**Strengthening Civil Society and Media Systems (Sawt) Activity**

**Annual Program Statement**

**Advocacy and Public Policy Grants Fund**

**Round Three 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:** Can the current projects being implemented of similar scope be considered under the previous experience requirement?

**Answer 3:** 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 4:** Is it possible to apply by a newly established organization that has been operating for eight months?

**Answer 4:** One of the eligibility criteria in the Annual Program Statement (APS) requires the 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 eight months ago and implemented a project related to advocacy or public policy is eligible to apply since it meets the requirement of performance record in the past five years.

**Question 5:** 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 5:** 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 6:** Are there any capacity building opportunities available for organizations that will implement advocacy initiatives?

**Answer 6:** Yes, the Sawt technical team will support organizations through capacity building interventions to support their advocacy initiatives.

**Question 7:** What is the timeframe for applying to an advocacy grant program?

**Answer 7:** 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 8:** What is the official email address for submitting the applications?

**Answer 8:** All applications must be submitted electronically to the following email address:

 jo-Sawt Activity-grants@internews.org

**Question 9:** Will there be another upcoming pre-application workshop?

**Answer 9:** If the 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](https://internews.org/sawt-advocacy-and-public-policy-grants-fund/), 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 10:** Is the APS amount of $1.2 million allocated for the current period only?

**Answer 10:** 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 11:** Is possible to have a project with period of performance less than one year (12 months)?

**Answer 12:** 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 Sawt through a pre-award process based on the nature of the grant activities and the financial and management capacity of the grantee.

**Answer 11:** No. Period of performance should be between 12-18 months.

**Question 12:** What is the award type for successful applications?

**Question 13:** What is meant by the “Registration Certificate”? Is it for individuals or organizations?

**Answer 13:** 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 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:** Please explain the process of obtaining a UEI number for the organization, and is it possible to obtain it over the phone or to obtain it through Internews?

**Answer 15:** No. It is not possible to obtain the UEI number over the phone or through Internews, but the applicant can obtain it by applying through the following website: [SAM.gov | Home](https://sam.gov/content/home). Please watch this detailed video that explains the steps to obtain the UEI number: [Get a Unique Entity ID in SAM.gov - YouTube](https://www.youtube.com/watch?v=bcFKzH8sIdM)

**Question 16:** What is the process of obtaining a Unique Entity Identification (UEI) number for the organization when the organization has a DUNS number already?

**Answer 16:** The organization can obtain the assigned UEI number by logging into the registered account on [SAM.gov | Home](https://sam.gov/content/home). In case the registration is inactive, organizations need to re-activate it by updating the required information.

**Question 17:** Can organizations apply if the UEI number is not obtained yet?

**Answer 17:** Yes, but the UEI number must be obtained before receiving any grant of USD 25,000 or more, in case the application is selected by the Grants Evaluation Committee (GEC).

**Question 18:** 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 18:** 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.

**Question 19:** Does the requirement of implementing similar projects during the past five years apply to all organizations in the coalition?

**Answer 19:** In the case of coalitions, the requirement of previous experience applies to the lead organization by which the application is submitted.

**Question 20:** Is it necessary to join a coalition to apply?

**Answer 20:** Organizations can apply either solely or through a coalition. Sawt encourages CSOs to form coalitions, and this will be considered during the evaluation of the application.

**Question 21:** Does having coalitions increase the chance of selecting the application?

**Answer 21:** 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 22:** If the application has a coalition, do we need to submit supporting documents related to the coalition?

**Answer 22:** No. Applicants are required to demonstrate abilities to form coalitions or work collaboratively with other stakeholders or list their current coalition structure in the application. In case the application is selected by the GEC, coalition’s supporting documents will be requested.

**Question 23:** 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 23:** Applying as an individual is not permitted. Applicants must be legally registered organizations as listed under the APS eligibility requirements.

**Question 24:** 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 24:** 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 25:** Is it possible to contract a government consultant as part of the project activities?

**Answer 25:** If the project proposal is accepted, in-depth discussion will be given for hiring a government consultants.

**Question 26:** Should applicants submit a detailed budget?

**Answer 26:** Yes, please fill Annex II: Budget Template that is part of the application. Sawt will coordinate with selected organizations to review the budget.

**Question 27:** Is social security an allowable expense for the project?

**Answer 27:** 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 28:** Can events and celebrations’ expenses be included in the budget?

**Answer 28:** 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 29:** 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 29:** Consultants should be included under the Contractual category in the budget.

**Question 30:** 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 30:** 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 31:** What is the accepted profit percentage for “For-Profit Organizations”?

**Answer 31:** Profit is NOT allowed for applicants regardless of their nature.

**Question 32:** Are the project expenses paid by the grantees tax-exempt?

**Answer 32:** Project expenses are subject to the general sales tax at 0 percent. Sawt team will share the project-specific procurement exemption mechanism with the selected organizations.

**Question 33:** What are the types of projects that may be considered for the area of East Amman?

**Answer 33:** 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.

**Question34:** What is the deadline for receiving feedback on the submitted applications?

**Answer 34:** Sawt will send the feedback to applicants at least one month after the application submission deadlines for each round.