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

Bureau of Near Eastern Affairs
Catalog of Federal Domestic Assistance (CFDA) Number: **19.600**

Middle East Partnership Initiative
CFDA Number: **19.500**

Near East Regional Democracy
CFDA Number: **19.221**

Organizational Interest and Capacity Questionnaire

Opportunity Number: NEAPI-11-AW-036-MENA-080111
Competition ID: NEA-SOI
Announcement Type: New

Key Information:

Application Deadline:	23:59:59 ET on September 30, 2011
Federal Agency Contact	**Jessica Baker** Nea-grants@state.gov 202-776-8524
Date Opened	August 1, 2011
Electronic Link for Full Announcement:	www.mepi.state.gov

Funding Opportunity Synopsis:

The Bureau of Near Eastern Affairs (NEA) seeks to identify a broad cadre of potential implementing organizations through an *Organizational Interest and Capacity Questionnaire,* which will be used to identify pre-selected partners for future funding opportunities. Contingent upon the availability of funds, successful applicants (those identified as pre-selected partners) may receive invitations to submit full applications for select future funding opportunities over a period of four years. However, there is no guarantee that eligible organizations will receive invitations to apply for funding. Invitations for funding opportunities will be based on NEA's regional, country-specific, and programmatic priorities and objectives.

NEA invites organizations that wish to be considered as pre-identified partners to complete a web-based questionnaire and submit Statements of Interest through this *Questionnaire*. The *Questionnaire* will provide information about each applicant's organizational mission and activities, functional and technical expertise, country experience, organizational approach/methodology, experience working with nongovernmental, governmental, and/or private sector partners in the MENA region, and relevant accomplishments. Please note that completion of the questionnaire does not guarantee that an organization will be found eligible for pre-selection status.

<u>Background Information about Bureau of Near Eastern Affairs:</u>
The Bureau of Near Eastern Affairs (NEA) deals with U.S. foreign policy and U.S. diplomatic relations with Algeria, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, the West Bank and Gaza, and Yemen. Regional policy issues that NEA handles include Iraq, Middle East peace, terrorism and weapons of mass destruction, and political and economic reform. More information about NEA can be found at: http://www.state.gov/p/nea/index.htm.

Table of Contents

I.   FUNDING OPPORTUNITY DESCRIPTION

We are witnessing tumultuous yet historic times in the Middle East and North Africa. In an effort to be proactive and responsive to the evolution of events and political transitions across the region, the Bureau of Near Eastern Affairs (NEA) seeks to identify a broad cadre of potential implementing partners through this *Organizational Interest and Capacity Questionnaire,* to help achieve the following three overarching goals and their related key objectives in the countries of the Middle East and North Africa:

1)   Building pluralistic societies where diversity is reflected in social organizations, politics, business, media, and government, and where all citizens have equal standing, protected by guaranteed rights and by independent and effective courts of law;

2)   Building participatory societies where citizens have regular opportunities to play an active role in making decisions that affect their lives and in holding their governments accountable.

3)   Building prosperous societies where education, specialized skill training, and an environment conducive to business development inspire innovation and create a foundation for long-term economic growth and an internationally competitive private sector.

The *Organizational Interest and Capacity Questionnaire* will be used to identify pre-selected partners for future funding opportunities. Contingent upon the availability of funds, successful applicants (those identified as pre-selected partners) may receive invitations to submit full applications for select future funding opportunities over a period of four years. However, there is no guarantee that eligible organizations will receive invitations to apply for funding. Invitations for funding opportunities will be based on NEA's regional, country-specific, and programmatic priorities and objectives.

NEA invites organizations that wish to be considered as pre-identified partners to complete a web-based questionnaire and submit Statements of Interest through this *Questionnaire*. The *Questionnaire* will provide information about each applicant's organizational mission and activities, functional and technical expertise, country experience, organizational approach/methodology, experience working with nongovernmental, governmental, and/or private sector partners in the MENA region, and relevant accomplishments. Please note that completion of the questionnaire does not guarantee that an organization will be found eligible for pre-selection status.

Specifically, the *Questionnaire* seeks to assess each applicant's experience and/or capacity in developing and supporting one or more of the following areas in the Middle East and North Africa:

- Legal systems that protect the rights of all individuals
- Civic cultures that support democratic values and the active participation of all individuals in social and political life

- Media institutions that defend the public interest
- Legal and regulatory frameworks that enable participation
- Political processes and institutions that encourage effective participation
- Civil society organizations' (CSOs) effective advocacy
- Economic reform and workforce development
- Educational reform and service learning
- Local coalitions and partnerships
- Alumni networks and activities

Organizations <u>must</u> complete the *Questionnaire* to be considered for eligibility under this Statement of Interest announcement. An organization's response to the questionnaire will be automatically compiled into a MS-Word document that the organization will include in its submission.

The *Questionnaire* has three components: 1) a **Statement of Interest narrative;** 2) a **general assessment questionnaire**; and 3) a **detailed assessment** of expertise is specific technical areas.

To access the system please go to:
http://surveys.seiservices.com/fs.aspx?surveyid=5661ab9c45446b9b2c26ced077f1f29.

Instructions on how to complete the questionnaire can be found in Part IV, Section A—Required Application Documents of this announcement.

Organizations that fail to meet the criteria under this announcement are not prejudiced or prohibited from applying to future NEA program solicitations.

II.   AWARD INFORMATION

Funding Mechanism Type: *Cooperative Agreement or Grant*

Estimated Award Ceiling: $5,000,000

Estimated Award Floor: $25,000

The Bureau of Near Eastern Affairs reserves the right to solicit applications and award funding to pre-identified applicants under this statement of interest for a period of up to four years after the announcement's close date. Grants funded under this mechanism will be contingent upon the availability of funds and NEA's regional, country-specific, and programmatic priorities and objectives. **The funding amounts referenced above reflect the range of funding levels possible for future awards solicited through future funding opportunities.**

Invitations for funding opportunities will be based on NEA's regional, country-specific, and programmatic priorities and objectives and the applicants functional, technical, and regional expertise. There is no guarantee that organizations will receive invitations to apply for funding.

The Bureau of Near Eastern Affairs has particular interest in supporting projects that are innovative and meet needs and opportunities not already addressed by current donor funding. We support projects in Algeria, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, the West Bank and Gaza, and Yemen.

III.   ELIGIBILITY INFORMATION

All applications will be screened by the Bureau of Near Eastern Affairs 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.   ELIGIBLE APPLICANTS

The Bureau of Near Eastern Affairs is committed to anti-discrimination policy in all its programs and activities. NEA welcomes proposals irrespective of applicants' race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We invite statements of interest from organizations working with minority, disenfranchised, and lesser-served communities, including women, people with disabilities, and youth.

Eligible applicants include any registered U.S. or foreign non-profit organization; non-governmental organization; private institution; institutions of higher education (non-profit or for-profit); commercial entity; or small business. The Bureau of Near Eastern Affairs 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.

B.   U.S.-BASED APPLICANTS—ELIGIBILITY INFORMATION

B.1   *Grants.gov*

The Bureau of Near Eastern Affairs requires that all applications from U.S.-based applicants be submitted through Grants.gov. In order to apply, organizations 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.

B.2   *Dun and Bradstreet Data Universal Number System*

All U.S.-based applicants must provide a Data Universal Number System (DUNS) number to apply to this funding opportunity. The Data Universal Number System is a nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities. Obtaining a Data Universal Number System (DUNS) number is the first step required by an

organization to register with the Grants.gov system. If the organization does not already have a DUNS number, please begin this process immediately.

A DUNS number may be acquired at no cost on-line at: fedgov.dnb.com or via telephone at: 1-866-705-5711. This process normally takes one business day.

B.3   Central Contractor Registration

All U.S.-based applicants must be registered with the Central Contractor Registration (CCR) to apply to this funding opportunity. The CCR is the Federal repository in which an applicant must provide information required for the conduct of business as an award recipient. Obtaining Central Contractor Registration (CCR) is the second step required by an organization to register with the Grants.gov system. CCR registration expires each year and must be updated annually. Further, applicants must maintain an active CCR registration, with current information, while their application is under consideration for funding.

Registration procedures may be found at www.ccr.gov. This process can take three to five business days or up to two weeks.

C.   FOREIGN-BASED APPLICANTS—ELIGIBILITY INFORMATION

Foreign-based applicants are strongly encouraged to register their organization with Grants.gov, obtain a Data DUNS number; and Central Contractor Registration. Details on how to register with these systems are outlined in Sections B.1, B.2, and B.3 above. **Foreign-based organizations are not required to have a DUNS number or Central Contractor Registration to apply to this opportunity due to a waiver obtained by the Middle East Partnership Initiative.**

PLEASE NOTE: Additional guidance on registering with Grants.gov can be found at MEPI's website (http://mepi.state.gov/mepi/english-mepi/funding-opportunities/apply-for-a-grant/application-procedure). Applicants may also contact NEA at nea-grants@state.gov to request this guidance.

IV.   APPLICATION AND SUBMISSION INFORMATION

A.   REQUIRED APPLICATION DOCUMENTS

All applicants, whether U.S. - or Foreign-based, must include the application documents detailed in this section. Failure to submit all of the required documentation described in this SOI will result in the application not being considered for funding. Guidance on how to submit an application can be found in Section B for US-based applicants and Section C for foreign-based applicants.

NOTE: All applications must be submitted in English.

Federal Assistance Application Forms (SF-424 and SF424b)

All applicants must complete a SF-424 and SF-424b to be eligible under this announcement. The forms can be downloaded from www.grants.gov for completion. Guidance on how to **download**

these forms can be found in Section B.1 of this announcement. Guidance to assist applicants in completing the SF-424 form can be found in Appendix 2 of this announcement.

NOTE: No SF424a or budget narrative is required.

Organizational Interest and Capacity Questionnaire

All applicants must submit an *Organization Interest and Capacity Questionnaire*. The *Questionnaire* is web-based and each applicant will go to the system to answer questions about their organization's interest and abilities related to the goals and objectives outlined in Part I—Funding Opportunity Description of this announcement. U.S.-based organizations must complete the questionnaire, save the document and upload it as an attachment on Grants.gov. Foreign-based organizations must complete the questionnaire, save the document and upload it as an attachment to their email to the NEA mailbox.

Instructions for accessing, navigating, and submitting responses to the *Questionnaire* are below:

1. Go to http://surveys.seiservices.com/fs.aspx?surveyid=5661ab9c45446b9b2c26ced077f1f29.

2. When entering the website for the first time, the 'Instructions' page is seen first. This page contains all of the instructions for the questionnaire, and the applicant can visit at any time for help by using the navigation bar on the left side of the screen.

3. At the top and bottom of the pages, applicants will see the following buttons—'PREVIOUS PAGE', 'NEXT PAGE', 'SAVE PROGRESS', and 'RESUME PROGRESS'.

    NEXT PAGE – This allows applicants to move to the next consecutive page.

    PREVIOUS PAGE – This allows applicants to move to the previous page.

    SAVE PROGRESS – This allows applicants to save their current answers and location within the questionnaire. Upon saving, the applicant will receive a unique resume code at the top of the questionnaire. **NOTE:** It is important to make a note of this *CODE*. Applicants will enter the *CODE* when returning to the questionnaire.

    RESUME PROGRESS – This allows applicants to resume their saved questionnaire at any time and at the location where they last inputted information. Applicants must use the unique *CODE* provided during their previous visit to the questionnaire.

4. Applicants will see links to various parts of the questionnaire on the left side of the screen. The 'Narrative' page has the fields for "organization name," "DUNS number," and "email address." The "organization name" and "email address" fields are mandatory and must be completed before moving onto other pages in the questionnaire.

5. The information that applicants enter on each page of the questionnaire will be stored automatically when the applicant clicks 'NEXT PAGE'. **Please note**: Applicants need to

keep the resume *CODE* displayed at the top if they wish to 'RESUME PROGRESS' at a later date.

6. The 'Submit' Page at the end of the questionnaire has a 'Submit form' button. **When applicants click this button, the responses to the questions are sent to a central database, and the applicant is <u>not</u> able to make additional changes. If you are not ready to submit all of your answers, <u>do not</u> hit the submit button.**

7. After submitting the questionnaire online, applicants will be forwarded to a page that has the link '*Download Answers*' to download all the responses to a MS-Word document. Applicants must click this link and save the document on their own computer system's local folders. **This document is what the applicant will submit as an attachment to NEA. U.S.-based applicants will attach this to their submission on Grants.gov, and foreign-based applicants will attach this to their submission to the NEA mailbox.**

The questionnaire is comprehensive, and applicants are encouraged to complete the questionnaire in stages. Applicants are able to save their work and re-visit this site as needed.

B.   U.S.-BASED APPLICANTS—SUBMITTING AN APPLICATION (GRANTS.GOV)
All U.S.-based applicants must submit their application through Grants.gov. To submit an application, please follow the instructions below.

B.1   *Downloading the Application Package from Grants.gov*
To submit an application using Grants.gov, applicants must first download the application package. To download the application package, 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 that will be used 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.

To download the Grant Application Package, applicants must select and move the following mandatory forms to the "Mandatory Documents for Submission" field displayed on Grants.gov:

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

Note: The "Project Narrative Attachment Form" field will be where applicants attach their *Organizational Interest and Capacity Questionnaire* response document. Applicants will <u>not</u> submit a formal project narrative for this announcement.

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.

B.2   Submitting an Application

Prior to submitting an application on Grants.gov, applicants must complete the SF-424 forms and complete the *Questionnaire* online. **Once the *Questionnaire* is complete, applicants will upload (attach) their organization's questionnaire responses (MS-Word document) to the "Project Narrative Attachment Form" field on Grants.gov.** After the SF-424 forms are completed and the questionnaire is uploaded, applicants can submit their application.

Note: Applicants should not include any additional or optional documents, including budgets, with their submission.

Please allow sufficient time for entering the 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, he/she should contact the Grants.gov Contact Center for assistance at 1-800-518-4726.

It is the responsibility of applicants to monitor their applications to ensure 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 NEA as the receiving institution.**

C.   FOREIGN-BASED APPLICANTS--SUBMITTING AN APPLICATION (GRANTS.GOV OR EMAIL)

Foreign-based applicants may submit an application through Grants.gov or via email to nea-grants@state.gov.

C.1   Submitting an Application on Grants.gov

Please follow the instructions outlined in Sections B.1 and B.2 above.

NEAPI-11-AW-036-MENA-080111

C.2   Submitting an Application to NEA-Grants@state.gov

Please allow sufficient time for sending an application to NEA via email. **When submitting an application via email, applicants must do the following:**

1. **Include completed and signed SF-424 and SF-424a forms.**
2. **Include the MS-Word document containing the applicant's responses to the** *Questionnaire.*
3. Include the **Funding Opportunity Number and Title of the Announcement in the Subject Line** of the email.

The application process is not complete until an applicant has received an email from NEA confirming receipt of an email submission. This email is only an indication that NEA has successfully received an application via email. If an applicant does not receive an email, contact NEA via email at nea-grants@state.gov.

It is the responsibility of applicants to monitor their applications to ensure they are successfully submitted to NEA. Applicants are strongly encouraged to submit their application well before the deadline to ensure that their application is successfully received by NEA.

D. SUBMISSION DATES AND TIMES

Applications are due before 23:59:59 eastern time (ET) on **September 30, 2011. No grace period is permitted, 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 to alert NEA (nea-grants@state.gov**) of any technical difficulties they might encounter in submitting their application through Grants.gov or via email.**

Within 10 days after the close date, applicants will be notified via email that their applications have been received. This notification will include an application log number that applicants must use to track their applications.

V.   APPLICATION REVIEW AND SELECTION PROCESS

Applications must meet the following criteria to be considered eligible as a pre-identified partner under this announcement:

1. Provide all required documentation detailed in Part IV, Section A must be included.
2. Substantiate experience working in the MENA region (or elsewhere on issues relevant to the MENA region).
3. Substantiate experience engaging and partnering with institutions, organizations, and leaders.
4. Substantiate organizational capacity, to include level of experience in stated field(s) of expertise.

5. Substantiate expertise and capacity in at least one of the following programmatic areas of interest:

- Legal systems that protect the rights of all individuals
- Civic cultures that support democratic values and the active participation of all individuals in social and political life
- Media institutions that defend the public interest
- Legal and regulatory frameworks that enable participation
- Political processes and institutions that encourage effective participation
- Civil society organizations' (CSOs) effective advocacy
- Economic reform and workforce development
- Educational reform and service learning
- Local coalitions and partnerships
- Alumni networks and activities

NEA will use the responses to the questionnaire to assess whether an organization has submitted the required information listed above.

VI. ADMINISTRATION INFORMATION

A. AWARD NOTICES

Within 30 days of the close date, NEA will notify the authorized representative and program point of contact listed on the SF-424 through email 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 October 31, 2011, NEA may be contacted at nea-grants@state.gov for additional information.

By October 31, 2011, NEA will notify the authorized representative and program point of contact listed on the SF-424 through email (from nea-grants@state.gov) if their organization is eligible or not eligible for future funding opportunities under this announcement.

During the four-year eligibility period, when an eligible applicant is selected to apply for a future funding opportunity, NEA will send a letter to the authorized representative and program point of contact listed on the SF-424, inviting the eligible organization to submit an application to a limited RFA. The invitation letter will detail the type of project NEA seeks to fund and will provide detailed instructions for submitting an application for funding.

VII.   AGENCY CONTACTS

For questions regarding this opportunity, including: completing an application, technical issues with the *Organizational Interest and Capacity Questionnaire,* financial and grants management issues; or other 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

Bureau of Near Eastern Affairs
Organizational Interest and Capacity Questionnaire

Key Definitions and Additional Information:
(in alphabetical order)

Accredited Institution of Higher Education - A legally authorized educational entity providing a program of education beyond secondary education that is accredited by an internationally recognized accrediting agency or association.

Digital Security - Gives individuals the freedom to embrace the digital lifestyle – to confidently engage in everyday interactions across all digital devices including computers and the internet and telecommunications.

Economically Disadvantaged Populations – A group whose members have been subject to systemic prejudices due to their lack of economic resources.

Educational Outcomes: Describes efforts that impact student learning and success. Examples of educational outcome efforts could include work focused on: school administration, teacher or student accountability; academic standards; graduation requirements or student achievement; parental involvement; curricula design and implementation; the integration of technology into education strategies; workforce preparation; adult and/or continuing education; or accessibility of education.

Encouraging Participatory Politics – For more information, please visit http://mepi.state.gov/mepi/english-mepi/what-we-do/encouraging-participatory-politics.html.

Fostering Prosperous Societies – For more information, please visit http://mepi.state.gov/mepi/english-mepi/what-we-do/fostering-prosperous-societies.

Government Stake-holders – Individuals or offices in government who affect or can be affected by an organization's actions.

Higher Education - Refers to the stage of learning that occurs at universities, academies, colleges, seminaries and institutes of technology. Higher education also includes certain collegiate-level institutions, such as vocational schools, trade schools, and career colleges that award academic degrees or professional certifications.

Inspiring the Next Generation of Leaders - For more information, please visit http://mepi.state.gov/mepi/english-mepi/what-we-do/inspiring-the-next-generation-of-leaders.html.

Internship - Internship is a system of on-the-job training in which interns gain experience in their field, determine if they have an interest in a particular career, and create a network of contacts.

MENA – MENA stands for the Middle East and North Africa region. The countries in this region include: Algeria, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, the West Bank and Gaza, and Yemen.

Mentorship - Mentoring is a process for the informal transmission of knowledge, social capital, and the psychosocial support perceived by the recipient as relevant to work, career, or professional development; mentoring entails informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom, or experience (the mentor) and a person who is perceived to have less (the protégé).

Service Learning - Educational model in which learning opportunities are derived from structured service activities rather than traditional classrooms.

Social Entrepreneurship - Social entrepreneurship is the work of a social entrepreneur. A social entrepreneur is someone who engages in business seeking both financial and social return.

Socially Disadvantaged Populations - A group whose members have been subject to racial, ethnic, gender, or mental and physical handicap prejudices because of their identity as members of the group without regard to their individual qualities.

Supporting Women - For more information, please visit http://mepi.state.gov/mepi/english-mepi/what-we-do/supporting-women.

Sustainable CSO Network: A network that has the capacity to achieve long-term success and stability, and which is a permanent part of community resources, where program services continue and are maintained after a funding period is over.

Transitional Societies – Societies that are undergoing social, political or economic transitions.

Watchdog Function: Monitoring, making transparent, and if appropriate, speaking out against actions undertaken by government and/or the private sector that are unethical, illegal, and/or which violate the rights of citizens.

Youth – A person within the ages of 15-24.

Bureau of Near Eastern Affairs

Guidance for Completing the Standard Federal Assistance Form—SF-424

Item #1—Type of Submission: Select "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.

Item #8—Applicant Information:
8a – Input your organization's legal name
8b – **U.S.-Based**: Enter your EIN or TIN as assigned by the IRS;
  Foreign-Based: Enter "44-4444444"
8c – **U.S.-Based:** Enter your organization's DUNS number.
  Foreign-Based: If you have one, enter your organization's DUNS number. If not, leave blank
528d – Enter your organizations address including country
8e – If applicable, enter the name of a department or division that will coordinate a full application if selected.
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
M: Non-Profit with 501C3 IRS Status
N. Nonprofit without 501C3 IRS Status
O. Private Institution of Higher Learning
Q. For Profit
R. Small Business
W. Non-domestic (non-US entity)
X. Other (Specify)

Item #10—Name of Federal Agency: Input – "Bureau of Near Eastern Affairs." On Grants.gov this is automatically generated.

Item #11—Catalog of Federal Domestic Assistance Number and Title: Input – "19.221, 19.500," and the titles are "Near East Regional Democracy" and "Middle East Partnership Initiative (MEPI)." This is a required field. On Grants.gov this is automatically generated.

Item #12—Funding Opportunity Number and Title: Input the number and title provided in the request for application. On Grants.gov this is automatically generated.

Item #13—Competition Identification Number and Title: Input the title provided in the request for application. On Grants.gov this is automatically generated.

Item #14—Areas Affected by Project: Leave Blank.

Item #15—Descriptive Title of Applicant's Project: Enter "**Organizational Interest and Capacity Questionnaire Submission**."

Item #16—Congressional Districts
16a – Applicant: U.S.-Based: Enter the congressional district of your organization.
                             Foreign-based: Enter "00-000."
16b – Program/Project: Enter "00-000."

Item #17—Proposed Project: *Start Date*--Enter "11/01/11" and for *End Date*—Enter "10/31/15"

Items #18a-g—Estimated Funding: Enter "0.00"

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.

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 to submit a full application 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.