



2018 - Annual Program Statement
Grants Supporting Florecente and
Stephens Parkview Neighborhoods
Moline, Illinois

TO: Prospective Applicants

ISSUANCE DATE: July 13, 2018

CLOSING DATE FOR GRANT APPLICATIONS: September 10, 2018

SUBJECT: Annual Program Statement (APS) for Global Communities' project in the Florecente and Stephens Parkview Neighborhoods of Moline, Illinois. (REF No. MOLINE-APS-18-01)

The Cooperative Housing Foundation, doing business as Global Communities, has been selected by the John Deere Foundation to serve as the Prime Recipient for a community revitalization program in the Florecente neighborhood of Moline, Illinois. As part of this program, Global Communities will fund a grants program to fund projects aimed at improving the lives of Florecente or Stephens Parkview residents using a participatory approach to community change.

Global Communities anticipates making multiple subawards up to a total amount of \$70,000 for projects which will be completed before July 1, 2019. To be considered for a subaward, organizations must complete a Pre-Meeting with Global Communities to determine if a Grant Application(s) (Annex A) will be required.

This is an open APS. Applicants who are eligible to apply include (but are not limited to): nonprofits, business chambers, NGOs, educational institutions, community organizations and associations that are able to respond to this APS through written applications. All applicants must be legally recognized entities under applicable law and authorized to operate in the state of Illinois or Iowa, or be able to demonstrate that they have applied for such legal recognition. However, Global Communities will not be able to make a subaward until such legal recognition is duly granted. U.S. for-profit entities are eligible to apply, but fixed fee or profit must not be included in the budget. The State of Illinois and the City of Moline are ineligible to apply for these grant funds.

Any questions or requests for information should be sent via email to moline@globalcommunities.org.

Please e-mail Global Communities at moline@globalcommunities.org of your intent to apply at the earliest practicable date, so that we may anticipate the number of applications to be evaluated.

Responding organizations are advised that this solicitation does not in any way commit Global Communities to make a subaward or compensate the responding organizations for any costs incurred in the preparation and submission of their applications.



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Section 1: Application Process

The application process for Global Communities' Annual Program Statement (APS) is designed to:

- Identify projects that fall within the objectives of Global Communities' program in Moline (See Section 2). Global Communities' anticipates awarding up to a total amount of \$70,000 to multiple grantees.
- Determine if the proposed project can be done with an in-kind contribution or if a grant agreement is necessary (Pre-meeting).
- Develop the Program Description for a grant agreement, including objectives, activities, timeline, monitoring, evaluation, and reporting requirements as well as determine the budget (Grant Application).
- Assess the financial and operational capacity of the Applicant to determine the correct type of grant agreement (see Section 6) is used to ensure that Global Communities is responsibly subawarding the donor's funds (Pre-Award Financial Assessment Review).

The following is a quick reference guide for deadlines associated with this APS:

Applicant Responsibility	Deadlines	Other Notes
Set date for pre-meeting	August 27, 2018	It is acceptable, but not required, to bring a draft Grant Application.
Grant Application Submission	September 10, 2018	Turn-around time depends on the size and complexity of the project and other applications received. Generally reviewed in the order they are received.
Pre-Award Financial Assessment Review	Before a grant can be issued	Best to submit before or with the Grant Application.
Grant Agreement Signed		Depends on the size and complexity of the project and other applications under review.

Pre-Meeting

- **Must be completed by August 27, 2018**
- To be considered for funding under this APS, all applicants must hold a meeting with Global Communities to outline objectives and intended impact of proposed project.



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- At this time, Global Communities will determine if the proposed grant falls into the scope of this APS and will give the go-ahead for submission of a grant application.
- As part of this process, Global Communities may provide suggestions on the elements of the grant proposal (objectives, activities, measurement and evaluation, budget) for the applicant to consider for inclusion in the grant proposal.
- If the applicant would like to bring a draft of the grant application for review during this meeting, that is acceptable.
- Proposed projects not conforming to this solicitation may be categorized as unacceptable, thereby eliminating them from further consideration.

In-Kind Grants

If an in-kind grant is determined to be the appropriate type of partnership, Global Communities will work with the Applicant to determine next steps in terms of bidding and procurement.

Grant Application, Budget, and Budget Notes (see Annex A for format)

- **Must be submitted by September 10, 2018.**
- Applicants are requested to submit a Grant Application and associated budget documents directly responsive to the terms, conditions, and clauses of this APS.
- The applicant must propose costs that it believes are realistic and reasonable for the work in accordance with the applicant's technical application.
- The applicant shall provide a complete Budget by the cost elements described below using the budget and notes format provided in Annex A.
- The Budget shall be submitted in Excel format in a separate document from the Grant Application.
- All cost and financial data should be fully supported with a budget narrative (using Budget Notes format provided in Annex A), complete in every detail, and organized in a manner that facilitates review and permits cost analysis.
- The Applicant may submit the Grant Application and Budget Note electronically by email in Word or PDF format (technical application) and Excel (Budget) to Global Communities (moline@globalcommunities.org).
- Applications not conforming to this solicitation may be categorized as unacceptable, thereby eliminating them from further consideration.

Grant Application Evaluation

- Global Communities will evaluate Grant Applications in the order in which they are received, but the timeline for response will vary, depending on the complexity of the Grant Application.
- Grant Applications must receive an evaluation score of 70 points or higher to be considered for a subaward (see Section 5).
- After review of Grant Application, one of the following will occur:
 - For Grant Applications that do not pass the evaluation, applicants will be notified that their application has been rejected.
 - For Grant Applications that pass the evaluation, and Global Communities has no significant questions about the evaluation, the Applicant will receive a draft Program Description that will make up the technical section of a grant agreement.
 - For Grant Applications that pass the evaluation, but the review determined that additional clarifications must be made before a grant can be signed, the applicant will be asked for a meeting for clarification on the proposed project's scope and/or budget.

Pre-Award Assessment for Financial Responsibility (PAFR) documents (Annex B-C)

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- Grant Applications will also require the submission of Pre-Award Assessment for Financial Responsibility (PAFR) documents (Annex B-C) to ensure that Applicants have adequate internal controls to protect Global Communities' donor's funding.
- Applications can submit these documents at any stage in the process. It is recommended they are submitted with the Grant Application, but PAFRs must be received and reviewed before any subaward can be made.
- The purpose of the PAFR is to determine if:
 - The Applicant has sufficient financial and managerial capacity, including internal control systems, allocation of costs, including labor costs, documenting expenditures, cash management policies and procedures to manage and to account for our donor's funds.
 - The Applicant is eligible to receive subawards under applicable laws, regulations and policies.
 - Special Conditions may be required for the subaward.
 - The most appropriate subaward instrument and whether advances are appropriate.
 - The degree of support and oversight by Global Communities necessary to ensure proper accountability of funds.
 - The provision of funding to the Applicant represents a high risk or a low risk to Global Communities, and to the donor.
- Global Communities has two PAFR applications relevant to subawards under \$50,000 – entities should return the applicable PAFR with their Concept Note:
 - Annex B – For other Entities asking for subaward in an amount less than USD \$50,000 (most applicants will fall into this category).
 - Annex C – For Entities that are subject to Federal Audit requirements set forth at 2 CFR 200 Subpart F or OMB Circular A-133.
 - There is a third PAFR applications for subawards greater than \$50,000 and Global Communities will supply this form if an exception is made to the \$50,000 threshold.

Other General Information

1. Language – All applications must be in English.
2. The person signing the Concept Note and/or Grant application must have the authority to commit the Applicant to all the provisions of the application.
3. Global Communities is not obligated to make a subaward or to pay for any costs incurred by the applicant in preparation of an application in response hereto.
4. Global Communities reserves the right to accept or reject any application, and to cancel the solicitation process and reject all applications, at any time prior to a subaward, without thereby incurring any liability to applicants or any obligation to inform applicants of the grounds for Global Communities action.
5. Concept Notes and Grant Applications must remain valid for a minimum of sixty (60) days from date of submission.
6. Late applications will not be considered for a subaward.

Section 2: Background Information on Global Communities in Moline

Global Communities is funded by the John Deere Foundation to implement *Flourishing Communities*, which began in 2015 as a three-year community development program in the Floreciente neighborhood of Moline, Illinois. In 2018, Global Communities received an extension to the program to expand assistance to Lincoln-Irving Elementary School and Stephens Parkview neighborhood and the program aims to create long-lasting, community-led change by organizing and educating neighbors and business owners to participate in community and economic development decisions affecting their neighborhood.

The specific objectives of the extensions program are to:

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- Build the organizational capacity of community organizations (school committees, neighborhood associations, and nonprofits) to deliver programs within the Lincoln-Irving enrollment area.
- Enable inclusion of immigrant and minority businesses into the broader Moline business community by strengthening the ability of business development services to provide outreach to immigrant business owners and entrepreneurs.
- Increase employability skills of youth, parents, and neighbors by connecting them with targeted development opportunities in the broader Quad Cities area.

As part of this program, Global Communities will fund a grants program to fund projects aimed at improving the lives of residents using a participatory approach to community development. This Annual Program Statement (APS) outlines the application process for the grants program. Proposed programs should promote community development, foster economic development, and/or facilitate community engagement/civic education. In addition, proposals should meet a majority (if not all) of the following criteria:

- Include a component that is aimed at either community mobilization, community/civic/public education, or general promotion of targeting neighborhoods as a vibrant community in Moline.
- Include a component where volunteers can be involved – either as long-term volunteers or one-off opportunities. Global Communities will help recruit volunteers from the neighborhood as well as from John Deere.
- Address a need previously-identified by the community to Global Communities (see Section 3).
- Outline new, innovative, projects, rather than a continuation of ongoing initiatives.
- Demonstrate community support.
- Be able to articulate a target number of beneficiaries. Proposals with a diversity of beneficiaries (women, youth, persons with disabilities, etc.) will be given priority.
- Address the bi-lingual nature of the community
- In-kind contributions will not be required, but will be looked upon positively.

Section 3: Identified Community Needs

Global Communities understands that additional needs may be identified after publication of this APS; these needs will also be considered.

Adult Education

- English Classes (with child-care and extended hours)
- Family Classes (Spanish, cultural)
- Citizenship
- GED
- Housing (Education) - Renter's rights, Accountable landlords and Contract for deed legalities
- Healthcare
- IT / Computer Skills
- Others will be considered, such as education about how to overcome barriers – e.g., lack of documentation, etc.

Beautification Projects

- Increasing Curb Appeal
- Neighborhood Signage
- Murals
- Housing (Physical/Utilities)

Cohesive Community

- “Voice” with the city
- Community Events
- Community Bulletin Board
- Neighborhood-driven block assessments
- Snow Removal Campaign



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Elements from the 2014 City of Moline Comprehensive Plan for Floreciente,* including but not limited to:

- Pedestrian-oriented Street Improvements
- Bike Paths
- Traffic-calming Street Improvements

Traditional Economic Development

- Old movie theater
- Attract a large employer with good paying jobs
- Active/Recreational Space for families (for example a mini-golf course)
- Community Kitchen
- Broadband Internet for Community

Minor Infrastructure Improvements*

- Clean streets/alleys
- Safe sidewalks (including snow removal)
- Street Lighting
- Park Renewal and/or Re-programming

- On-street Parking for Businesses

Opportunities for Small Businesses

- Training and/or technical assistance for Small Businesses
- Neighborhood marketing
- Building signage improvements
- How-to information for building improvements
- Façade Improvements (as a group of businesses rather than individual businesses)
- Leveraging the Q Train Station

Workforce Development

- Connecting People & Jobs
- Youth Jobs
- STEM (Science, Technology, Engineering, Math) Programming
- Building youth leadership skills
- Career & Exploration

Place-making / Community Plaza(s)

Sports Opportunities (young and old)

*For any proposed program or project impacting public infrastructure or right of way, the applicant must be able to demonstrate that applicable research has been done with the City of Moline, prior to submitting a Concept Note.

Section 4: Eligibility Information

Applicants who are eligible to apply include:

- Nonprofits, business chambers, NGOs, educational institutions, community organizations and associations that are able to respond through written applications.
- U.S. for-profit entities are eligible to apply, but fixed fee or profit must not be included in the budget.
- The State of Illinois and the City of Moline are ineligible to apply for these grant funds.
- All applicants must be legally recognized entities under applicable law and authorized to operate in the state of Illinois or Iowa, or be able to demonstrate that they have applied for such legal recognition. However, Global Communities will not be able to make a subaward until such legal recognition is duly granted.

Additionally, to be eligible for subaward, in addition to other conditions of this APS, organizations must have a politically neutral mandate, a commitment to non-discrimination with respect to their employees



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and to beneficiaries and adherence to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, political affiliation, sexual orientation, gender identity, national origin, disability or veteran status.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the grantee to ensure compliance with these Executive Orders and laws. This provision must be included in all lower-tier subawards and contracts issued under a Grant Agreement

Section 5: Evaluation Process

A. General

Concept Notes and Grant Applications will be evaluated in accordance with the Review Criteria set forth below. Both Concept Notes and Grant Application may be eliminated from consideration before a detailed review is performed if the application is considered obviously deficient as to be totally unacceptable on its face or which prices are inordinately high or unrealistically low. In the event an application is rejected, the applicant will be sent a notice stating the reason(s) that the application was not considered for detailed review.

B. Basis for Subawards

Applicants are reminded that Global Communities is not obliged to make a subaward on the basis of lowest proposed cost or highest technical evaluation score. Although for this APS technical merits are considered more important than cost relative to deciding who might best perform the work, cost factors and Global Communities' budget must also be considered. Therefore, after the final evaluation of applications, Global Communities will make the subaward to the applicant whose proposal offers the best value to Global Communities and John Deere Foundation, considering both technical and cost factors.

C. Review Criteria – Grant Application (Annex A)

If a Concept Note meets Global Communities' general criteria for a subaward, the Applicant will prepare a Grant Application in accordance with this APS. The technical factors presented below will serve as the basis upon which applications will be reviewed. The relative weight accorded to each factor is expressed in points with 100 points possible. Applications must receive at least 70 points in order to be considered for a subaward.

Criteria	Possible Points
Program Description	30
Proposed activities	7.5
Proposed Deliverables	10
Implementation Plan	7.5
Measurement and Evaluation Plan	20
Organizational Experience and Capacity	25
Total Points (100)	

D. Cost/Price Analysis – Global Communities will review the cost applications, but scores will not be assigned. The cost review will focus on three sub-factors: Cost Realism/Reasonableness, Cost Completeness, and Eligibility of Cost, as follows.

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1. Cost Realism/Reasonableness: The cost realism analysis is intended to determine whether the costs estimated accurately reflect the costs that would be incurred during the actual performance of the program, and whether those costs are reasonable. In addition, Global Communities will make a determination of cost reasonableness based on its own cost experience for similar items or services, what is available in the marketplace, and/or other applications.
2. Cost Completeness: A detailed line item budget, budget notes, assumptions, and schedules that clearly explain how the estimated amounts were derived must adequately support the Applicant's cost proposal. Global Communities may request additional supporting information to the extent necessary to determine whether the costs are realistic and reasonable.
3. Ineligible Costs/Activities: Commodities and services that are ineligible for financing under this APS include the following:
 - a. Programs that could create a direct or indirect benefit for Deere & Company (e.g. supporting organization purchase of John Deere equipment or services)
 - b. Initiatives for the benefit of an identifiable individual or family, including education and healthcare-related expenses and memorial funds
 - c. Political organizations (partisan organizations or those supporting specific candidates or political positions) or campaigns
 - d. Faith-motivated organizations may be considered eligible if the organization and its programs serve primarily a secular purpose (such as a food pantry, shelter, or school) and are open to all individuals regardless of religious belief. No activities aimed at proselytizing will be funded.
 - e. Fraternities, sororities, and alumni groups
 - f. Animal advocacy organizations
 - g. Abortion equipment and services
4. (a) Applicants are informed that Global Communities complies with U.S. Sanctions and Embargo laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this application process, either as a prime or sub to the prime, must certify as part of the application that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. Global Communities shall disqualify any application received from a person or entity that is found to be on the List or otherwise ineligible.

(b) Firms or individuals that have an exclusion on the System for Award Management (www.sam.gov) shall not be eligible for financing and shall not be used to provide any commodities or services contemplated by this APS.

Section 6: Subaward Requirements and Administration Information

A. Anticipated Subaward Schedule

Global Communities intends to provide multiple awards, none to exceed \$25,000. However, in exceptional circumstances, this amount may be adjusted depending on the grant timeframe, the applicant's institutional capacity, the scope of the proposed program, and the type and extent of partnership or other teaming arrangements that are proposed. Global Communities reserves the right to fund none of the applications submitted.



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B. Anticipated Start Date and Period of Performance

The anticipated start date of subawards under this APS is by August 1, 2018. The period of performance of any single grant shall not exceed July 1, 2019.

C. Types of Subaward

Global Communities anticipates awarding a mix of in-kind grants (materials only), simplified grants, fixed amount awards, and standard grants under this APS.

D. Monitoring & Evaluation

Applicants are expected to develop a sound M&E system for the proposed project. Partners will be expected to produce reports using data from projects to document achievements and must plan appropriately within their budgets. All proposed projects will receive a high level of ongoing monitoring and involvement by Global Communities staff as well.

E. Authorized Geographic Code

This APS is open to interested, eligible applicants from the United States only.

F. Reporting

- i. Reporting requirement will be determined by the scope and nature of the subaward, although all will need to submit a final report.
- iii. Final Report - The grantee shall submit a final performance report within thirty (30) days after period of performance end date. The Final Report will summarize the major achievements and also shall include:
 - Overall description of the Grantee's activities
 - Difficulties or challenges encountered
 - Sustainability of the activities after the project has ended
 - Documentation on lessons learned and best practices

G. Branding and Marking

Global Communities will provide guidance to the Grantees on the nature of specific Marking Plan and Branding Strategy requirements under their grant agreements. The Grantee, as directed by Global Communities, shall cooperate with Global Communities and facilitate and support these requirements as needed.



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Section 7: Abbreviations and Acronyms

APS	Annual Program Statement
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
GED	General Educational Development
HQ	Headquarters
HR	Human Resources
LOE	Level of Effort
M&IE	Meals and Incidental Expenses
M&E	Monitoring and Evaluation
NICRA	Negotiated Indirect Cost Rate Agreement
OFAC	Office of Foreign Assets Control
OMB	US Office of Management & Budget
PAFR	Pre-award Assessment for Financial Responsibility
RFA	Request for Applications
SAM	System for Award Management
USD	US Dollars
USG	US Government

Section 8: List of Annexes

Annex A: Grant Application Format (including excel for budget and notes)

Annex B: PAFR for subawards in an amount less than USD \$50,000

Annex C: PARF for Entities that are subject to Federal Audit requirements set forth at 2 CFR 200 Subpart F or OMB Circular A-133.

Annex A: Grant Application

Guidance and/or examples on what type of information to include is included in italics. Please remove this for the Grant Application Submission and replace it with information specific to your organization and proposed project.

Basic Information:

Organization’s legal name:	
Official address:	
Telephone:	
E-mail:	
Key Contact Person and Title:	
Grant activity title:	
Estimated date of start-up:	
Estimated date of completion:	
Total cost of project:	

Problem analysis and statement:

This section should provide background information on:

- The problem statement – what is the issue this proposal is trying to address
- Information on why the applicant organization is best positioned to address this problem
- How the proposed intervention will address the problem
- Relevant assumptions made and/or contingencies regarding third-party actions that are required for the successful achievement of the grant objective

Objectives, Results, Measurement/Evaluation:

Please remember that all objectives should be SMART (Specific, Measurable, Achievable, Realistic, and fit within the proposed Timeframe).

Objective 1: *Please provide a succinct objective outlining what the project is trying to achieve. For example: Create an engaged, supportive and collaborative network of stakeholders that leverage their collective efforts to deliver programs and services to the people of Floreciente.*

Result 1.1: *Please provide an intermediate result that must occur in order to reach your objective. For example: A network of stakeholders meets regularly to share activities and identify areas of collaboration.*

Measurement/evaluation: *Please provide a means of detecting progress for the result. Could be quantitative or qualitative.*

For example: Participant sign-in sheets for each meeting.

For example: Regular surveys of participants to detect what stakeholders see as benefits of regular network meetings.

Result 1.2. *Example #2: Grants are given to stakeholders who work in partnership to deliver services to the people of Floreciente:*

Measurement/evaluation:

For example: Number of grants distributed.

For example: Value of grants distributed.

Objective 2 (If relevant):

Result 2.1:

Measurement/evaluation:

Beneficiaries:

Identification of beneficiaries, disaggregated by gender if possible (include the number, and how they will benefit from grant)

Activities:

The following are the general activities to be conducted under the program:

Activity 1: Activity Title - Activity Description. *Try to include 3-5 sentences explaining the activity rather than just a phrase.*

Activity 2: Activity Title - Activity Description.

Activity 3: Activity Title - Activity Description.

Etc.

Implementation Plan:

The following months are included as an example, please replace them with an appropriate timeline to suit the activities listed.

Timeline	Activity
March 2017	Activity 1: Activity Title – <i>These should match your activity titles in the above section</i>
March 2017 – September 2017	Activity 2: Activity Title
April 2017 and ongoing	Activity 3: Activity Title

Deliverables:

The final deliverables will be determined after a conversation between the Applicant and Global Communities but please make recommendations in this section. These are the documents that you will submit to show that the work has been done. Examples include:

- *Sign-in sheets from beneficiaries or volunteers (usually required)*
- *Pictures (usually required)*
- *Summary of activities*
- *Success stories – these are the “people stories” – tell us why you are doing such good work*
- *Information on any challenges and how they were addressed (usually required)*
- *Pictures when available (as attachments)*
- *Copies of any promotional materials developed*
- *Final report (usually required)*

Experience and Capacity:

This section should address the following:

- *General Applicant background information:*
- *Applicant’s previous experience implementing similar activities:*
- *List three independent qualified references for similar projects*

Detailed Budget:

Please open the following excel spreadsheet and submit it as an attachment (in Excel format) with the Grant Application.



BudgetFormatAPS.x
lsx

Budget Notes:

Please replace the highlighted and italicized information below with information specific to your organization or proposed project.

Budget Structure: The budget herein presents realistic, reasonable and justifiable costs of goods and services required for the efficient operation and management of the proposed program. The budget categories are explained in further detail in ensuing sections. All costs are based on a combination of **ORGANIZATIONS'** experience.

Major Assumptions: *Use this section to provide more information on the assumptions that will be necessary to understand to interpret the excel budget spreadsheet. Please feel free to use the examples below as guidance. If one of the examples is not relevant, please feel free to delete it.*

- Staffing: The staffing structure for implementing Global Communities' proposal is based on the program description outlined in the technical proposal with adequate backstopping and coordination among local partners and stakeholders, and HQ support staff.
- Salaries: All US-based staff salaries conform to **ORGANIZATION's** personnel compensation policies. For budgeting purposes, salaries are escalated at an average annual rate of **#%**; actual merit increases are based on performance.
- Inflation: When applicable, we have applied an inflation rate of **#%** to travel, transportation, and other direct costs. Inflation is not applied to indirect costs.
- Per Diem Rates: All per diem rates used in this budget are based on current **WHAT STANDARD** Per Diem rates.

Personnel: *For each person listed in the budget, please provide the following information:*

- *TITLE: Brief description of duties and LOE if not a FTE position.*
- *TITLE: Brief description of duties and LOE if not a FTE position.*
- *TITLE: Brief description of duties and LOE if not a FTE position.*

Fringe Benefits: Fringe Benefits are applied at a rate of **###%** in accordance with **PLEASE PROVIDE A DESCRIPTION OF HOW THIS IS DERIVED.** No fringe benefits will be charged to external consultants or any subcontractors working under **ORGANIZATION's** direction. Items within the fringe benefit rate for personnel include, as applicable, the following: *Examples include:*

- *Social Security/Medicare*
- *Unemployment Insurance*
- *Insurance - AD&D*
- *Insurance - Health*
- *Insurance - Short-Term Disability (STD)/ Long-Term Disability (LTD)*
- *Insurance - Life*
- *Workers Compensation*
- *Employee Assistance Program Benefits*
- *Bonus*
- *Retirement Expense*

Consultants: *For each person listed in the budget, please provide the following information:*

- *TITLE: Brief description of deliverables.*
- *TITLE: Brief description of deliverables.*
- *TITLE: Brief description of deliverables.*

Travel, Transportation & Per Diem

- *Type: Description – For example, 25 miles at 50 cents a mile.*
- *Type: Description*

Other Direct Costs

- *Type: Description – For example*
- *Type: Description*
- *Type: Description*

Supplies and Equipment

- *Type: Description – For example*
- *Type: Description*
- *Type: Description*

Total Indirect and/or General and Administrative (G&A) Rate: ORGANIZATION intends to charge a G&A rate of ##% on total direct costs, less that portion of each sub-grant and sub-contract in excess of \$25,000. This is in accordance with PLEASE PROVIDE A DESCRIPTION OF HOW THIS IS DERIVED OR SPECIFY THAT YOU HAVE A NEGOTIATED INDIRECT COST RATE (NICRA) ISSUED BY THE U.S. GOVERNMENT. This is used to cover: *Examples may include:*

- *A portion of the office rent*
- *Office Supplies*
- *etc*

Total Program Budget: This line item represents a program total of \$##### which includes all direct and indirect program costs.

Submitted by:

On behalf of the Applicant identified in the “Basic Information,” section of this *Grant Application*, I hereby certify that to the best of my knowledge, this application in its entirety contains only true and current information:

Name _____

Title _____

Signature _____

Date _____