

## U.S. DEPARTMENT OF STATE



### **MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI) LOCAL GRANTS PROGRAM**

**Funding Opportunity Title:** MEPI Local Grants Annual Program Statement  
**CFDA Number:** 19.500

**Federal Agency Contacts:** Please see page 6 for a list of contacts to answer questions you have about applying for a Local Grant.

### **Funding Opportunity Description**

The U.S.-Middle East Partnership Initiative (MEPI) seeks single-country proposals for our Local Grants program. The Local Grants program serves as MEPI's most direct means of supporting organizations and individuals in the Middle East and North Africa. These grants are designed to:

- Promote positive change, advocacy, and civic activism;
- Strengthen civil society;
- Support citizen's efforts to achieve economic, social, and political empowerment;
- Expand opportunities for women and youth;
- Strengthen the rule of law;
- Develop independent media; and
- Help communities work alongside governments in shaping their own futures.

MEPI's Med Region and Arabian Peninsula Regional Offices, located in Tunisia and the United Arab Emirates respectively, manage the program. For more information about MEPI's Regional Offices, or to contact them, visit: [www.medregion.mepi.state.gov](http://www.medregion.mepi.state.gov) or [www.arabianpeninsula.mepi.state.gov](http://www.arabianpeninsula.mepi.state.gov).

A MEPI Committee at the U.S. Embassy or Consulate within each country of origin review all local grant proposals and one of our two MEPI regional offices process and negotiate the awards. **MEPI accepts proposals to this program on a rolling basis, but each U.S. Embassy or Consulate has a unique selection process for submissions. Applicants should check with the respective U.S. Embassy or Consulate before preparing their submission.** Only the most competitive proposals received by MEPI Committees will be selected for further consideration by MEPI's regional offices.

**Background Information about MEPI:** U.S.-Middle East Partnership Initiative offers assistance, training, and support to groups and individuals striving to bring change to the Middle East and North Africa. MEPI supports projects, partnering with civil society organizations, community leaders, youth and women activists, private sector groups, and others to advance their efforts to create positive change in their societies. For more information about MEPI programs visit: [www.mepi.state.gov](http://www.mepi.state.gov).

## Award Information

**Funding Instrument Type:** Cooperative Agreement or Grant

**Maximum Award Amount:** \$150,000

**Minimum Award Amount:** \$25,000

The amount of funding available for MEPI's Local Grants program varies depending on the Fiscal Year. **Projects are usually funded for one year, but the project and budget periods can be a minimum of three months and up to two years if a longer time period would yield more significant or better results.** MEPI can award a grantee additional funding and extend the period of performance beyond the initial project and budget period, on a noncompetitive basis, subject to availability of funds, satisfactory progress, and a determination that continued funding would be in the best interest of the Department of State.

MEPI reserves the right to award less or more than the amounts described above in the absence of worthy applications or under such other circumstances as MEPI may deem to be in the best interest of the U.S. Government.

## Eligibility Information:

### Eligible Applicants:

Eligible applicants include local representatives of civil society, non-profit organizations, community groups, non-governmental organizations, professional associations, private sector organizations, and universities based in Algeria, Bahrain, Egypt, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Qatar, Saudi Arabia, Syria, Tunisia, the West Bank or Gaza, and Yemen. **Any organization with a headquarters office located outside of these countries cannot apply to this program.**

**Organizations from Libya**, interested in receiving funding, may contact Creative Associates International's Libya Office at: [info@crea-cdgp.com](mailto:info@crea-cdgp.com) or 061-222-5095, for information on how to apply to participate in the MEPI-funded Community Driven Grants Program in Libya.

MEPI is committed to an anti-discrimination policy in all of its projects and activities. MEPI welcomes proposals irrespective of the applicant's race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We invite applications from organizations working with minority, disenfranchised, and lesser-served communities, including women and youth. MEPI is also interested in proposals that involve the participation of persons with disabilities.

### **Dun and Bradstreet Data Universal Number System and System for Award Management Registration:**

Applicants are not required to obtain a Data Universal Number Systems (DUNS) number or have an active System for Award Management (SAM) registration to submit an application for a MEPI Local Grant. **However, all applicants selected for funding must have a DUNS number and active SAM registration to receive an award.**

#### ***Dun and Bradstreet Data Universal Number System (DUNS):***

The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. **To obtain a DUNS number, at no cost, please follow the steps below online:**

1. Go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.
2. Select the country or territory where your organization is physically located. Complete and submit the form. Organizations will need to provide basic information, including physical and mailing addresses, name and title of the chief executive, primary [Standard Industrial Code](#) (SIC), and annual revenue.
3. Typically, an organization can complete this registration in **one day** and have a DUNS number emailed to them. For technical difficulties in obtaining this number, please contact Dun & Bradstreet at: [govt@dnb.com](mailto:govt@dnb.com).

#### ***System for Award Management Registration:***

The System for Award Management, formerly managed by the Central Contractor Registration (CCR), is a U.S.-government wide registry for vendors doing business with the U.S. federal government and requires annual renewal. **To register, please follow the steps below:**

1. Go to <http://www.sam.gov>.
2. Select *Create User Account*, and then select *Create an Account* again on the left-hand side of the screen under *Individual Account Details*. Organizations must have a Data Universal Numbering System (DUNS) number to begin the registration process.
3. Complete and submit the online registration form. If the applying organization already has the necessary information on hand (see the [SAM User Guide](#)), the online registration form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it can take anywhere from **three to fourteen days** to register with the system.

## **Application and Submission Information**

### **How to Apply**

Applicants interested in MEPI Local Grants funding must complete and submit the following four documents:

- **Application for Federal Assistance Form (SF-424)** to provide basic information about your organization, the proposed project, the funding amount requested, and information about the announcement to which you are applying.

- **Project Narrative** to provide detailed information about your proposed project. (see below for more information)
- **Budget Narrative** to provide a detailed explanation of the costs of the project by specific budget and cost categories.
- **Budget Information Forms (SF-424a)** to provide information about the amount of funding you are requesting from MEPI (“Federal”) and any funding that your organization is providing to the project (“Non-Federal” or “cost-sharing”).

**All submissions must include these components, and may be submitted in English, French, or Arabic.**

**MEPI accepts proposals to this program on a rolling basis, but each U.S. Embassy or Consulate has a unique selection process for submissions. Applicants should check with the respective U.S. Embassy or Consulate before preparing their submission.**

### **Project Narrative Content**

MEPI encourages projects that involve grassroots participation, community involvement, and volunteerism. We also encourage, projects that build links among citizens, civil society, government, and the private sector. Project narratives should articulate a logical relationship between proposed activities and desired outcomes – presenting the cause and effect “chain of results” that a project hopes to achieve.

The **Project Narrative** should propose activities that address one of the following MEPI priority areas:

- **Advocacy by civil society, NGOs, and professional associations**, including grassroots level and community organizations, to promote legal or political reforms and raise public awareness of democratic values and processes.
- **Development of networks, partnerships, and coalitions** that could include local NGOs, civil society organizations, government officials, and/or the business community to promote reform.
- **Expansion of opportunities for youth (ages 15-24)**, particularly those that to provide practical, hands-on experience in civic engagement, public service, and volunteerism, and that help to improve local communities.
- **Expansion of women’s participation in public life** at the local, regional, and national levels.
- **Promotion of economic reform that expands economic opportunity especially for youth**, including promoting entrepreneurship and commercial and legal reforms, as well as workforce development training.
- **Promotion of the rule of law**, including rights education, education of legal professionals, and advocacy activities to expand civic rights and to ensure legal judicial systems protect the rights of all individuals.
- **Promotion of government transparency and accountability**, including initiatives to promote good governance and combat corruption.
- **Promotion of public awareness** of current political issues and processes, including voter education, as well as civic education activities that promote tolerance of different views,

respect for democratic values and institutions, protection of ethnic and religious diversity, leadership development, and community service.

- **Development of media institutions** that defend the public interest and provide credible and diverse sources of information.

***Allowable Project Activities:***

Local grant applications that are often selected for funding include, but are not limited to:

- Community-level activities that provide practical experience in democratic processes and encourage and strengthen civic action and advocacy;
- Public education and awareness-building activities.
- Networking and advocacy campaigns that promote citizen rights and interests;
- Workshops, meetings, or training events of a practical and professional nature, which are an integral part of and contribute to the overall project (note: ideally, the training should be a means to an end, not the sole purpose of the grant); and/or
- Capacity-building for civil society organizations/nongovernmental organizations.

**Cost and Activity Restrictions:**

The following activities and costs are not covered under this announcement:

*Activities:*

- Social welfare and health care projects;
- Activities that appear partisan or that support individual or party electoral campaigns (e.g., specific political party activities);
- Scholarships and exchange programs;
- Academic or analytical research (if not necessary as part of a larger project);
- One-time events, such as stand-alone conferences and one-off round tables;
- Medical and psychological research and clinical studies;
- Cultural presentations, cultural research, cultural clubs, or festivals, etc.; and
- Language training courses.

*Costs:*

- Paying to complete activities begun with other funds;
- Foreign travel, unless specifically justified within the project;
- Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours);
- Projects of a commercial or profit-making nature;
- Organizational start-up costs, including setting up a center or office;
- Costs related to renovation, remodeling, or purchase or lease of new durable goods or real-estate;
- Purchase of furniture and office decor; and
- Purchase or maintenance of vehicles.

### Submitting an Application:

To submit your application, please follow the steps below:

1. Review all four of the completed application documents (listed [above](#)) for accuracy, making any necessary changes.
2. Print, sign, and scan a copy of the **Application for Federal Assistance (SF-424)**. **Please note:** A signature is required.
3. Send all four documents via email to the U.S. Embassy or Consulate in the country/territory in which you or your organization is located, or where the bulk of the proposed project activities will take place. **If you are unable to email the documents, please contact the appropriate U.S. Embassy or Consulate (see list below) to discuss other delivery options.**

#### *U.S. Embassy or Consulate Information:*

Algeria: [MEPIAlgiers@state.gov](mailto:MEPIAlgiers@state.gov)

Egypt: [MEPICairo@state.gov](mailto:MEPICairo@state.gov)

Jordan: [MEPIAmman@state.gov](mailto:MEPIAmman@state.gov)

Lebanon: [MEPIBeirut@state.gov](mailto:MEPIBeirut@state.gov)

Qatar: [MEPIDoha@state.gov](mailto:MEPIDoha@state.gov)

Syria: [NEA-Grants@state.gov](mailto:NEA-Grants@state.gov)

Yemen: [MEPISanaa@state.gov](mailto:MEPISanaa@state.gov)

Bahrain: [MEPIManama@state.gov](mailto:MEPIManama@state.gov)

Israel: [MEPITelAviv@state.gov](mailto:MEPITelAviv@state.gov)

Kuwait: [MEPIKuwait@state.gov](mailto:MEPIKuwait@state.gov)

Morocco: [MEPIRabat@state.gov](mailto:MEPIRabat@state.gov)

Saudi Arabia: [MEPISaudiArabia@state.gov](mailto:MEPISaudiArabia@state.gov)

Tunisia: [MEPITunis@state.gov](mailto:MEPITunis@state.gov)

West Bank/Gaza: [MEPIJerusalem@state.gov](mailto:MEPIJerusalem@state.gov)

**Libya:** Contact Creative Associates International's Libya Office at: [info@crea-cdgp.com](mailto:info@crea-cdgp.com) or 061-222-5095.

### Application Review and Selection Process

A MEPI Committee at the U.S. Embassy or Consulate within each country of origin review all proposals and one of our two MEPI regional offices process and negotiate the awards. Only the most competitive proposals received by MEPI Committees will be selected for further consideration by MEPI's regional offices. The U.S. Embassy or Consulate in each country of origin will inform organizations if their proposals will or will not be funded. The issuance of a grant award is contingent on the availability of funds and the negotiation and finalization of an approved budget and award package.

## **MEPI Local Grants Program Project Narrative**

The Project Narrative provides detailed information about your proposed project. Your responses to the questions below will be used to determine if your application will be considered for funding as a MEPI Local Grant. Your responses should provide a clear and concise description of your project. If selected for funding, you will have the opportunity to work with one of the MEPI Regional Offices to create a more detailed statement of work.

### **Brief Summary:**

Please provide a one-paragraph description of your project and what it will achieve?

### **Project Details:**

What is the title of your project? (Example: Rule of Law Awareness Campaign in Egypt)?

Please list the country and cities where your organization proposes to perform its proposed activities.

What is the issue/problem you want to address? And how will this project address the issue/problem?

Which one of the MEPI priorities does this project address?

- Advocacy by civil society, NGOs, and professional associations, including grassroots level and community organizations, to promote legal or political reforms and raise public awareness of democratic values and processes.
- Development of networks, partnerships, and coalitions that could include local NGOs, civil society organizations, government officials, and/or the business community to promote reform.
- Expansion of opportunities for youth (ages 15-24), particularly those that provide practical, hands-on experience in civic engagement, public service, and volunteerism, and that help to improve local communities.
- Expansion of women's participation in public life at the local, regional, and national levels.
- Promotion of economic reform that expands economic opportunity especially for youth, including promoting entrepreneurship and commercial and legal reforms, as well as workforce development training.
- Promotion of the rule of law, including rights education, education of legal professionals, and advocacy activities to expand civic rights and to ensure legal systems protect the rights of all individuals.
- Promotion of government transparency and accountability, including initiatives to promote good governance and combat corruption.

## MEPI Local Grants Program Project Narrative

- Promotion of public awareness of current political issues and processes, including voter education, as well as civic education activities that promote tolerance of different views, respect for democratic values and institutions, protection of ethnic and religious diversity, leadership development, and community service.
- Development of media institutions that defend the public interest and provide credible and diverse sources of information.

### **Goal and Objectives:**

What are the main objectives of the project?

What are the results/impact of this project?

### **Main Activities:**

What are the steps and actions that you will take to achieve the main objectives above? (Activities should flow together in a logical sequence).

Who are the direct beneficiaries of your project?

How long will it take to implement this project?

### **Organization and Partner Information:**

Describe your organization, its mission, and purpose.

In what year was your organization established (YYYY)?

Is your organization registered under applicable law in your country (Yes/No)?

Do you have partners working with you on this project (Yes/No)?

If yes, please list the name(s) of your partner organizations and how they will assist on this project.

Has your organization received or applied for MEPI funding in the past (Yes/No)?



## MEPI Local Grants Program Project Narrative

Has your organization received or are you expected to receive financial assistance from other donors (Yes/No)?

If yes, please name the donors and the amount of financial assistance received, and briefly describe funded projects.

## MEPI Local Grants Program Budget Narrative

1. Personnel							
#	Position	Name of Employee	Monthly or Yearly Salary/Rate	% of Work Time for Project	Amount Requesting from MEPI <i>(Salary x Work Time)</i>	Cost-Share Amount <i>(Salary x Work Time)</i>	Total Project Amount <i>(Amount Requested + Cost Share Amount)</i>
<b>Total Personnel</b>							

2. Fringe Benefits							
#	Type of Benefit	Wage	Rate	Amount Requesting from MEPI <i>(Salary x Work Time)</i>	Cost-Share Amount <i>(Salary x Work Time)</i>	Total Project Amount <i>(Amount Requested + Cost Share Amount)</i>	
<b>Total Fringe Benefits</b>							

MEPI Local Grants Program Budget Narrative

3. Travel								
#	Purpose of Travel	Item Description <i>(Type of Travel and Location)</i>	Number of Months/ Days	Unit Cost/ Rate	Number of People	Amount Requesting from MEPI <i>(No. of Days x Unit Cost x No. of People)</i>	Cost-Share Amount <i>(No. of Days x Unit Cost x No. of People)</i>	Total Project Amount <i>(Amount Requested + Cost Share Amount)</i>
<b>Total Travel</b>								

4. Equipment (more than \$5000/unit)								
#	Item & Purpose Description	Unit of Measure	Unit Cost	Number of Units	Amount Requesting from MEPI <i>(Unit Cost x No. of Units)</i>	Cost-Share Amount <i>(Unit Cost x No. of Units)</i>	Total Project Amount <i>(Amount Requested + Cost Share Amount)</i>	
<b>Total Equipment</b>								

MEPI Local Grants Program Budget Narrative

5. Supplies							
#	Item & Purpose Description	Unit of Measure	Unit Cost	Number of Units	Amount Requesting from MEPI <i>(Unit Cost x No. of Units)</i>	Cost-Share Amount <i>(Unit Cost x No. of Units)</i>	Total Project Amount <i>(Amount Requested + Cost Share Amount)</i>
<b>Total Supplies</b>							

6. Contractual								
#	Type & Purpose of Service	Name of Contractor	Unit of Measure	Unit Cost	Number of Units	Amount Requesting from MEPI <i>(Unit Cost x No. of Units)</i>	Cost-Share Amount <i>(Unit Cost x No. of Units)</i>	Total Project Amount <i>(Amount Requested + Cost Share Amount)</i>
<b>Total Contractual</b>								

**7. Construction - Not Allowable**

MEPI Local Grants Program Budget Narrative

<b>8. Other Direct Costs</b>							
#	Type & Purpose of Cost	Unit of Measure	Unit Cost	Number of Units	Amount Requesting from MEPI <i>(Unit Cost x No. of Units)</i>	Cost-Share Amount <i>(Unit Cost x No. of Units)</i>	Total Project Amount <i>(Amount Requested + Cost Share Amount)</i>
	<i>Total Other Direct Costs</i>						

<b>9. Total Direct Costs (Totals from lines 1-8)</b>							
<b>10. Indirect Costs</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>11. Total Costs (lines 9-10)</b>							

## **MEPI Local Grants Program Budget Narrative Instructions**

The Budget Narrative provides detailed information about the Federal request and cost share costs for your proposed project. The Budget Narrative is used to determine if the costs in a MEPI application are reasonable and permissible. All of the proposed costs listed must be reasonable, necessary to achieve project objectives, permissible in accordance with applicable Federal cost principles, auditable, and incurred during the project period. If selected for funding, you will have the opportunity to work with one of the MEPI Regional Offices to create a final budget.

When completing the sample template, applicants should ensure the following:

- Presented in U.S. dollars, rounded to the nearest dollar (e.g., \$5,000);
- Provide details on how all costs were calculated.
- Do not use the term "miscellaneous expenses" or any similar term as a budget item.
- Consider providing cost-sharing, which MEPI strongly encourages. Cost-sharing is a contribution (salaries, rent, utilities, equipment, and other organizational costs) by the grantee or other entity to fund a portion of the proposed project.
- If any of the costs items below (For example: Fringe or Equipment costs) do not apply to your project, please leave blank or input one line with a \$0.00 dollar amount.

### *Cost Category Guidelines*

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

#### **1. Personnel**

- Is each position identified by title or responsibility?
  - **Program Director:** The individual who will provide daily oversight of the grant, including fiscal and personnel management, community relations, and project implementation and evaluation during the project period.
  - **Project Coordinator:** The individual who will coordinate coalition services and MEPI project activities, including training, coalition communication, data collection, and information dissemination.
  - **Financial or Business Official:** The person who handles the financial components of the grant.
  - **Key Personnel:** MEPI grant key personnel include a Program Director and or Project Coordinator. Key personnel are defined as individuals who contribute to the programmatic development or execution of the project in a substantive, measurable way, whether or not they receive salaries or other compensation under the grant.

## 2. Fringe Benefits

- Is each type of benefit indicated?

## 3. Travel

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

## 4. Supplies

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

## 5. Contractual

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

## 8. Other

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

### ***Budget Definitions:***

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

**Contract:** A contract under a grant may be awarded for two purposes: 1) goods or services needed to support the grantee's performance of the project or program or 2) an award to a third party for performance of substantive programmatic work.

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

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

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

### Sample of a Completed Budget Narrative

On pages 3-6, you will find a completed budget narrative for you to use as reference. It provides examples of what you may include in your budget narrative and guidance on what to describe in the “Narrative Justification” section.

1. Personnel							
#	Position	Name of Employee	Monthly or Yearly Salary/Rate	% of Work Time for Project	Amount Requesting from MEPI (Salary x Work Time)	Cost-Share Amount (Salary x Work Time)	Total Project Amount (Amount Requested + Cost Share Amount)
1.1	Program Director	John Doe	\$164,890	10%	\$16,489		\$16,489
1.2	Project Coordinator	TBD	\$46,276	100%	\$46,276		\$46,276
1.3	Clerical Support	Jill Smith	\$1,338	100%		\$1,338	\$1,338
<b>Total Personnel</b>					\$62,765	\$1,338	\$64,103

2. Fringe Benefits							
#	Type of Benefit	Wage	Rate	Amount Requesting from MEPI (Salary x Work Time)	Cost-Share Amount (Salary x Work Time)	Total Project Amount (Amount Requested + Cost Share Amount)	
2.1	Workers Compensation	\$62,765	2.50%	\$1,569		\$1,569	
2.2	Health Benefits	\$62,765	2.50%	\$1,569		\$1,569	
2.3	Insurance	\$62,765	10.50%		\$6,590	\$6,590	
<b>Total Fringe Benefits</b>				\$3,138	\$6,590	\$9,728	



Sample of Completed Budget Narrative

3. Travel								
#	Purpose of Travel	Item Description (Type of Travel and Location)	Number of Months/ Days	Unit Cost/ Rate	Number of People	Amount Requesting from MEPI (No. of Days x Unit Cost x No. of People)	Cost-Share Amount (No. of Days x Unit Cost x No. of People)	Total Project Amount (Amount Requested + Cost Share Amount)
3.1	Training Workshop	Local Travel, Amman, Jordan	3	\$25	20	\$1,500		\$1,500
3.2	Training Workshop	Lodging	3	\$183	20	\$10,980		\$10,980
3.3	Training Workshop	Meals and Incidentals	3	\$127	20	\$7,620		\$7,620
<b>Total Travel</b>						\$20,100	\$0	\$20,100

4. Equipment (more than \$5000/unit)								
#	Item & Purpose Description	Unit of Measure	Unit Cost	Number of Units	Amount Requesting from MEPI (Unit Cost x No. of Units)	Cost-Share Amount (Unit Cost x No. of Units)	Total Project Amount (Amount Requested + Cost Share Amount)	
4.1	None				\$0	\$0	\$0	
<b>Total Equipment</b>					\$0	\$0	\$0	

5. Supplies								
#	Item & Purpose Description	Unit of Measure	Unit Cost	Number of Units	Amount Requesting from MEPI (Unit Cost x No. of Units)	Cost-Share Amount (Unit Cost x No. of Units)	Total Project Amount (Amount Requested + Cost Share Amount)	
5.1	General Office Supplies	Month	\$50	12	\$600		\$600	
5.2	Laptop	Unit	\$900	1	\$900		\$900	

Sample of Completed Budget Narrative

5.3	<i>Fax</i>	<i>Unit</i>	\$300	1		\$300	\$300	
5.4	<i>Postage</i>	<i>Month</i>	\$37	12		\$444	\$444	
	<b>Total Supplies</b>					\$1,500	\$744	\$2,244

<b>6. Contractual</b>									
#	Type & Purpose of Service	Name of Contractor	Unit of Measure	Unit Cost	Number of Units	Amount Requesting from MEPI (Unit Cost x No. of Units)	Cost-Share Amount (Unit Cost x No. of Units)	Total Project Amount (Amount Requested + Cost Share Amount)	
6.1	<i>Leadership Training Expert</i>	<i>Jane Smith</i>	<i>Day</i>	\$350	24	\$4,200	\$4,200	\$8,400	
6.2	<i>Training Experts Travel from Washington DC to Amman, Jordan for Training conference</i>	<i>Jane Smith</i>	<i>Round-Trip</i>	\$1,200	1	\$1,200		\$1,200	
6.3	<i>Monitoring and Evaluation Expert</i>	<i>TBD</i>	<i>Day</i>	\$275	24	\$3,300	\$3,300	\$6,600	
6.4	<i>Training Experts Travel from Washington DC to Amman, Jordan for Training conference</i>	<i>TBD</i>	<i>Round-Trip</i>	\$1,200	1	\$1,200		\$1,200	
6.5	<i>Sub-Award to Jordanian NGO</i>	<i>TBD</i>	<i>Award</i>	\$10,000	1	\$10,000		\$10,000	
	<b>Total Contractual</b>						\$19,900	\$7,500	\$27,400

**7. Construction - Not Allowable**

Sample of Completed Budget Narrative

<b>8. Other Direct Costs</b>							
#	Type & Purpose of Cost	Unit of Measure	Unit Cost	Number of Units	Amount Requesting from MEPI <i>(Unit Cost x No. of Units)</i>	Cost-Share Amount <i>(Unit Cost x No. of Units)</i>	Total Project Amount <i>(Amount Requested + Cost Share Amount)</i>
8.1	Office Telephone	Month	\$100	12	\$1,200		\$1,200
8.2	Amman hotel conference room rental for training	Day	\$800	3	\$2,400		\$2,400
8.3	Office Rent	Month	\$1,000	12		\$12,000	\$12,000
<b>Total Other Direct Costs</b>					\$3,600	\$12,000	\$15,600
<b>9. Total Direct Costs (Totals from lines 1-8)</b>					\$111,003	\$28,172	\$139,175
<b>10. Indirect Costs</b>					\$0.00	\$0.00	\$0.00
<b>11. Total Costs (lines 9-10)</b>					\$111,003	\$28,172	\$139,175