

**U.S. Department of State
Bureau of Near Eastern Affairs**

Office of the Middle East Partnership Initiative
Catalog of Federal Domestic Assistance (CFDA) Number: **19.500**

Establishing Student Councils – Phase III

Opportunity Number: NEAPI-11-AW-032-MENA-021811

Competition ID: Student Councils

Announcement Type: New

Key Information:

Application Deadline:	23:59:59 ET on March 11, 2011
Federal Agency Contact	Jessica Baker Nea-grants@state.gov 202-776-8524
Date Opened	February 18, 2011
Electronic Link for Full Announcement (MEPI Website):	Mepi.state.gov

Funding Opportunity Synopsis:

Project Synopsis:

The Office of the Middle East Partnership Initiative (MEPI), located in the U.S. Department of State's Bureau of Near Eastern Affairs, announces an open competition for applications with the capacity to replicate an existing model for high school-based student councils in Yemen. Given the important role parent councils play in school administration, the project will support the creation of parent councils in schools without them and strengthen existing parent councils. The selected applicant will work side-by-side in a non-financial partnership with an existing grantee for implementation of a national expansion of the project, *Establishing Student Councils*, which has been under implementation since 2007. The selected applicant will expand the project to a critical mass of schools in the following governorates: Hadhramout, Sayoun, Al-Mahrah, Al-Baidha, Abyan, Lahj, Aden, Al-Dhaleh, Dhamar, Rayma, Al-Mahwit, Hajjah, Sa'adah, and Al-Jawf. Security concerns have prevented the projects expansion to Sa'adah, and Al-Jawf. Special consideration will be given to applicants who demonstrate the ability to expand the project to these governorates.

This project gives students practical experience with the principles of transparency, democracy, civic responsibility, and political participation. The project, *Establishing Student Councils*, exposes students to democratic approaches and principles of participation, respect for diversity, tolerance, and political processes.

Funding Mechanism Type:	Cooperative Agreement
Estimated Number of Awards:	One
Estimated Total Program Funding:	\$900,000
Estimated Award Ceiling:	\$900,000
Cost-Sharing or Matching:	Applications with cost-sharing/matching are preferred
Length of Project Period:	Two Years

Eligible Applicants: Eligible applicants include any registered U.S. or foreign non-profit organization; non-governmental organization; private institution; and institutions of higher education. All applicants, except local Yemeni organizations, must currently be registered as a foreign organization with Yemen's Ministry of Planning and International Cooperation (MOPIC). Without this registration foreign organizations cannot operate legally in Yemen.

Background Information about MEPI:

The Middle East Partnership Initiative (MEPI), located within the Bureau of Near Eastern Affairs at the U.S. Department of State, is a unique program designed to engage directly with and invest in the peoples of the Middle East and North Africa (MENA). MEPI works to create vibrant partnerships with citizens to foster the development of pluralistic, participatory, and prosperous societies throughout the MENA region. To do this, MEPI partners with local, regional, and international non-governmental organizations, the private sector, academic institutions, and governments.

Through its Washington headquarters and Regional Offices in Abu Dhabi and Tunis, MEPI has contributed over \$580 million to more than 680 projects in 18 countries and territories since its establishment in 2002. More information about MEPI can be found at: www.mepi.state.gov.

Table of Contents

I. FUNDING OPPORTUNITY DESCRIPTION	- 4 -
II. AWARD INFORMATION	- 8 -
III. ELIGIBILITY INFORMATION	- 8 -
A. ELIGIBILITY REQUIREMENTS	- 8 -
A.1 Grants.gov	- 8 -
A.2 Types of Applicants	- 9 -
A.3 Registration as a Foreign Organization in Yemen	- 9 -
A.4 Dun and Bradstreet Data Universal Number System	- 9 -
A.5 Central Contractor Registration	- 9 -
B. ADDITIONAL ELIGIBILITY CONSIDERATIONS	- 10 -
B.1 Cost-Sharing or Matching	- 10 -
B.2 Sub-Awards	- 10 -
IV. APPLICATION AND SUBMISSION INFORMATION	- 10 -
A. SUBMITTING AN APPLICATION	- 10 -
A.1 Download the Application Package from Grants.gov	- 10 -
A.2 Application Documents	- 11 -
A.3 Application Formatting Requirements	- 12 -
A.4 Submitting an Application	- 13 -
B. SUBMISSION DATES AND TIMES	- 13 -
C. RESTRICTIONS	- 14 -
V. APPLICATION REVIEW AND SELECTION PROCESS	- 14 -
A. APPLICATION EVALUATION CRITERIA	- 14 -
B. REVIEW AND SELECTION PROCESS	- 15 -
VI. ADMINISTRATION INFORMATION	- 15 -
A. AWARD NOTICES	- 15 -
VII. AGENCY CONTACTS	- 16 -
APPENDICES (ENCLOSED WITH RFA)	
APPENDIX 1—Ministerial Resolution No. 421	
APPENDIX 2—MEPI Application Cover Sheet	
APPENDIX 3—Budget Narrative Sample Template	
APPENDIX 4—Applicant Organization Information	
APPENDIX 5—Preparing an Application for Funding	
APPENDIX 6—Pre-submission Checklist	

I. FUNDING OPPORTUNITY DESCRIPTION

The Office of the Middle East Partnership Initiative (MEPI), located in the U.S. Department of State's Bureau of Near Eastern Affairs, announces an open competition for applications to partner with an existing grantee to complete Phase III of a national project, *Establishing Student Councils*, in Yemen. This final phase of the project involves full adoption of the student councils model by Yemeni education officials at both the local and national levels and the establishment of new councils in the remaining governorates.

This project reinforces civic education by giving students practical experience with the principles of transparency, democracy, civic responsibility, and political participation. The project, *Establishing Student Councils*, exposes students to democratic approaches and principles of participation, respect for diversity, tolerance, and political processes.

The successful applicant must show capacity to replicate an existing model for high school-based student councils currently underway in Yemen. Given the important role parent councils play in school administration, the selected applicant will also support the creation of parent councils in schools without them and strengthen existing parent councils. The selected applicant must work side-by-side in a non-financial partnership with the existing grantee, the Academy for Educational Development (AED), for implementation of a national expansion of the project, *Establishing Student Councils*, which has been under implementation since 2007. The selected applicant will expand the project to a critical mass of schools in each of the following governorates: Sayoun, Hadhramout, Al-Mahrah, Al-Baidha, Abyan, Lahj, Aden, Al-Dhaleh, Dhamar, Rayma, Al-Mahwit, Hajjah. As phase III implementation has begun, AED is currently establishing student and parent councils in ten schools within one district of the governorate of Aden. The selected applicant will target additional districts in the governorate of Aden. At this time security concerns have prevented the projects expansion to Sa'adah, and Al-Jawf. Special consideration will be given to applicants who demonstrate the ability to expand the project to these governorates.

History

The project *Establishing Student Council* is a four-year initiative (August 2007 - November 2011) funded by MEPI through a grant to AED. The project was launched to facilitate the establishment of student and parent councils in 214 Yemeni schools across eight Governorates, including in Sana'a, Ma'rib, Shabwah, Amran, Al-Hodeida, Taiz, Ibb and Aden. The project operates in partnership with Yemen's Ministry of Education and reflects the Government of Yemen's approach to promoting the values of democracy, tolerance, and volunteerism by developing young peoples' talents and capabilities through their participation in student councils.

In particular, the Project is guided by the *Regulating Bylaw of the Student Councils* issued by the Ministry of Education (MoE), with assistance of the *Establishing Student Councils* project, on October 6, 2008 (Ministerial Resolution No. 421 – appendix 1), which outlines the principles, objectives, and procedures of student council formation. Following the passage of the Regulating Bylaw the MOE requested the project's assistance to institutionalize the student council project

as the MOE's ability to implement the project without capacity building and technical assistance would be low. The Project also provides technical support to student councils through the provision of field visits to schools and training workshops for student council members, education officials, administrators and parent council members.

The key objectives of the student councils initiative, as outlined in the Bylaw, is to expose students to democratic approaches and principles of participation, respect diversity and differing viewpoints, and amplify community and individual voices. To support these objectives, the Bylaw sets forth the procedures by which council leaders are selected via annual democratic elections. In the process, students gain experience in conducting open and transparent elections, and speaking in public. In addition, the student and parent councils' initiative seeks to instill the value of volunteerism and civic responsibility among Yemeni parents and students through the promotion of community service and other charitable works, as well as through constructive debate and dialogue.

During Phase I of the project (August 2007 – December 2009), student councils were established in 102 target schools in the governorates of Ma'rib, Amran, Shabwa, and Sana'a. Under Phase II (January 2010 – August 2010), the project expanded its activities to an additional 102 schools in the governorates of al-Hodeida, Taiz and Ibb. At the request of the MoE, the project also included awareness workshops in the governorates of Al-Mukalla, Aden, Dhamar, Hadramout and Hajja, which provided information about the student and parent council initiative to those governorate- and district-level education officials and school administrators.

Key Project Accomplishments So Far:

- Exposed 99,231 Yemeni students to the principles of transparency, democracy, civic responsibility, and political participation.
- Trained 2,645 student council members in council formation, action planning, leadership development and communication;
- Provided technical assistance to the MoE in drafting the Regulating Bylaw on Student Councils, issued in October 2008;
- Facilitated the establishment of student councils in 214 Yemeni schools across eight governorates, including Taiz, Ibb, Hodeida, Sana'a, Shabwah, Ma'rib, Amran and Aden;
- Distributed 16,000 copies of the Regulating Bylaw on student councils to schools in all of Yemen's governorates;
- Conducted training workshops on the student councils initiative for 2005 ministry-, governorate-, and district-level education officials;
- Published a student council training manual that walks students and teachers through the procedures of establishing student councils and initiating student council activities in accordance to the Regulating Bylaw on student councils.
- Trained over 400 members of existing parent councils on the student council initiative and established parents councils where they did not already exist.

Yemen's MoE has requested that MEPI continue to assist in fulfilling its mission as stated in the Student Councils' Bylaw – to establish student councils nation-wide – and to ensure the project's sustainability. The project *Establishing Student Councils*, implemented by AED, will end

November 1, 2011. Currently, AED is in the process of implementing a portion of *Establishing Student Councils – Phase III*. The final phase of this project will serve to support both the sustainable transfer of the project to the MoE as well the expansion of the student council network across the nation, a task that will be assumed by the successful applicant to this announcement.

AED's Current Phase III Activities

This phase of the project represents full adoption of the program by Yemeni education officials at both the local and national levels and the development of student council ambassadors to assist in spreading awareness of the program to all of Yemen's governorates through a peer training model. Importantly, this phase of the project will serve to support both the sustainable transfer of the project to the MoE as well the expansion of the student council network across the nation, a task that will be assumed by the successful applicant to this announcement.

AED's grant under the *Establishing Student Councils* project began in 2007 and will end November 1, 2011. Currently, AED is in the process of implementing a portion of *Establishing Student Councils – Phase III*. This phase includes the following activities:

- A targeted campaign to institutionalize the project within the MoE through a rigorous training of trainers (ToT) program directed at central-, governorate-, and district – level officials, as well as through the identification and training of a student councils Coordinator within the MoE to eventually assume management of the program;
- The establishment of an active *Student Council Ambassadors Program* in the eight current target governorates – Taiz, Ibb, Hodeida, Aden, Ma'rib, Amran, Shabwa, and Sana'a through which current student and parent council leaders and faculty coordinators will be trained as peer trainers ("program ambassadors") to increase the sustainability of the program and to help spread awareness of the student councils initiative and lay the foundation for expanding the project to Yemen's 13 remaining governorates and to additional districts in the governorate of Aden.

Activities to be performed by Successful Applicant to this Announcement

Given that there will be up to several months of overlap between the start-up of project activities under this award and the completion of AED's grant, the successful applicant of this grant will be expected to work with AED to:

- Initiate a meeting, upon receipt of the award, with AED project staff in Washington, DC as well as in Sanaa, Yemen to receive an overview of the project, key project accomplishments and current activities. In this meeting, the successful applicant will work with AED to outline a partnership plan to ensure the seamless transition of the project after AED's grant expires.
- Work closely with AED's field team in Sanaa, Yemen to learn about the project's best practices in student council establishment and project implementation. The successful applicant will initiate a briefing in Sanaa, Yemen on the project's training materials, including the *Regulating Bylaw on Student Councils*, the *Student Councils Manual*, and the *Student Councils Training Manual*.

- Replicate an existing model for high school-based student and parent councils currently underway in Yemen while working side-by-side in a non-financial partnership with AED for Phase III completion of this nation-wide project.
- Implement this project in accordance with Appendix 1, Regulating Bylaw of the Student Councils issued by the Ministry of Education on October 6, 2008 (Ministerial Resolution No. 421), which outlines the principles, objectives, and procedures of student council formation.
- Provide technical support to student councils through the provision of field visits to schools and training workshops for student council members, education officials, administrators and parent councils.
- Observe a select number of AED-led student council and parent council trainings. This will help familiarize the new implementing organization with the project's established training methodology.
- Partner with AED in conducting a select number of student council awareness workshops in the governorates targeted in the Scope of Work of this RFA, as a means of introducing the new implementing organization to schools and education officials in the 13 new target governorates, as well as to further familiarize the successful applicant with the program.
- Establish ten model student councils in each of the remaining governorates: Sayoun, Hadhramout, Al-Mahrah, Al-Baidha, Abyan, Lahj, Aden, Al-Dhaleh, Dhamar, Rayma, Al-Mahwit, Hajjah. Security concerns have prevented the projects expansion Sa'adah, and Al-Jawf. Special consideration will be given to applicants who demonstrate the ability to expand the project to these governorates.
- Expand parent councils in the same area of newly established student councils: Sayoun, Hadhramout, Al-Mahrah, Al-Baidha, Abyan, Lahj, Aden, Al-Dhaleh, Dhamar, Rayma, Al-Mahwit, Hajjah. Security concerns have prevented the projects expansion to Sa'adah, and Al-Jawf. Special consideration will be given to applicants who demonstrate the ability to expand the project to these governorates.

Preparing a Successful Application

NOTE: Applicants are prohibited from contacting AED to discuss this RFA or preparing an application. The grantee will meet with AED and MEPI to discuss this project after an award is made.

Applicants to the announcement must demonstrate in their project narrative the ability to implement the activities outlined above. Further, applicants should demonstrate in their project narrative, organizational capacity and specify the following:

- Describe your experience in implementing civic education programming.
- Describe your experience in implementing school-based programs.
- Describe your experience partnering with both public and private sector actors.
- Describe your experience partnering with local Yemeni organizations or experienced reliable local Yemeni staff.
- Describe your experience in measuring results against key indicators and providing milestones to indicate progress toward set goals and objectives.

II. AWARD INFORMATION

Funding Mechanism Type:	Cooperative Agreement
Estimated Number of Awards:	One
Estimated Total Program Funding:	\$900,000
Estimated Award Ceiling:	\$900,000
Estimated Award Floor:	\$900,000
Cost-Sharing or Matching:	Applications with cost-sharing/matching are preferred
Length of Project Period:	Two Years

Approximately \$900,000 in FY 2010 Economic Support Funds for one grant will be awarded through this RFA. If selected to receive a grant, applicants will be awarded funds for two years. Grants funded under these awards, beyond the initial budget period, will be contingent upon the availability of funds; grantee's progress in meeting grant requirements, including timely submission of required reports, and compliance with all terms and conditions of the award; timely submission of a request for additional funding; and a determination that continued funding would be in the best interest of the Department of State.

The Office of the Middle East Partnership Initiative reserves the right to award funding to applicants under this RFA for a period of up to three years after the announcement's close date.

III. ELIGIBILITY INFORMATION

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

NOTE: Applications that do not demonstrate that they meet all of the eligibility requirements will not advance to the Technical Review stage. Nothing can be added to an application once it has been submitted.

A. ELIGIBILITY REQUIREMENTS

A.1 *Grants.gov*

The Office of the Middle East Partnership Initiative requires that all applications for funding be submitted through Grants.gov. In order to apply, your organization must complete the Grants.gov registration process. To register, please go to www.grants.gov and click on "Get Registered."

The registration process can take 10 business days or longer, even if all the registration steps are completed in a timely manner. Registration is a five-step process: 1) obtain a DUNS number; 2)

register with Central Contracting Registration (CCR); 3) create a profile, including username and password; 4) obtain Authorized Organization Representative (AOR) authorization; and 5) track AOR status.

Attention Foreign Organizations: Additional guidance on registering with Grants.gov can be found at MEPI's website (www.mepi.state.gov). You can also contact MEPI at nea-grants@state.gov to request this guidance.

A.2 Types of Applicants

The Middle East Partnership Initiative is committed to anti-discrimination policy in all its programs and activities. MEPI welcomes proposals irrespective of applicants' race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We invited applications from organizations working with minority, disenfranchised, and lesser-served communities, including women, disabled people, and youth.

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

A.3 Registration as a Foreign Organization in Yemen

Applicants must currently be registered as a foreign organization with Yemen's Ministry of Planning and International Cooperation (MOPIC). Without this registration foreign organizations cannot operate legally in Yemen. This should be a separate document, included as an attachment with your submission. This document can be in Arabic

A.4 Dun and Bradstreet Data Universal Number System

Obtaining a Data Universal Number System (DUNS) number is the first step required by organizations to register with the Grants.gov system. The Data Universal Number System (DUNS) is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Applicants must provide a DUNS number to apply to this funding opportunity. If your organization does not already have a DUNS number, please begin this process immediately. This process normally takes one business day. A DUNS number may be acquired at no cost on-line at: fedgov.dnb.com or via telephone at: 1-866-705-5711.

A.5 Central Contractor Registration

Obtaining Central Contractor Registration (CCR) is the second step required by organizations to register with the Grants.gov system. The CCR is the Federal repository in which an applicant must provide information required for the conduct of business as an award recipient. CCR registration expires each year and must be updated annually.

Applicants must be registered with the CCR to apply to this funding opportunity. Further, applicants must maintain an active CCR registration, with current information, while their application is under consideration for funding. If your organization is not already registered please begin this process immediately. This process can take three to five business days or up to two weeks. Registration procedures may be found at www.ccr.gov.

B. ADDITIONAL ELIGIBILITY CONSIDERATIONS

B.1 Cost-Sharing or Matching

Applicants are strongly encouraged to provide cost-sharing (or matching) from additional sources in support of this project. Applications should explain clearly other likely sources of funding and how the funds will be used. If these resources are not proposed, applicants should explain why not. Cost-sharing or matching will be among one of the elements on which proposals are evaluated.

B.2 Sub-Awards

Applicants may propose sub-awards within their application submission. A sub-award is defined as an award provided to a third-party individual or organization for the performance of certain programmatic work. All sub-awardees who will receive funds of \$25,000 or more are required to have a DUNS number and maintain an active CCR registration with current information. For information on obtaining a DUNS number and registering with CCR please see Sections A.4 and Section A.5 above.

IV. APPLICATION AND SUBMISSION INFORMATION

A. SUBMITTING AN APPLICATION

A.1 Download the Application Package from Grants.gov

To download the application package, applicants must go to www.grants.gov, and follow the steps below:

1. Select “Apply for Grants” under the “For Applicants” category on the left-hand side of the Grants.gov home page.
2. Select “Download a Grant Application package.”
3. Complete the search engine you wish to use and click “Download Application.”
4. Review the search results, at the bottom of the page, and click the “Download” link next to the correct program announcement or competition title.

NOTE: When downloading the Grant Application Package, applicants must be sure to select and move the following mandatory forms to the “Mandatory Documents for Submission” field displayed on Grants.gov:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424a)
- Project Narrative Attachment Form
- Budget Narrative Attachment Form
- Assurances for Non-Construction Programs (SF-424b)

To include the requested and optional documents outlined in Section A.2 below, applicants should select and move the optional form “Attachments” to the displayed “Optional Documents for Submission” field.

Applicants who wish to disclose any lobbying activities should select and move the optional form “Disclosure for Lobbying Activities (SF-LLL)” to the displayed “Optional Documents for Submission” field for completion.

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

A.2 Application Documents

All applications must include the application components detailed below. Please refer to Section A.3 for additional submissions requirements (e.g., font size, page margins). Failure to submit all of the required documentation described in this RFA will result in the application not being considered for funding.

Required Documents:

1. **Federal Assistance Application Forms (SF-424, SF-424a, and SF424b)**—Applicants must complete all three forms to be considered for funding. Information on how to complete the SF-424 and SF-424a can be found in Appendix 5.
2. **Project Narrative**—The Project Narrative describes the efforts the applicant will undertake to address the priorities and goals of this announcement. It may be no longer than 20 pages. More detailed instructions for preparing the Project Narrative are provided in Appendix 5.
3. **Budget Narrative**—The Budget Narrative provides narrative detail about both the Federal request and the non-Federal match. There is no page limit for this section of your application. A sample template can be found in Appendix 3. **NOTE: Applicants must use the same format as found in the sample.** Additional guidance for preparing the Budget Narrative can be found in Appendix 5.
4. **MEPI Application Coversheet**—The Coversheet provides summary detail about the applicant and their proposal, and **must include a maximum two-page executive summary.** A sample template can be found in Appendix 2. **NOTE: Applicants must use the same format as found in the sample. This should be a separate document, included as an attachment with your submission.**
5. **Applicant Organizational Information**—This document provides details about the type of organization, an organizations structure and policies, and an applicant’s ability to manage Federal funds. A sample template can be found in Appendix 4. **NOTE: Applicants must use the same format as found in the sample.** This should be a separate document, included as an attachment with your submission.

6. **Proof of Registration as a foreign organization in Yemen**— Applicants, except local Yemeni organizations, must provide proof of registration as a foreign organization with Yemen’s Ministry of Planning and International Cooperation (MOPIC). This should be a separate document, included as an attachment with your submission.

Optional Documents:

These documents may not exceed a total of 15 pages, and may be included as separate attachments with your submission. More detailed instructions for preparing attachments are provided in Appendix 4.

1. **Disclosure for Lobbying Activities (SF-LLL)**
2. **Resumes, Biographical Sketch, or Job Descriptions for key personnel and partners.** They may be included within the project narrative or as a separate document included in the appendices portion of your application. **If these items are not included, applicants will be scored lower under *Staff and Position Specifications* review criteria outlined in Part V, Section A—Application Evaluation Criteria.**
3. **Organizational Chart** outlining clear lines of responsibility and authority in the applicant organization.
4. **Letters of Agreement** or Letters of Intent from proposed partners
5. **Pre-Submission Checklist** can be found in Appendix 6. This Checklist ensures that you have accurately documented the eligibility requirements and included all major components of the application.

A.3 Application Formatting Requirements

It is strongly recommended that applicants submit grant applications using Microsoft Office. If applicants do not have access to Microsoft Office products, PDF files may be submitted.

Text legibility: The required font is 12-point, Times New Roman. The application must be single spaced, with all margins (left, right, top, and bottom) of at least one inch each.

Page numbering: Pages should be numbered consecutively **from beginning to end**, so that information can be located easily during review of the application (hand write page numbers if necessary). In addition, applicants are strongly encouraged to include a Table of Contents with their submission. Attachments should be labeled and separated from the Project Narrative and Budget Narrative, and the pages should be numbered to continue the sequence. **Documents containing scanned images must also contain page numbers to continue the sequence.** The Standard Forms 424 (SF-424, SF-424a, and SF-424b), MEPI Application Coversheet, Proof of Registration, and Applicant Organization Information are excluded from the page numbering requirement.

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

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

A.4 Submitting an Application

Applicants may submit one application to this announcement. This announcement has been assigned an application package on Grants.gov. The application package can be found by searching for the appropriate competition ID on page one of the announcement.

Please allow sufficient time for entering your application into Grants.gov. The process of electronic submission through Grants.gov includes multiple e-mails from Grants.gov. When an applicant submits an application, a notice that the application is being processed will be sent and the individual whose e-mail address was entered will receive two e-mails from Grants.gov within 24-48 hours. One e-mail will confirm receipt of the application in Grants.gov, and the other will indicate that the application was either successfully validated by the system (**with a tracking number**) or rejected due to errors. It will also provide instructions that if the named individual did not receive a receipt confirmation **and** a validation confirmation or a rejection e-mail within 48 hours, he/she must contact Grants.gov directly.

It is important to understand that **the application process is not complete until an applicant has received a Grants.gov tracking number.** Receipt of the tracking number is the only indication that Grants.gov has successfully received and validated an application. If an applicant does not receive a Grants.gov tracking number, contact the Grants.gov Contact Center for assistance.

Please note that it is incumbent on applicants to monitor their applications to ensure that they are successfully received and validated by Grants.gov. **If an application is not successfully validated by Grants.gov, it will not be forwarded to MEPI as the receiving institution.**

B. SUBMISSION DATES AND TIMES

Applications are due before 23:59:59 eastern time (ET) on **March 11, 2011. There will be no grace period, and any application not received by the application deadline will not be considered for review.**

Applicants are encouraged to submit their proposals far enough in advance of the deadline so they can alert MEPI (nea-grants@state.gov) of any technical difficulties they might encounter in submission, and obtain and avail themselves of alternative submission procedures prior to the deadline.

Within 30 days of submission, applicants will be notified via email (from nea-grants@state.gov) that their applications have been received. This notification will include an application log number that applicants must use to track their applications.

C. RESTRICTIONS

Applicants are prohibited from contacting AED to discuss this RFA or preparing an application. The grantee will meet with AED and MEPI to discuss this project.

V. APPLICATION REVIEW AND SELECTION PROCESS

A. APPLICATION EVALUATION CRITERIA

Each application submitted under this announcement will be evaluated and rated on the basis of the following evaluation criteria. The criteria are designed to assess the quality of the proposal and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Proposals will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Approach – **Proposals will be evaluated largely on the quality of the project’s content and approach.** The approach will be evaluated in terms of country context, as well as by the criteria laid out in Part 1—Funding Opportunity Description. In the project narrative, the applicant clearly describes how the project will address the requested program area. The applicant provides a detailed strategy for communication and coordination with the current implementer. The proposed strategy presents a realistic plan for routine communication and coordination with AED on the project. (15 points)

Results or Benefits – The applicant must demonstrate that it is able to measure results against key indicators and must provide milestones to indicate progress toward MEPI goals and objectives as described in Part I—Funding Opportunity Description. (15 points)

Organizational Capacity – The organization has expertise and capacity to partner with and engage public and private institutions, organizations, and leaders in Yemen. Where partners are described, the applicant details the rationale for the consortia, each partner’s respective role, and how the coalition will enhance the progress towards achieving MEPI goals in the stated program areas of competency. The organization has expertise in implementing civic education and school-based programming. The organization demonstrates experience in partnering with local Yemeni organizations or experience reliable local Yemeni staff. (25 points)

Staff and Position Specifications – The role and qualification of each key person, whether staff, partner, consultant, or volunteer, is described in a biographical sketch. Job description is provided for each open key position. A biographical sketch outlining required credentials for any positions to be advertised post-award is provided. Each organization’s staffs, including volunteers, are well qualified and their roles within the project are thoroughly described. (25 points)

Budget Narrative - The detailed budget includes the Budget Information—Non-Construction Programs (SF-424a) and a budget narrative (as outlined in Appendix 2). The budget narrative provides details of calculations including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The costs proposed are

reasonable in relation to the proposed activities and anticipated results, and the plan for services is realistic.

The budget narrative documents the necessity, reasonableness, and allocation of all proposed costs. Adequate travel to and within the Middle East and North Africa is proposed. The application documents any efforts to secure other funding sources, including volunteers and cost-sharing. Applicant clearly outlines the sources of non-federal funding and how it will be used. Projects with cost-sharing will receive highest consideration and additional evaluation points—per Part III, Section B.4. Full points are awarded only to proposals that propose the preponderance of the budget be spent in Yemen. (20 points)

B. REVIEW AND SELECTION PROCESS

The Office of the Middle East Partnership Initiative is committed to ensuring a competitive and standardized process for awarding Economic Support Funds grants. Applications will be screened initially by MEPI to determine whether applicants meet all eligibility requirements outlined in Part III, Section A; the required documents outlined in Part IV, Section A.2; and address the priorities outlined in Part I—Funding Opportunity Description. Applications that do not meet these requirements will not advance to the Technical Review stage.

All applications that proceed to Technical Review will be rated on a 100-point scale. Point values for individual elements of the application are presented in Part V, Section A. Technical Reviewers' ratings, and any resulting recommendations, are advisory. All final grant award decisions will be made by the Deputy Assistant Secretary.

The primary decision criterion is the application's final review score average. However, the final award decision will also be influenced by whether the application meets MEPI's programmatic goals and objectives, how it supports the Departments overarching foreign policy priorities, and the geographic distribution of the top-ranking proposals.

VI. ADMINISTRATION INFORMATION

A. AWARD NOTICES

Within 30 days of receipt of the application, MEPI will notify the authorized representative and program point of contact listed on the SF-424 through email (from nea-grants@state.gov) that the application has been received. The correspondence will include an application log number that the applicant must reference when asking questions about their submission. If an applicant submits an application on time and does not receive notification by April 11, 2011, MEPI may be contacted at nea-grants@state.gov for additional information.

By May 11, 2011, if an applicant is under consideration for funding, the authorized representative, project director, and business official will receive a pre-award letter via email (from nea-grants@state.gov), signed by the Office's Deputy Director. The pre-award letter begins the negotiation process for a Financial Assistance Award. A Financial Assistance Award document, sets forth the amount of funds granted; the terms and conditions of the grant, the effective date of the grant; the budget period for which initial support will be given; the non-

Federal share to be provided (if applicable); and the total project period for which support is contemplated. The Financial Assistance Award will be signed by a warranted Department of State Grant Officer and the award package will be transmitted electronically.

By May 12, 2011 the authorized representative and program point of contact listed on the SF-424, for all applicants whose application is not funded, will receive a letter via email (from nea-grants@state.gov), signed by the Office's Deputy Director.

The Office of the Middle East Partnership Initiative reserves the right to award funding to applicants under this RFA for a period of up to three years after the announcement's close date.

VII. AGENCY CONTACTS

For questions regarding this funding opportunity including: completing an application, financial and grants management issues; or technical matters, contact:

Jessica Baker

(202) 776-8524

nea-grants@state.gov

For questions regarding registering with Grants.gov or using Grants.gov to submit an application, contact the Grants.gov Contact Center. The Contact Center is available 24 hours a day, 7 days a week, excluding Federal holidays.

Grants.gov Contact Center

(800) 518-4726

support@Grants.gov



Republic of Yemen

Ministry of Education

Students' School

Councils Bylaw

Table of contents

Introduction by his Excellency the Minister of Education

Chapter I: Terminology, Definitions and Goals

Chapter II: Principles, foundations and pillars

Chapter III: Students' Councils' Structure and tasks

Classrooms councils' structure

Students' school council's structure

Classrooms council's tasks

Student's school council's tasks

Steps of forming the students' councils

Mechanism of students' school Councils

Student's school council nomination's terms

Student's school council's plan

Student's school council's records

Chapter IV: School groups and their tasks

Chapter V: Final General Regulations



***We all should work for the future.. And our future is
our children and youth..***

***Let us prepare this large group to lead change in the
near future.***

***Ali Abdullah Saleh
President of the Republic***

Ministerial Decree No. () for the year 2008
regarding the activation of the
students' councils' Bylaw

Minister of Education:

Having examined the followings:

- 1- The Presidential Decree no. (50), year 2007 regarding the government.
- 2- The Presidential Decree no. (28), year 93 regarding the Ministry's bylaw.
- 3- Education's General Law no. (45), year 92.
- 4- The Ministerial Decree no. (950) year 97 on activating the school bylaws.
- 5- Ministerial Decree no. (801) year 95 on school libraries bylaw, and with regard to the deputy minister's proposal for the education sector, the following was ratified:

Article 1: The Bylaw's regulations shall be valid in the Republic's schools starting from the academic year of 2008/2009.

Article 2: Cancelling any decisions or instructions that controvert the regulations of this Bylaw.

Article 3: These rules will be valid upon issuance, and shall be implemented by all parties involved.

Issued by the Ministry of Education's General Office

Date: / / 1429

 / / 2008

Dr. Abdul Salam Mohammed Aljoufi

Minister of Education

Introduction:

Based on the scope that education is the key to the change and progress sought for nations and people, and its role in public and private lives, the political leadership is convinced that education is substantial, the core and base of the development's process, and to realize the magnitude and extent of the role assigned to educational institutions and attention given to the youth and young generation, His Highness the President/ Ali Abdullah Saleh personally inaugurated the democracy nurturing day on the eighteenth of September 2004, speaking to public schools' students about the importance and need of democracy for stability and development, democracy principles' education, reflecting the democracy behavior when handling public and private issues, and how to express their views to achieve and consolidate belonging and loyalty towards the country and unity.

To reflect this approach, the Ministry of Education launches elections process in the schools beginning of each academic year with the Government's support. The Prime Minister, leadership of the Ministry of Education and the leadership of the local authority represented by Governorates' governors all participated in the inauguration process. The latest step taken was the directing speech delivered by Dr. Ali Mohamed Mujawar- the Prime Minister to the students on Sept. 20, 2007 through the media, emphasizing on the democracy approach applied in our country, and the attention on the democracy values to be raised among the youth. The media shows great interest in this process.

Throughout following this process's activities, we observed rapid development each year, and the need for a systematic framework to assist the educational institutions in implementing the elections' process in schools through organized and thorough procedures as a part of the educational process. The instructions of His Highness/ Ali Abdullah Saleh, President of the Republic - may God protect him - always emphasize on the importance of democracy practices in the community through raising awareness on democracy practices that believe in both opinions and promote educational dialogue, tolerance , abolish violence, race, sect and regional fanaticism in all forms and kinds, this will enhance love among people, and reflect meanings of national unity and social peace, away from practices that lead to create divisions and groups aiming to damage the democracy practice.

The issuance of the students' school councils bylaw with its contents of principles, objectives and procedures reflecting the general orientation of the country in consolidation of democracy principles and values in society is an irreversible option, it will be the legal reference that assists educational institutions in implementing the elections process, it promotes educational values and democracy concepts in schools, avoids educational institutions to pitfalls of using names or practices that do not achieve the educational goals and objectives, enables to make the school environment more lively and attractive for our children and helps to discover and refine their talents and creativity in all areas.

Thanks and appreciation to all who contributed in preparing this bylaw, and I would like to single out the efforts made by the Education Sector Deputy, General Manager of school activities, joint team work of the General Administration of school activities and schools' councils project/ the American Program, in preparing the bylaw and validating it.

We assure the continuously efforts to improve education in our beloved country to meet with the requirements of this era, make education a reflection of the religious, national and democracy principles values, raise awareness among the youth of the objectives, principles and contents of the revolution and Yemen unity through school curricula, and show interest in school and outdoor activities as a natural way to develop noble values.

God is beyond our intends

Dr. Abdul Salam Mohammed Aljoufi
Minister of Education

Chapter I:

Terminology, definitions and goals

Article (1): This Bylaw is called the regulating bylaw of student's school councils.

Article (2): For the purpose of this Bylaw, the following words and phrases have their meanings explained in front of them unless they have other meanings within the context:

The Republic: Republic of Yemen.

The Ministry: Ministry of Education.

Minister: Minister of Education.

Bylaw: Regulations of the students' schools councils.

Student: Students (males/females) of basic and secondary education.

Classroom council: A board formed of students elected by the classes and carries out implementation of tasks that students apply at the class level.

Students' School Council: A board formed of students elected by the classrooms, and carries out implementation of tasks that students apply at the at the school level.

School groups: A group formed of a number of classrooms' students at the school level on a voluntarily basis, where these students have the same interests, wishes and common goals to be achieved through joint team work and under the supervision of the school administration.

Article (3): This Bylaw aims to:

- ❖ Reflect government orientations in establishing democracy and respect of both opinions in the school environment.
- ❖ Reflect the meanings of identity and national loyalty.
- ❖ Encourage classrooms and outdoor activities, make the school attractive and encouraging for students, and develop their talents and discover their abilities.
- ❖ Encourage students' participation in applying democracy practices to discover, use and develop communication skills, and promote the values of cooperation among themselves.
- ❖ Unify the student's council elections procedures in all schools of the republic.
- ❖ Attribute the efforts of the teaching staff and school administration in administrative roles related to classrooms, and maintaining school discipline.

Chapter II: Principles, foundations and pillars

Article (4): Student's school councils are based on the following principles:

- ❖ Democracy and dialogue between students and accepting different opinions without bias or intolerance.
- ❖ Participation of all students' regardless racism, color or belongings.
- ❖ Voluntary work according to wishes and orientation.
- ❖ Cooperation among all students, and predominate the spirit of the group.
- ❖ Justice, equality and equal opportunities among students.

Article (5): Students' councils' work depends on the following foundations and pillars:

- ❖ Allow education to reflect religious, national and democracy values, and raise awareness among youth on the objectives, principles and contents of the Yemeni revolution and unification.
- ❖ Develop spiritual and moral values, establish a national consciousness, raise the values of identity and national belonging and loyalty and deepen the foundations of democracy and the spirit of dialogue.
- ❖ Respect different opinions among students, and work as a team ensuring expressions of point of views within the Islamic law, Constitution, existing laws, traditions and customs that do not conflict with the Shari'a law.
- ❖ Active participation of students' councils' members in the educational process so as to achieve democracy education among students and school.
- ❖ Develop the spirit of cooperation among students, teaching staff and school administration, and teamwork to serve the community.
- ❖ Encourage voluntary work and initiatives to achieve interaction with the surrounding society.
- ❖ Fulfill students' physical, psychological and social needs to attract students to school.
- ❖ Improve students' talents, and develop their abilities and skills for their own and country's benefit.
- ❖ Arrange students' activities (sports, social, scouting, artistic, cultural and environmental activities..Etc) , develop a wider range of participation and encourage the talented students to join.

- ❖ Guide and assist students in discovering and developing their abilities and interests.
- ❖ Train students on self-reliance and responsibility, and develop leadership skills.
- ❖ Achieve balance between the spiritual and aesthetic education on one hand, and between education and cultural knowledge on the other hand.
- ❖ Active contribution in building up the country, and work on its development and prosperity through a series of active practices.
- ❖ Follow-up students' issues, raise their awareness towards their duties, maintain their achievements, and work with the school administration to solve their own problems.
- ❖ Discard violence and extremism in the school environment (students).

Chapter III

Students' Councils' Structure and tasks (classroom council – students' school council)

Article (7): Classroom council:

Classroom Council is formed of (5) students whom are elected among classroom students, chaired by the student who got the most votes, and in case of equality of votes for candidates, the chairman of the council is to be chosen by lot under the supervision of the classroom teacher.

Article (8) Classroom Council is formed of:

- ❖ Chairman of the council
- ❖ The council vice chairman
- ❖ The council's Secretary
- ❖ Activities Officer
- ❖ Treasurer

Article (9): The Council shall carry out the following tasks:

- ❖ Maintain discipline in and outside the classroom.
- ❖ Taking care of the classroom's cleanness, and participate in competitions of decorating the classrooms.
- ❖ Establish a classroom's library and newsletter.
- ❖ Contribute in solving problems that might occur among students.
- ❖ Maintain furniture and contents of the classroom.
- ❖ Arrange for engaging the classroom in school broadcasting programs and all school competitions and contests.
- ❖ Support and assist classroom needy students through voluntary contributions.

Article (10): The classroom main teacher shall supervise and guide the classroom council's activities and responsibilities.

Article (11): Classroom Council will hold meetings under the supervision of the main class teacher at least once a month, the council's minutes of meetings and activities should be registered in a special record designated for this purpose.

Students' School Council:

Article (12): A council (Student's School Council) must be established in every school (Public - Private - National), and must be formed of (7) students enrolled in that school - grades (6-12) and elected by a free and democratic process among the elected members of classrooms' councils.

Article (13): In its first meeting, the council shall elect the followings:

- ❖ The council's chairman
- ❖ Vice-chairman
- ❖ Secretary, responsible for public relations
- ❖ Financial Accountant
- ❖ Cultural and Scientific officer
- ❖ Technical and Social Officer
- ❖ Sports Officer

Article (14): The council shall be chaired by the student who got the most votes, and in case of equality of votes for candidates, the head of the council is to be chosen by lot.

Article (15): The students' school council shall carry out the following tasks:

- ❖ Assist school administration in maintaining school general discipline, and educate students to respect general laws, regulations and school bylaws.
- ❖ Assist in supervising, following-up and helping in improving the students' school councils' activities performance.
- ❖ Coordinate with classroom councils to form school groups in accordance to students' interests under the supervision of the school activities' supervisor.
- ❖ Represent the students at the school administration in presenting their issues and suggestions.
- ❖ Organize the Council's meetings and periodic meetings.
- ❖ Attend the school board and school activities council's meetings, when called by the school administration or the activities' Council.
- ❖ Document the students' school council's plans and activities.
- ❖ Prepare periodic reports of the council's activities.
- ❖ Arrange in preparation and presenting purposeful school broadcasting programs.

- ❖ Assist the school administration in maintaining the cleanness of all school facilities.
- ❖ Assist the school administration in organizing various school activities.
- ❖ Prepare aesthetic and guiding signboards hanged in school corridors.
- ❖ Contribute in solving students' simple problems that may occur during the day in coordination with the social worker. (Such as students' arguments, dropouts from classes and escape from school).
- ❖ Design general plans for the council according to students' interests and suggestions.
- ❖ Prepare the council's plan which will be discussed and approved by the school administration.
- ❖ Assist in managing the school library, and organize books exhibitions and school festivals.
- ❖ Implement projects that serve the environment and community.
- ❖ Attend and participate actively in events, programs, training workshops, council's sessions and evaluation and feedback sessions.
- ❖ Submit the council's proposed budget for the academic year to the school administration for discussion and approval to be adopted in accordance with the potentiality and circumstances of the school.
- ❖ Work on consolidating the relationship with Students' school councils in the same Educational Zone.

Steps of forming the students' councils:

Article (16): The headmaster shall form a committee at the beginning of each academic year under his chairmanship, as well as the school deputy, activities' supervisor and the social worker as members. This committee shall prepare the elections of classrooms councils and the students' school council. This shall take place in the first month of the academic year as described below:

- 1) preparation of an awareness program indicating the importance of students' councils and spread this awareness among students starting from the beginning of the academic year through the school broadcasting program, school brochures and posters introducing the importance, the activities, tasks and objectives of the classrooms councils and the students' council, and the procedure of nominating and polling and their terms.
- 2) Encourage students to nominate themselves for the Students' Council membership at both the classroom and school levels.

- 3) Support parents in encouraging their children to actively participate in students' councils' elections.
- 4) Define concepts of democracy and apply them in the school.
- 5) Provide material and moral support needed for the success of students' councils, and allocate part of the school canteen's profits.
- 6) Provide necessary communications and speeches for the students' council addressed to the various entities that support the councils and community participation.
- 7) Prepare statistic forms for those students wish to nominate themselves according to the nominating terms, and keep these forms in a special file.
- 8) At the end of the awareness Campaign period, the Committee shall carry out the actual steps in forming the students' school councils.

First: At the class level (classroom council):

- 1) Announcement of opening the nomination process for the classroom council membership shall take place in the first week of the academic year.
- 2) Receiving applications, checking them, and make sure of the applicability of the students' nomination terms.
- 3) The Committee shall hand over the nominating forms to the classrooms' teachers for distribution among students with applicable terms for the council membership.
- 4) Notify each candidate within two days after submitting the form whether his/her application was accepted or rejected. The committee shall list the names and photographs of the accepted candidates on the billboard after the deadline of the application process.
- 5) The supervisory committee shall announce the time and place of elections' sessions at the classrooms level.
- 6) The classroom's main teacher shall receive the nomination, polling and sorting procedures forms from the supervisory committee.
- 7) The committee shall hand over the voting cards to the classrooms' main teachers on time, for distribution to students in order to elect their representatives in the classroom council.
- 8) The validity of the elections requires the attendance of at least 50% of students that have the right to vote.
- 9) The names of elected members of the classroom councils along with their photographs shall be announced inside the classrooms and hanged on the billboard of the school's corridor.

- 10) Only the chairman and members of classroom councils have the right to be nominated and to nominate for the students' school elections.

Second: At the school level (the students' school council):

- 1) Announcement of opening the nomination process for students' council membership shall take place in the second half of the first month of the beginning of the academic year.
- 2) The Committee starts receiving and checking the applications of classroom councils' members, and reconcile them with the criteria and terms of the nomination process.
- 3) Announcement of the names of applicants that have been accepted by the committee shall be made through the school broadcasting program, their names and photographs will be listed on the billboard. A timetable shall be set for the ballot.
- 4) The committee shall distribute the ballot cards on time among classroom councils' members in order to elect their representatives in the students' school council.
- 5) The validity of the elections requires the attendance of at least 50% of classroom councils' representatives who have the right to vote.
- 6) Upon completion of the polling process and the closing minutes, the committee shall record the minutes of opening the boxes in the presence of the candidates or their delegates, the committee then shall start to sort and instantly lists the names on the billboard.
- 7) The names of the accepted members for the students' school councils shall be announced on the second day through the school broadcasting program.
- 8) Following the results announcement, appeals are allowed to be submitted the same day.
- 9) Appeals shall be studied, and the committee's decision shall be announced on the second day of submission.
- 10) All procedures starting from the ballot, and ending with the announcement of results shall be done in transparency and in a democracy atmosphere.

Mechanism of students' school Councils:

Article (17): Students' Council shall hold its first meeting upon completion of sorting votes and announcement of the results, and the completion of settling the elections' appeals. The first meeting shall be chaired by the school's headmaster with the presence of the school deputy as a member, and with the attendance of the activities' council.

Article (18): Sessions of the council become legal if half of the members +1 attended the meeting.

Article (19): The chairman shall distribute the tasks and responsibilities among members of the council.

Article (20): The duration of the classroom council and the students' school council is one year starting from the academic year and ending by the end of the academic year.

Article (21): The council's meetings shall be chaired by the chairman of the Students' Council, or by the deputy, in case of their absence for any specific reason, meetings shall be chaired by a suitable person selected by the attendants.

Article (22): The secretary of the Council shall prepare the agenda and asks for holding the meeting, and then follows up the implementation of decisions.

Article (22): Council's decisions shall be valid if issued by the majority of votes of the attending members (Half of the attendants +1). These decisions and activities' plans become valid after being approved by the headmaster.

Article (23): The council shall hold one meeting at least every month unless a need occurs.

Article (24): If the council wants to invite a person or one of the officials from the school or outside the school, arrangement shall be done through the council's public relations officer after presenting to the school administration.

Article (25): Student's proposals and suggestions shall be submitted to the council through the chairman of the classroom's council being the school council's representative in the class.

Article (26): Submit the subjects to the (council's secretariat) for sorting and organizing, prepare the meeting's agenda, and presents it to the chairman sufficient period of time before the meeting.

Article (27): The council's chairman shall submit the meeting's minutes to the school administration for approval according to the council's record system, and for setting the recommendations into effect.

Article (28): the following terms shall be applied on the applicant of the council's membership:

- ❖ Must hold the Yemeni nationality.
- ❖ From the age range (12-18).
- ❖ Known as good ethics and reputation.
- ❖ Hard-working in his class.
- ❖ Active in school.
- ❖ Have never undergone signing any educational sanctions, demission or guardian summoned caused of negligence or absenteeism.
- ❖ Interested in issues concerning the country and society.
- ❖ Interested in voluntary work and assisting his colleagues.
- ❖ Has to fill the nomination form.
- ❖ Should submit his elections' plan and campaign to the committee in charge during the nomination period.
- ❖ His elections plan must be clearly defined, implementable and within national and educational areas of concern.

Article (29): Students' school council's Plan of Action:

- ❖ Students' Council shall develop a general plan emerged from its objectives and different fields of work. The plan's items and paragraphs are to be distributed throughout the months of the year to form a schedule according to the school circumstances and potential.

Article (30): Students' school council's records:

- ❖ General record: consists of the names of the council's members, their info, specialties, tasks and duties, as well as the plan and agenda and any related info, members' activities during the academic year. Minutes of meetings shall be recorded in this general record as well.
- ❖ Attached files that describe the council's activities.
- ❖ Activities' implementations' records (Supervisor's name-members names-names of participating group members and their info-activity's time, place and schedule).
- ❖ Forms for monitoring, evaluating and following-up the activities and council's tasks.
- ❖ Reports' forms.
- ❖ Any other records that the council considers adding.

Chapter IV

School groups and their tasks

Article (31): The school administration shall work on forming school groups according to the same procedures of forming classroom councils; with the participation of the students' school council as follows:

- ❖ Each group elects a chairman in the presence of the headmaster and the deputy as a member, and the school activities' council, with the help of the students' school council.
- ❖ The school activities' council shall supervise the groups.
- ❖ The period for the school group shall be one academic year, and to be reconstituted at the beginning of each academic year.

Article (32): school groups shall achieve their objectives and implement their plans by appropriate means approved by the school activities' council.

The followings are some groups formed at the school:

1. Groups of the school subjects: (Islamic Education and Quran - Arabic language - scientific subjects - sociology – English language)..... etc..

These groups shall carry out the following tasks:

- ❖ Present lectures and seminars for each subject.
- ❖ Run competitions in different areas.
- ❖ Issue wall newsletter and different publications.
- ❖ Arrange with the tours' group for tours according to the needs of each group.
- ❖ Invite professionals to deliver lectures on each subject.
- ❖ Conduct scientific researches for each school subject.

2. Cultural activities group: (school broadcasting program-school Journalism-seminars and lectures- School library). Tasks:

- ❖ Present cultural lectures and seminars.
- ❖ Present seminars to encourage students to memorize the Holy Quran and improve reading it (tajweed - Tilawa).
- ❖ Establish school, classroom and subjects' newsletters.

- ❖ Hold competitions between gifted students in the fields of writing poetry and prose.
- ❖ Memorize and read Quran and other subjects.
- ❖ Issue cultural wall newsletters.
- ❖ Arrange with the tours' group for tours to general libraries and to publishing houses.
- ❖ Visit various cultural centers.
- ❖ Attempts to hold books exhibitions in the school.
- ❖ Follow-up issuance of new books and present them to the students.
- ❖ Prepare advertisements and posters.
- ❖ Internal and external book lending.
- ❖ Establish classrooms libraries.

3. Health education and hygiene group: Tasks:

- ❖ Allocate a health room (first aid room) in the school.
- ❖ Run first aid training courses.
- ❖ Invite doctors and health workers to lecture on different awareness subjects.
- ❖ Work on issuing of wall newsletters and awareness leaflets in coordination with other groups.
- ❖ Check the cleanness of the school and pursue the cleanness of the school canteen.
- ❖ Follow up with the cleanness of classrooms and students' personal hygiene.
- ❖ Arrange for tours to educational health facilities.

4. Tours group: Tasks:

- ❖ Identify students' needs of tours.
- ❖ Develop a plan indicating places to be visited and objectives of these visits.
- ❖ Coordinate with the concerned authorities to obtain information on tourist landmarks in the Governorates.
- ❖ Develop a map and figures in coordination with the concerned committee on the archaeological and tourist places that have been visited, and prepare informative brochures and newsletters.
- ❖ Define tourism development and its importance to the country.
- ❖ Prepare a timetable for the various tours.

5. Environment Education group: Tasks:

- ❖ Caring for school garden.

- ❖ Plants for the school and its surroundings.
- ❖ Participate with various school groups in planting the school garden, in commensurate with the school curriculum.
- ❖ Participate with other groups in maintaining cleanness, and preserving the environment from pollution.
- ❖ Issuing wall bulletins in coordination with other groups on the nature reserves in our country.

6. Arts and theater group: Tasks:

- ❖ Encourage theatrical texts' writing skills.
- ❖ Prepare educational curricular plays for school subjects.
- ❖ Be prepared with plays, sketches, chants and songs for all religious, national and Arabian occasions.
- ❖ Organize competitions in the fields of music playing, singing and sounds.
- ❖ Organize competitions in painting, sculpture and photography.
- ❖ Focus on the Arabic calligraphy, start courses in calligraphy, specifically the Naskh and Roqa'a.
- ❖ Work on establishing a free drawing studio, sculpture, wood work, gypsum, sand, painting on glass and Islamic decorations, etc... .
- ❖ Celebrate various occasions in school (national - religious - environmental - contribute in the festivals of the traffic week - the tree - cleaning - Yemeni revolution - Unity - etc. ...)
- ❖ Organize various exhibits (photographs – students' paintings - Arabic calligraphy).
- ❖ Work on developing a theatre stage (platform) in the school, children's theater, puppet theatre and shadow imagination theatre, and work on activating it.
- ❖ Host theatre actors, and work on reflecting the curriculum through plays with the help of the teachers.

7. Sports group: Tasks:

- ❖ Organize sports' competitions in football games, volleyball, tennis, chess, athletics, basket ball... Etc.).
- ❖ Cooperate with the school administration to establish simplified training courses and workshops on the basics of each game, its laws and other skills.
- ❖ Work on a training program on the Swedish exercises that must be practiced daily.

- ❖ Prepare a list of exercises to be practiced in the morning program.
- ❖ Issue publications and wall newsletter discussing various aspects of sports in coordination with other relevant committees.
- ❖ Coordinate with the tours' group to arrange tours to sports facilities and halls.
- ❖ Invite governors in coordination with the school administration to hold awareness seminars on sports.
- ❖ Prepare mobile sport-bars to be used in various sports to overcome the lack of playgrounds areas in the school.
- ❖ Participate in marathons and suburb races.

8. (Scouts – School police) group: Tasks:

- ❖ Coordinate with the school administration in arranging for scout camping.
- ❖ Arrange for the morning school program and flag salute.
- ❖ Cooperate with the school administration in following up the students in memorizing the national anthem.
- ❖ Keeping up discipline in school.
- ❖ Cooperate with other committees to ensure the success of all events held by the school.
- ❖ Protect students' lives at the crossroads near the school in collaboration with the traffic policeman if available.
- ❖ Coordinate with the concerned committee to arrange for tours to various places.

9. Vocational education group: Tasks:

- ❖ Activate all activities related to vocational education, such as (cutting and sewing, housekeeping, handicrafts, carpentry, etc...).
- ❖ Arrange for training courses, seminars and lectures on these aspects.
- ❖ Develop brochures and leaflets on these activities.
- ❖ Issue wall newsletters on this area.
- ❖ Supervise school tours to related places such as spinning and weaving factories, embroidery and sewing factories, vocational training institutes and industrial institutes... Etc...

Article (33): Each group has its own record which includes:

- ❖ Group's name
- ❖ Supervisor's name
- ❖ Members' names
- ❖ Dates and places of activities
- ❖ Group's Plan and implementation schedule
- ❖ Group's activity during the academic year
- ❖ Report on the group

Article (34): school groups handle the following tasks:

- ❖ Hold health, cultural and environmental seminars and lectures.
- ❖ Issuance of wall newsletters and official newspapers.
- ❖ Establish artistry, cultural and scientific exhibitions, and school books exhibition.
- ❖ Conduct scientific, cultural and sports competitions in the school.
- ❖ Organize for celebrations, festivals and various Carnivals (sports - arts - etc.).
- ❖ Field visits to factories, farms, labs, archaeological sites and other places.
- ❖ Exchange experiences between groups within the school, and with other schools in the district and governorate.
- ❖ Start public service camps to serve the school and the surrounding environment.
- ❖ Run competitions among students in memorizing and reading the holly Quran.
- ❖ Enforce students on religious practices inside and outside the school.

Article (35): Participating in school groups is the right of every student according to his/her wishes and interests, the student has the right also to participate in more than two groups. Joining the groups is voluntarily according to the students interests.

Article (35): Each school works on forming groups that meet the school's circumstances and capabilities according to the students' wishes and interests.

Chapter V
Final General Regulations

Article (36)	Educational departments and local authorities at their various levels work on providing educational and democracy atmospheres to form councils in schools and to form and support school groups as part of the educational process in the school.
Article (37)	Taking care of the students' school councils is the duty of school principals and their deputies, teachers, school councils and parents' councils. This should be done to achieve the desired educational goals and objectives.
Article (38)	The Ministry of Education shall announce the dates for students' elections at the beginning of each academic year. The Minister of Education or his representative gives the essential instructions. The Minister and the governors shall launch the elections in selected schools. Elections must be held in all schools in the Republic.
Article (39)	The school campus is a safe area for every one, so disturbance, rioting, vandalism or intimidations are not allowed.
Article (40)	The work within students' councils and school groups depends on cooperation and exchanging opinions in an atmosphere of respect and performing duties as a team. The school administration works to enforce these principles within the student's councils. Non-Yemeni students have the right to practice all activities except for elections or nomination within students' councils.
Article (41)	Work of students' councils and school groups is part of the school administration; no other authority is allowed to interfere. Preparation, organization, following-up and supervision are tasks to be held by the Ministry of Education - General Education sector.
Article (42)	Students' school councils are located in schools, student councils may not hold in any way their meetings or elections outside the school. School administration bears full responsibility in case of violating this article.

Article (43)	The school administration is responsible to arrange for the students' councils' elections that have been decided according to the regulations of this Bylaw. The school administration is responsible as well of listing down the names of the elected students in special bulletin boards, and coordinates with the local media for declaration as possible.
Article (44)	For the success of the students' councils' elections, the school administration forms a supervisory committee under supervision of the head master or one of his deputies who directly supervises the elections' procedures according to the rules of this bylaw, and the annual implementation guide issued by the General Department of the school activities in the Ministry - Education sector.
Article (45)	This Bylaw is subject to the evaluation and improvement done by the Ministry of Education. Any amendments must not be done unless approved by the Minister of Education or his representative after submitting it through the Education sector Deputy.
Article (46)	The ministry and its offices in the Governorates –with no interference with this bylaw- arrange in coordination -with the relevant entities- the process of children parliament's elections and other students' elections of a national theme. The Minister of Education shall give the necessary instructions.
Article (47)	Schools prepare a detailed report on the progress of the students' school council elections and their results, these reports should be submitted to the District Education Office's Director, and a copy to the Governorate's Education Office in order to summarize these reports and send them to the General Administration of school activities - Education sector.
Article (48)	These bylaw's Regulations shall be applied on basic and secondary education schools, public, private and national schools.
Article (49)	This bylaw becomes valid starting from the date of issuance, and the relevant entities shall implement their related parts.

Instructions: This Application Cover Sheet should be filled out in its entirety. Any information that is in blue text should be deleted prior to submitting this document as Attachment #1 with your application package. Under *Executive Summary*, please describe the project activity or phases, the intended audience, the project milestones, and the intended results. The summary should be a maximum of two pages.

**U.S. DEPARTMENT OF STATE
OFFICE OF THE MIDDLE EAST PARTNERSHIP INITIATIVE
APPLICATION COVER SHEET**

Applicant:	
Partner(s) <i>(local or regional, if any):</i>	
Countries Affected by Project:	
Funding Opportunity Title:	Funding Opportunity Close Date:
Total Estimated Funding for Project:	Proposed Start and End Date for Project:

Executive Summary:

Please summarize the proposed project in the space below. Please describe the project activity or phases, the intended audience, the project milestones, and the intended results. The summary should be a maximum of two pages.

Budget Narrative Sample Template

Instructions: This Budget Narrative Sample Template should be filled out in its entirety. Any information that is included in blue text should be deleted prior to submitting this document as the "Budget Narrative" attachment on Grants.gov. It is only included as guidance for sample text or suggested information. Costs listed in any category below should include an explanation of how the requested funds will be used to support the proposed project, whether it be federal or a non-federal/match cost. Please note that the response "Not Applicable," or "N/A," is generally not acceptable. Instead, a sufficient explanation should be provided in either the proposal narrative or within each field to explain why an item is not applicable.

<i>Organization Name, Period of Performance</i>				
1. Personnel <i>(Description: An employee of the organization whose work is tied to the proposed project)</i>				
1.a Federal or MEPI Cost				
Position	Name of Employee	Annual Salary/ Rate	Level of Effort (%)	Cost <i>(Salary x LOE)</i>
Ex: Program Director	John Doe	\$164,890	10.00%	\$16,489
Ex: Project Coordinator	TBD	\$46,276	100.00%	\$46,276
1.a Personnel Sub-Total				\$62,765
Narrative Justification: <i>Enter a description of the Personnel funds requested and how their use will support the purpose and goals of your proposal. Be sure to describe the role, responsibilities, and unique qualification of each position.</i>				
SF-424a Note: <i>Enter the total cost of 1.a in Section B Column 1 line 6a of the form.</i>				
1.b Non-Federal Match or Cost Share				
Position	Name of Employee	Annual Salary/ Rate	Level of Effort (%)	Cost <i>(Salary x LOE)</i>
Ex: Clerical Support	Jill Smith	\$1,338.00	100.00%	\$1,338.00
1.b Personnel Sub-Total				\$1,338
Narrative Justification: <i>Enter a description of the Personnel matching funds provided and how their use will support the purpose and goals of your proposal. Be sure to describe how your matching funds will help sustain and enhance your MEPI budget request.</i>				
SF-424a Note: <i>Enter the total cost of 1.b in Section B Column 2 line 6a of the form.</i>				
Source of Match Funds: <i>Identify the source of match funds.</i>				

Budget Narrative Sample Template

2. Fringe Benefits (Description: May include contributions for social security, employee insurance, pension plans, etc. Only those benefits not included in an organizations indirect cost rate agreement (i.e., NICRA) may be shown as direct costs)

2.a Federal Cost

Component	Wage	Rate	Cost (Wage x Rate)
Ex: FICA	\$62,765	7.65%	\$4,802
Ex: Workers Compensation	\$62,765	2.50%	\$1,569
Ex: Health Benefits	\$62,765	2.50%	\$1,569

2.a Fringe Benefits Sub-Total **\$7,940**

Narrative Justification: Enter a description of the Fringe funds requested, how the rate was determined, and how their use will support the purpose and goals of this proposal.

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

2.b Non-Federal Match or Cost Share

Component	Wage	Rate	Cost (Wage x Rate)
Ex: Insurance	\$62,765	10.50%	\$6,590

2.b Fringe Benefits Sub-Total **\$6,590**

Narrative Justification: Enter a description of the Fringe matching provided, how the rate was determined, and how their use will support the purpose and goals of the proposal. Be sure to describe how the matching funds will help sustain and enhance your federal budget request.

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

Source of Match Funds: Identify source of match funds.

3. Travel (Description: Explain need for all travel. Must follow U.S. Government regulations. The lowest available commercial fares for coach or equivalent accommodations must be used. Local travel policies prevail.)

3.a Federal Cost

Purpose of Travel	Item Description	Unit of Measure	Cost Per Unit/Rate	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: Leadership Training	Airfare--Origin: Egypt, Algeria, Tunisia, Morocco, Yemen, and/or Oman; Destination: Amman, Jordan	Roundtrip Airfare	\$ 500.00	20	\$10,000

Budget Narrative Sample Template

	Lodging in Amman for 20 participants for 3 days (U.S. Government allowable rate)	day	\$ 183.00	60	\$10,980
	Meals and Incidentals for 20 participants for 3 days (M&IE--U.S. Government allowable rate))	day	\$ 127.00	60	\$7,620
Ex: Local Travel	Local travel in Amman, Jordan for 20 participants for 3 days	day	\$ 500.00	3	\$1,500
3.a Travel Sub-Total					\$30,100
Narrative Justification: Describe the Purpose of Travel and how costs were determined.					
SF-424a Note: Enter the total cost of 3.a in Section B Column 1 line 6c of the form.					
3.b Non-Federal Match or Cost Share					
Purpose of Travel	Item Description	Unit of Measure	Cost Per Unit/Rate	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: Leadership Training	Airfare--Origin: Algeria, Tunisia, Morocco, Jordan, and/or Qatar; Destination: Cairo, Egypt	Roundtrip Airfare	\$ 500.00	20	\$10,000
	Lodging in Cairo for 20 participants for 3 days (U.S. Government allowable rate)	day	\$ 175.00	60	\$10,500
	Meals and Incidentals for 20 participants for 3 days (M&IE--U.S. Government allowable rate))	day	\$ 267.00	60	\$16,020
Ex: Local Travel	Local travel in Cairo, Egypt for 20 participants for 3 days	day	\$ 500.00	3	\$1,500
3.b Travel Sub-Total					\$38,020
Narrative Justification: Enter a description of the Travel matching funds provided and how their use will support the purpose and goals of this proposal. Be sure describe how your matching funds will help sustain and enhance your federal budget request.					
SF-424a Note: Enter the total cost of 3.b in Section B Column 2 line 6c of the form.					
Source of Match Funds: Identify source of match funds.					

Budget Narrative Sample Template

4. Equipment (Description: Permanent equipment is defined as non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.)				
4.a Federal Cost				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
None			0	\$ -
4.a Equipment Sub-Total				\$ -
Narrative Justification: Enter a description of the Equipment and how its purchase will support the purpose and goals of this proposal.				
SF-424a Note: Enter the total cost of 4.a in Section B Column 1 line 6d of the form.				
4.b Non-Federal Match or Cost Share				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
None			0	\$ -
4.b Equipment Sub-Total				\$ -
Narrative Justification: Enter a description of the Equipment match provided and how its purchase will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.				
SF-424a Note: Enter the total cost of 4.b in Section B Column 2 line 6d of the form.				
Source of Match Funds: Identify source of match funds.				

5. Supplies (Description: Materials costing less than \$5,000 per unit and often having one-time use.)				
5.a Federal Cost				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: General Office Supplies	month	\$ 50.00	12	\$600
Ex: Laptop		\$ 900.00	1	\$900
5.a Supplies Sub-Total				\$1,500
Narrative Justification: Enter a description of the Supplies requested and how their purchase will support the purpose and goals of this proposal.				
SF-424a Note: Enter the total cost of 5.a in Section B Column 1 line 6e of the form.				

Budget Narrative Sample Template

5.b Non-Federal Match or Cost Share				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
<i>Ex: Fax</i>		\$ 300.00	1	\$300
<i>Ex: Postage</i>	month	\$ 37.00	12	\$444
5.b Supplies Sub-Total				\$744
Narrative Justification: Enter a description of the Supplies match provided and how their purchase will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.				
SF-424a Note: Enter the total cost of 5.b in Section B Column 2 line 6e of the form.				
Source of Match Funds: Identify source of match funds.				

6. Contractual (Description: The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost should be attached to the budget. If there is more than one contractor, each must be budgeted separately and must have an attached itemization.)				
6.a Federal Cost				
Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Cost (Cost Per Unit x No. of Units)
<i>Consultants</i>				
<i>Ex: Jane Smith/Leadership Training Expert</i>	day	\$350	12	\$4,200
<i>Ex: Jane Smith travel from Washington, DC to Amman, Jordan for training conference</i>	Roundtrip Airfare	\$1,200	1	\$1,200
<i>Ex: TBD/Monitoring and Evaluation Expert</i>	day	\$275	12	\$3,300
<i>Ex: Monitoring and Evaluation Expert travel from Washington, DC to Amman, Jordan</i>	Roundtrip Airfare	\$1,200	1	\$1,200
<i>Contracts</i>				
<i>Ex. Sub-Award to Jordanian NGO (budget and terms TBD)</i>	award agreement	\$10,000	1	\$10,000
6.a Contractual Sub-Total				\$19,900
Narrative Justification: Explain the need for each agreement and how their use will support the purpose and goals of this proposal. For those contracts already arranged, please provide the proposed categorical budgets. For those subcontracts that have not been arranged, please provide the expected Statement of Work, Period of Performance and how the proposed costs were estimated and the type of contract (bid, sole source...etc).				
SF-424a Note: Enter the total cost of 6.a in Section B Column 1 line 6f of the form.				

Budget Narrative Sample Template

6.b Non-Federal Match or Cost Share				
Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Cost (Cost Per Unit x No. of Units)
<i>Consultants</i>				
Ex: Jane Smith/Leadership Training Expert	day	\$350	12	\$4,200
Ex: TBD/Monitoring and Evaluation Expert	day	\$275	12	\$3,300
6.b Contractual Sub-Total				\$7,500
Narrative Justification: <i>Explain the need for each match contract agreement and how their use will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.</i>				
SF-424a Note: Enter the total cost of 6.b in Section B Column 2 line 6f of the form.				
Source of Match Funds: <i>Identify source of match funds.</i>				

7. Construction: Not Allowable
SF-424a Note: Leave this section blank in Section B Column 1 & 2 line 6g of the form

8. Other Direct Costs (Description: Expenses not covered in any of the previous budget categories.)				
8.a Federal Cost				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: Office Telephone	month	\$100	12	\$1,200
Ex: Amman hotel conference room rental for training	day	\$800	3	\$2,400
8.a Other Direct Costs Sub-Total				\$3,600
Narrative Justification: <i>Explain the need for each item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit and explain the use of each item requested.</i>				
SF-424a Note: Enter the total cost of 8.a in Section B Column 1 line 6h of the form.				

Budget Narrative Sample Template

8.b Non-Federal Match or Cost Share				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: DC Office Rent	month	\$1,000	12	\$12,000
8.b Other Direct Costs Sub-Total				\$12,000
<i>Narrative Justification: Explain the need for each match item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit and explain the use of each item requested. Be sure to describe how your matching funds will help sustain and enhance your Federal budget request.</i>				
SF-424a Note: Enter the total cost of 8.b in Section B Column 2 line 6h of the form.				
Source of Match Funds: Identify source of match funds.				

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

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

11. Total Costs (Sum of the Total Direct and Indirect Costs)	
11.a Federal Cost <i>SF-424a Note: Enter the total cost in Section B Column 1 line 6k of the form.</i>	\$125,805
11.b Non-Federal Match or Cost Share <i>SF-424a Note: Enter the total cost in Section B Column 2 line 6k of the form.</i>	\$66,192

Budget Narrative Sample Template

BUDGET SUMMARY

Budget Categories	Federal Request (Cost)	Non-Federal Match or Cost Share	Total
1. Personnel	\$62,765	\$1,338	\$64,103
2. Fringe Benefits	\$7,940	\$6,590	\$14,530
3. Travel	\$30,100	\$38,020	\$68,120
4. Equipment	\$0.00	\$0.00	\$0.00
5. Supplies	\$1,500	\$744	\$2,244
6. Contractual	\$19,900	\$7,500	\$27,400
7. Construction	\$0	\$0	\$0
8. Other Direct Costs	\$3,600	\$12,000	\$15,600
9. Total Direct Costs (lines 1-8)	\$125,805	\$66,192	\$191,997
10. Indirect Costs (reflect provisional, pre-determined rate and allocation base)	\$0	\$0	\$0
11. Total Costs (lines 9-10)	\$125,805	\$66,192	\$191,997

Applicant Organizational Information

Instructions: The Applicant Organizational Information template should be filled out in its entirety. Any information that is included in blue text should be deleted prior to submitting this document as Attachment #2 with your application package. Please note that the response “Not Applicable,” or “N/A,” is generally not acceptable. Instead, a sufficient explanation should be provided in either the project narrative or within each field to explain why an item is not applicable.

GENERAL INFORMATION					
1. Organization Name:					
2. Type of Organization <i>(check all that apply)</i>	Overseas:		Non-Profit:		Non-Governmental:
	Domestic:		For-Profit: (Commercial)		Educational Institution:
3. Is your Organization incorporated, registered, or licensed as a legal entity					
<i>If Yes:</i>	Place of Incorporation or Registration (State/County):				
	Incorporation or Registration Date:				
<i>If No:</i>	List parent company or organization name and address OR explain status below:				
4. Program Director <i>(The person who will oversee the day to day activities of the grant):</i>					
Program Director Title:			Email Address:		
Address:			Telephone Number		

Applicant Organizational Information

5. Financial or Business Official (<i>The person who is responsible for the financial components of the grant.</i>)	
Budget Officer Title:	Email Address:
Address:	Telephone Number
ORGANIZATION STRUCTURE AND POLICIES	
6. Is your organization governed by Board of Directors? (Yes or No):	
7. Does your organization have a written personnel policy and procedure manual? (Yes or No):	
8. Does your organization have a written accounting and financial policy and procedure? (Yes or No):	
FINANCIAL AND ACCOUNTING MANAGEMENT	
9. What is the ending date of your organization's fiscal year (MM/DD/YYYY)?	
10. Does your organization have an automated accounting system? (Yes or No):	
<i>If Yes:</i>	Can the accounting system show amounts incurred for individual awards and show charges to separate funding sources? (Yes or No):
<i>If Yes:</i>	Can the accounting system generate reports that show these specific costs incurred for individual awards? (Yes or No):
<i>If Yes:</i>	Does the accounting system allow for reporting of Cash and In-kind contributions (from non-federal sources) i.e., cost share? (Yes or No):

Applicant Organizational Information

11. Are there written procedures for determining reasonableness, allocability, and allowability of costs?				
12. Does your organization prepare annual financial statements (e.g., balance sheet, income and expense statement)?				
13. Does your organization have written policies and procedures for monitoring sub-awardees or sub-recipients, including consultants?				
14. Does your organization have a current A-133 audit? (Yes or No)				
15. Has your organization received grant or agreement funds before? (Yes or No):				
<i>If Yes:</i>	Please provide the following information on awards or funding received in the last five years. Please specifically note if funds are U.S. Government (USG) funds.			
	<u><i>Name of Donor</i></u>	<u><i>Amount</i></u>	<u><i>Period</i></u>	<u><i>USG Funds?</i></u> <u><i>(Yes or No)</i></u>

Preparing an Application for Funding

Table of Contents

GENERAL GUIDANCE	- 1 -
REQUIRED APPLICATION DOCUMENTS	- 2 -
Federal Assistance Application Forms	- 2 -
<i>How to Complete the Application for Federal Assistance—SF-424</i>	- 2 -
<i>How to Complete the Budget Information—Non-Construction Programs—SF-424a</i>	- 5 -
Project Narrative	- 9 -
Budget Narrative	- 10 -
<i>Budget Definitions:</i>	- 10 -
<i>Allowable Project Costs</i>	- 12 -
<i>Budget Narrative Sample Template</i>	- 13 -
<i>Cost Category Guidelines</i>	- 13 -
MEPI Application Coversheet	- 15 -
Applicant Organization Information.....	- 15 -
Proof of Registration as an Foreign Organization	- 15 -
OPTIONAL DOCUMENTS.....	- 16 -

GENERAL GUIDANCE

It is strongly recommended that applicants submit grant applications using Microsoft Office products. If applicants do not have access to Microsoft Office products, PDF files may be submitted. Directions for creating PDF files can be found on the Grants.gov website. If an applicant uses a file format other than Microsoft Office or PDF, the application may be unreadable.

The required font is 12-point Times New Roman. The application must be single spaced, with all margins (left, right, top, bottom) being at least one inch each. Adhering to these standards will help to ensure the proper transmission of your document.

It is strongly recommended that applicants include a Table of Contents. The Table of Contents should include the page numbers for each of the major sections of the application and for each attachment. The Table of Contents need not include page numbers for the SF-424 forms, MEPI Cover Sheet, and Applicant Organization Information. Applicants may attach it to their project narrative or submitted as a separate attachment with their application.

Preparing an Application for Funding

Applicants should also ensure all pages in the application are numbered consecutively and meet the page limit requirements outlined in Part IV of the RFA. **If the application exceeds the page limit, the extra pages will be removed from the application package.**

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

REQUIRED APPLICATION DOCUMENTS

Federal Assistance Application Forms

How to Complete the Application for Federal Assistance—SF-424

Item #1—Type of Submission: Select “Application or Pre-Application” (The Request for Application will specify what type of application.)

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

Item #3 - #4—Date Received/Applicant Identifier: Leave blank, it will be assigned by the Federal agency

Item #5 - #7—Federal Entity Identifier/Federal Award Identifier: Leave blank, it is not applicable to this program

Item #8—Applicant Information:

8a – Input your organization’s legal name

8b – If U.S. Organization, enter your EIN or TIN as assigned by the IRS; If international organization enter “44-4444444”

8c – Enter your organization’s DUNS number.

8d – Enter your organizations address including country

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

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

Item #9—Type of Applicant - Please select one of the following.

H. Public/State Controlled Institution of Higher Learning

N. Nonprofit

O. Private Institution of Higher Learning

Q. For Profit

R. Small Business

W. Non-domestic (non-US entity)

X. Other (Specify)

Preparing an Application for Funding

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

Item #11—Catalog of Federal Domestic Assistance Number and Title: Input – “19.500” and the title is “Middle East Partnership Initiative (MEPI).” This is a required field.

Item #12—Funding Opportunity Number and Title: Input the number and title provided in the request for application.

Item #13—Competition Identification Number and Title: Input the title provided in the request for application.

Item #14—Areas Affected by Project: List country or countries where your organization proposes to perform its proposed activities. For applicants proposing regional programs please input “MENA region.”

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

Item #16—Congressional Districts

16a – Applicant: If in the U.S., enter the congressional district of your organization. If International organization, enter “00-000.”

16b – Program/Project: If program takes place in the U.S., enter all the congressional districts affected by the program. If program is outside the U.S. enter “00-000.”

Item #17—Proposed Project: Enter the proposed start date and end date of your project. This is a required field; however, actual dates will be negotiated if selected for funding.

Item #18—Estimated Funding

18a – Enter the amount of funding your organization is requesting from MEPI (Federal funding).

18b – Enter the amount of any Non-Federal (e.g. non-U.S. Government) resources that will be used to support the project. This includes cost sharing and matching.

18c-d – If U.S. based, enter any funding you are receiving from the State and Local governments for this project, if applicable.

18e – Enter the total of all other costs. (Explain)

18f – If you anticipate any income to be generated by this project (i.e. registration fees) input that information here, if applicable.

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

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

Items #20—Is Applicant Delinquent of any Federal Debt. Please select yes/no. If yes, please complete page 3, providing an explanation.

Preparing an Application for Funding

Item # 21 – Authorized Representative: Please provide the name, contact information, and signature of the authorized representative for your organization. The governing body of your organization must have specifically documented the designation for an authorized representative to submit an application for funding to the U.S. Government. If selected for funding this documentation may be requested. **PLEASE NOTE:** It is a best practice to have the SF-424 signed by the same authorized representative that would sign any ensuing award document for your organization. If a different authorized representative must sign any ensuing award document, that person will need to attach documentation confirming that they have the recipient organization's delegation of authority to commit the organization to an award.

Preparing an Application for Funding

How to Complete the Budget Information—Non-Construction Programs—SF-424a

The sections below, highlighted in yellow, provide guidance for completing the official SF-424a form. The information is displayed as it will appear on the official form. The official form can be downloaded from Grants.gov.

Section A – Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance No (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. <i>Enter the “Funding Opportunity Title”</i>	19.500	\$0.00	\$0.00	<i>Enter Amount Requesting From MEPI</i>	<i>Enter Cost-Share or Matching Amount</i>	<i>Enter Total of Federal and Non-Federal Costs</i>
2.						
3.						
4.						
5. TOTALS		\$0.00	\$0.00	<i>Enter Total Amount Requesting</i>	<i>Enter Total Cost Share</i>	Total Amount

Preparing an Application for Funding

Section B – Budget Categories					
6. Object Categories	Grant Program, Function or Activity				Total
	(1) Enter Federal Cost (MEPI Cost)	(2) Enter Non-Federal Cost (Cost-Share)	(3) <i>Leave Blank</i>	(4) <i>Leave Blank</i>	(5) Totals
a. Personnel (costs of employee salaries and wages)	<i>Total Personnel from Budget Summary</i>	<i>Total Personnel from Budget Summary</i>			<i>Total Column 1 & 2</i>
b. Fringe Benefits (Costs of employee fringe benefits, i.e. Health insurance, retirement insurance, taxes, etc.)	<i>Total Fringe from Budget Summary</i>	<i>Total Fringe from Budget Summary</i>			<i>Total Column 1 & 2</i>
c. Travel (Costs of projected-related travel)	<i>Total Travel from Budget Summary</i>	<i>Total Travel from Budget Summary</i>			<i>Total Column 1 & 2</i>
d. Equipment (Costs of tangible, non-expendable, personal property having a useful life of more than one year and a cost of \$5,000 or more per unit)	<i>Total Equipment from Budget Summary</i>	<i>Total Equipment from Budget Summary</i>			<i>Total Column 1 & 2</i>
e. Supplies (Office or program supplies, other than those included in Equipment category)	<i>Total Supplies from Budget Summary</i>	<i>Total Supplies from Budget Summary</i>			<i>Total Column 1 & 2</i>
f. Contractual (Allowable direct expenses to sub-recipients, including consultant fees and travel expenses)	<i>Total Contractual from Budget Summary</i>	<i>Total Contractual from Budget Summary</i>			<i>Total Column 1 & 2</i>
g. Construction (If applicable)	\$0.00	\$0.00			<i>Total Column 1 & 2</i>
h. Other (Enter total of all Other Costs)	<i>Total Other from Budget Summary</i>	<i>Total Other from Budget Summary</i>			<i>Total Column 1 & 2</i>

Preparing an Application for Funding

i. Total Direct Charges (Sum of 6a-6h)	Sum of Federal Direct Costs (6a-6h)	Sum of Non-Federal Direct Costs (6a-6h)			<i>Total Column 1 & 2</i>
j. Indirect Charges (Category may be used only when the applicant has an approved indirect cost rate from a U.S. government agency)	<i>Enter NICRA, if applicable</i>	<i>Enter NICRA, if applicable</i>			<i>Total Column 1 & 2</i>
k. TOTALS (sum of 6i and 6j)	Sum of Federal Direct and Indirect Costs (6i-6j)	Sum of Non-Federal Direct and Indirect Costs (6i-6j)			<i>Total Column 1 & 2</i>
7. Program Income (The estimated amount of income, if any, that would be generated from this project. Interest gained from U.S. Government funds is not an allowable expense.)	\$0.00	\$0.00			\$0.00
Section C – Non-Federal Resources (Amount of Non-USG resources that will be used to support the project)					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Enter the “Funding Opportunity Title”	<i>Enter Total of Column 2, Line 6k above (Section B)</i>				
9.					
10.					
11.					
12 Total (sum of line 8-11)					
Section D – Forecasted Cash Needs (for Year 1 of the Project) <i>NOTE: Leave this Section Blank</i>					
13. Federal	Total for 1 st year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter

Preparing an Application for Funding

14. Non-Federal					
15. Total (Sum lines 14 and 14)					
Section E – Budget Estimates for Federal Funds Needed for Balance of the Project					
<i>NOTE: Leave this Section Blank</i>					
(a) Grant Program	Future Funding Periods (Years)				
	(b) First (Year 1)	(c) Second (Year 2)	(d) Third (Year 3)	(e) Fourth (Year 4)	
16. Title of Funding Opportunity					
17.					
18.					
19.					
20. Total (Sum of lines 16-19)					
Section F - Other Budget Information					
21. Direct Charges (total from 6i)	<i>Total from 6i above</i>		22. Indirect Charges (Total from 6j)	<i>Total from 6j above</i>	
23. Remarks: (any additional comments you wish to add)					

Preparing an Application for Funding

Project Narrative

The Project Narrative must be a separate document in the electronic submission on Grants.gov. Please consolidate all other materials in your application to ensure the fewest possible number of attachments. Be sure to label each file according to its contents (e.g., Attachments 1-3, Attachments 4-5).

The **Proposal Narrative** should:

- Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished;
- Account for all functions or activities identified in the application;
- Cite factors that might accelerate or decelerate the work and state reasons for taking the proposed approach rather than alternatives;
- Demonstrate the applicant's expertise in implementing civic education and school-based programming.
- Demonstrate the applicant's experience and capacity to partner with and engage public and private institutions, organizations and leaders in Yemen;
- Demonstrate the applicant's experience in partnering with local Yemeni organizations or experience reliable local Yemeni staff.
- Provide a detailed strategy for communication and coordination with the current implementer.
- Provide resumes, biographical sketches, or job descriptions for key personnel and partners. These may also be included as a separate attachment in the appendices.
- Provide information on cooperating partners as outlined in Part III, Section B.1—Table 1. Letters of Agreement or Intent should be included as a separate attachment in the appendices.

Page Limit allowed for Project Narrative: The Project Narrative may not exceed 20 pages. **If the Project Narrative exceeds the page limit, the extra pages will be removed from the application package.**

Preparing an Application for Funding

Budget Narrative

The Budget Narrative must be a separate document in the electronic submission on Grants.gov. A sample template can be found in Appendix 2. **NOTE: Applicants must use the same format as found in the sample.** Please consolidate all other materials in your application to ensure the fewest possible number of attachments. Be sure to label each file according to its contents (e.g., Attachments 1-3, Attachments 4-5).

Before developing a project budget, applicants should review the Middle East Partnership Initiative's (MEPI) guidelines detailed below and in the RFA to determine application details including program expectations, any cost-sharing, and any restrictions on the types of costs that may appear in the budget.

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

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

Budget Definitions:

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

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

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

Preparing an Application for Funding

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

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

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

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

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

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

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

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

Preparing an Application for Funding

Allowable Project Costs

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

1. **Reasonable:** A cost is reasonable if, in its nature or amount, it does not exceed that which would be practical under the circumstances prevailing at the time the decision was made to incur the cost. The cost principles elaborate on this concept and address considerations such as whether the cost is necessary for the organization's operations or the grant's performance, whether the recipient complied with its established organizational policies in incurring the cost or charge, and whether the individuals responsible for the expenditure acted with due prudence in carrying out their responsibilities to the Federal government and the public at large, as well as to their organization.
2. **Allocable:** A cost is allocable to a specific grant, function, department, or other component, known as a cost objective, if the goods or services involved are chargeable or assignable to that cost objective in accordance with the relative benefits received or other equitable relationship. A cost is allocable to a grant if it is incurred solely in order to advance work under the grant; it benefits both the grant and other work of the organization, including other grant-supported projects or programs; or it is necessary to the overall operation of the organization and is deemed to be assignable, at least in part, to the grant.
3. **Conforming:** A cost conforms if it matches with any limitations or exclusions set forth in the Federal cost principles outlined in the award terms and conditions. These costs may vary in type of activity, the type of recipient, and other characteristics of individual awards.
4. **Consistent:** A cost must be consistent with regulations, policies, and procedures of the recipient that apply uniformly to both Federally supported and other activities of the organization. Recipients must be consistent in assigning costs to cost objectives. They must be treated consistently for all work of the organization under similar circumstances, regardless of the source of funding, so as to avoid duplicate charges (e.g., direct costs, indirect costs, cost sharing).

Preparing an Application for Funding

Budget Narrative Sample Template

The Budget Narrative Sample Template--Appendix 2 provides examples of possible costs. Applicants should revise the template to reflect the costs associated with their proposed activities. Applicants are encouraged to prepare and submit two separate budgets detailing Year 1 and Year 2 costs. They may also add a column to the template which outlines Year 2 costs. In addition, applicants should remove any descriptions within the document and replace it with their cost justifications.

When completing the template, applicants should ensure the following:

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

Cost Category Guidelines

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

1. Personnel

- Is each position identified by title or responsibility?
 - **Program Director:** The individual who will provide daily oversight of the grant, including fiscal and personnel management, community relations, and project implementation and evaluation during the project period.
 - **Project Coordinator:** The individual who will coordinate coalition services and MEPI project activities, including training, coalition communication, data collection, and information dissemination.
 - **Financial or Business Official:** The person who handles the financial components of the grant.
 - **Key Personnel:** MEPI grant key personnel include a Program Director and or Project Coordinator. Key personnel are defined as individuals who contribute to the programmatic development or execution of the project in a substantive,

Preparing an Application for Funding

measurable way, whether or not they receive salaries or other compensation under the grant.

- Is the identified position occupied, if so is the name of the employee identified?
- Is the basis for determining each employee's compensation described (annual salary and % time devoted)?
- Are time commitments and the amount of compensation stated and reasonable?
- Are salary increases anticipated during the grant period and are they justified (Cost of Living Allowance, etc.)?
- Are any personnel costs unallowable?
 - Does the level of effort of the employee exceed 100% of all work on all projects or positions?
 - Federal Employee

2. Fringe Benefits

- Is each type of benefit indicated separately or does the organization have an approved fringe benefit rate (NICRA)?
- Are fringe increases anticipated during the grant period and are they justified?
- Are any fringe costs unallowable?

3. Travel

- Is the travel necessary for the purpose of the program?
- Are travel costs separately identifiable and reasonable (transportation, hotel, meals, and mileage)?
- Is the basis for computation provided?
- Does the organization travel policy follow the Federal guidelines (e.g., Fly America, per diem rates, etc.)?

4. Equipment

- Does the equipment have a useful life of more than one year and an acquisition cost of \$5,000 or more?
- Is the request reasonable and allowable under the project?
- Are equipment items specified by unit and cost?
- Are purchases distinguishable from rentals or leases (vehicles, large items of equipment)?

5. Supplies

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

6. Contractual

- Is the type of service to be rendered described?
- Did you name the consultant or contractor, if known?

Preparing an Application for Funding

- Is the total amount for any contract in excess of \$100,000?
- Did you provide a separate budget for sub-recipients or contracts?

8. Other

- Are items grouped by type (space rental, printing, phone, maintenance, sub-award, etc.)?
- Are all costs justified and allowable?
- Is each sub-award (or sub-grant) described (i.e., description of activities to be performed, method of selection, type of agreement, budget with narrative) and the amount of award included?

MEPI Application Coversheet

The Coversheet provides summary detail about the applicant and their proposed activities. A sample template can be found in Appendix 1. **NOTE:** Applicants must use the same format.

The Coversheet should be a separate document and included as Attachment #1 under the “Optional Documents for Submission” field on Grants.gov.

Page Limit allowed for MEPI Application Coversheet Executive Summary: The executive summary portion of the Coversheet may not exceed 2 pages. **If the executive summary exceeds the page limit, the extra pages will be removed from the application package.**

Applicant Organization Information

A sample template can be found in Appendix 3. **NOTE:** Applicants must use the same format. This document provides MEPI with information about your organization’s structure and policies; and allows MEPI to assess your organization’s ability to manage Federal funds.

The Applicant Organization Information should be a separate document and included as Attachment #2 under the “Optional Documents for Submission” field on Grants.gov.

Proof of Registration as a Foreign Organization

Applicants, except local Yemeni organizations, must provide documentation showing proof of registration as a foreign organization with Yemen’s Ministry of Planning and International Cooperation (MOPIC). This should be a separate document, included as Attachment #3 under the “Optional Documents for Submission” field on Grants.gov. This document can be Arabic.

Preparing an Application for Funding

OPTIONAL DOCUMENTS

Those documents that are not included in the proposal narrative and budget may be included as attachments or appendices. Examples of attachments to be included in this section of your application are:

- **Disclosure for Lobbying Activities (SF-LLL)**
- **Resumes, Biographical Sketch, or Job Descriptions for key personnel and partners.** They may be included within the project narrative or as a separate document included in the appendices portion of your application. If these items are not included, applicants will be scored lower under the *Staff and Position Specifications* review criteria outlined in Part V, Section A—Application Evaluation Criteria.
- **Organizational Chart** outlining clear lines of responsibility and authority in the applicant organization.
- **Letters of Agreement** or Letters of Intent from proposed partners.
- **Pre-Submission Checklist** can be found in Appendix 6. This Checklist ensures that you have accurately documented the eligibility requirements and included all major components of the application.

Page Limit allowed for Attachments: These additional document may not exceed 15 pages. **If these documents exceed the page limit, the application will be screened out and will not be reviewed.**

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

Pre-Submission Checklist

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

PRE-SUBMISSION CHECKLIST

Items to Complete	“X” if Completed
Do you have a DUNS number?	
Are you registered with the Central Contractor Registration?	
Has the entire proposed project period been identifier in item #17 on the SF-424 form?	
Did you complete item #18 on the SF-424 form?	
Did you check “c” in item #19 on the SF-424 form? MEPI applicants are not covered by E.O. 12372	
Did your Authorized Organization Representative (AOR) read and sign item #21 on the SF-424 form?	
Did you complete the Budget Information—Non-Construction Programs (SF-424a)?	
Did your AOR read and sign the Assurances—Non-Construction Programs (SF-424b)?	
Did you complete and attach as Attachment #1 the MEPI Cover Sheet? Is your Executive Summary no more than 2 pages?	
Did you complete and attach as Attachment #2 the Applicant Organization Information Document?	
Did you attach as Attachment #3 Proof of Registration as a foreign organization in Yemen?	
Did you prepare and include a Table of Contents outlining the sections of your application?	
Is your Project Narrative no more than 20 pages?	
Has your Project Narrative addressed all the RFA goals and priorities?	
Did you include Resumes, Biographical Sketch, or Job Descriptions for key personnel and partners?	
Does your application include any partners or coalitions? If so, are all partnership described and are Letters of Agreements included?	
Did you include a Budget Narrative as outlined in Appendix 2 using the Budget	

Pre-Submission Checklist

Items to Complete	“X” if Completed
Narrative Sample Template?	
Does your application include any cost sharing or matching? If so, are details provided on the SF-424 forms and in your Budget Narrative?	
Did you include the Disclosure of Lobbying Activities Form (SF-LLL), if applicable?	
Did you include Attachments and are they no longer than 15 pages? This excludes the MEPI Cover Sheet and Applicant Organization Information.	