Project Proposal Template

For PAS Conakry’s Annual Program Statement

Using this template is recommended but not required. Organizations and individuals can also submit their proposal in narrative form. All of the requirements in the annual program statement must be met. Proposals that fail to meet all requirements will be ineligible.

# Cover Sheet

|  |  |
| --- | --- |
| Applicant Name: |  |
| Organization Name: | **Association pour la Promotion de l’Education (APRE)** |
| If from an Organization | DUNS Number | NCAGE/CAGE Number | www.SAM.gov Registration |
|  |  |  |
| Proposal date: |  |
| Program title: |  |
| Program period: | proposed start Date | Proposed end date |
|  |  |
| Brief purpose of the program: |
|  |

**Terms and Conditions:** Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/m/a/ope/index.htm>. Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

# Mandatory Forms

All applications must include the following forms:

* SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals) at [www.grants.gov](http://www.grants.gov)
* SF424A (Budget Information for Non-Construction programs) at [www.grants.gov](http://www.grants.gov)
* SF424B (Assurances for Non-Construction programs) at [www.grants.gov](http://www.grants.gov)

# Required Registrations:

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge.

|  |  |  |
| --- | --- | --- |
| Registration Type | Date Applied: | Number: |
| Unique Identifier Number from Dun & Bradstreet (DUNS number)  |  |  |
| NCAGE/CAGE code  |  |  |
| www.SAM.gov registration  |  |  |

## Instructions

**Step 1:** Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

**DUNS application:** Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F. http://fedgov.dnb.com/webform

**NCAGE application:** Application page here https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

Instructions for the NCAGE application process:

https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf

For help from within the U.S., call 1-888-227-2423

For help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

**Step 2:** After receiving the NCAGE Code, proceed to register in SAM by logging onto: <https://www.sam.gov>. SAM registration must be annually.

Introduction to the Organization or Individual applying:

A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.

Problem Statement:

**General objective:**

**Specific objectives:**

**Program Activities:**

|  |  |
| --- | --- |
| **OBJECTIVES (Activities)** | **EXPECTED OUTCOME** |
|  |  |
|  |  |
|  |  |

Program Methods and Design:

Proposed program schedule

Key Personnel:

Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?

Program Partners:

Program Monitoring and Evaluation Plan:

Future Funding or Sustainability:

Budget Justification Narrative

After filling out the SF-424A Budget please provide the following details on your proposed budget. Please replace all text that is [in green] with an explanation. Guidance is provided under each budget item.

|  |  |
| --- | --- |
| Item | Amount  |
| Personnel: [Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.]   | $ |
| Travel: [Estimate the costs of travel and per diem for this program. If the program involves international travel, include a brief statement of justification for that travel.] | $ |
| Equipment: [Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.] | $ |
| Supplies: [List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.] | $ |
| Contractual: [Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.] | $ |
| Other Direct Costs: [Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.] | $ |
| Indirect Costs: [These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.] | $ |
| “Cost Sharing:” [Refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues. It also includes in-kind contributions such as volunteers’ time and donated venues. Cost Sharing is not required and will not result in additional consideration. Organizations who wish to list cost sharing will be responsible for filing financial reports on the cost sharing.]  | $ |
| Total: | **$** |

# Optional Additional Information

The following items may be useful for your submission. Copy the following into your proposal template.

* 1-page CV or resume of key personnel who are proposed for the program
* Letters of support from program partners describing the roles and responsibilities of each partner
* Official permission letters, if required for program activities

# Submission

Follow the steps below to submit your proposal:

* Save the Project Proposal Template as a PDF. Please include the project title and organization name in the file name.
* Send an Email with the following attachments to PAS\_GRANT\_FY2019@state.gov:
* Attachment 1: PDF of your Project Proposal
* Attachment 2: SF-424 or SF-424-I
* Attachment 3: SF424A
* Attachment 4: SF424B
* Include contact information in your email