USAID Strengthening Civil Society and Media Systems (Sawt) Activity

Annual Program Statement
Advocacy and Public Policy Grants Fund

Round One Questions & Answers

Question 1: What does it mean for the organization to have a performance record in the implementation of projects related to advocacy or public policy in Jordan during the past five (5) years? Is the organization's work in previous advocacy campaigns for specific topics sufficient to cover this requirement? Does it require multiple projects or is one previous project enough?

> **Answer 1:** It means that the organization has, at least, implemented one project within the last five years or is currently implementing projects and activities related to advocacy or public policy in Jordan. This is sufficient to cover this requirement.

Question 2: Is it possible to apply by a newly established organization that has been operating continuously for two years and does not have record of projects or activities related to the subjects of advocacy or public policy since its establishment?

> **Answer 2:** No. One of the eligibility criteria requirements mentioned in the Annual Program Statement (APS) requires the applicant organization to have a performance record in the implementation of any advocacy or public policy projects in Jordan during the past five (5) years regardless of the date of its registration.
> *Example: An organization established in 2021 with a record in a project related to advocacy or public policy is eligible to apply because it meets the criterion on conducting similar activities over the past five years.*

Question 3: Under sub-fund I: advocacy grants, could the project be focused on capacity building activities for civil society organizations (CSOs) on advocacy or should it be a campaign?

> **Answer 3:** A proposal might include capacity building activities for organizations as an element of a larger advocacy initiative, but should not be the main scope of the proposed project.

Question 4: What is the timeframe for applying to an advocacy grant program?

> **Answer 4:** The APS is launched for a period of six months with three deadlines for receiving applications as per the below table:

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

Question 5: What is the official email address for submitting the applications?

Answer 5: All applications must be submitted electronically to the following email address: jo-Sawt Activity-grants@internews.org

Question 6: Please explain the process of obtaining a UEI number for the organization, and is it possible to obtain it over the phone?

Answer 6: No. It is not possible to obtain the UEI number over the phone, but the applicant can obtain it by applying through the following website: SAM.gov | Home. Please watch this detailed video that explains the steps to obtain the UEI number: Get a Unique Entity ID in SAM.gov - YouTube

Question 7: Will there be another upcoming pre-application workshop?

Answer 7: If USAID Sawt Activity decides to hold another pre-application workshop, it will be announced on the Annual Program Statement (APS) official page on Internews website: USAID Sawt Activity Annual Program Statement (APS) - Information Saves Lives | Internews, in addition to Internews Jordan official social media accounts below:
https://www.facebook.com/InternewsJO
https://www.instagram.com/internewsjo/
https://www.linkedin.com/company/90500163/admin/feed/posts/
https://twitter.com/InternewsJO

Question 8: Is the APS amount of $1.2 million allocated for the current period only?

Answer 8: Yes, the amount of $1.2 million is allocated for the current APS expiring on February 6, 2024, and is distributed between two sub-funds:

Sub-fund 1: Advocacy with a total of $800,000 (grant floor is $50,000 and ceiling is $100,000), and
Sub-fund 2: Public Policy with a total of $400,000 (grant floor is $50,000 and ceiling is $100,000).

The application selection and award amount will be based on the Grants Evaluation Committee (GEC) review and decision.

Question 9: Since organizations cannot apply to the two sub-funds simultaneously, are organizations allowed to submit more than one application within the same sub-fund? Also, is it allowed to submit an individual application and another application with a coalition?

> **Answer 9:** Yes, any organization can submit more than one proposal for the same sub-fund, either individually or through a coalition. Please note that applications for the two sub-funds simultaneously will be disqualified.

Question10: What is the deadline for receiving feedback on the submitted applications?

> **Answer 10:** USAID Sawt will send the feedback to applicants at least one month after the application submission deadlines for each round.

Question 11: What is meant by the "Registration Certificate"? Is it for individuals or organizations?

> **Answer 11:** This means that an organization must be legally registered in Jordan and must provide a registration certificate issued by the Government of Jordan. Individuals cannot apply since this Annual Program Statement (APS) is open to organizations only.

Question 12: Does the requirement of implementing similar projects during the past five years apply to all organizations in the coalition?

> **Answer 12:** In the case of coalitions, the requirement of previous experience applies to the lead organization by which the application is submitted.

Question 13: Can the current projects being implemented of similar scope be considered under the previous experience requirement?

> **Answer 13:** Yes, but evidence must be provided that the project and its activities are currently being implemented and are of similar nature to the APS scope.

Question 14: Should organizations disclose any current projects funded by the US government?

> **Answer 14:** Yes, organizations should disclose any current projects funded by the US government.

Question 15: Is it necessary to join a coalition to apply?

> **Answer 15:** Organizations can apply either solely or through a coalition. USAID Sawt encourages CSOs to form coalitions, and this will be considered during the evaluation of the application.

Question 16: What type of staff can be included in the budget? Staff that directly work on the project, or other support staff working for the organization?

Answer 16: Under the Salaries line item, the applicant organization may include staff who will be directly working on the project activities, in addition to administrative and support staff who will have indirect contribution to the implementation of the project activities. Budget will be discussed in further details with the selected organizations.

Question 17: Is it possible to contract a government consultant as part of the project activities?

Answer 17: If the project proposal is accepted, in-depth discussion will be given for hiring a government consultants.

Question 18: Should applicants submit a detailed budget?

Answer 18: Yes, please fill Annex II: Budget Template that is part of the application. USAID Sawt will coordinate with selected organizations to review the budget.

Question 19: What is the accepted profit percentage for "For-Profit Organizations"?

Answer 19: Profit is NOT allowed for applicants regardless of their nature.

Question 20: Is social security an allowable expense for the project?

Answer 20: Social security expense for staff working on the project is allowable and must be charged per the applicable laws of the Hashemite Kingdom of Jordan.

Question 21: Can events and celebrations' expenses be included in the budget?

Answer 21: If events and celebrations are related to project activities, the expenses will be allowed. If the events do not support project activities, the related expenses should be excluded from the budget.

Question 22: There are three rounds to apply for the APS in September, November, and February, is it allowed for an organization to apply for each round?

Answer 22: Yes, any organization may apply for each round of the APS, however, before reapplying, applicants should receive USAID Sawt's feedback on whether the previous proposal is accepted or rejected. This will allow organizations to consider input from prior applications and incorporate it into the new application. Please note applying for both sub-funds simultaneously will be disqualified.

Question 23: What are the types of projects that may be considered for the area of East Amman?

> **Answer 23:** In the Annual Program Statement (APS), there are illustrative examples that can help you identify project ideas that meet the needs of your community. We would like to emphasize that the APS covers all Jordanian governorates.

Question 24: Does having coalitions increase the chance of selecting the application?

> **Answer 24:** USAID Sawt encourages coalitions among organizations, and this will be considered when evaluating applications by the Grants Evaluation Committee (GEC). However, other evaluation criteria listed in the APS should also be considered by applicants.

Question 25: Would it be possible for selected applications to issue sub-grants or include sub-allocations for other organizations who are part of the coalition?

> **Answer 25:** Sub-grants cannot be issued by the selected organizations. As for the sub-allocations for the coalition members, they can be added to the budget and will be reviewed in further details if the application is selected.

Question 26: If most of the team within the application budget are contracted as consultants and not employees, how can this be reflected in the budget?

> **Answer 26:** Consultants should be included under the Contractual category in the budget.

Question 27: What is the award type for successful applications?

> **Answer 27:** USAID Sawt provides different types of grants, including those that distribute funds based on specified "milestones" or deliverables (FAA – Fixed Amount Awards), cost reimbursable funds (Standard Grant), or either in direct material or equipment purchase (In-Kind Grant). The grant mechanism will be determined by USAID Sawt through a pre-award process based on the nature of the grant activities and the financial and management capacity of the grantee.

Question 28: Are the project expenses paid by the grantees tax-exempt?

> **Answer 28:** Project expenses are subject to the general sales tax at 0 percent. USAID Sawt team will share the project-specific procurement exemption mechanism with the selected organizations.

Question 29: Is it possible to apply as individuals or consultants and not as organizations, taking into consideration that such individuals have long-lasting advocacy experience?

> **Answer 29:** Applying as an individual is not permitted. Applicants must be legally registered organizations as listed under the APS eligibility requirements.

Question 30: Are there any capacity building opportunities available for organizations that will implement advocacy initiatives?

Answer 30: Yes, the USAID Sawt technical team will support organizations through capacity building interventions to support their advocacy initiatives.