

**Bureau for Near Eastern Affairs (NEA)  
Office of Middle East Partnership Initiative (NEA/PI)**

**Funding Opportunity Title:** Youth Entrepreneurship in the Middle East and North Africa Program Announcement

**Announcement Type:** Full Application

**Funding Opportunity Number:** NEAPI-09-CA-020-MENA-021610

**Funding Competition Title:** Youth Entrepreneurship Projects

**Funding Competition ID:** Youth - Full

**CFDA Number:** 19.500

**Date Opened:** February 16, 2010

**Due Date for Full Applications:** 23:59:59 eastern standard time (EST) on Monday, March 15, 2010.

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### **Invited Full Application Submission Guidance**

Full application materials must be submitted online via [www.grants.gov](http://www.grants.gov). If your organization is not already registered with Grants.gov, you will need to do so immediately. Grants.gov requires a registration period of at least 10 days.

#### **Federal Assistance Application (Standard Forms 424)**

Applicants are required to submit three SF-424 forms (SF-424, SF-424a, SF-424b). These forms are available for download at [www.grants.gov](http://www.grants.gov). Guidance on completing the SF-424 form can be found by going to [www.mepi.state.gov](http://www.mepi.state.gov), and clicking on Funding & Project Opportunities.

#### **NEA/PI Cover Sheet (Executive Summary)**

Provide a summary of the project description (no more than one page) with reference to the amount and duration of the funding request. The format can be found attached to this announcement, or by going to [www.mepi.state.gov](http://www.mepi.state.gov) and clicking on Funding & Project Opportunities.

#### **Proposal Narrative:**

The full application narrative, including appendices, should not exceed 15 pages. Each page should be numbered sequentially, and should be in Times New Roman font, size 12, single-line spacing. In the narrative, applications outline a plan of action which describes the scope and detail of how the proposed work will be accomplished. Identify in which countries the activities will take place and with what target audiences. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work and state reasons for taking the proposed approach rather than others.

Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. List those organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, documentation of professional accreditation or of experience in the program area, and other pertinent information.

Include written agreements between grantees and sub-grantees or subcontractors or other cooperating entities. These agreements must detail scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

#### **Budget and Budget Justification/Narrative**

The budget and justification should not exceed 10 pages, and each page should be numbered sequentially. NEA/PI prefers that budgets and justifications be submitted in MS-Excel or MS-Word. We anticipate receiving a line item MS-Excel spreadsheet including notes, or accompanied by a MS-Word narrative. Additional guidance on preparing a budget can be found attached to this announcement, or by going to [www.mepi.state.gov](http://www.mepi.state.gov) and clicking on Funding & Project Opportunities.

#### **Full-Application Review and Selection Process**

Each full application submitted under this announcement will be evaluated and rated on the basis of the following evaluation criteria on a 100-point scale. The criteria under which the applications will be evaluated can be found in the original Youth Entrepreneurship Request for Applications. The criteria are designed to assess the quality of the proposed project, are closely related, and are considered as a whole in judging the overall quality of an application. Full-applications will be reviewed on the basis of their coherence and clarity. Points are awarded only to applications that are deemed responsive within the context of this program announcement.