

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

### Annual Program Statement Advocacy, Public Policy, and Media Content Production

#### Questions & Answers | Round Two

**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 (Sub-fund 1: Advocacy Grants & Sub-fund 2: Public Policy Grants) during the past three (3) 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 three 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 for a newly established organization that has been operating continuously for two years but does not have a record of projects or activities related to the subjects of Sub-fund 1: advocacy or Sub-fund 2: public policy to apply?

**Answer 2:** No. One of the eligibility criteria requirements mentioned in the Annual Program Statement (APS) for Sub funds 1 & 2 requires the applicant organization to have a performance record in the implementation of any advocacy or public policy projects in Jordan during the past three (3) years regardless of the date of its registration.

*Example: An organization established two years ago 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 three years.*

**Question 3:** Under sub-fund 1: On 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:** The sub-fund 1: advocacy grants 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 12 months with four deadlines for receiving applications as per the below table:

Application submission deadlines:	
<b>Round one deadline:</b>	<b>30 September 2024 @ 5:00 pm</b>
<b>Round two deadline:</b>	<b>31 December 2024 @ 5:00 pm</b>
<b>Round three deadline:</b>	<b>31 March 2025 @ 5:00 pm</b>
<b>Round four deadline:</b>	<b>30 June 2025 @ 5:00 pm</b>

**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-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](https://sam.gov). Please watch this detailed video that explains the steps to obtain the UEI number [Get a Unique Entity ID in SAM.gov | Work With USAID](#)

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

**Answer 7:** Yes, Sawt will be holding additional online pre-application session as listed in the following table:

Pre-application Workshop Schedule		
Round	Tentative Date	Location
<b>Third Workshop</b>	<b>23 January 2025</b>	<b>Online session. Details will be shared with registered organizations.</b>
<b>Fourth Workshop</b>	<b>24 April 2025</b>	<b>Online session. Details will be shared with registered organizations.</b>

**Question 8:** What does “Registration Certificate” mean?

**Answer 8:** This means that an organization must be legally registered in Jordan and must provide a registration certificate issued by the Government of Jordan.

**Question 9:** Can the currently implemented projects of a similar scope be considered under the previous experience requirement?

**Answer 9:** 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 10:** Should organizations disclose any current projects funded by the US government?

**Answer 10:** Yes, organizations should disclose any current projects funded by the US government.

**Question 11:** Should applicants submit a detailed budget?

**Answer 11:** Yes, please fill Annex II: Budget Template that is part of the application. Sawt will coordinate with selected organizations to review the budget.

**Question 12:** What is the accepted profit percentage for “For-Profit Organizations”?

**Answer 12:** Profit is NOT allowed for applicants regardless of their nature.

**Question 13:** Is social security an allowable expense for the project?

**Answer 13:** 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 14:** Can events and celebrations’ expenses be included in the budget?

**Answer 14:** 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 15:** There are four rounds of the APS applications in September, December, March, and June, is it allowed for an organization to apply for each round?

**Answer 15:** Yes, any organization may apply for each round of the APS. However, before reapplying, applicants should receive Sawt’s feedback on whether the previous proposal is accepted or rejected. Please note applying for more than one sub-fund simultaneously within the same round will be disqualified.

**Question 16:** What are the types of projects that may be considered for the area of East Amman?

**Answer 16:** 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 17:** Would it be possible for selected applications to issue sub-grants for other organizations?

**Answer 17:** Sub-grants cannot be issued by the selected organizations.

**Question 18:** What is the award type for successful applications?

**Answer 18:** 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 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.

**Question 19:** Are the project expenses paid by the grantees tax-exempt?

**Answer 19:** Project expenses are subject to the general sales tax at 0 %. Sawt team will share the project-specific procurement exemption mechanism with the selected organizations.

**Question 20:** 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 20:** Applying as an individual is not allowed. Applicants must be legally registered organizations as listed under the APS eligibility requirements.

**Question 21:** What is meant by Civic Space?

**Answer 21:** Civic space, includes freedoms of association, assembly, expression, public participation and academic freedoms.

**Question 22:** Should the proposal include all marginalized groups, and are the elderly considered one of the marginalized groups?

**Answer 22:** No, the proposal does not have to include all targeted groups but the proposal should consider their needs during the assessment, setting goals and results, developing and implementing activities and strategies, monitoring and evaluation, preparing the budget, and allocating resources. As for the elderly group they can be considered a marginalized group if one of the project’s goals is addressing a problem they are experiencing.

**Question 23:** Can the applicant organization apply as a Coalition?

**Answer 23:** No, Sawt Project will not be able to give grants to coalitions. However, in case of coalitions, organizations can illustrate the mechanism of partnership and explain it in the applications.

Sawt will be utilizing co-creation to foster the coalitions forming and enhance collaboration between the selected organization and other stakeholders after the selection by the Grants Evaluation Committee (GEC). By combining this approach with strategic planning, technical assistance, and collaboration with the media, it ensures that the priorities are developed and sustained.

For more details about the Post Co-Creation Session, please refer to the Annual Program Statement (APS) page 22.

**Question 24:** Can the budget include equipment items?

**Answer 24:** Yes, it is allowed to include equipment items in the budget. However, these items must be related to the project implementation activities. Decision to accept or reject such costs will be made after discussing the budget and in case the project was selected by the Grants Evaluation Committee (GEC).

**Question 25:** Why the funding size per application under Sub-fund 3 Media Content Production Grants is up to USD 50,000?

**Answer 25:** The ceiling was determined based on several reasons; the short duration to implement the content production activities in comparison to the other Sub funds activities, additionally this sub-fund's activities does not require financial resources that are burdensome.

**Question 26:** Is there an initial evaluation of the project ideas by the Sawt team before preparation and submission?

**Answer 26:** No, there is no initial evaluation for the project ideas by the Sawt team before preparation and submission.

**Question 27:** What type of staff can be included in the budget? Staff directly working on the project, or other support staff working for the organization.

**Answer 27:** 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 applications.

**Question 28:** Can the budget include prizes?

**Answer 28:** No, prizes are unallowable and cannot be included in the budget.

**Question 29:** Is obtaining the Unique Entity Identifier number (UEI) a condition to applying for a grant under the APS?

**Answer 29:** Obtaining the Unique Entity Identifier number (UEI) is not a condition as long as the grant size is less than USD 25,000. Grants above USD 25,000 require obtaining the Unique Entity Identifier number (UEI)

**Question 30:** Can the project address more than one thematic area?

**Answer 30:** Yes, the project can address more than one thematic area but it has to clearly specify which thematic areas it will address.

**Question 31:** Is it necessary to have a Media partner in the proposal to apply?

**Answer 31:** No, it is not required to have a media partner to apply. Sawt encourages CSOs to partner with media organizations, and this will be considered during the evaluation of the application as there are scoring points for the partnership in the evaluation criteria. For more information, please refer to the evaluation criteria in the Annual Program Statement.

**Question 32:** Is there a preference to work at the local or national level?

**Answer 32:** No, there is no preference for working at the local or national level. The methodology is the most important for the proposal whether work is at the local or national level.

**Question 33:** Is it a must for the Media Partnership to be with Sawt's Digital First graduates as media organizations?

**Answer 33:** No, it is not required to partner with Sawt's Digital First graduates. However, proposals reflecting collaboration with Sawt's Digital First media partners will be deemed more competitive. Please refer to the to the evaluation criteria in the Annual Program Statement.

**Question 34:** What is meant by 10% indirect costs?

**Answer 34:** Selected organizations 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, staff 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 or patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward more than \$25,000.

**Question 35:** Is there a specific percentage for salaries out of the total budget?

**Answer 35:** Currently, there is no specific percentage, but the amounts allocated in the budget must be aligned with the project activities.

**Question 36:** If there are two active grants with the Sawt project, can the applicant organization apply for a grant in the next rounds and after closing one of the awarded grants?

**Answer 36:** Yes, the applicant organization can apply if one of the awarded grants is closed as the eligibility requirements defines that at the time of submission, organizations should not have more than two active grants with the Sawt project. Any application from such organizations will be disqualified.  
Closing one of the grants during the APS rounds periods makes the organization eligible to apply with a new application.

**Question 37:** If we receive a grant and the grant ends at the end of May 2025, can the applicant organization apply for a new grant application in the fourth round in June 2025?

**Answer 37:** If the organization has one active grant during the APS application periods, then the organization can apply for a grant through the program. But if the organization has two active grants, one of which ends according to the example mentioned in the question, then the organization can apply after the grant ends in May 2025 and within the Annual Program Statement (APS) applications period prior to its end on June 30, 2025.

**Question 38:** Is it possible to provide illustrative examples for support of public policy initiatives?

**Answer 38:** Please refer to the illustrative examples in the Annual Program Statement for support to public policy initiatives.

**Question 39:** What is the maximum number of administrative and financial staff that can be included in the budget?

**Answer 39:** There is no limit for the number of the administrative and financial staff, but the number must be reasonable and aligns with the activities implementation. Budget will be discussed in further details with the selected organizations by the Grants Evaluation Committee (GEC).

**Question 40:** Please provide a detailed explanation about the quantity and percentage in the budget Annex.

**Answer 40:** The amount and percentage placed in the budget must be aligned with the project activities and duration.

An example about salaries and quantity: When placing staff salary at 100% on the project, the number of months for the salary must be aligned with the number of months of project implementation.

An example of salaries and percentage: When setting a percentage of an administrative staff salary, the percentage must be linked with the expected level of efforts from the staff. For example, when setting 30% as a level of efforts to an administrative staff, the expectation that the staff will devote 30% of his/her time during work on the project.

**Question 41:** Please clarify the networking mechanism for the organizations with Sawt's Digital First graduates.

**Answer 41:** Sawt project encourages partnerships with media outlets to implement the project activities and recommends partnering with Sawt's Digital First graduates.

Please refer to the [Sawt Activity Annual Program Statement \(APS\) - Information Saves Lives | Internews](#) for the List of Sawt Digital First Media Partners.

The list includes contact information and the thematic focus for these media outlets.

**Question 42:** Can the applicant organization include staff in the budget at a 100% LOE?

**Answer 42:** Yes, if the applicant organization included staff who will be directly working on project activities taking into account staff roles and responsibilities in the proposal. Budget will be discussed in further details with the selected organizations by the Grants Evaluation Committee (GEC).

**Question 43:** Can the applicant organization include travel, transportation, and accommodation for participants and staff in the project budget?

**Answer 43:** Yes, if these expenses are directly related to the activity's implementation.



**Question 44:** Is there an obligation for the organization to include cost-share to the project budget?

**Answer 44:** No, Cost share is not required to the project budget.

**Question 45:** Can the applicant organization apply for a grant regardless of the organization's annual budget?

**Answer 45:** Yes, any organization can apply for a grant regardless of its size and budget as an organization.

**Question 46:** Is there a need to include a signed collaboration agreement with any of the media outlets for submitting applications? In addition, is there a need to obtain collaboration agreements from partners or suppliers whom we intend to work with?

**Answer 46:** A signed collaboration agreement is not a requirement for submitting an application, but organizations can mention all collaboration channels they have in the applications. If the application is selected by the Grants Evaluation Committee (GEC), Sawt team will request those documents and discuss it with the organization.

**Question 47:** Can the applicant organization include budget items for workshops for content production activities under Sub-fund 3: Media Content Production Grants?

**Answer 47:** No, workshops cannot be included under Sub-fund 3: Media Content Production, as this fund focuses on content production.

**Question 48:** Does the requirement for legal registration in Jordan apply specifically to the organization submitting the application, and not extend to all members of a potential consortium?

**Answer 48:** Yes, the requirement for legal registration in Jordan applies specifically to the organization submitting the application.

Regarding consortiums, coalitions and other form of partnerships while Sawt encourages such formats but since lower tier awards are not allowed, Sawt will not be able to fund one application that includes more than one organization. Accordingly, in case of partnerships, each organization is encouraged to apply while illustrating the mechanism of partnership in the application.

As a venue for collaboration, Sawt will be utilizing co-creation sessions to foster the coalitions forming and enhance collaboration between the selected organization and other stakeholders after the selection by the Grants Evaluation Committee (GEC). By combining this approach with strategic planning, technical assistance, and collaboration with the media, it ensures that the priorities are developed and sustained.

For more details about the Co-Creation Session, please refer to the Annual Program Statement (APS) page 22.

**Question 49:** Can the applicant organization apply for a grant regardless of the organization's size?

**Answer 49:** Yes, any organization can apply if it meets the eligibility criteria specified in the APS. Size of the organization is not part of the eligibility criteria.