U.S. DEPARTMENT OF STATE

MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)
LOCAL GRANTS PROGRAM

Application Instructions

The Middle East Partnership Initiative (MEPI) of the U.S. Department of State is pleased to announce funding is available through the Local Grants program. Please follow all instructions below carefully.

Purpose of Grant: Local Grants are intended for local representatives of civil society, including non-governmental organizations and universities, to undertake democracy and reform projects. Funding is available for projects that increase political openness and democratic processes, create new economic opportunities, enhance access to and quality of education systems, and/or empower women. Local Grants proposals should aim to create or extend the community of reform-minded individuals and groups and should meet one or more of the following MEPI priorities:

1. Supporting local civil society, non-governmental organizations (NGOs), women's groups, and professional associations at the grassroots level that are committed to building democracies and undertaking reform and can be expected to play a role of growing importance and influence in the future.
2. Encouraging programs for youth, ages 12-17, and particularly those that provide youth with practical opportunities to experience democracy in action, participate in public service, volunteerism and contribute to improving their local communities.
3. Fostering networks among local NGOs, civil society, governments, and the business community, as an avenue toward promoting democratic reforms.
4. Encouraging women's participation in public life at the local, regional and national levels.
5. Promoting good governance programs that include anti-corruption and transparency components.
6. Promoting the rule of law and legal reforms including legal rights education and professional legal education.
7. Promoting public awareness and involvement in current political issues, including voter education, and building advocacy skills among individuals and groups.

Size of Awards: Local Grants usually range in size from $25,000 to $75,000, though there is flexibility for grants outside this range.

Length of Grant: Local Grants projects generally must be completed in one year or less.

Application Process: **The Embassy is currently accepting Local Grant applications.** **Please submit your proposal to the U.S. Embassy in your country,** using the attached application. Applications are accepted in English or Arabic, but final grant agreements will be concluded in English. We look forward to receiving creative proposals to address the areas of interest outlined above. For a list of previously funded MEPI Local Grant Projects visit www.abudhabi.mepi.state.gov or www.medregion.mepi.state.gov.

Allowable Expenses:

Activities that are typically funded include, but are not limited to:

1. Community service projects that practice democratic processes and encourage volunteerism;
2. Public education projects/ Public meetings or seminars;
3. Task forces that will subsequently recommend a specific plan of action; and,
4. Workshops and meetings of a practical and professional nature, which are an integral part of a larger project and contribute to overall project goals.

Activities that may not be funded:

1. Social welfare projects;
2. Organizational start-up costs;
3. Ongoing operating costs or capital improvements;
4. Buying furniture and office decorations;
5. Buying vehicles;
6. Setting up a center unless part of a broader project;
7. Paying to complete activities begun with other funds;
8. Projects that contain the appearance of partisanship/support to individual or single party electoral campaigns;
9. Academic or analytical research (if not part of a larger project);
10. Scholarships;
11. International travel, unless specifically justified within the project.
12. Citizen exchange programs with foreign countries;
13. One-of-a kind events such as conferences and round tables (if not part of a larger project);
14. Medical and psychological research, and clinical studies;
15. Provision of health care services;
16. Projects of a commercial or profit-making nature;
17. Cultural presentations, cultural research, cultural clubs, and festivals etc.;
18. Language training courses;
19. Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours); and,
20. Political party activities.

LOCAL GRANT APPLICATION

U.S. DEPARTMENT OF STATE
MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)

Title of Project:

Applicant/Primary Implementing Organization:

Address:

City: **Zip:** **Country:**
Telephone(s):
Fax:
Email(s):

Primary Point of Contact:

Name:
Title
Phone:

Local Partner Organization 1 *(if any)***:**

Name:
Phone:

Local Partner Organization 2 *(if any)***:**

Name:
Phone:

Amount of Award Requested:

$_____ USD

Period of Project: **___ Months**
Preferred start date: ___ ___/___ ___/___ ___

MEPI Program Elements Supported: (*check all that apply)*

- Constitutions, Laws, and Legal Systems ☐
- Judicial Independence ☐
- Justice System ☐
- Human Rights ☐
- Legislative Function and Processes ☐
- Local Government and Decentralization ☐
- Anti-Corruption Reforms ☐
- Elections and Political Processes ☐
- Political Parties ☐
- Civic Participation ☐
- Media Freedom and Freedom of Information ☐
- Basic Education ☐
- Higher Education ☐
- Trade and Investment Enabling Environment ☐
- Trade and Investment Capacity ☐
- Financial Sector Enabling Environment ☐
- Financial Sector Capacity ☐
- Business Enabling Environment ☐
- Private Sector Capacity ☐
- Workforce Development ☐

ACKNOWLEDGEMENT & PUBLICITY AGREEMENT

I affirm that the information provided in this application is true and correct and that intentional misrepresentation on this form is grounds for denial of a grant. I further affirm that my organization is qualified to receive an award under applicable laws and regulations. My organization understands that submission of a Local Grant application in no way guarantees awarding of a grant, and we will accept the final decision of the U.S. Embassy Local Grants Committee & MEPI. We further understand that funds awarded under the Local Grants program are provided through MEPI by the people of the United States of America and agree to allow appropriate publicity of this fact.

Accept: ☐Yes. ***A signed original must follow this electronic form if a grant is awarded.***

Signature	**Name & Title**	**Date**

1. Brief Summary: Please supply a clear summary (2-3 sentences) of your project.

2. State the problem, and describe how this project will address the problem.

3. State how this project is related to the MEPI program elements listed on page one of the application instructions.

4. What are the intended results/objectives of the project? *(A good project should have 1-2 objectives. If possible, for each of the intended results/objectives, please describe how you intend to measure these results/objectives.)*

5. List the name of the person who will conduct the activities. Please attach a copy of its CV or resume.

6. Describe how you plan to publicize the work and to incorporate MEPI into this publicity.

7. Schedule of Activities. ***(****For each of the intended results/objectives listed in #4, describe the major activities using the table below.)*

Objective #1:	
Activity Number	**Description of the Activity**
1.	
2.	
3.	
4.	
5.	
6.	

Objective #2:	
Activity Number	**Description of the Activity**
1.	
2.	
3.	
4.	
5.	
6.	

8. Please describe your organization. State what type of group it is, when it was established, the size of membership, the mission of the organization, and its source of funding. Describe its status under applicable law. Also include the name of any local partner organizations that will participate in this project and describe their role.

9. Please list the names of the officials responsible for this project and its financial administration, and attach a CV for each person listed. Do the same for each local partner organization.

10. Should you be awarded a MEPI local grant, U.S. government regulations require a listing and description of your grant in the federal Grants Database Management System (GDMS). This grants database is publicly accessible on the Internet at http://www.usaspending.gov. If you do not wish your organization to be identified in this database, please explain why.

11. Has your organization received or is expected to receive financial assistance from other donors? If so please name any donors, their contact information, the amount of financial assistance received and briefly describe funded projects.

12. Please provide a complete, line-by-line budget, using the example below as a guide. Budget items should be linked to the narrative and conform to the major categories in bold below. (The details provided in italics here are only examples)

Budget Categories	Detailed Description	Amount
1. Personnel		
1.1 Position, Name	*e.g. Salary in $ per month x number of months x % of work time to be dedicated to this project*	
1.2 Position, Name	*e.g. Fees in $ per hour x number of hours per events x number of events*	
…	*…*	
2. Fringe Benefits		
2.1 Position, Name	*% of fringe benefits based on the salary above*	
2.2 Position, Name	*Any regular benefit expenses related to the personnel fees above*	
…		
3. Travel		
3.1 Airfare	*Ticket price in $ per person per trip x number of people x number of trips*	
3.2 Visa	*Number of persons*	
…		
4. Equipment (Equipment costing more than $5,000 per unit is not allowable under local grants program)		
5. Supplies		
5.1 Office Consumables	*Price in $ per unit x number of units needed per month x number of months average monthly expense*	
5.2 Program Supplies	*$ per unit x number of participants*	
5.3 Equipment	*Specify costs (Must be less than $5000 per unit)*	
6. Contractual		
6.1 Sub-Award	*Amount per sub-award in $ x number of sub-awards*	
6.2 Consultation	*Fees in $ per day x number of days*	
…		
7. Construction (not allowable under local grants program)		
8. Other Direct Costs		
8.1 Conference room rental	*Amount in $ per hour x number of hours per day x number of days*	
8.2 Bank Fees	*Amount in $ per month x number of months*	
…		
9. Total Direct Costs (lines 1-8)		
10. Indirect Costs* (reflect provisional, pre-determined rate and allocation base)	**Only applicable if based on an official USG-negotiated cost rate (NICRA).**	
11. Total Project Costs (lines 9-10)		
12. Cost-Sharing	**Line 11 x % of contribution of the organization or other sources.**	

Notes:

- Budget should be presented in U.S. dollars, rounded to the nearest dollar.
- Funding should not duplicate on-going activities.
- MEPI encourages applicants to seek funding from other donors and to offer some type of **cost sharing** (volunteer time, space, equipment etc.)
- MEPI funds should not be used for **food or entertainment expenses**. However, if coffee breaks or working lunches for seminar/conference participants are an **integral** part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited. Cost-sharing of this type of expense is strongly encouraged. Meals may not include charges for alcoholic beverages.
- Services/Consultants – Professional services should not exceed local rates or $500/day, whichever is lower.
- Compensation in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in this project. Compensation levels should be no higher than other local salaries (where appropriate), and should include all taxes.
- If requested, for purchases or contracts over $2,500, three estimates from potential vendors should be provided. Purchases should be well justified in the appropriate section above.
- **Entertainment costs** (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses.
- Anticipated travel costs (local and international) should be itemized.
- **Travel costs** should not be for First or Business Class airfare and must be in compliance with US Government Travel Regulations.
- The use of **"miscellaneous expenses"** or any similar term as a budget item is unacceptable.
- If the applicant does not have a standard U.S.G. indirect cost rate in effect, normal overhead costs such as rent, utilities, etcetera, may be included as "Other Direct Costs" with appropriate and proportionate justification.
- All contractual costs are subject to prior approval from the Grants Officer.

End of Application — Thank you.