarily responsible for processing the administrative aspects of the grant, including preparing and maintaining necessary documents related to the grant, ensuring the grants documents are approved and signed as required, processing payments to the grant recipient, and tracking the progress of the grant.

## Recipient Administrator

Now we get to you. The Recipient Administrator is the person designated by the recipient organization to serve as the principal point of contact with MEPI and ensure that the grant is implemented in accordance with the **Terms and Conditions** of the grant (explained below). Your responsibilities will include the following:

- ◆ Satisfying the pre-award requirement by answering a questionnaire about your organization;
- ◆ Reviewing and signing all documents and forms necessary to finalize the grant;
- ◆ Making requests for payments, so that you can receive funds for your project;
- ◆ Submitting Performance and Financial Reports during the course of your activities; and
- ◆ Ensuring adherence to the Terms and Conditions of the grant.

These responsibilities are explained more fully in the following sections.

## Pre-Award Requirement

Prior to signing your grant agreement, MEPI requires that you provide financial and other information about your organization. This is a standard procedure to let us know more about the organization to which we are providing funds. You will be sent a form called a Pre-Award Questionnaire, which you will need to complete, sign and date, and return to the MEPI Regional Office as soon as possible.

The Pre-Award Questionnaire is completed during the pre-award phase by every new recipient of a MEPI Local Grant. The information requested in this questionnaire is necessary for us to determine your preparedness for administering U.S Government-provided funding and to comply with all requirements associated with this funding. MEPI will use the results of the questionnaire to assess what, if any, assistance you may require during the course of your project.

**NOTE:** We understand that some of the questions in the **Pre-Award Questionnaire** may not apply to all recipients. For example, your NGO may be a new organization, which has never had an audit completed. If this is the case, just explain your circumstances in the corresponding section of the questionnaire.

Should you have any questions about any information in this document, contact the MEPI Regional Office immediately, as we do not want to delay the approval of your grant.

**Appendix 1** provides a sample of the **Pre-Award Questionnaire**.

Now let's take a look at the Grants Package you will receive from us...

# MEPI Grants Package

## What You Will Find Inside

Once you have returned the **Pre-Award Questionnaire**, the MEPI Regional Office will send you a set of documents, by email, which you should complete before your grant can be finalized. A copy of this information also will be sent to the Project Officer for your project, whom you should contact with any questions that might arise.

We have provided information about each of these documents in the pages that follow. You can also find a sample of each at the back of this guidebook, in the **Appendices**.

Now, here's what you will find in the MEPI Grants Package:

- ◆ **Terms and Conditions** – Also known as the “Department of State Standard Terms and Conditions for Financial Assistance to Foreign Entities,” this document provides details on all provisions of the financial contract between MEPI and you, as the recipient.
- ◆ **DS-1909 [Appendix 2]** – This form indicates your agreement with the Terms and Conditions of the grant.
- ◆ **Direct Deposit Sign-Up [Appendix 3]** – This form requires banking information so that MEPI can directly deposit funds into your organization's bank account.
- ◆ **Request for Advance or Reimbursement [Appendix 4]** – You should use this form when requesting payments to be made to you under the grant.
- ◆ **Actual Expenditures Report [Appendix 5]** – This form should be used for your financial reporting due periodically throughout the period of performance.
- ◆ **MEPI Performance Report [Appendix 6]** – You may use this form when submitting your required reports on the activities and results of your project.



### Website Link

In addition to the Appendices, you can find many of the forms above on one of MEPI's websites. The main site (in English only) is located at [www.mepi.state.gov](http://www.mepi.state.gov). A second site, focusing on countries covered by the Regional Office in Tunis (in English, Arabic, and French) is located at [www.medregion.mepi.state.gov](http://www.medregion.mepi.state.gov).

## Terms and Conditions

This document contains all the provisions of the agreement between MEPI and you as the recipient. Its full name is “The Department of State Standard Terms and Conditions for Financial Assistance to Foreign Entities,” but we will refer to it from here on simply as the Terms and Conditions. The Terms and Conditions tell you what you can and cannot do as a MEPI grantee, so it is important that you fully understand it.

The Terms and Conditions is a legal document, which spells out all aspects of the contract you are entering into with the U.S. Government. By signing this document, you are agreeing to abide by all 19 of its *Provisions*. There are also a number of *Attachments* at the end. Make sure to carefully review the entire document before signing it.



Now, let's take a closer look at some of the *Provisions*:

**I – Governing Documents and Order of Precedence:** this provision is extremely important for it lets you know which documents will be used to determine what you are responsible for under the grant. As you can see, the Terms and Conditions is ranked first (ahead of your proposal to MEPI), which is why it is so important that you fully understand its contents.

**II – Grants Officer and Project Officer:** here is where you will find the names and contact information for both of these individuals, should you have any questions about your grant.

**IV – Budget:** as the recipient, you will be advanced or reimbursed for allowable costs in accordance with the approved budget for the period of performance of the grant. This means that you should spend funds for the activities you agreed to in the budget. There is a little flexibility, however, for you to make some small changes, should this become necessary during the regular course of your project.

These changes might include adjustments to salaries, administrative costs, or the need to purchase additional equipment to complete your project. You may make cumulative adjustments among the line item amounts of up to 15% of the total budget. Authority to reprogram the budget in excess of 15% of the **total budget amount**, or any change that alters the purpose of the grant must be requested in writing and approved in advance by the Grants Officer.

**V – Period of Performance and Availability of Funds:** this provision lets you know the official start and end dates of your project. MEPI Local Grants are almost always written for a period of one year or less. Should you need additional time, you must submit a request in writing at least 10 days prior to the expiration of the grant, and then the Grants Officer will determine whether the extension request is approved.

**VI – Travel and Per Diem:** should your project involve any air transportation, this must be accomplished by a U.S. flag air carrier if available for your intended route.

**VIII – Billing Instructions/Method of Payment:** to receive the actual funds for your project, you will need to submit a **Request for Advance or Reimbursement** form (see below), which can be found in Attachment 4 of your Terms and Conditions, or in Appendix 4. This form should be submitted to your Project Officer, who will then forward the request to the Regional Office in Tunis for processing the payment. Payments are disbursed by the Department of State Disbursing Office in Bangkok, Thailand. Generally, it will take at least two weeks from the time the funds are requested until they are deposited into your bank account. Funds will be sent via “electronic funds transfer” to the bank account designated by you in the **Direct Deposit Sign-Up** form (see below). Should you not receive your funds for any reason, please contact your Project Officer.

**IX – Monitoring/Reporting Requirements:** since MEPI is providing you with funding to complete your project, we would like to know how your work is progressing. Both **Performance and Financial Reports** must be submitted according to the schedule found in the **Statement of Work** (Attachment 1 – see below). It is important that you submit these reports in a timely fashion. Failure to do so could hold up your payments.

**XIII – Acknowledgement of MEPI Support:** since you have accepted funds from MEPI, we expect you to let others know MEPI is supporting your work. All Local Grants recipients, then, are required to acknowledge MEPI financing on their materials, including the use of the MEPI logo whenever possible. Provision XIII provides specific language to use. If, for any reason, you have concerns about displaying the MEPI logo or placing this language in your printed material, you should contact your Project Officer to discuss the possibility of a waiver.

**XIV – Grants Administration:** here is where you will find the name and contact information for the **MEPI Grants Administrator**, who can answer questions related to your Terms and Conditions. Your name as **Recipient Administrator** and contact information is located here, too.

**NOTE:** These are just a few of the key provisions in the **Terms and Conditions**. You will want to make certain to read and fully understand all of the provisions before signing your grant. You also will want to pay close attention to the *Attachments*, particularly Attachment 1, called the Statement of Work.

## Statement of Work

Based on your proposal, MEPI will develop a Statement of Work that will be considered the “action plan” for your grant. Again, as noted in Provision I above, the Statement of Work takes precedence over your proposal, so these are the conditions that you must fulfill in completing your project. A typical Statement of Work will include the following sections:

- ◆ Activities;
- ◆ Results and Impact;
- ◆ Acknowledgement of MEPI Support; and
- ◆ Performance and Financial Reports, with schedules of when the reports are due.

### **Activities**

These are the actions you plan to take during the course of your project. The activities in the Statement of Work should be similar to those in your original proposal, although not always the same. It is possible that after reviewing your proposal, the MEPI Committee at the Embassy and/or the Regional Office will suggest some changes to the activities. This is why it is so important that you take a careful look at what is written in your Statement of Work, for it is this document that will be used at the end of the project to determine if you have delivered what you set out to achieve.

### **Results and Impact**

And here is what we expect you to achieve. Results refer to the actual data, such as number of participants at a conference, publications distributed, or visitors to a website. Impact, on the other hand, is how these results translate into positive changes on the ground. In other words, how do your activities lead to MEPI's primary goal of promoting democratic reform? Here's an example. When MEPI supports a student newspaper, the results might be the number of newspapers published by the students. The impact would be how these newspapers changed the way readers thought about a given issue.

### **Acknowledgement of MEPI Support**

This was discussed in the section above; just make sure that when you are performing an activity under your MEPI Local Grant, you give MEPI credit for this support.

### **Performance and Financial Reports**

These reports must be submitted to the Project Officer and Regional Office according to the schedule included in the Statement of Work. For some grants these reports will be submitted on a quarterly basis, whereas for others, it might make more sense to submit only one or two reports throughout the course of the project. In most cases, you will not receive your next payment until these reports have been submitted. To make this reporting easier for you, we have provided two documents – an **Actual Expenditures Report**, as **Appendix 5**, and a **MEPI Performance Report**, as **Appendix 6** – which we will discuss below.

Now, let's take a look at the rest of the MEPI Grants Package...

## **DS-1909 (Appendix 2)**

Along with the **Terms and Conditions**, you will receive a standard U.S. Department of State form called the DS-1909. Most of this form will have already been completed for you by the MEPI Regional Office. It is very important that you return this form as soon as possible, so that we can begin providing you with funds to complete your project.

As you can see in **Appendix 2**, this form is fairly self-explanatory. In the upper right corner, in *Box 1*, you will see how your grant has been designated – either as a grant or a cooperative agreement. Underneath this, in *Box 2*, MEPI has assigned you a unique Award Number, which we will use in referencing your agreement. *Box 3*, to the left, provides the name of your project and a brief description of what you are trying to accomplish. *Boxes 4-6* provide information about the cost of the grant, broken down into the amount the U.S. Government, through MEPI, will be providing you, as well as any additional contributions from other sources, amounting to a Total Cost in *Box 6*.

*Boxes 7-8* are filled in by the Regional Office. *Box 9* is important, for it shows the Award Period for your project. Remember, once you begin your work, should it appear that you will need additional time to complete activities beyond this Award Period, you need to let your Project Officer know immediately. Any changes to this item will require a request in writing *ahead* of the date when your project is expected to end.

*Box 10* lists the address of your organization, so make certain this is correct. *Boxes 11-15* provide standard information about your grant. *Box 16* is the most important one for you, as here is where you need to sign your name, thereby entering into a contract with MEPI. Make sure to check the Title in *16A* and enter the Date in *16B*.

Once you have signed and dated the form, send it immediately to the MEPI Regional Office. You should send it as a scanned e-mail attachment, using the address listed for the Grants Administrator (see **Provision XIV** in the **Terms and Conditions**).

Upon receiving your DS-1909, the Grants Officer will sign and date the form in *Box 17*. The MEPI Regional Office will keep a copy of your DS-1909 in its records.

Once again, should you have any questions about any of the forms you are being asked to sign, please contact your Project Officer, Grants Officer, or Grants Administrator.

Now, let's take a look at how we can get your payment to you...

### Direct Deposit Sign-Up (Appendix 3)

Once you have reviewed the **Terms and Conditions** and signed, dated, and returned the DS-1909 form to the MEPI Regional Office, we want to get funds to you as soon as possible so that you can start working on your project. Another standard form, the Direct Deposit Sign-Up form enables MEPI to send payments by “electronic fund transfer” directly into your organization’s bank account.

**Appendix 3** provides a copy of the Direct Deposit Sign-Up form. At the top, on the line marked *Vender/Company Name*, you will need to list the name of your organization. The next line – for *Taxpayer ID* and *D/C number* – should not be filled out by you. Underneath this line are spaces to include your organization’s *Address* and a *Telephone Number* where you or someone in your organization can be easily reached. You may want to list a second number, either for a mobile phone or a telephone with an answering machine, should you have one.

The form contains the following fields:

- 1. Vender/Company Name (as it appears on the bank account statement)
- 2. Taxpayer Identification Number\*
- 3. D/C Number (1 to 9999999999)
- 4. Vender/Company Address (including street address, city, country, country code or zip)
- 5. Telephone Numbers
- 6. C/O American Embassy or Post
- 7. Type of Deposit Account:
  - Checking
  - Savings
- 8. Account Number
- 9. Name of Financial Institution
- 10. Address of Financial Institution/Bank (including street address and/or branch, city, country, country code or zip)
- 11. SWIFT BIC (Bank Identity Number)\*
- 12. IBAN Number
- 13. Will Transfer be made in Local Currency or US Dollar?
  - Local Currency
  - US Dollar
- 14. Is the account in Local Currency or in US Dollars?
  - Local Currency
  - US Dollar

Next, fill in the name of your country in the line marked *C/O American Embassy or Post*.

After that, we need to know what *Type of Deposit Account* you wish to have MEPI send your funds, so mark either *Checking* or *Savings* with an “X.” Now, carefully list your *Account Number*, followed by the name of your bank in the line marked *Name of Financial Institution*. It is also necessary to include the address and telephone number for your bank.

Now, you will need to contact your bank. Before MEPI can provide funding, it is necessary for you to get either a *SWIFT BIC* or *IBAN #*, so that the transfer can be made. This is easy to do. Simply ask a representative at the bank and they will provide this information to you. You also will need to let us know whether the deposit will be made in your *local currency* or *U.S. dollars*. (The currency selected must be consistent with currency denomination for the account.)

Finally, you will need to sign and date the Direct Deposit Sign-Up form. By signing this form, you are officially requesting that payments from MEPI be directly deposited in your organization’s bank account as identified on the form. It is imperative that the name of the account holder for your organization be the one who signs the form.

**NOTE:** Should you anticipate difficulties receiving funds by direct deposit, for any reason, please notify your Project Officer. You can also contact the MEPI Grants Administrator listed in the **Terms and Conditions** to discuss whatever means will be most appropriate for you to receive funds in your country.

Now that your account is set up, let’s look at how to request funds...

## Request for Advancement or Reimbursement (Appendix 4)

The next MEPI form, Request for Advancement or Reimbursement, is just what it sounds like: a way for you to request funds from MEPI. You will need to complete this form before receiving your first allotment of funding and then again each time you are ready for another payment, according to the schedule in your Statement of Work.

In most cases, you will be requesting an Advance, which means that MEPI will provide funds to you before you actually incur costs related to the project. Under U.S. law, you may not begin incurring costs on your project until the DS-1909 has been signed by the Grants Officer.

**Appendix 4** provides a copy of this form, which requires the following steps:

1. Before receiving your first payment, complete the **Direct Deposit Sign-Up** form (see above). The MEPI Regional Office must receive your fully completed, signed, and dated form before it can process your first payment.
2. Next, you will need to complete the **Request for Advance or Reimbursement** form, which requires the following information:

- a. **Type of Request and Request Period** – here you will need to mark whether this request is for Advancement or Reimbursement, and whether it is for Partial or Full Payment (as noted in the Statement of Work);
  - b. **Recipient Information** – here you need to again list the name and address of your organization, as well as the name and title of the point of contact;
  - c. **Amount of Request** – here, the U.S. dollar amount you will be requesting should conform to the schedule in the Statement of Work; and
  - d. **Recipient Certification** – here is where you need to sign your name, date the document, and provide your title and telephone number. By doing so, you are confirming that to your best knowledge all the information in this document is correct and in accordance with the provisions in your grant.
3. Once you have signed the form, promptly submit it to your Project Officer for approval. He or she will then forward it to the MEPI Regional Office for processing. You should see MEPI funds arrive in your organization’s bank account within 2-3 weeks.

Now, let’s take a look at the reporting you will need to do...

## Financial Report: Actual Expenditures Form (Appendix 5)

Once your project has begun, you will need to report periodically on how you are spending your MEPI funds. The Actual Expenditures Report helps you do this by providing a tool to easily account for the expenses incurred by your organization during a given time period. In most cases, you will need to provide us with this report before we can provide you with your next payment.

To find out when you need to submit this report, go to the **Terms and Conditions** and look at Part II, Attachment 1 under the section titled “Performance and Financial Reports.” Here you will find specific dates when the financial reports must be submitted, including a final report that must be received within 90 days after the end of the grant. Any funds that you do not spend during the period of performance must be returned to the MEPI Regional Office.

Budget Item	Requested from MEPI	Actual MEPI Expenses	Remaining Balance (Requested from MEPI - Actual MEPI Expenses)
Salaries (taxes included)			
Subtotal	0		0
Equipment (costing more than USD 5,000.00)			
Subtotal	0		0
Administrative costs			
Subtotal	0		0
Contractual			
Subtotal	0		0

Now, let’s take a look at **Appendix 5**, which provides a copy of an Actual Expenditures form. This form may look complicated at first, but it is really very easy to use. As you will see, the information requested corresponds directly to the Summary Budget in your **Terms and Conditions**. Running down the left hand side, the numbers 1-6 are the Budget Items found in your Summary Budget – in other words, *Salaries, Equipment, Administrative Costs*, etc.

The column headings indicate the information you will need to supply, as follows:

1. **Requested from MEPI** – here you will list the U.S. dollar amount you asked MEPI to provide for each Budget Item, as found in the Summary Budget;
2. **Actual MEPI Expenses** – here you will list how much your organization actually spent during the period of this report that can be charged to MEPI;
3. **NGO Contribution** – here you will list the amount you asked other sources, other than MEPI, to provide for each Budget Item, as found in the Summary Budget;
4. **Actual NGO Expenses** – here you will list how much you actually spent during the period of this report that will be charged to these other funding sources; and
5. **Remaining Balance** – here you will see how much funding you still have remaining from MEPI for a given Budget Item. Subtract the Actual MEPI Expenses figure from the Requested from MEPI figure. For example, under the Budget Item called *Contractual*, if you requested \$300 from MEPI to hire an accountant for this period of the grant, and you ended up paying him or her only \$200, then the Remaining Balance is \$100 (\$300-\$200 = \$100).

Finally, you will need to come up with a **TOTAL** amount for each column. The figure that appears in the far right corner of this report represents the total remaining balance from MEPI. In other words, this is how much you still have to spend from your MEPI grant.

## MEPI Performance Report (Appendix 6)

In addition to knowing how you have spent your MEPI funds so far, we would like to see what kind of progress you are making toward achieving your results, as detailed in your Statement of Work. To

do so, we have provided you with a tool, called the MEPI Performance Report. And, again, we will need you to complete this report, according to the schedule in your **Terms and Conditions**, before we can provide you with your next payment.

**Appendix 6** provides a copy of a MEPI Performance Report form for you to review. Let's take a look at each of the three pages in this report individually:

*Page 1* – At the top, you will need to fill in basic information about you and your grant. Look at your **Terms and Conditions** to find the Grant/CA # and Project Period of Performance for your grant.

In the middle of this page, we ask you to make as accurate an assessment as possible of how your activities are progressing now compared to the timeline you set up at the start of your project. This assessment lets us know if you are having any difficulties and whether we might need to adjust the reporting schedule for your grant.

At the bottom of this page, you can explain in detail any changes, delays, or obstacles that you have encountered during your project. Don't worry; we won't penalize you if your project is behind schedule. We just want to keep aware of your progress.

*Page 2* – The box at the top is for you to let us know what kind of results you have achieved so far. These might include the number of workshops held, publications distributed, or visitors to your website, as well as the impact these results have had on your target audience. If it is too early in the "life" of your project to have achieved any concrete results that is okay. Just mention it here and list your results in the next report.

The second box gives you a chance to inform us on how you have been publicizing your involvement with MEPI up to this point. Please let us know whether you have used our logo or mentioned our name in any reports, newspaper articles, or on the radio or TV.

*Page 3* – The top box is meant for you to provide us with any additional information about your project, such as program agendas or a list of participants from an event you held during this reporting period. Also, please feel free to send us any "success stories" that you have achieved, as well as any photographs from MEPI-sponsored events, as we might be able to use these on one of the MEPI websites (with your permission, of course).

The final box is for **MEPI staff use only**. Here, we ask your Project Officer to make comments about your project and how it is progressing so far. Should your Project Officer or the MEPI Regional Office determine that some actions are needed to help your project get on track, we will let you know immediately. Remember, the "P" in MEPI stands for "Partnership," and, as your partners, we want to help you achieve your best results.

## Final Considerations

So, now you have learned what your role and responsibilities are as a MEPI grantee. You have followed the required steps to receive your funding. You have completed your activities, submitted your Financial and Performance Reports, and returned any unspent funds to the MEPI Regional Office. What happens next?

Well, even though your project is completed, we at MEPI would like to remain in contact with you. Part of MEPI's overarching goal is to help build a network of democratic reformers throughout the region. There are several ways that you can stay involved, including the following:

- ◆ Regularly visit the main MEPI website (in English only) at [www.mepi.state.gov](http://www.mepi.state.gov) or the website for the region covered by the Regional Office in Tunis (in English, Arabic, and French) at [www.medregion.mepi.state.gov](http://www.medregion.mepi.state.gov). Here you will find information about MEPI events, exchange programs, and a variety of funding opportunities.
- ◆ Consider applying for a second MEPI Local Grant or one of our larger grants, as we are always looking for new and innovative ways to support reforms efforts throughout the region. You can discuss your ideas with your Project Officer.
- ◆ Participate in a MEPI “alumni” event. From time to time, MEPI will hold a conference or training workshop and invite those who have participated in past MEPI activities or programs. As an implementer of a MEPI Local Grant, you are now part of the MEPI alumni network.
- ◆ Contribute to the MEPI website. We are always looking for information and photos that help tell the story of how people in the region are promoting democratic reform, so please feel free to send us your achievements at any time.
- ◆ Spread the word about MEPI. If you find this partnership to be a useful one, let others know what opportunities exist to become involved. You can also consider joining up with others in your country or in other countries across the region, as MEPI encourages and likes to support collaborative efforts.

Finally, good luck in all your endeavors!

# Appendices

## Appendix 1: Pre-Award Questionnaire



### Pre-Award Questionnaire

For non-U.S. organizations, MEPI recognizes that the accounting practices and legal framework, and practices regarding disclosure of information vary from country to country. However, the information requested in the questionnaire is necessary for MEPI to determine the recipient's preparedness for administering donor agency funding and to assess what, if any, guidance may be required. MEPI asks that the recipients complete the questionnaire and provide full and complete information.

<b>Please Type or Print</b>	<b>Organization Name:</b>		Email address:
	<b>Address:</b> Number and street (or P.O. box if mail is not delivered to street address)		Telephone number:
		Room/suite	Fax number:
	City or town, province, state or country, and zip		

  

Part I	GENERAL		Yes	No
1	Type of Organization: <input type="checkbox"/> Non-profit <input type="checkbox"/> Educational <input type="checkbox"/> Government Agency <input type="checkbox"/> For-Profit <input type="checkbox"/> Other	1		
2	Is the Organization incorporated/registered/licensed as a legal entity? <b>a</b> If YES: Place of Incorporation/Registration (State/Country): Incorporation/Registration Date: <b>b</b> If NO: List parent company/organization name and address OR explain status: Parent Company/Organization Name <u>Number, Street, City</u> <u>State, Zip, Country</u>	2		
3	Has the Organization received U.S. federal grant funds before? If YES: Name of US federal agency that awarded the grant: Date of grant: Amount of grant:	3	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the Organization have a clear understanding of the terms and condition of the proposed award?	4	<input type="checkbox"/>	<input type="checkbox"/>
Part II	ORGANIZATION AND STRUCTURE		Yes	No
1	Does the Organization have written policies and procedures related to: <b>a.</b> Procurement? <b>b.</b> Travel? <b>c.</b> Program Management?	1	1.a <input type="checkbox"/>	<input type="checkbox"/>
2	Does the Organization have written policies and procedures on property management?	2	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the Organization have written policies and procedures for Human Resource management to include a timekeeping system (timesheet with hours and rates recorded to accounting system) to support labor billed to this Award?	3	<input type="checkbox"/>	<input type="checkbox"/>
4	If Subgrants are being proposed, does the Organization have written policies and procedures on Subgrant Monitoring?	4	<input type="checkbox"/>	<input type="checkbox"/>
5	If Subgrants are being proposed, please indicate overall percentage of subgrants to the total amount of the award 0.00%	5		

<b>Part III FINANCIAL/ACCOUNTING MANAGEMENT</b>		Yes	No
<b>1</b>	What is the ending date of your fiscal year?		
<b>2</b>	Does the Organization have written policies and procedures on financial management and accounting practices?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	Does the Organization have an automated accounting system?	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Does the organization prepare annual financial statements (Balance Sheet/Income and Expense Statement)?	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Does the organization have written policies and procedures to determine the reasonableness, allowability and allocability of costs?	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Can the accounting system (general ledger and supporting documentation) accumulate, segregate and report costs incurred (or income earned, if applicable) under this Award and/or additional awards?	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	Does the accounting system allow for the reporting of Cash and In-kind Contributions (from non-federal sources) i.e. Cost Share?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Part IV Independent Auditing Firm</b>		Yes	No
<b>1</b>	Has the Organization been subjected to a financial audit? If YES:	<input type="checkbox"/>	<input type="checkbox"/>
	<b>a</b> Fiscal Year of the most recent financial audit:		
	<b>b</b> Please provide the name, address, phone number, email address and contact person of the organization's accounting firm.		
	<u>Name of the organization's accounting firm,</u>		
	<u>Number, Street, City,</u>		
	<u>State, Zip, Country,</u>		
	<u>Phone Number,Email Address,</u>		
	<u>Contact Person</u>		
<b>Part V Signature</b>			
<i>I declare that, to the best of my knowledge and belief, the answers to this questionnaire are true, correct and complete.</i>			
<b>Please</b>			
<b>sign</b>			
<b>here</b>			
Signature of head of organization or his/her designee		Date	
Type Name and Title of Signatory		Provide e-mail address and phone no.	

## Appendix 2: DS-1909

 <p style="text-align: center;">U.S. Department of State <b>FEDERAL ASSISTANCE AWARD</b></p>		1. <input type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement	
		2. Award Number	
3. Project Title/Description		4. U.S. Share of Cost	
		5. Recipient's Share of Cost	
		6. Total Cost	
7. Accounting and Appropriation Data			
8. Issued By			
9. Award Period From (mm-dd-yyyy) Through (mm-dd-yyyy)			
10. Name and Address of Grantee/Recipient			
11. Grantee/Recipient's Federal Tax I.D./ Establishment Code (CFMS)		12. Send Requests for Reimbursement to	13. Statutory Authority for Assistance 22 U.S.C. _____ Other _____
14. Special Awards Conditions This award incorporates the attached Budget ( <i>Attachment</i> _____), General Provisions ( <i>Attachment</i> _____), and the following documents:			
15. Agreement The grantee/recipient agrees to execute the work in accordance with the following, the approved application to the extent encompassed by this award; the attached documents; and the applicable rules checked below and any subsequent revisions. <input type="checkbox"/> OMB Circular A-21 <input type="checkbox"/> OMB Circular A-122 <input type="checkbox"/> OMB Circular A-87 <input type="checkbox"/> OMB Circular A-128 <input type="checkbox"/> OMB Circular A-102 <input type="checkbox"/> OMB Circular A-133 <input type="checkbox"/> OMB Circular A-110 <input type="checkbox"/> 22 CFR 135, 137, and 138			
16. Grantee/Recipient Name and Signature		17. Grants Officer Name and Signature	
16a. Title	16b. Date (mm-dd-yyyy)	17a. Title	17b. Date (mm-dd-yyyy)
18. Grantee/Recipient: <input type="checkbox"/> is <input type="checkbox"/> is not required to sign and return _____ copies of this document to the grants officer at the following address:			

DS-1909  
10-2005

## Appendix 3: Direct Deposit Sign-Up

### DIRECT DEPOSIT SIGN-UP (LCU)

1. Vendor/Company Name (as it appears on the bank account statement):	
2. Taxpayer Identification Number:*	3. D/C Number (To be filled in by the Embassy):
4. Vendor/Company Address (including street address, city, country, country code or zip):	
5. Telephone Numbers:	
6. C/O American Embassy or Post:	
7. Type of Deposit Account: <input type="checkbox"/> Checking <input type="checkbox"/> Saving	8. Account Number:
9. Name of Financial Institution/Bank:	
10. Address of Financial Institution/Bank (including street address and/or branch, city, country, country code or zip):	
11. SWIFT BIC / Bank Routing Number:*	
12. IBAN Number:	
13. Will Transfer be made in Local Currency or US Dollars? <input type="checkbox"/> Local Currency <input type="checkbox"/> US Dollars	14. Is the account in Local Currency or in US Dollars? <input type="checkbox"/> Local Currency <input type="checkbox"/> US Dollars
15. Certification: In signing this form, I authorized payment to be sent to the financial institution named above to the designated account.	
_____ Name of Company Account Holder (type or print)	
_____ Signature of Company Account Holder	
_____ Date	

\* For 2, only US companies are required to provide Taxpayer Identification Number.

\* For 11, if the beneficiary bank is inside the U.S.A. and the fund transfer will be made in US Dollars, we require the 9-digit bank routing number instead of the 8-digit SWIFT BIC.

## Appendix 4: Request for Advance or Reimbursement



U.S. Department of State/MEPI

### REQUEST FOR ADVANCE OR REIMBURSEMENT

TYPE OF REQUEST AND REQUEST PERIOD			
Type of Payment Requested:	Advance <input type="checkbox"/> Reimbursement <input type="checkbox"/>	Partial <input type="checkbox"/> Final <input type="checkbox"/>	Payment Request Number
Period Covered by this Request:	From (month/day/year)	To (month/day/year)	Federal Grant Number:
RECIPIENT INFORMATION			
Name of Recipient Organization:			
Address:			
Name and Title of Contact person:			
AMOUNT OF REQUEST			
Amount:	\$		
Comments/Explanation:			
RECIPIENT CERTIFICATION			
<i>I certify that to the best of my knowledge and belief the data on this request are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.</i>			
Recipient Signature:		Date:	
Typed or Printed Name and Title of Recipient:		Tel.	
		Email	
PROJECT OFFICER CERTIFICATION			
<i>I certify that the payment requested is for the appropriate purpose and is in accordance with the agreement.</i>			
Project Officer Signature:		Date:	
Typed or Printed Name of Project Officer:			

## Appendix 5: Financial Report: Actual Expenditures Form

### Actual Expenditures for [Name of Recipient]

Grant # S-NEATU-06-GR- XX

From:  Through:

*Period covered by this report:*

*Amounts in US Dollars (or exchange rate used)*

No	Budget Item	Detailed Description	Requested from MEPI	Actual MEPI Expenses	NGO Contribution	Actual NGO Expenses	Remaining Balance (Requested from MEPI - Actual MEPI Expenses)	
1	Salaries (taxes included)							
	Subtotal		0		0		0	
2	Equipment (costing more than USD 5,000.00)							
	Subtotal		0		0		0	
3	Administrative costs							
	Subtotal		0		0		0	
4	Contractual							
	Subtotal		0		0		0	
5	Travel expenses							
	Subtotal		0		0		0	
6	Seminars, public meetings, round tables							
	Subtotal		0		0		0	
	<b>TOTAL</b>		<b>0</b>		<b>0</b>		<b>0</b>	
<b>Total Cost of Project</b>		<b>(including NGO Contribution)</b>					<b>0</b>	<b>0</b>

## Appendix 6: MEPI Performance Report Form



# MEPI Performance Report

Implementing Organization: _____	Dates Covered by this Report: _____ to _____
Project Title: _____	Project Period of Performance: _____ to _____
Grant/CA #: _____	Total Amount of Award: \$ _____

  

<b>Overall Assessment of this period of Project Activity as of:</b> _____ <span style="display: block; text-align: right; font-size: small;">(report date)</span>			
	Ahead of Schedule	On Track	Behind Schedule
Anticipated Results	( )	( )	( )
Workplan (per Statement of Work)	( )	( )	( )

  

### Discussion

**Discussion of Activities Implemented during this Period**  
*(Discuss activities performed and explain any changes or delays, including any significant obstacles and how they were overcome.)*

---

**Discussion of Results**

*(Provide a brief explanation of any results and the impact of these results. Also explain any results that are not on target and plans to improve performance. Any results or impacts that exceed expectations should also be discussed.)*

**List any outreach or media contact and acknowledgement of MEPI support during the period.**

*(Include any publicity or publications related to the project, and whether MEPI support was acknowledged, and use of MEPI logo on publications, handouts, websites, etc.)*

List of Appendices (if any)

*Grantees are encouraged to submit agendas, participant lists and/or proceedings from any events held during the period or to submit copies of any products developed. Any items which cannot be attached electronically should be mailed to the MEPI Grants Office and listed here with a notation that they are being sent via mail.*

Certification

*I certify to the best of my knowledge and belief that this report is correct and complete.*

*Recipient's Administrator:*

*Date:*

*Signature:*

**+** MEPI Staff Use Only

Project Officer Comments

*To be completed within 30 days of receipt of report. Include list of all necessary MEPI Actions.*

MEPI ACTIONS REQUIRED



[www.mepi.state.gov](http://www.mepi.state.gov)