

Appendix 1

Instructions for Completing Federal Assistance Application Forms

Organizations applying for funding from the U.S. federal government must complete two standard Federal Assistance Application Forms (SF-424 and SF-424a) to be considered for funding. In this appendix you will find instructions for completing each form and a sample showing how an applicant may complete the forms.

SF-424—Application for Federal Assistance

The SF-424—Application for Federal Assistance collects basic information on the applicant, the proposed project, the funding amount requested, and information about the announcement to which you are applying. Below, please find instructions on how to complete each of section of the form.

Instructions to Complete the SF-424 Form

Column #1—Type of Submission: Select “Application”

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

Column #3 - #4—Date Received/Applicant Identifier: Leave blank

Column #5 - #7—Federal Entity Identifier/Federal Award Identifier: Leave blank

Column #8—Applicant Information:

8a – Input your organization’s legal name

8b – Enter “44-4444444”

8c – If you have one, enter your organization’s DUNS number.

8d – Enter your organizations address including country

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

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

Column #9—Type of Applicant - Please input all that apply. **NOTE:** In most cases, “V. Non-Domestic (non-US entity)” will apply.

H. Public/State Controlled Institution of Higher Learning

M. Nonprofit

N. Private Institution of Higher Learning

P. For Profit

V. Non-domestic (non-US entity)

W. Other (Specify)

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

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Column #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.

Column #12—Funding Opportunity Number and Title: Input the number “NEAPI-11-AW-037-MENA-100111” and the title “MEPI Local Grants Annual Program Statement.”

Column #13—Competition Identification Number and Title: Leave Blank

Column #14—Areas Affected by Project: List country or countries where your organization proposes to perform its proposed activities. For applicants proposing projects for a range of countries in the Middle East and North Africa please input “MENA region.”

Column #15—Descriptive Title of Applicant’s Project: Enter a brief descriptive title of your project.

Column #16—Congressional Districts

16a – Applicant: Enter “00-000.”

16b – Program/Project: Enter “00-000.”

Column #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.

Column #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. (i.e., the total sum your organization will provide in funding or kind.) If you have no cost sharing or match your application will not be affected adversely.

18c-d – Enter \$0.00

18e – Enter \$0.00

18f – Enter \$0.00

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

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

Columns #20—Is Applicant Delinquent of any Federal Debt. In other words, do you owe the U.S. government money? Please select Yes/No. If yes, please provide an explanation.

Column # 21 – Authorized Representative: By checking box 21 and signing the SF-424 you are certifying that the information in the 424 form is complete and accurate to the best of your knowledge **and** that you agree to comply with the required assurances and certifications provided at the end (page 12) of this document.

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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 (see definition below) to submit an application for funding to the U.S. Government. If selected for funding this documentation may be requested. **PLEASE NOTE:** It is a best practice to have the SF-424 signed by the same authorized representative that would sign any ensuing award document for your organization.

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. The AOR is typically the chairperson, president, or chief executive of your organization.

SAMPLE

Appendix 1

Sample of a Completed SF-424 Form

Below is a completed SF-424 for you to use as reference. The funding numbers provided is based on the budget example you can find in Appendix 3.

OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424	
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application: * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation *Other (Specify): _____ <input type="checkbox"/> Revision
* 3. Date Received:	4. Applicant Identifier:
5a. Federal Entity Identifier:	*5b. Federal Award Identifier:
State Use Only:	
6. Date Received by State:	7. State Application Identifier:
8. APPLICANT INFORMATION:	
*a. Legal Name: Organization X	
*b. Employer/Taxpayer Identification Number (EIN/TIN): 44-4444444	*c. Organizational DUNS:
d. Address:	
*Street 1: 23 rd Street, Building 25	
Street 2: _____	
*City: Cairo	
County/Parish: _____	
*State: _____	
Province: _____	
*Country: Egypt	
*Zip / Postal Code: 11522	
e. Organizational Unit:	
Department Name:	Division Name:
f. Name and contact information of person to be contacted on matters involving this application:	
Prefix: Mr. *First Name: John	
Middle Name: _____	

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*Last Name: Doe	
Suffix:	
Title: Project Coordinator	
Organizational Affiliation:	
*Telephone Number: 202-1-345-657	Fax Number: 202-1-345-258
*Email: jdoe123@organizationx.com	

Application for Federal Assistance SF-424	
9. Type of Applicant 1: Select Applicant Type: N. Nonprofit without 501C3 Status Type of Applicant 2: Select Applicant Type: W. Non-domestic (non-US entity) Type of Applicant 3: Select Applicant Type: *Other (Specify)	
*10 Name of Federal Agency: Bureau of Near Eastern Affairs, Office of the Middle East Partnership Initiative	
11. Catalog of Federal Domestic Assistance Number: 19.500 CFDA Title: Middle East Partnership Initiative (MEPI)	
*12 Funding Opportunity Number: NEAPI-11-AW-037-MENA-100111 *Title: MEPI Local Grants Annual Program Statement	
13. Competition Identification Number: Title:	
14. Areas Affected by Project (Cities, Counties, States, etc.): Egypt	
*15. Descriptive Title of Applicant's Project: Legal Rights Education Project in Egypt	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
*a. Applicant: 00-000	*b. Program/Project: 00-000

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17. Proposed Project:	
*a. Start Date: 01-01-2011	*b. End Date: 01-01-2012
18. Estimated Funding (\$):	
*a. Federal	\$ 125805
*b. Applicant	\$ 66192
*c. State	\$ 0.00
*d. Local	\$ 0.00
*e. Other	\$ 0.00
*f. Program Income	\$ 0.00
*g. TOTAL	\$ 191997
19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on ____	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach.	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: Mr.	*First Name: James
Middle Name:	
*Last Name: Doe	
Suffix:	
*Title: President	
*Telephone Number: 202-1-345-657	Fax Number: 202-1-345-258
* Email: jamesdoe@organziationx.com	
*Signature of Authorized Representative: <i>James Doe</i>	*Date Signed:

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SF-424a—Budget Information—Non-Construction Program

The SF-424a—Budget Information—Non-Construction Program provides information on the applicant's financial plan for carrying out the proposed project. Both the amount requested from MEPI and the cost-share amounts are to be included in the financial plan. A more detailed budget will be submitted through the Budget Narrative portion of your application. Below, please find instructions on how to complete each of section of the form.

Instructions to Complete the SF-424a Form

Below, please find instructions on how to complete each of section of the form. All the amounts that you will input into this form can be found in your Budget Narrative submission. It is recommended that you prepare your Budget Narrative and then complete the SF-424a form.

SECTION A—BUDGET SUMMARY

Line #1:

Column (a)—Grant Program Function or Activity: Input “Middle East Partnership Initiative”

Column (b)—Catalog of Federal Domestic Assistance No: Input “19.500”

Column (c)—Estimated Unobligated Funds, Federal: Leave Blank

Column (d)—Estimated Unobligated Funds, Non-Federal: Leave Blank

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

Column (f)—New or Revised Budget, Non-Federal: Enter the amount of any Non-Federal (e.g. non-U.S. Government) funds that will be used to support the project. This includes cost sharing and matching. (i.e., the total sum your organization will provide in funding or kind.)

Column (g)—New or Revised Budget, Total: Enter the Total of Column E and Column F

Lines #2-4, Columns (a)-(g): Leave Blank

Line #5:

Column (c)—Estimated Unobligated Funds, Federal: Input “\$0.00”

Column (d)—Estimated Unobligated Funds, Non-Federal: Input “\$0.00”

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

Column (f)—New or Revised Budget, Non-Federal: Enter the amount of any Non-Federal (e.g. non-U.S. Government) funds that will be used to support the project.

Column (g)—New or Revised Budget, Total: Enter the Total of Column E and Column F

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SECTION B—BUDGET CATERGORIES

Line #6—Object Class Categories:

Column (1)—Grant Program, Function, or Activity: Input “Federal Cost (MEPI Cost)”

Column (2)—Grant Program, Function, or Activity: Input “Non-Federal Cost (Cost-Share)”

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.a—Personnel:

Column (1)—Federal Cost: Input the Total Cost from the Personnel section of your Budget Narrative

Column (2)—Non-Federal Costs: Input the Total Cost from the Personnel section of your Budget Narrative

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.b—Fringe Benefits:

Column (1)—Federal Cost: Input the Total Cost from the Fringe section of your Budget Narrative

Column (2)—Non-Federal Costs: Input the Total Cost from the Fringe section of your Budget Narrative

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.c—Travel:

Column (1)—Federal Cost: Input the Total Cost from the Travel section of your Budget Narrative

Column (2)—Non-Federal Costs: Input the Total Cost from the Travel section of your Budget Narrative

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.d—Equipment:

Column (1)—Federal Cost: Input “\$0.00”

Column (2)—Non-Federal Costs: Input “\$0.00”

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Input “\$0.00”

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Line #6.e—Supplies:

Column (1)—Federal Cost: Input the Total Cost from the Supplies section of your Budget Narrative

Column (2)—Non-Federal Costs: Input the Total Cost from the Supplies section of your Budget Narrative

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.f—Contractual:

Column (1)—Federal Cost: Input the Total Cost from the Contractual section of your Budget Narrative

Column (2)—Non-Federal Costs: Input the Total Cost from the Contractual section of your Budget Narrative

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.g—Construction:

Column (1)—Federal Cost: Input "\$0.00"

Column (2)—Non-Federal Costs: Input "\$0.00"

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Input "\$0.00"

Line #6.h—Other:

Column (1)—Federal Cost: Input the Total Cost from the Other section of your Budget Narrative

Column (2)—Non-Federal Costs: Input the Total Cost from the Other section of your Budget Narrative

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.i—Total Direct Charges:

Column (1)—Federal Cost: Enter the total of Lines # 6.a thru #6.h in Column 1

Column (2)—Non-Federal Costs: Enter the total of Lines #6.a thru #6.h in Column 2

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

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Line #6.j—Indirect Charges:

Column (1)—Federal Cost: Input “\$0.00”

Column (2)—Non-Federal Costs: Input “\$0.00”

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Input “\$0.00”

Line #6.k—TOTALS:

Column (1)—Federal Cost: Enter the total of Lines #6.i thru #6.j in Column 1

Column (2)—Non-Federal Costs: Enter the total Lines #6.i thru #6.j in Column 2

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #7—Program Income:

Column (1)—Federal Cost: Input “\$0.00”

Column (2)—Non-Federal Costs: Input “\$0.00”

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Input “\$0.00”

SECTION C—NON-FEDERAL RESOURCES

Line #8:

Column (a)—Grant Program: Input “Middle East Partnership Initiative”

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

Columns (c) & (d): Leave Blank

Column (e)—Totals: Enter Total from Column (b).

Lines #9-11, Columns (a)-(e): Leave Blank

Line #12:

Column (b)—Applicant: Enter amount from of Line #7, Column (b)

Columns (c) & (d): Leave Blank

Column (e)—Totals: Enter Total from Column (b).

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SECTION D—Forecasted Cash Needs

Leave this entire section blank.

SECTION E—Budget Estimates for Federal Funds Needed for Balance of the Project

Leave this entire section blank.

SECTION F—Other Budget Information

Line #21—Direct Charges: Enter total from Line #6.i, Column 1 in Section B

Line #22—Indirect Charges: Enter "\$0.00"

Line #23—Remarks: Add any additional comments you wish to make.

Appendix 1

Sample of a Completed SF-424a Form

Below is a completed SF-424a for you to use as reference. The funding numbers provided are based on the budget example you can find in Appendix 3.

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 06/30/2014

SECTION A - BUDGET SUMMARY

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	Middle East Partnership Initiative	19.500	\$	\$	\$125,805	\$66,192	\$191,997
2.							
3.							
4.							
	5. Totals		\$	\$	\$125,805	\$66,192	\$191,997

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal Cost (MEPI Cost)	(2) Non-Federal Cost (Cost-Share)	(3)	(4)	
a. Personnel	\$62,765	\$1,338	\$	\$	\$64,103
b. Fringe Benefits	7,940	6,590			14,530
c. Travel	30,100	38,020			68,120
d. Equipment	0	0			0
e. Supplies	1,500	744			2,244
f. Contractual	19,900	7,500			27,400
g. Construction	0	0			0
h. Other	3,600	12,000			15,600
i. Total Direct Charges	125,805	66,192			191,997
j. Indirect Charges	0	0			0
k. TOTALS (sum of 6i and 6j)	125,805	66,192			191,997
7. Program Income	\$0.00	\$0.00	\$	\$	\$0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS	
8. Middle East Partnership Initiative	\$66,192	\$	\$	\$66,192	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$66,192	\$	\$	\$66,192	
SECTION D - FORECASTED CASH NEEDS					
13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b)First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: \$125,805			22. Indirect Charges: \$0		
23. Remarks:					

Appendix 1

Notice of Overseas Federal Assistance Award Certification and Assurances

TERRORISM -Blocking Property and Prohibiting Transactions Who Commit, Threaten To Commit, or Support Terrorism, Executive Order 13224:

Executive Order 13224 designated 27 individuals and entities that commit or pose a significant risk of committing terrorist acts and authorized the Secretary of State to designate additional individuals and entities.

The recipients are reminded that U.S. Executive Order and U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient/contractor to ensure compliance with these Executive Orders and laws.

HOST COUNTRY LAWS (for non-US NGOs):

The recipient's employees shall maintain private status and may not rely on local U.S. Government offices or facilities for support while under this recipient.

The sale of personal property or automobiles by recipient employees and their dependents in the foreign country to which they are assigned shall be subject to the same limitations and prohibitions which apply to direct-hire Department of State personnel employed by the Mission, except as this may conflict with host government regulations.

Other than work to be performed under this award for which an employee is assigned by the recipient, no employee of the recipient shall engage directly or indirectly, either in the individual's own name or in the name or through an agency of another person, in any business, profession, or occupation in the foreign countries to which the individual is assigned, nor shall the individual make loans or investments to or in any business, profession, or occupation in the foreign countries to which the individual is assigned.

The recipient's employees, while in a foreign country, are expected to show respect for its convention, customs, and institutions, to abide by its applicable laws and regulations, and not to interfere in its internal political affairs.

In the event the conduct of any recipient employee is not in accordance with the preceding paragraphs, the recipient's chief of party shall consult with the Department of State Mission Director and the employee involved, and shall recommend to the recipient a course of action with regard to such employee.

The parties recognize the rights of the U.S. Ambassador to direct the removal from a country of any U.S. citizen or the discharge from this award of any third country national when, in the discretion of the Ambassador, the interests of the United States so require.

HOST COUNTRY LAWS (for PIOs):

Member states of a PIO must respect the independence of the PIO, and the integrity of its operations within the framework of its charter. It is a general policy principle that PIOs, composed of many member nations, are not expected to subject their books and records to inspection by officials of each country participating in the organization. Accordingly, Department of State generally relies on the international organization's management and its internal auditing and procurement policies and procedures.

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RELIGIOUS PERSECUTION:

With regard to religious persecution in particular, the recipient must ensure that its personnel take into account in their work the considerations reflected in the International Religious Freedom Act concerning country-specific conditions, the right to freedom of religion, methods of religious persecution practiced in foreign countries, and applicable distinctions within a country between the nature of and treatment of various religious practices and believers.

LIABILITY:

The recipient shall hold and save the Government, its officers, agents and employees. harmless from all liability of any nature or kind, including costs and expenses, for or on account of any or all suits for damage sustained by any person or persons or property by virtue of performance of this award.

PROTOCOL AND DECORUM:

During the term of this award, the recipient will be associated with the Government in such a manner that the recipient's actions will reflect upon the Government and the United States. Therefore, the recipient will be responsible to the U.S. Public Affairs Counselor in charge regarding protocol and decorum at all times.

LOBBYING RESTRICTION:

The recipient agrees that none of the funds provided by this agreement shall be used by the recipient for lobbying or propaganda which is directed at influencing public policy decisions of the Government of the United States or any State or locality thereof. This provision shall not be construed so as to abridge the right of any recipient to exercise the same freedom of speech as is protected by the first article of amendment of the United States Constitution, so long as such recipient does not use funds provided under this award in exercising such right.

CONTROLLED SUBSTANCES:

By acceptance of this award and any assistance (payment) hereunder, the recipient certifies that the recipient will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during performance of the award.

DEBARMENT AND SUSPENSION:

You must comply with requirements regarding Debarment and suspension in Subpart C of 2 CFR part 180, as adopted by the Arts Endowment in Title 2 CFR, Chapter 32, and Part 3254. There are circumstances under which we may receive information concerning your fitness to carry out a project and administer Federal funds--for instance:

- Conviction of, or a civil judgment for, the commission of fraud, embezzlement, theft, forgery, making false statements;
- Any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility; or
- Any other cause of so serious or compelling a nature that it affects an organization's present responsibility. In these circumstances, we may need to act quickly to protect the interest of the government by suspending your funding while we undertake an investigation of the specific facts. We may coordinate our suspension actions with other Federal agencies that may have an interest in our findings. A suspension may result in your debarment from receiving Federal funding government-wide for up to three years.

U.S. DEPARTMENT OF STATE



MIDDLE EAST PARTNERSHIP INITIATIVE LOCAL GRANTS PROGRAM

Budget Narrative Instructions

The Budget Narrative provides detail about both the Federal request and cost share. A sample template can be found in Appendix 3. 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.

When completing the sample 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, and other organizational costs.) is strongly encouraged. Applicants should document cost-sharing arrangements in their budget narrative description. Cost sharing must meet the three tests in determining the permissibility of costs outlined under the header "Allowable Project Costs" below.

Allowable Project Costs

The cost principles below address three tests in determining the permissibility of costs. These three 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.

Appendix 4

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.
2. **Allocable:** A cost is allocable to a specific grant if it is incurred solely in order to advance work under the grant; 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 allowable to charge to the grant.
3. **Consistent:** A cost must be consistently charged based on 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 across programs. 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.

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.

2. Fringe Benefits

- Is each type of benefit indicated?

3. Travel

- Is the travel necessary for the purpose of the program?
- Are travel costs separately identifiable and reasonable (transportation, hotel, meals, and mileage)?
- Are calculations provided for each cost?

Appendix 4

4. Supplies

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

5. Contractual

- Is the type of service to be rendered described?
- Did you name the consultant or contractor, if known?
- Did you provide a separate budget for sub-recipients or contracts (if applicable)?

8. Other

- Are items grouped by type (space rental, printing, phone, maintenance, and other program/organizational costs.)?
- Are all costs justified and allowable?

Budget Definitions:

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.

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.

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

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.

Appendix 4

Sample of a Completed Budget Narrative

On pages 4-9, you will find a completed budget narrative for you to use as reference. It provides examples of what you may include in your budget narrative and guidance on what to describe in the “Narrative Justification” section.

Budget Categories	Detailed Description	Amount Requested from MEPI	Cost-Share Amount	Total Project Amount
1. Personnel				
<i>1.1 Program Director, John Doe</i>	<i>Annual salary (\$164,890) x Level of Effort (10%)</i>	<i>\$16,489</i>		
<i>1.2 Project Coordinator, TBD</i>	<i>Annual salary (\$46,276) x Level of Effort (100%)</i>	<i>\$46,276</i>		
<i>1.3 Clerical Support, Jill Smith</i>	<i>Annual salary (\$1,338) x Level of Effort (100%)</i>		<i>\$1,338</i>	
1. Personnel Subtotal		<i>\$62,765</i>	<i>\$1,338</i>	<i>\$64,103</i>
2. Fringe Benefits				
<i>2.1 FICA</i>	<i>Total wages (\$62,765) x Rate (7.65%)</i>	<i>\$4,802</i>		
<i>2.2 Workers Compensation</i>	<i>Total wages (\$62,765) x Rate (2.50%)</i>	<i>\$1,569</i>		
<i>2.3 Health Benefits</i>	<i>Total wages (\$62,765) x Rate (2.50%)</i>	<i>\$1,569</i>		
<i>2.4 Insurance</i>	<i>Total wages (\$62,765) x Rate (10.50%)</i>		<i>\$6,590</i>	
2. Fringe Benefits Subtotal		<i>\$7,940</i>	<i>\$6,590</i>	<i>\$14,530</i>
3. Travel				
<i>3.1 Airfare</i>	<i>Origin: Egypt, Algeria, Tunisia, Morocco, Yemen, and/or Oman; Destination: Amman, Jordan, 20 participants x \$500 per participant</i>	<i>\$10,000</i>		
<i>3.2 Lodging</i>	<i>Amman, Jordan: 20 participants x 3 days x \$183 per participant per day</i>	<i>\$10,980</i>		
<i>3.3 Meals and</i>	<i>Amman, Jordan: 20 participants x 3 days x \$127 per participant</i>	<i>\$7,620</i>		

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<i>Incidentals</i>	<i>per day</i>			
3.4 Local Travel	Amman, Jordan: 20 participants x 3 days x \$25 per participant per day	\$1,500		
3.5 Airfare	Origin: Algeria, Tunisia, Morocco, Jordan, and/or Qatar; Destination: Cairo, Egypt, 20 participants x \$500 per participant		\$10,000	
3.6 Lodging	Cairo, Egypt: 20 participants x 3 days x \$175 per participant per day		\$10,500	
3.7 Meals and Incidentals	Cairo, Egypt: 20 participants x 3 days x \$267 per participant per day		\$16,020	
3.8 Local Travel	Cairo, Egypt: 20 participants x 3 days x \$25 per participant per day		\$1,500	
3. Travel Subtotal		\$30,100	\$38,020	\$68,120
4. Equipment (more than \$5000/unit)				
4.1 None				
4. Equipment Subtotal		\$0	\$0	\$0
5. Supplies				
5.1 General Office Supplies	\$50 per month x 12 months	\$600		
5.2 Laptop	\$900 per unit x 1 unit	\$900		
5.3 Fax	\$300 per unit x 1 unit		\$300	
5.4 Postage	\$37 per month x 12 months		\$444	
5. Supplies Subtotal		\$1,500	\$744	\$2,244
6. Contractual				
<i>Consultants</i>				
6.1 Jane Smith/Leadership Training Expert	\$350 per day x 24 days	\$4,200	\$4,200	
6.2 Jane Smith travel from Washington, DC to Amman, Jordan for	\$1,200 per trip x 1 trip	\$1,200		

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<i>training conference</i>				
6.3 TBD/Monitoring and Evaluation Expert	\$275 per day x 24 days	\$3,300	\$3,300	
6.4 Monitoring and Evaluation Expert travel from Washington, DC to Amman, Jordan	\$1,200 per trip x 1 trip	\$1,200		
Contracts				
6.7 Sub-Award to Jordanian NGO (budget and terms TBD)	\$10,000 sub-award	\$10,000		
6. Contractual Subtotal		\$19,900	\$7,500	\$27,400
7. Construction - Not Allowable				
8. Other Direct Costs				
8.1 Office Telephone	\$100 per month x 12 months	\$1,200		
8.2 Amman hotel conference room rental for training	\$800 per day x 3 days	\$2,400		
8.3 DC Office Rent	\$1,000 per month x 12 months		\$12,000	
8. Other Direct Costs Subtotal		\$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	\$0
11. Total Costs (lines 9-10)		\$125,805	\$66,192	\$191,997