Appendix 5

Preparing an Application for NEA/AC Funding

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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. 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 81/2 x 11 or A4 paper and single spaced, with all margins (left, right, top, bottom) being at least one inch each. Also, applicants should ensure all pages meet the page limit requirements outlined in the announcement. **If the application exceeds the page limit, the application will not be advance to the Technical Review stage.**

Required Application Documents

The documents discussed below are what NEA/AC commonly requests in their program announcements. **Before preparing a submission, applicants should carefully review the**

announcement to confirm what documents are required and if any page limits are specified.

Application Coversheet

The Coversheet provides summary detail about the applicant and their proposed activities and is a separate attachment in the electronic submission. It can be **no more than one page**. A sample template can be found with the announcement and a fill-able template is available for download online. **Applicants are strongly encouraged to use the same format as found in the sample template.**

If using the sample template, the Coversheet should be filled out in its entirety. Under the *Executive Summary* header, please provide a synopsis of the proposed project (e.g., The project will…). **The information in blue text should be deleted prior to submitting the document.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

Applicant Organization Information

The Applicant Organizational Information document provides NEA/AC with information about the organization's structure and policies and allows NEA/AC to assess the organization's ability to manage Federal funds. It is a separate attachment in your electronic submission. A sample template can be found with the announcement and a fill-able template is available for download online.

Applicants are strongly encouraged to use the same format as found in the sample. If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

SF-424—Application for Federal Assistance Instructions to Complete the Form

The SF-424—Application for Federal Assistance collects basic information on the applicant, the proposed project, the funding amount requested, and information about the announcement to which you are applying. **The form must be completed online and signed by the Authorized Organization Representative.** Below please find instructions on how to complete each of section of the form.

Item #1—Type of Submission: Select "Application."

Item #2—Type of Application: Select "New."

Item #3 - #4—Date Received/Applicant Identifier: Leave blank.

Item #5a - #5b—Federal Entity Identifier/Federal Award Identifier: Leave blank.

Item #6 - #7—Date Received by State/State Application Identifier: Leave blank.

Item #8—Applicant Information:
8a – Input your organization's legal name.
8b – U.S. Organization: Enter your EIN or TIN as assigned by the IRS.
International organization: Enter "44-4444444."
8c – Enter your organization's DUNS number (this is a nine-digit number).
8d – Enter your organizations address including country.
8e – If applicable, enter the name of a department or division in your organization that will coordinate the proposed activities.
8f – Name of the project person to contact about this application. **It is a best practice that this person not be listed as the authorized representative on this form.**

Item #9—Type of Applicant: Please select all that apply.

Item #10—Name of Federal Agency: Leave as written; it is completed for you.

Item #11—Catalog of Federal Domestic Assistance Number and Title: Leave as written; it is completed for you.

Item #12—Funding Opportunity Number and Title: Leave as written; it is completed for you.

Item #13—Competition Identification Number and Title: Leave as written; it is completed for you.

Item #14—Areas Affected by Project: Attach a one-page document listing the city(ies) and country(ies) where your organization proposes to perform its proposed activities.

Item #15—Descriptive Title of Applicant's Project: Enter a brief (one-sentence or less) descriptive title of your project.

Item #16—Congressional Districts
16a – Applicant:
U.S. Organization: Enter the congressional district of your organization.
International Organization: Enter "00-000."
16b – Program/Project:
U.S.-Based Program: Enter all the congressional districts affected by the program.
International Program (outside the U.S.): Enter "00-000."

Item #17—Proposed Project: Enter the proposed start date and end date (MM/DD/YYYY) of your project. Actual dates will be negotiated if selected for funding.

Item #18—Estimated Funding

18a – Enter the amount of funding your organization is requesting from NEA/AC (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 –U.S. Organization: Enter any funding you are receiving from the State and Local governments for this project, if applicable.
18e – Enter any other funding for the project that does not fit into the 18b-18d categories, if applicable. Otherwise leave blank or input "0.00."
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. Do you owe the U.S. government money? Please select Yes/No. If yes, please provide an explanation.

Item # 21 – Authorized Representative: By checking box 21 and signing the SF-424—Application for Federal Assistance, the authorized representative certifies that the information in the SF-424 form is complete and accurate to the best of the representative's knowledge **and** that the representative agrees to comply with the required assurances and certifications. Please provide the name, contact information, and signature of the authorized representative. The governing body of the applying organization must have specifically documented the designation for an authorized representative to submit an application for funding to the U.S. Government. **PLEASE NOTE: It is a best practice to have the SF-424 signed by the Authorizing Official who would sign an ensuing award document for the applying organization. It is also a best practice this person not be the same person listed as the point of contact on line "8f" of this form.**

SF-424A—Budget Information—Non-Construction Programs Instructions to Complete the Form

The SF-424a—Budget Information—Non-Construction Program provides information on the applicant's financial plan for carrying out the proposed project. **The form must be completed online.** A more detailed budget will be submitted through the Budget Narrative portion of the application. **NEA/AC recommends that applicants prepare their Budget Narrative and then complete the SF-424a form.**

Section A—Budget Summary

Line #1:
Column (a)—Grant Program Function or Activity: Input "Office of Assistance Coordination"
Column (b)—Catalog of Federal Domestic Assistance No: Input "19.601"
Column (c)—Estimated Unobligated Funds, Federal: Leave Blank

Column (d)—Estimated Unobligated Funds, Non-Federal: Leave Blank
Column (e)—New/Revised Budget, Federal: Enter the amount of Federal funding your organization is requesting.
Column (f)—New/Revised Budget, Non-Federal: Enter the amount of Non-Federal (e.g. non-U.S. Government) funds that will be used to support the project.
Column (g)—New/Revised Budget, Total: Enter the total of Column E and Column F.

Lines #2-4, Columns (a)-(g): Leave Blank

Line #5:
Column (c)—Estimated Unobligated Funds, Federal: Input "$0.00."
Column (d)—Estimated Unobligated Funds, Non-Federal: Input "$0.00."
Column (e)—New/Revised Budget, Federal: Enter the amount from Line #1, Column (e)
Column (f)—New/Revised Budget, Non-Federal: Enter the amount from Line #1, Column (f).
Column (g)—New/Revised Budget, Total: Enter the amount from Line #1, Column (g).

Section B—Budget Categories

Line #6—Object Class Categories:
Column (1)—Grant Program, Function, or Activity: Input "Office of Assistance Coordination."
Column (2)–(4)—Grant Program, Function, or Activity: Leave Blank
Column (5)—Total: Leave Blank.

Line #6.a—Personnel:
Column (1): Input the total Federal Request and Non-Federal Request from the "Personnel" category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.a, Column 1.

Line #6.b—Fringe Benefits:
Column (1): Input the total Federal Request and Non-Federal Request from the 'Fringe Benefit' category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.b, Column 1.

Line #6.c—Travel:
Column (1): Input the total Federal Request and Non-Federal Request from the "Travel" category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.c, Column 1.

Line #6.d—Equipment:
Column (1): Input the total Federal Request and Non-Federal Request from the "Equipment" category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank

Column (5): Enter the amount from 6.d, Column 1.

Line #6.e—Supplies:
Column (1): Input the total Federal Request and Non-Federal Request from the "Supplies" category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.e, Column 1.

Line #6.f—Contractual:
Column (1): Input the total Federal Request and Non-Federal Request from the "Contractual" category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.f, Column 1.

Line #6.g—Construction:
Column (1): Input "$0.00."
Column (2)-(4): Leave Blank
Column (5): Input "$0.00."

Line #6.h—Other:
Column (1): Input the total Federal Request and Non-Federal Request from the "Other" category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.h, Column 1.

Line #6.i—Total Direct Charges:
Column (1): Enter the total of Lines # 6.a thru #6.h in Column 1.
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.i, Column 1.

Line #6.j—Indirect Charges:
Column (1): Input the total Federal Request and Non-Federal Request from the "Indirect Charges" category in the Budget Summary section of your Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.j, Column 1.

Line #6.k—TOTALS:
Column (1): Enter the total of Lines #6.i thru #6.j in Column 1.
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.k, Column 1.

Line #7—Program Income:
Column (1): Input "$0.00."
Column (2)-(4): Leave Blank
Column (5): Input "$0.00."

Section C—Non-Federal Resources

Line #8:
Column (a)—Grant Program: Input "Office of Assistance Coordination."
Column (b)—Applicant: Enter total from Section A, Line #1, Column (F).
Columns (c) & (d): Leave Blank.
Column (e)—Totals: Enter amount from Section C, Line#8, Column (b).

Lines #9-11, Columns (a)-(e): Leave Blank

Line #12:
Column (b)—Applicant: Enter amount from of Section C, Line #8, Column (b)
Columns (c) & (d): Leave Blank.
Column (e)—Totals: Enter amount from of Section C, Line #8, Column (b)

Section D—Forecasted Cash Needs

GrantSolutions will automatically fill in this section. **DO NOT** change the information that auto fills in this section.

Section E—Budget Estimates for Federal Funds Needed for Balance of the Project

Leave this entire section blank.

Section F—Other Budget Information

Line #21—Direct Charges: Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain details.

Line #22—Indirect Charges: Enter the type of indirect rate (provisional, predetermined, final, or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line #23—Remarks: Add any additional comments you wish to make.

SF-424B—Assurances—Non-Construction Programs

The SF-424B—Assurances—Non-Construction Programs sets forth compliance requirements an application must certify if awarded a grant. **The form must be reviewed and signed online by the Authorized Organization Representative.**

Program Narrative

The Program Narrative provides detailed information about the proposed project, and is reviewed to determine if a project will be considered for funding. Typically, applicants will address a project's results and benefits, approach, and organizational capacity in this section of their application. The Narrative is a separate attachment in the electronic submission **and may not exceed the page limit specified in the announcement**.

Before preparing your Program Narrative, applicants should carefully review the announcement to confirm what information should be provided. Below are **some** of the items that, **depending on the announcement**, you will want to address in your Program Narrative:

Results and Benefits

- Clearly explain and specify the proposed project's objectives.
- Describe realistic results to be accomplished with the timeframe of the proposed award.
- Cleary identify the anticipated beneficiaries and explains how the project's objectives will positively affect them.
- Provide realistic milestones to indicate progress toward NEA/AC goals and objectives as described in the program announcement.
- Explain how monitoring and evaluation activities will be carried out and who will be responsible for them. Applicants are encouraged to propose a midterm or final evaluation.

Approach:

- Clearly describe how each proposed project activity will address the objectives outlined in the announcement or requested priority area.
- Describe how the proposed project design is innovative and original, as well as feasible.
- Address how the project will engage or obtain support from relevant stakeholders and identify local partners.
- Propose activities that are interactive, practical, and/or experiential in nature.
- Explain how participants will be selected (e.g. criteria for selection, selection process).
- Acknowledges if activities similar to those proposed are already taking or have taken place previously, and provide an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities.
- Articulates potential challenges to project implementation and propose contingency plans.
- Describe the division of labor among the applicant and any partners.
- Identify and address support for marginalized populations in all proposed activities and objectives and provides specific means for their inclusion.

Organizational Capacity:

- Demonstrate experience (e.g. has previously worked and/or has established contacts/partners) in the proposed country/territory/region.
- Demonstrate an institutional record of successful programs in the content area proposed (e.g. local government skills training).

- Demonstrate capacity for responsible fiscal management of donor funding (e.g. successful management of a previous sub-award or grant).
- Demonstrate the capacity to manage the proposed project, including having adequate staffing.

Budget Narrative Submission

The Budget Narrative Submission is used to determine if costs are reasonable and permissible. All proposed costs funded by Federal and Non-Federal contributions must be reasonable, necessary to achieve project objectives, permissible in accordance with applicable Federal cost principles, auditable, and incurred during the project period. **Before developing a project budget, applicants should carefully review information below. All figures must be in U.S. Dollars and rounded to the nearest dollar.**

There is no page limit for this section of the application. A sample template can be found with the announcement and a fill-able template is available for download online. NOTE: Applicants are strongly encouraged to use the same format as found in the sample templates. If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. All budgets must be structured so that they print in a readable format.

The Budget Narrative Submission includes the following three elements:

- Summary Budget
- Detailed Line Item Budget (Direct and Indirect Costs)
- Budget Narrative

Summary Budget
A Summary Budget must be submitted using the OMB cost categories which can be found on the SF-425A. If using the provided Budget Narrative template, the Summary Budget template is on Tab 2 and the information will autofill from Tab 3 "Detailed Budget".

Detailed Line Item Budget
If using the provided Budget Narrative template, the Detailed Line Item Budget template is on Tab 3. Applicants must provide a detailed line item budget (in Microsoft Excel or similar spreadsheet format) outlining specific cost requirements within each of the summary budget categories. Please note that all items detailed in the template are examples.

- 10 font or larger; must fit on 8x11 letter sized paper, not legal size.
- Any cost-sharing should be included in a separate column. See section on cost-sharing for more details.
- The budget should be for the entire project period. Successful applicants may be asked to provide a year-by-year budget after the award is signed.

- All sub-award costs should be listed under Contractual, and should also be broken out and organized according to the subcategories. All sub-awardees must be organizations with DUNS numbers and valid SAM.gov registration (certain exceptions apply). Sub-award budgets, if available, should be included in separate budget tabs and should be in the same format as the approved budget according to the OMB budget categories.
- All line items must be described in the budget narrative. The budget narrative should justify each cost outlined in the budget as well as explain the unit cost calculation and methodology.

The budget template on Tab 3 is an example of the required format, but is not exhaustive: your budget might have additional items not listed. Please edit it to reflect all planned expenditures.

Budget Narrative

Include a budget narrative (preferably in Microsoft Word format) to explain each line item and how the amounts were derived, as well as the source and description of all cost-share offered.

Personnel: Identify staffing requirements by each position title and brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project (e.g., Administrative Director: $30,000/year x 25% level of effort x 8.5 months; calculation: $30,000/12 = $2,500 x 25% x 8.5 months = $5,312).

Fringe Benefits: Indicate benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate. Fringe rate should be supported by organization's policies and procedures.

Travel: Staff and participant travel, including in-country, domestic U.S., and international travel, if any, and per diem (broken out by lodging and M&IE (meals and incidentals) for both participant and staff travel). Per diem rates may not exceed the published U.S. government allowance rates (available from the www.gsa.gov website) without comprehensive justification; however, applicants may use per diem rates lower than official government rates.
http://www.gsa.gov/portal/category/100000

Explain differences in fares among travelers on the same routes: e.g., project staff member traveling for three weeks whose fare is higher than that of staff member traveling for four months. All travel must be in compliance with the Fly America Act.

Equipment: Provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of $5000 or more.

Supplies: Detail items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: $50/month x 50% = $25/month x 12 months).

Contractual: Provide a detailed line item breakdown for each sub-grant/contractual explaining specific services.

Other Direct Costs: These will vary depending on the nature of the project. Justify each in the budget narrative.

Indirect Charges: See 2 CFR 200.56 and 2 CFR 200.414

- If your organization has an indirect cost-rate agreement (NICRA) with the U.S. Government, a copy must be included with the application.
- If your organization does not have a NICRA, you may claim indirect charges in this field at a deminimus rate of 10%.
- If Sub-Grantees are claiming indirect costs contained within a NICRA, they should have an established NICRA that is also submitted with the proposal package.
- Do not account for indirect costs against participant expenses in the budget.

Before grants are awarded, the Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the Bureau's program needs and availability of funds.

Cost-Share

Cost-sharing is the portion of program costs not borne by the USG. Refer to the Notice of Funding Opportunity (NOFO) to determine whether cost-sharing is required or encouraged. In general, applications that include in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, as cost-sharing demonstrates a commitment to the activities and greater cost effectiveness.

If cost-share is included, it should be listed as a separate column in the budgets. Cost-share can be either cash or in-kind (in which case a U.S. dollar monetary value to each in-kind contribution needs to be assigned). If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding amount to be provided by those sources.

Applicants should consider all types of cost-sharing. Examples include the use of office space owned by other entities; donated or borrowed supplies and equipment; (non-federal) sponsored travel costs; waived indirect costs; and program activities, translations, or consultations. The values of offered cost-share should be reported in accordance with 2 CFR 200. Other federal funding does not constitute cost-sharing.

The recipient of an assistance award must maintain written records to support all allowable costs which are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with 2 CFR 200. In the event the recipient does not meet the amount of cost-sharing stipulated in their application, the Bureau's contribution may be reduced in proportion to the recipient's stated contribution.

Office of Management and Budget (OMB) 2 CFR 200 and 2 CFR 600
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=11bc02f059d60b385c07b4c3f6bb602a&ty=HTML&h=L&r=PART&n=pt2.1.600

Budget Definitions

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

Consultant: An individual or organization who provides professional advice and/or 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 NEA/AC.

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 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, Sub-Recipient, or Sub-Grantee**."** The relationship rather than the terminology drives the governing requirements for these two relationships.

Direct Costs: Project related costs used for salaries, travel, equipment, supplies, contractual arrangements, and tangible goods or services.

Indirect Costs: Costs that cannot be identified readily and specifically with a particular project 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. Project costs may include expenses provided for through Federal and Non-Federal contributions.

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 NEA/AC. 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).

Cost Category Guidelines

All budgets must include an estimate of the costs projected tasks and activities, based on budget categories identified on the Budget Information Form (SF 424a). Applicants are encouraged to use the following checklist below to ensure that the budget provides all the necessary information.

1. Personnel

- Are the key personnel for this project identified?
  - 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.
  - Key personnel should include a Program Director and or Program Coordinator.
- 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.
  - **Program Coordinator:** The individual who will coordinate coalition services and NEA/AC 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.
- 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? (e.g., does the level of effort of the employee exceed 100% of all work on all projects or positions? Is the person identified a 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?

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 necessary and reasonable for the purpose of 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?
- Are the consultant(s) or contractor(s)' named, if known?
- Is the total amount for any contract in excess of $100,000?
- Is a separate budget for sub-recipients or contracts provided?

7. Construction

- Construction costs are not allowable and should not be included

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?

Sustainability Plan

The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. **The plan should be attached as a separate attachment in your electronic submission and may not exceed the page limit specified in the announcement.**

The plan should address each of the areas list below:

- Discuss how sustainability will be integrated into project planning and implementation from the beginning.
- Describe how project activities and results will create sustainable impact through local ownership.
- Identify the results and outcomes that can be realistically sustained after NEA/AC funding ends.
- Present a plan to secure the resources needed to sustain the aforementioned results after NEA/AC funding ends.
- Identify potential partners that will play a role in sustaining the project past the scheduled end date and explain the role they will play.

Results Monitoring Plan

A Results Monitoring Plan (RMP) describes the measures proposed by an applicant to capture and demonstrate progress towards achieving the objectives of the proposed project. **The plan should be attached as a separate attachment in your submission and may not exceed the page limit specified in the announcement.**

The RMP should include the following elements:

- *Realistic project objectives.* What results are achievable during the period of the grant?
- *Qualitative indicators.* How and what will you measure to show the project's results based on outcomes (impact) as well as outputs (raw numbers)?
- *Data collection and analysis.* How will you collect and present indicator data and analysis to show progress toward the project objectives?
- *Monitoring and reporting.* How will you monitor and assess results during the implementation of the project to adapt to changes on the ground and maintain progress?

More information about preparing this Plan can be found in Part III of the announcement and a fill-able sample template is available for download online.

NICRA

Applicants proposing indirect costs greater than the 10% de minimis rate in the Budget Narrative must provide a copy of their Negotiated Indirect Cost Rate Agreement (NICRA).

Optional Documents

Documents not included in the program and budget narratives may be included as attachments or appendices, and may not exceed the page limit specified in the announcement. Examples of attachments to be included in this section of your application are:

- **Biographical Sketch or Job Descriptions for key personnel and partners:** This information may be included within the project narrative or as a separate document included in the optional documents of the 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 of the announcement.
- **Work Plans, Project Timeline, or Calendar of Activities:** A work plan is a detailed list of proposed activities, milestones, and approximate dates. You may choose to include a work plan, project timeline, and/or calendar of proposed activities.
- **Pre-Submission Checklist** can be found with the announcement and a fill-able template is available for download online. This Checklist ensures that an applicant has accurately documented the eligibility requirements and included all major components of the application.