The deadline for receiving applications is January 22, 2019

**APPLICATION GUIDELINES FOR
2018 DEMOCRACY COMMISSION SMALL GRANTS**

Basic requirements: The application should be in English, neatly typed and easy to read. Perfect English is not required but the proposal must be understandable to an English speaker. Applications must be emailed to the following address: PodgoricaGrants@State.Gov. **Applications received after 17:00 local time on January 22, 2019 will not be considered.** Please direct any questions to the Public Affairs Office at U.S. Embassy Podgorica by email (PodgoricaGrants@State.Gov).

IMPORTANT! Organizations may only submit one proposal per program.

APPLICATION TIPS AND GUIDELINES:

Application format:
- Use the recommended Application Form, use Times New Roman 12 font letters and do not change the original look of the application form.
- Make sure the proposal clearly addresses the goals and objectives of this funding opportunity.
- All documents need to be in English and all budgets in U.S. dollars.
- All pages need to be numbered.
- The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do.

Proposed Program Dates: When will the project be carried out? Your program can last up to 12 months. Remember that, even if approved, funds from the Democracy Commission may not be available for as long as up to two or three months. If your project is approved, you may be asked to change project dates.

Program Purpose: What does the applicant organization propose to do? The more specific, detailed, concise and clear the program description, the better. Applicants are encouraged to develop unique activities, instead of relying primarily on organizing roundtables and creating websites.

Project Justification: What is the importance of the project? Why should it be funded? Who will be affected by this project? What difference does it make for Montenegro? Remember that the Democracy Commission will only support those projects that will make an important contribution.

Project Sustainability: Describe the expected long-term effects of the project. If the project is intended to continue after the funding from the Democracy Commission ends, the proposal should contain an explanation of how the organization will fund the activity in the future.

Background on the Applicant Organization: Include information such as when the organization was founded, principle activities, significant achievements, etc. If the project proposal makes it to the final round, applicants will be requested to send in a copy of the registration papers of the organization as issued by host country authorities. Please also include the name and title of director and other significant staff members, particularly those who will be involved in the project. If the project proposal makes it to the final round, applicants will be requested to send in CVs or resumes of the people who will be engaged in the project. No individual CV should exceed one page.

Detailed Budget, Including Supporting Narrative: All project expenses should be calculated in advance, and be realistic. Please check the exchange rate U.S. dollar – euro when calculating the costs in U.S. dollars.

Present the budget in the form of a spreadsheet, in USD amounts, dividing the budget into the categories delineated below.

Cost sharing is not required, however, if the Recipient includes cost sharing in the project proposal, then the Recipient is accountable for providing additional funds and justifying the costs.

Budget Categories:

Personnel and Fringe Benefits: 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 local travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries.

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.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.

Important!

Administrative expenses include communication expenses (phone, fax, e-mail, postage); bank fees; copying and print services; office materials (e.g., paper, toner, and envelopes). Although printing of leaflets and brochures may be covered by the grant, please explore other options such as use of social media to cut down on costs and environmental impact.

Bank charges should be pre-calculated and included in the budget. The use of "miscellaneous expenses" as a budget item is unacceptable.

Salaries, overhead, equipment, and other administrative expenses are allowable only as they relate to specific project activities. Salary or honoraria should be listed according to rate of pay and percentage of time spent on program-related activities. While salary expenses are permissible for indigenous personnel, payment of honoraria and other expenses for foreign experts will be reviewed on a case-by-case basis by EUR/ACE and EUR/PD or SCA/PPD.

Funds may <u>not</u> be used to pay for travel to the United States or for travel grants. Projects involving regional travel will be considered on a case-by-case basis, and must have a clear justification outlining why the travel is integral to the project.

Funds may not be used to provide direct social services to populations.

Funds may not be used for alcohol, entertainment, or "miscellaneous" costs.

Funds may only be used for food expenses under special circumstances. When these costs cannot be supported by cost share, they should be clearly justified and limited to a maximum of five percent of the total award amount. This includes expenses associated with individual per diems for grant-related activities.

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:
- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and a 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

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%20NSPA%20NCAGE.pdf

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:
https://www.sam.gov. SAM registration must be renewed annually.