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:				
If from an Organization	DUNS Number	NCAGE/CAG Number	GE	www.SAM.gov Registration
Proposal date:				
Program title:				
Program period:	proposed start Date		Proposed	end date
Brief purpose of the progr	am:	L		

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: <u>2 CFR 200</u>, <u>2 CFR 600</u>, 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 Assistanceindividuals) at www.grants.gov
SF424A (Budget Information for Non-Construction programs) at www.grants.gov
SF424B (Assurances for Non-Construction programs) at 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=81407B1F03F2 BDB123DD47D19158B75F. 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%20N SPA%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 renewed annually.

Proposal Narrative

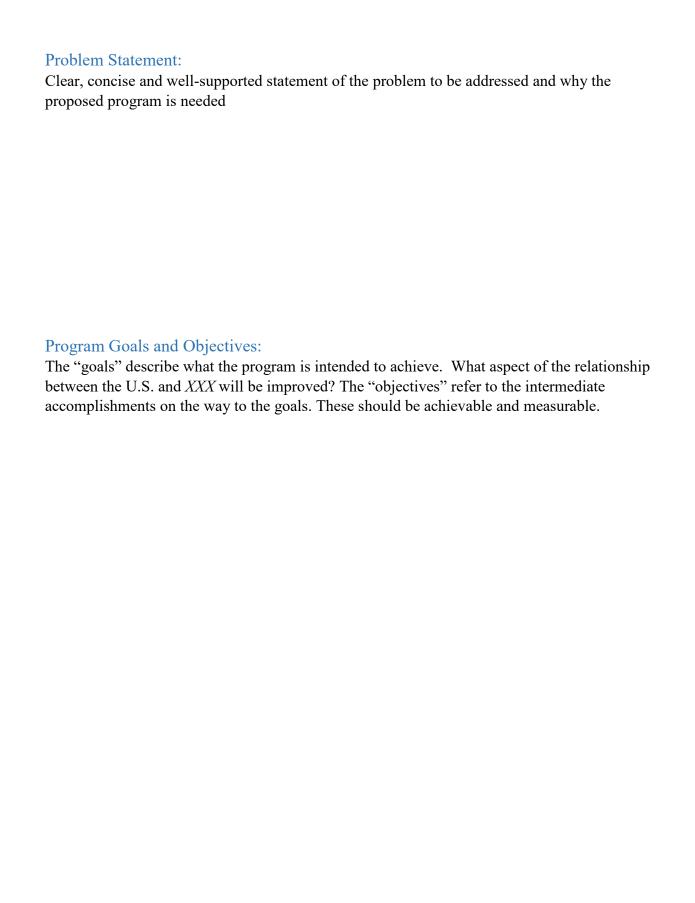
The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

Proposal Summary:

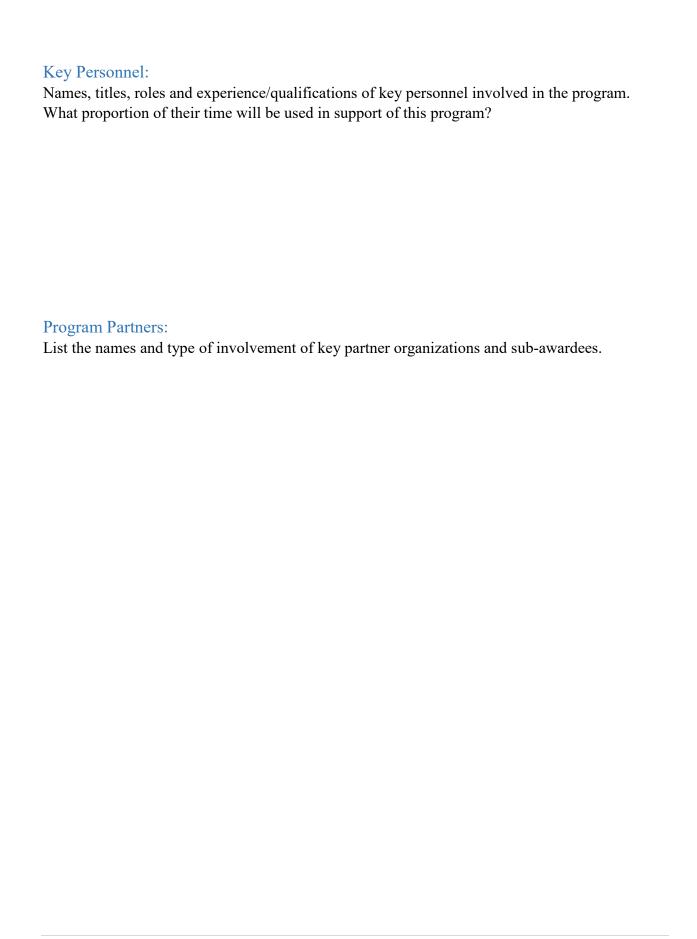
Short narrative that outlines the proposed program, including program objectives and anticipated impact.

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.



Program Activities: Describe the program activities and how they will help achieve the objectives.
Program Methods and Design: A description of how the program is expected to work to solve the stated problem and achieve the goal.
Proposed Program Schedule: The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.



Program Monitoring and Evaluation Plan: This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
Future Funding or Sustainability:
Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

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 fo	llowing items may be useful for your submission. Copy the following into your proposal ite.
	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
	nission of 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 PASConakryGrants@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