

**Date: May 22, 2015**

**Subject: Questions and Answers- APS-114-15-000003 for Strengthening the Election and Political Processes in Georgia through Direct Awards to Georgia's Civil Society Organizations**

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General Note: Q&As will be posted on grants.gov and jobs.ge websites, print-outs will be distributed in USAID Civic Engagement Centers in Georgia. Applications should be submitted in English and budget should be stated in U.S dollars.

Also note that the concept paper submission deadline is as follows:

**June 8, 2015  
11:00 AM Tbilisi Time**

Question: What is the overall budget of the program?

Answer: The overall budget for this APS is more than \$1,500,000. At this time we are prepared to award up to two large scale observation missions and several smaller monitoring interventions as described in the APS. It will be subject to the availability of funds and the proposals received. Please note that USAID's budget is contingent on what the U.S. Congress approves. All awards are subject to available funding.

Question: Will any priority be given to proposals from coalitions?

Answer: No. We encourage coalitions to apply, but each Concept Note will be treated individually against the criteria outlined. USAID will not compare Concept Notes and will not give priority to a group submission. The merits of submitting a concept note from a coalition is up to the prospective applicants to decide.

Question: In a single proposal can I propose different types of activities for each election?

Answer: It is not required to propose the same scope and type of activity for each election, however each type of monitoring activity selected should be clearly justified by the applicant. Consider the fact that USAID is also looking to help build sustainability and capacity with local partners.

Question: We often receive funds from existing USAID partners in the form of sub-awards for election-related activities. Should we apply for funds directly from USAID?

Answer: Possible sub-awards with existing USAID partners should not prevent you from applying for funding directly with USAID to conduct activities related to this APS.

Question: What is the start date for activities under this APS?

Answer: This will be determined by a number of factors, but we anticipate a start time of approximately January 2016.

Question: What is final date of completion for activities under this APS? What is maximum duration?

Answer: From the start date the applicant can budget for up to 36 months, as stated in the APS on page 3. Please note that thirty-six months is the anticipated duration of the award but organizations may propose a shorter duration. The duration of the award should be consistent with the technical approach.

Question: Eligibility criteria: are international organizations registered in Georgia eligible?

Answer: International organizations do not meet the criteria set out in this APS (page 10). Please note that international organizations can be eligible as subs.

Question: Should we apply to get funding for election monitoring only?

Answer: This APS is for monitoring elections and related political processes as described in the illustrative activities on pages 8 and 9.

Question: Is it possible for applicant not to have sub-grantees but be in coalition? How should partnerships be arranged?

Answer: Yes, it is possible to create a coalition without sub-grantees. How the applicant decides to form a coalition is up to the applicant but must be in accordance with Georgian law, however one organization must be considered the prime or lead.

Question: Is there a limit of concept notes that can be received from the same applicant?

Answer: No, there is no limit.

Question: Could a single organization receive several grants?

Answer: There is a possibility that this could happen; however USAID seeks to work with diverse organizations as the budget and activities proposed allows.

Question: If the organization already has a grant with USAID and if that organization applies under this solicitation will this organization have an advantage?

Answer: Applicants who already have awards with USAID will not be given an advantage.

Question: Is there a page limit for the budget?

Answer: Budgets can be up to three pages, so that applicants can use one page per election cycle if necessary.

Question: Is there a limit in salaries and management costs? Would it be realistic to request payment of rent for 3 years for example?

Answer: If the applicant only proposes specific activities around an election, then administrative costs may not be fully covered for the rest of the year or for the full 36 months.

Question: Is the number of projects per activity limited? May an applicant apply for multiple activities in one Concept Note?

Answer: Yes, an applicant can propose different activities in one concept note, just remember to justify this proposal.

Question: What does substantial involvement mean? What is the level of involvement?

Answer: USAID substantial involvement is awards is limited to cooperative agreements. USAID cannot be substantially involved in grants. USAID may be substantially involved in the implementation of the program, and therefore award a cooperative agreement. USAID may be substantially involved in the areas as specified in the APS. The level of involvement is determined based on the type of overall relationship expected between USAID and the recipient.

Question: Should observation of mid-term elections be included in applications?

Answer: That is up to the applicant to propose.

Question: Is there space in this APS for information campaigns? Share recommendations, inform citizens, pushing for legislation change, etc.

Answer: The aim of this APS is to achieve credible monitoring missions from local organizations that produce trusted information in a timely manner and develop recommendations based on the results of their monitoring data. This does not include civic or voter education campaigns.

Question: If one NGO applies for \$1M and another one applies for \$100K for similar activities – how are they treated

Answer: Each application will be assessed on its individual merit and not compared with the other.

Question: Is there funding for monitoring media during/in relations to the elections?

Answer: Yes, but only within the defined parameters of monitoring elections and related political processes.

Question: The APS requires that an organization must have an annual budget of \$50,000 per year in any two years. In any 2 years after 2012 until now?

Answer: Yes, any two years including 2012.

Question: Can we make the Program Statement section of the Concept Note shorter to have more space for the Technical part?

Answer: The point of the problem statement section is to inform USAID of what problem you are specifically addressing. Use this section to show your contextual understanding and how your overall approach hopes to address the identified problem. You are setting the stage for your technical approach.

Question: Our organization is newly established and has been registered for less than two years in the Georgian NGO registry? Can they be considered eligible?

Answer: The eligible Georgian organization must have at least two years of working experience in the related field and be registered at least two years in the Georgian NGO registry.

Question: Can USAID publish the power point presentation from the Information Session on May 20, on grants.gov website?

Answer: Please see the document attached.

Question: Please be advised that 17% of the Georgian population (more than 600,000) is old (the age of 60+) and accordingly their involvement in elections is significantly high. Does this APS envisage increasing their awareness and engagement in election processes?

Answer: The objective of this APS is to support political and election processes monitoring. Unfortunately, the APS does not include raising voter awareness.

Question: Will the APS aim to increase the motivation of certain groups of voters in the Georgian population to participate in electoral processes and to study their knowledge and engagement?

Answer: No, this APS does not envisage engaging in voter motivation or “get out the vote” campaigning. For more information please review the full announcement.

Question: Can organizations apply that are registered as government entities?

Answer: Please be advised that Government entities or organizations established by government entities are not eligible to apply

