USAID STRENGTHENING CIVIL SOCIETY AND MEDIA SYSTEMS (SAWT) ACTIVITY

Annual Program Statement (APS)

August 6, 2023

ADVOCACY AND PUBLIC POLICY GRANTS FUND (APP) APS

APP-APS-001

IMPORTANT INFORMATION

- Due date for applications: September 30, 2023 @ 5:00 PM Amman Time

    November 30, 2023 @ 5:00 PM Amman Time

    February 6, 2024 @ 5:00 PM Amman Time

- Pre-application workshop: August 21, 2023

- Questions must be submitted to the following email:

    jo-sawt-grants@internews.org

The content of this Annual Program Statement (APS) is the responsibility of Internews and does not necessarily reflect the views of USAID or the Government of the United States.

Contents

Acronyms and Abbreviations

APS	Annual Program Statement
APP	Advocacy and Public Policy Grants Fund
USAID	United States Agency for International Development
USAID Sawt	USAID Strengthening Civil Society and Media Systems Activity
MC	Mercy Corps
ICNL	International Center for Non-Profit Law
CSOs	Civil Society Organizations
GEC	Grants Evaluation Committee
PwDs	Persons with Disabilities
FAA	Fixed Amount Awards
GESI	Gender, Equality, and Social Inclusion
UEI	Unique Entity Identifier
VAT	Value Added Tax
GST	General Sales Tax
NICRA	Negotiated Indirect Cost Rate Agreement
MTDC	Modified Total Direct Costs
ADS	Automated Directives System
CFR	Code of Federal Regulations

Annual Program Statement

Funding Opportunity Title:	**Advocacy and Public Policy Grants Fund**
Announcement Type:	Annual Program Statement
Funding Opportunity Number:	APP-APS-001
Publication Date:	6 August 2023
Deadline for Submission of Applications:	See Table 1 below
Deadline for Questions:	See Table 2 below
Final Closing Date:	6 February 2024 @ 5:00 pm
Submit Applications to:	jo-sawt-grants@internews.org

Application submission deadlines:	
Round one deadline:	**30 September 2023 @ 5:00 pm**
Round two deadline:	**30 November 2023 @ 5:00 pm**
Round three deadline:	**6 February 2024 @ 5:00 pm**

Table 1: Application submission deadlines

To interested Applicants:

The purpose of this Annual Program Statement (APS) is to solicit applications for the **Advocacy and Public Policy Grants Fund (APP)**, under the USAID Strengthening Civil Society and Media Systems (Sawt) Activity implemented by Internews in partnership with Mercy Corp (MC) and the International Center for Not-for-Profit Law (ICNL) for activities that will be implemented in Jordan. USAID Sawt is announcing this APS to select eligible applications to implement the activities that contribute to establishing an impactful civic participation and engagement.

The USAID Sawt Activity seeks to support advocacy and public policy initiatives by providing grants that support issue-based advocacy work led by organizations. These organizations may include for-profit companies, not-for-profit companies, Civil Society Organizations (CSOs), Community Based Organizations (CBOs), and Non-Government organizations (NGOs) that are legally registered in Jordan. Selected organizations for the advocacy grants are encouraged to collaborate with other organizations, media, and other stakeholders to ensure participation and civic engagement.

USAID Sawt anticipates awarding grants to successful applicants submitted in response to this APS. Competition for this APS will be open for **six (6) months** on a rolling basis. Applications received by September 30, 2023, will be reviewed during the **first round of evaluation** (please see Table 1: Application submission deadline).

The proposed projects or initiatives can run for a period of **12 to 18 months**. The number of awards and amount of available funding is up to the discretion of the Grants Evaluation Committee (GEC). USAID Sawt reserves the right to make no awards as a result of this APS. Changes in the APS will be announced under this link https://internews.org/sawt-advocacy-and-public-policy-grants-fund/ where this APS has been posted.

Pre-Application Workshop(s)

The first pre-application workshop will be held on **Monday August 21, 2023** in Amman. The workshop will provide an opportunity to eligible and interested applicants to inquire about the APS and receive guidance on how to complete the application package. Interested applicants that meet the eligibility requirements defined below and wish to attend the workshop must register through this link https://forms.office.com/r/BhiWPBMcUE no later than **August 16, 2023**. USAID Sawt may hold additional pre-application workshops as needed. The date, time, and venue of potential additional workshop(s) will be shared with organizations with confirmed registration.

Note: While the workshop is recommended to all interested applicants, it is not a requirement for submission of applications under this APS

To obtain a copy of the Annual Program Statement (APS) and the Annexes, please click on the following link: https://internews.org/sawt-advocacy-and-public-policy-grants-fund/

Thank you for your interest,

Sincerely,

Dima Jweihan

Chief of Party

> *The issuance of this APS does not constitute an award or commitment on the part of USAID Sawt, nor does it commit USAID Sawt to pay for costs incurred in the preparation and submission of an application.*
>
> *USAID Sawt reserves the right to fund any or none of the applications submitted. Furthermore, USAID Sawt reserves the right to make no awards as a result of this APS.*

Section I – Project Background and Scope of Work

Summary Data

- **Funder (Prime Funder):** Internews
- **Funder Project Name:** USAID Strengthening Civil Society and Media Systems (Sawt) Activity
- **Announcement Type:** Annual Program Statement (APS)
- **APS Number:** APP-APS-001
- **CFDA Number:** 98.001
- **Application Submission Deadline:** As per the submission deadlines listed below.

Project Background

The USAID Sawt Activity is a five-year (2022-2027) cooperative agreement funded by USAID and implemented by Internews in partnership with Mercy Corps and the International Center for Not-for-Profit Law (ICNL). USAID Sawt will create a Virtuous Cycle of Civic Engagement through two objectives: (1) improve community knowledge on their rights and relevant issues through access to fact-based, trusted, and reliable content from digital media, Civil Society Organizations (CSOs), and other civic spaces, and (2) increasing opportunities for citizens to participate in regular constructive civic dialogue through building CSO and citizen advocacy capacity to increase trust and government accountability. The Activity will work on building the resilience of partners to operate in a challenging political and legal environment. Furthermore, USAID Sawt will ensure underrepresented voices are included, heard, represented fairly, and can safely access and use resources.

USAID Sawt will design and implement activities under three main pillars:

- Advocacy: Civil society amplifies citizens' voices through digital media and national and local advocacy initiatives.

- Public Policy: Civil society and digital media have a trusted collective role in the public policy-making processes.

- Capacity Building: Civil society and digital media have greater organizational and technical capacity to improve and sustain their work and operations.

This APS includes two sub-funds as follows:

Sub-fund 1: Advocacy Grants to support organizations[1] to conduct advocacy initiatives at the national or community levels.

Sub-fund 2: Public Policy Grants to support organizations' roles in public policy formation and reform.

Both sub-funds aim to contribute to sustainable civic engagement, each with its unique set of objectives. The following figure provides a brief definition of each.

Sub-fund 1: Advocacy Grants

Support provided to organizations in their efforts to *advocate for specific issues within their area of expertise* with the aim of contributing to a positive change at national or local level.

Sub-fund 2: Public Policy Grants

Support provided to organizations with the aim to *improve organizations' role in public policy formulation and reform* to engage in or sustain established engagement in constructive dialogue with the government and other stakeholders.
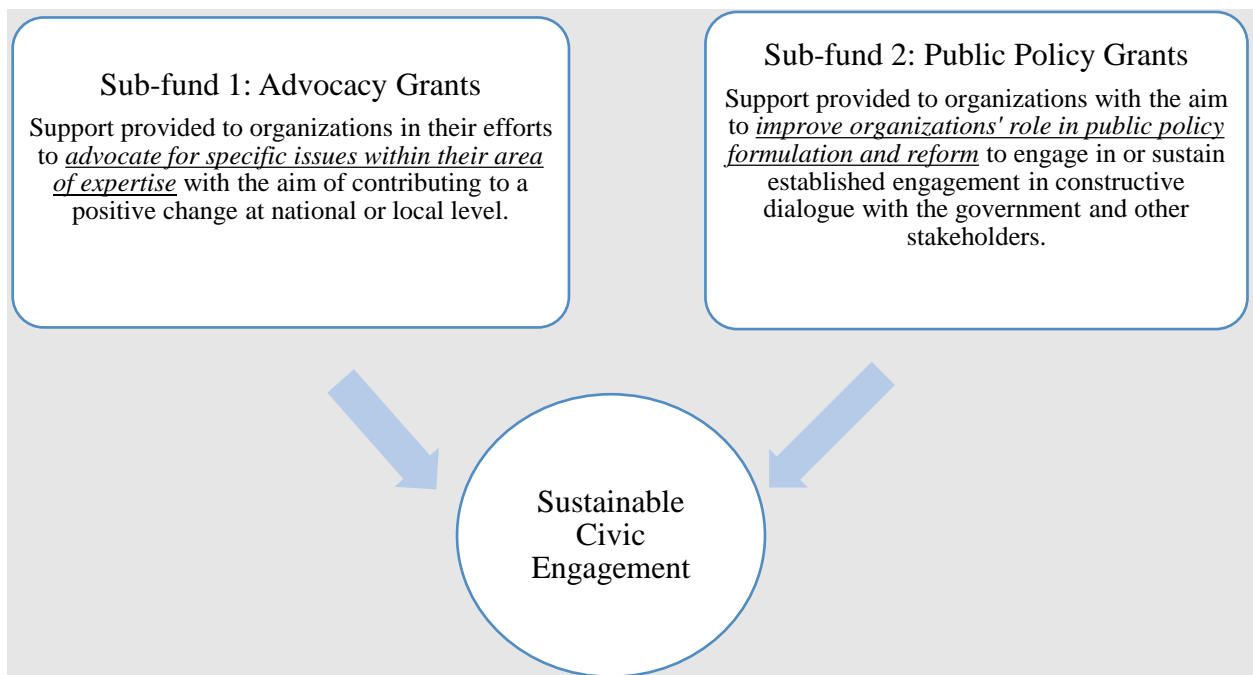
Sustainable Civic Engagement

Figure 1: Definition of each sub-fund

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[1] Organizations include for-profit companies, not-for-profit companies, Civil Society Organizations (CSOs), Community Based Organizations (CBOs), Non-Government organizations (NGOs) that are legally registered in Jordan.

Sub-fund 1: Advocacy Grants

Definition:

USAID Sawt defines Advocacy Grants at the national or community levels as: support provided to organizations in their efforts to *advocate for specific issues within their area of expertise* with the aim of bringing about positive change by raising awareness, influencing positive change to laws, policies, or practices that impact individuals and communities. Applicants for this APS are expected to identify evidence-based priorities and design advocacy initiatives and strategies that collaboratively and effectively address such priorities, as well as demonstrate how media, and digital media specifically, will partner with each other to encourage and secure their contribution and support to the advocacy process. Applicants should also include proposed actions to engage with government and other stakeholders to influence the aimed change.

Goal & Objectives:

The goal of the Advocacy Grants is to support organizations' efforts to amplify citizens' voices through national and community-level advocacy efforts that integrate or utilize digital media. Through the Advocacy Grants APS, USAID Sawt invites Jordanian organizations to design and implement advocacy strategies and initiatives that aim to bring about positive change to an identified issue that responds to national or community priorities or concerns. USAID Sawt will work with applicants to help them build institutional and digitization capability, as well as providing tailored technical assistance as needed. USAID Sawt will also connect organizations with digital media and journalism experts working on data-driven stories, allowing them to optimize the impact of their public policy work.

Advocacy Grants will support efforts to create solutions and influence change to issues related to human rights and governance, economic development and energy, education and youth, water resources and the environment, population and family health, gender equality and social inclusion, including people with disabilities, and community development in Jordan responding to citizens' need.

USAID Sawt encourages applications that demonstrate collaborative work with CSOs, cooperation with the media and include elements such as research and capacity building to ensure effective and impactful initiatives.

Illustrative use of funding under sub-fund 1:

- Advocacy efforts that engage with decision makers to improve the legal and policy environment for civic space in Jordan, such as improving the foreign funding mechanism, fundraising instructions, improving participation, enhancing media freedoms and freedoms of expression.

- Advocacy campaigns to improve working conditions for working women in the industrial sector, such as improved access to public transportation.

- Advocacy efforts to improve air quality, preserve water resources, fight tobacco in closed areas and public parks, and enact public health law.

- Advocacy campaigns for improving accessibility for persons with disabilities to schools in the

governorates.

- Advocacy initiatives to improve financial as well as media and information literacy among youth and adolescents.

- Advocacy initiatives and efforts to encourage green and environment friendly public policies and social practices.

Sub-fund 2: Public Policy Grants

Definition:

The USAID Sawt Activity defines Public Policy Grants as the support provided to organizations with the aim to *improve organizations' established role in public policy formation and reform* to engage in constructive dialogue with the government and other stakeholders.

Goal & Objectives:

USAID Sawt's Public Policy Grants aim to strengthen connections and establish lines of communication and constructive dialogue between government, civil society, and people, potentially leading to increased trust and contributing to a more inclusive society[2]. The APS encourages organizations to participate in developing and implementing public policies that affect citizens. The APS also encourages applicants to build on the influence of the media in the formation of public policy. To that aim, it is anticipated that the applicants would suggest creative and innovative strategies to increase the collaborative role of civil society and the media regarding encouraging informed, inclusive and respectful conversations about public policy formation. USAID Sawt will work with applicants to help them build institutional and digitization capability, as well as providing tailored technical assistance as needed. USAID Sawt will also connect organizations with digital media and journalism experts working on data-driven stories, allowing them to optimize the impact of their public policy work.

Illustrative use of funding under sub-fund 2:

- Initiatives aimed at strengthening connections and establishing lines of sustainable, professional and effective communication between government, civil society, and citizens, potentially leading to increased trust, and contributing to a more inclusive government approach to form public policies.

- Initiatives aimed at improving citizens participation in local governance, decision making, and accountability related to public services, such as roads maintenance, garbage collecting and waste treatment, public parks, traffic control, and zoning.

- Initiatives that aim at improving the performance of and supporting CSOs that are already engaged in forming and reforming public policies, laws or instructions, such as those engaged in the Open Government Partnership, committees, or those engaged in providing feedback or technical

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[2] An inclusive society must have institutions, structures, and process that empower all groups to participate so they can hold their governments to account, according to the World Bank Group (2014b).

assistance on forming and reforming public policy initiatives.

- Initiatives that support CSOs' role in providing technical expertise for the execution and improving the implementation of Jordan's recently launched reform plans, including supporting inclusive and sustainable economic growth.

For both sub-fund 1 and sub-fund 2, the following serve as guiding principles for activities funded under this APS:

- The proposed program should reflect a consultative design process with local actors to ensure that the initiative is evidence-based, responds to citizen's needs, and follows a participatory and human rights-based approach.

- Applications must address an identified priority taking into consideration Jordan's current political, social, economic, legal and development context.

- Proposed solutions are based on fundamental values such as equity, justice, and mutual respect.

- Proposed change should be driven by collective action, collaboration, networking, and coalition-building among community actors (e.g., CSOs, private sector, decision-makers, media organizations, key opinion leaders, influencers, and so on).

- Marginalized groups (Youth, women, and people with disabilities (PwDs), etc.) should be involved effectively in all phases of the project, from problem identification through design, implementation, and evaluation. Mainstreaming gender equality and social inclusion principles within the grant proposal should be considered.

Section II- Award Information

Estimated Funding Level

USAID Sawt expects to award multiple grants with a total pool for the sub-funds of **USD 1,200,000** which is divided between the sub-funds as follows:

1. **Sub-fund 1: Advocacy Grants:** Under this sub-fund, USAID Sawt anticipates issuing awards with a minimum amount $50,000 and a maximum of $100,000 per application. The total pool for this sub-fund is USD 800,000.

2. **Sub-fund 2: Public Policy Grants:** USAID Sawt plans to issue subawards with a minimum amount of $50,000 and a maximum of $100,000 per application with a total pool of USD 400,000 for this sub-fund.

USAID Sawt may choose to fund the selected application(s) fully, partially, or incrementally. Awards typically **may not exceed USD 100,000**. However, the final amount will depend on grant activities and final negotiation and may be lower or higher than the typical range. Preference will be given to organizations with previous experience in implementing similar projects with demonstrated tangible results and impact, and for applications that demonstrate collaborative work, innovative approaches, cooperation with the media, and

approaches for engaging with stakeholders. Organizations must be able to demonstrate a recent history of implementing a similar activity **in the last five (5) years**.

Anticipated Subaward Duration

USAID Sawt anticipates a performance period between **12- 18 months**.

Award Type

Grants may be provided where funds are disbursed based on specified "milestones" or deliverables (FAA – Fixed Amount Awards), cost reimbursable funds (Standard Grant), or either in direct material or equipment (In-Kind Grant). The grant mechanism will be determined by USAID Sawt through a pre-award determination process based on the nature of the grant activity and the financial and management capacity of the grantee organization. The award size, number of awards, and amount of available funding is subject to change.

Section III- Eligibility Requirements

Eligibility Information

This APS is issued as a public notice to ensure that all interested and qualified organizations have a fair opportunity to submit applications for funding. Applicants for both sub-fund 1 and sub-fund 2 must meet the following minimum eligibility criteria to be considered eligible for a subaward resulting from this APS:

- Must be legally registered in Jordan.

- Must have a performance record in implementing advocacy, media, or public policy related projects in Jordan in the last five (5) years.

- Must submit a complete application package using the attached templates and instructions.

- Must submit to either sub-fund 1 or sub-fund 2 and may not apply for both sub-funds at each round. Applicants can re-apply to the same sub-fund or apply to the other sub-fund during next rounds, only after the feedback of the original application is received from USAID Sawt grants team. Applicants who apply for both sub-funds simultaneously will be disqualified.

- Not to be listed with active exclusions on the UN Security Designation List, Specially Designated Nationals and Blocked Persons List, System for Award Management (SAM), or Internews List of Debarred Grant recipients.

All applications will go through an initial screening against these minimum eligibility criteria and any applicant that does not meet the criteria will be eliminated.

Cost Share

Cost share is not required; however, applicants are encouraged to contribute resources from their own resources for the implementation of the activities where feasible.

Coalitions

The APS process is anticipated to foster the formation of coalitions and collaborative work and facilitate the identification of long-term priorities. By combining this approach with strategic planning, technical assistance, and collaboration with the media, it ensures that the priorities are developed and sustained. Moreover, this process encourages stakeholders and actors to establish their priorities through a consultative approach involving beneficiaries and other relevant parties.

Applicants are encouraged to demonstrate abilities to form coalitions or work collaboratively with other organizations and the media or list their current coalitions in the application. If the application consists of more than one organization, coalition members need to identify one organization to lead the activity implementation, including coordinating with other coalition members. Second-tier subawards are disallowed.

USAID Sawt reserves the right not to award, or award one or more members of a coalition. Further, USAID Sawt reserves the right not to award coalitions at any stage of the APS without any further discussions or negotiations.

Section IV- Application and Submission Information

Pre-Application Workshop(s)

Registration for Pre-Application Workshop(s)

Eligible organizations that are interested in attending a pre-application workshop and/or receiving other information about this APS must register through this link https://forms.office.com/r/BhiWPBMcUE. Changes in the APS will be announced on this link https://internews.org/sawt-advocacy-and-public-policy-grants-fund/ where this APS has been posted.

The first pre-application workshop will be held on August 21, 2023. The workshop will provide an opportunity to the eligible and interested applications to ask questions about the APS and receive guidance on how to complete the application package. Interested applicants that meet the eligibility requirements defined above and would like to attend the workshop must confirm their attendance by email no later than August 16, 2023. The project may hold further pre-application workshop(s) as and when required. Date, time and venue of such workshop(s) will be communicated accordingly to those organizations which have registered.

Note: while the workshop is recommended to all interested applicants, it's not a requirement for submission of applications under this APS

Submission of questions: Questions on this APS should be addressed to jo-sawt-grants@internews.org and will be reviewed and answered according to the dates in the table 2: Questions Deadlines below. The deadline for receipt of questions is included in the table below titled "Question deadlines". Telephone calls will not be accepted.

Question Deadlines		
Round	**Applications Deadline**	**Questions Deadline**
Round one deadline	30 September 2023 @ 5:00 pm	27 August 2023 @ 5:00 PM
Round two deadline	30 November 2023 @ 5:00 pm	10 November 2023 @ 5:00 PM
Round three deadline	6 February 2024 @ 5:00 pm	10 January 2023 @ 5:00 PM

Table 2: Questions deadlines

Application Package

Interested organizations are invited to submit a Full Application Package that consists of Program Description (Annex I), Detailed Budget (Annex 2), along with Registration Certificate and a record of similar activities implemented in the last five (5) years. Applications will be accepted on a rolling basis and will be reviewed per Table 1: Application submission deadlines. All applications will be reviewed based on compliance with the APS requirements, technical merit of the program ideas, cost, and feasibility for participation during the evaluation process.

Organizations may provide documentation to demonstrate recent history of similar activities of similar size and scope. Examples of accepted records are, but not limited to, videos, pictures, and reports of the similar activity.

The APS solicits applications for interventions that will be implemented in Jordan. Applicants should clearly mention the geographic areas in which project activities will be implemented.

Applicants should retain for their records one copy of all parts of the application and all annexes that accompany their application.

The Full Application Package must be submitted in font Times New Roman, font size (11), and must include page numbers. Each page must be marked with the APS title and number.

The applications must be prepared in accordance with the instructions below.

Note that all shortlisted applicants will be subject to a pre-award assessment and due diligence by USAID Sawt staff. This includes, but not limited to, filling questionnaires, providing copies of policies and procedures, providing audited statements and other financial and management assessment processes.

Full Application Package Instructions and Requirements

Program Description:

To facilitate the review of the applications, Program Description (Annex I) must adhere to the instructions detailed in Annex I – Program Description template. This includes page count, font, font size, etc. as listed per each category.

Budget Template:

A detailed budget is required as part of the application package. The budget as an attachment should detail all direct costs associated with the implementation and completion of activities, as well as any indirect costs such as those related to any sub-award. The Budget Template includes:

- Detailed Budget
- Budget Narrative

The Budget Template includes specific cost information and additional required information from the applicant. Detailed budget notes should describe each proposed budget line item, including the basis for calculating each cost, and provide a justification for why the line item is needed for successful implementation of the proposed project. All costs budgeted must be reasonable, allocable to the proposed project, and allowable. No profit or fee can be included in the budget and paid for with grant funds.

Submission Instructions

Applications must be submitted by email to jo-sawt-grants@internews.org no later than the deadline mentioned on the cover page of this APS or subsequently announced deadlines if additional reviews are announced. All correspondence must include the relevant APS number, the sub-fund, and title in the email subject line.

Required Documents:

Please submit the following attachments with your proposal package:

- Program Description (Annex I)
- Detailed Budget (Annex II)
- Any documentation to demonstrate recent history of similar activities of similar size and scope. Examples of accepted records are, but not limited to; videos, pictures, evaluation results, or reports of the similar activity.
- Copy of organization's certificate of registration

Any inquiries about this APS must be submitted in writing to jo-sawt-grants@internews.org by the questions deadlines listed on Table 2: Questions deadline for each specific round and should reference the APS number in the subject line. Phone call inquiries will not be accepted.

Section V – Evaluation Criteria

Applications will be evaluated in accordance with the evaluation criteria set forth below. Awards will be granted to applications that offer the best technical and financial value to USAID Sawt. Applicants should

note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters that potential sub grantees should address in their applications.

#	Criteria	Sub-Criteria	Points
1	**RELEVANCE** Past Performance & Relevant Experience	Relevant organizational past performance and experience as follows: • Previous experience in successfully managing activities or projects of similar size and scope of work. (5 points). • Past performance working with donor funds, as well as the ability to meet accountability and grants requirements. (5 points). • Organizational competency relevant to the scope of the APS, whether sub-fund 1 or sub-fund 2, including experience working with USAID Sawt's main objectives which are 1) Good, trusted knowledge-building resources 2) Participation and advocacy. (5 points).	15 points
2	**Approach** Technical Proposal	• The extent to which the technical proposal addresses all parts of the proposed activity. (10 points). • The extent to which the technical proposal demonstrates how the grantee will achieve the APS requirements and demonstrates no deficiencies. (5 points). • The extent to which the technical proposal suggests innovative approaches in meeting the requirements outlined in this APS's Scope and its implementation. (5 points). • The extent to which the technical proposal is consistent with the USAID Sawt overall main objective, reflecting the problem analysis, external factors, and important stakeholders, and suggesting strategic techniques (public participation, media partnership, government dialogue, etc.). (5 points). • Forming networks and coalitions to support the proposed initiative. (5 points). • Proposed initiative uses an evidence-based approach, a rights-based approach, and inclusion principles. (5 points).	35 points
3	**Sustainability & MEL** Monitoring, Evaluation, and Learning (MEL) Plan	• The proposed project has a comprehensive MEL strategy to monitor and track the success of activities and overall performance. (10 points). • Recognized and demonstrated capacity to include a sustainability plan for project results beyond the conclusion of the proposed initiative. (5 points).	15 points
4	**Impact** Measuring activities results and its linkage	• The proposed intervention should align with the ultimate goal of USAID Sawt Activity, i.e.: sustained civic engagement, and how the intended activities are going to support USAID	20 points

		Sawt's effort in achieving its objectives and goal as identified above. (20 points)	
5	**EFFICIENCY** Management Capacity, Staffing Plan and Proposed Personnel Qualifications, Cost Effectiveness of Proposed Activities	• Qualifications of the proposed management team and technical staff to execute the proposed project activities, under budget and on schedule, while meeting project objectives. (Based on CVs and work plan). (10 points). • The projected expenses (budget) reflect the organization's skill and understanding in financial planning for the project, as well as their familiarity with the cost of activities. Costs must be allowable, allocable, and fair in accordance with USAID's cost guidelines. (5 points).	15 points

Section VI – Award and Administration Information

Post- Selection Information

Following the selection of a grantee, USAID Sawt will inform the successful applicants concerning the award decision. A notice of award signed by the Chief of Party is the official authorization document, which USAID Sawt will provide, either electronically or in hard copy to the successful applicant's main point of contact as identified in the application. Post-selection, successful applicants may be required to submit additional documentation in order for USAID Sawt Staff to make a determination of cost reasonableness. Sawt staff will notify applicants if this is required.

USAID Sawt will also notify unsuccessful applicants concerning their status after the selection is completed.

Section VII- Advocacy and Public Policy APS Contacts

The point of contact for this APS and any questions during the APS process is:

> Grants Department
> USAID Strengthening Civil Society and Media Systems (Sawt) Activity
> Address: 8 Nouh Al Roumi Street, Amman - Jordan
> Email: jo-sawt-grants@internews.org

Any prospective applicants that are interested in inquiring about this APS must submit their questions in writing to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before awarding a grant will **NOT** be binding. Any information given to a prospective applicant concerning this APS will be furnished promptly to all other prospective applicants as an amendment of this APS, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

Section VIII – Additional Considerations

Gender, Equality, and Social Inclusion (GESI)

USAID Sawt places a high priority on integrating GESI considerations across all interventions. This ensures that women, youth, and people with disabilities are acknowledged as significant stakeholders in all interventions and are empowered to actively participate in all activities. Applicants are required to outline their plans for integrating and including women, youth, and vulnerable individuals or at the very least, mitigating any adverse effects on these groups in Annex I: Program Description.

GESI is an essential component to consider when including in a grant proposal to ensure that project activities are designed and implemented in a way that promotes gender equality and social inclusion and addresses the needs and concerns of marginalized groups. This should be considered while working on needs assessment, setting the objectives and outcomes, developing and implementing the activities and strategies, monitoring and evaluation, budgeting, and allocating resources.

Environmental Considerations

When applicable, selected applicants will not receive awards until their proposals are screened by the prime funder to assure activities will result in no adverse environmental impact, to develop mitigation measures, as needed, and to specify environmental monitoring and reporting.

UEI Number

The Federal Government has transitioned from the use of the DUNS Number to the Unique Entity Identifier (UEI) as the primary means of entity identification for Federal awards government-wide. UEI numbers are required in accordance with 2 CFR Part 25, and the transition from DUNS to UEI has resulted in the UEI being issued by the Federal Government in SAM.gov. Before receiving any grant of USD $25,000 or more, applicants must obtain a UEI number. *USAID Sawt requires applicants to register and obtain a Unique Entity Identifier (UEI). A UEI number is a must before receiving a grant. As obtaining a UEI number may require significant time USAID Sawt recommends submitting request as soon as possible to avoid potential delays.*

Cost Principles

Application budgets will be reviewed in accordance with, and selected subrecipients' costs will be subject to, the applicable cost to assure reasonableness, allocability, and allowability:

- Not for Profit organizations:
  - 2CFR200 Subpart E, Cost Principles

- For Profit organizations:
  - 48CFR31.2 Federal Acquisition Regulations (FAR) and 48CFR731.2

- USAID Acquisition Regulations (AIDAR) - Cost Principles for Commercial Organizations

All costs must be reasonable, allocable, and allowable. Reasonable costs are those costs that are generally recognized as ordinary and necessary and would be incurred by a prudent person in the conduct of normal business. Allocable costs are those costs specifically linked to the execution of the activity such as staff salaries, consultations, transportation, stationery and supplies, and other direct costs. Allowable costs are those costs that conform to any limitations in the grant award.

This grant program will **NOT** fund the following costs:

- Pre-award Cost (cost incurred prior to signing the agreement).

- Value Added Tax (VAT), General Sales Tax (GST) in Jordan, Customs and Duties and other taxes that USAID Sawt Activity are exempted from.

- Second-tier grants.

- Ceremonies, parties, celebrations, or "representation" expenses.

- Purchases of restricted goods, such as: restricted agricultural commodities, motor vehicles including motorcycles, pharmaceuticals, medical equipment, contraceptive products, used equipment; without the previous approval of USAID Sawt, or prohibited goods under USAID regulations, including but not limited to the following: abortion equipment and services, luxury goods, etc.

- Alcoholic beverages.

- Construction.

- Purchases of goods or services restricted or prohibited under the prevailing USAID source/nationality.

- Any purchase or activity, which has already been covered by other donors or projects.

- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.

Indirect Costs

Selected subrecipients will be eligible for reimbursement of indirect costs if they:

Have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency or accept a de minimis indirect cost rate of 10% applied to Modified Total Direct Costs (MTDC). MTDC is defined as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, employee and consultant travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards or subcontracts under the award). MTDC excludes equipment, capital expenditures, charges

for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs[3] and the portion of each subaward more than $25,000.

Subaward Administration

Internews is required to respect the provisions of the United States Foreign Assistance Act and other United States laws and regulations. The Grant Program will be administered according to Internews' policies and procedures as well as USAID's regulations for non-U.S. non-governmental grantees which are laid out in the Automated Directives System (ADS) Standard Provisions for Non-U.S., Non-governmental Grantees, found here (https://www.usaid.gov/ads/policy/300/303mab). Before awarding, grant recipients will be required to review, complete and sign to confirm their compliance with the ADS certifications (https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303mav)

The following regulations and provisions, at minimum, will apply to grant agreements issued as a result of this APS:

- For US organizations:
  - 2CFR200 and 2CFR700 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
  - ADS303maa Standard Provisions for US Non-governmental Organizations

- For Non-US organizations:
  - ADS303mab Standard Provisions for Non-U.S. Non-governmental Organizations

Reporting

Grants awarded as a result of this APS will include technical and financial reporting requirements. Technical and financial reports will be submitted, per USAID Sawt's decision, on a monthly or quarterly basis.

Other Considerations

Internews and USAID Prior Approval

The selected applicants will be subject to Internews and USAID approval before a grant is awarded. Therefore, organizations are reminded that there may be delays in the completion of this process. Should such approval not be given, the grant cannot be awarded. USAID Sawt has the right to hold pre-selection meetings and to request additional documents.

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[3] Participant support costs are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

Disclaimer

The issuance of this APS does not commit Internews to make an award to any prospective grantee responding to this solicitation. Prospective sub grantees will not be reimbursed for costs incurred in the preparation and submission of an application. Internews reserves the right to reject any and/or all applications or make an award without further discussion or negotiations.

Annexes
-   ANNEX I – Program Description Template
-   ANNEX II – Budget Template

[End of APS]