

Middle East/North Africa Initiative 2008

Open Society Institute

I. General Information, Deadlines and Requirements

The Middle East/North Africa Initiative program of the Open Society Institute (OSI), a United States tax-exempt private foundation, welcomes grant proposals from organizations around the world in accordance with its project aims. Those aims are to support organizations and their projects to foster the areas of freedom of expression, access to information, women's rights, development of the rule of law, local governance, and educational reforms in the Middle East.

We particularly encourage proposals for projects related to:

- Protection of migrant workers by drawing on resources in sending and receiving countries
- Public oversight of government revenue and expenditure

Preference is given to local organizations on the ground in the region or initiatives that partner local and foreign organizations' expertise. We accept proposals in Arabic, English or French.

The material below provides details on our funding restrictions. Application guidelines also are included. *We strongly urge all organizations interested in applying to consult with OSI program staff prior to submitting a full proposal.*

These guidelines were designed both to comply with United States law governing grant awards from the Project and to ensure a comprehensive review of all applications. They are not meant to discourage applicants who have not sought funding from a foundation in the past. Should your proposal fall within the Middle East/North Africa Initiative funding criteria, but you have difficulty meeting particular requirements, the Project would be happy to discuss any problems with you.

All applications must be made on behalf of organizations or groups, which may include, but are not limited to, informal coalitions, non-governmental organizations, humanitarian aid or other charitable organizations, and educational institutes. United States applicants must be tax-exempt within the meaning of section 501(c) (3) of the Internal Revenue Code. The Middle East/North Africa Initiative program usually does not accept applications for individual grants, such as fellowships, scholarships, research or travel grants.

Grants applications will be accepted on a rolling basis throughout the year and will be considered for funding three times during 2008 according to the following schedule. Applicants will be notified of a decision within three weeks after the consideration date.

Applications Due	Consideration Date
February 8, 2008	April 11, 2008
May 23, 2008	July 25, 2008
September 12, 2008	November 14, 2008

Grant restrictions

In no instances are any grants to be used, directly or indirectly, to engage in partisan political activity such as for the support of or opposition to political parties or individual candidates for elective office at any level of government.

United States law not only prohibits the Middle East/North Africa Initiative program of the Open Society Institute from funding any electioneering, including the support for or opposition to political candidates or parties in the United States or abroad, but also prohibits the earmarking of grant funds for lobbying

activities. Lobbying is defined as an attempt to influence federal, state, local or non-US legislative bodies, or the outcome of referenda and ballot initiatives. This proscription includes attempts to influence treaty ratification by legislative bodies.

The prohibition against lobbying includes (but may not necessarily be limited to) communications with legislators or legislative staff that express a view on pending legislation or specific legislative proposals, and communications with the general public reflecting a view on specific legislation or a specific legislative proposal where such communication includes a "call to take action" by the public.

Public education, analysis and research on social issues of broad public interest, including issues that are also the subject of pending legislation, may constitute an exception to the lobbying prohibition. Similarly, the production of non-partisan studies, analysis and research providing a full and fair exposition of the facts and arguments may not constitute lobbying. Responses to written requests for technical assistance made on behalf of a legislative body, committee or subcommittee may also not be lobbying even though the problems discussed may be the subject of pending legislation.

If you have questions concerning whether your grant proposal includes lobbying, please contact us.

Monitoring and Grantee Reporting Requirements

Grant recipients must agree to provide detailed narrative and financial reports at intervals that will be specified in the grant letter. For example, these reports should include, but are not limited to, details of the progress made toward the goal of the grant, any supporting documentation, such as publications or news articles, and information pertaining to receipt of required matching funds.

Please note also that grant recipients must agree to repay any portion of the amount granted that is not used for the purposes of the grant.

II. Middle East/North Africa Initiative Program Grant Application

You may use this form for submitting your proposal, or as a guideline for the information that must accompany your application. All material including supporting documents should be in English. If this presents difficulties, please contact the Open Society Institute's Middle East/North Africa Initiative program.

A. Contact Details for Applicant Organization

1. Name of organization:
2. Name of project, if applicable:
3. Amount of request:
4. Address: (postal address, street address, telephone, fax, e-mail, website)
5. Contact persons (both the project and financial contacts) and titles:
6. Planned starting and ending dates:
7. Have you ever applied for or received a grant from the Middle East/North Africa Initiative program or from any other project or program of the Open Society Institute, or from any other entity associated with the Soros Foundations Network? If so, provide details including date, amount and purpose of grant, and name of grantor. If you received a grant from a Soros entity in the past, please include a copy of your final report on your use of the grant funds.

B. Management and Organization of Applicant

Several sentences or a paragraph in response to each item will usually be sufficient, particularly in instances where your annual report or other publications provide additional information. Please use this format simply as a guide, and provide the information requested in a separate document.

1. Describe your organization, and, if applicable, any separate organization through which the grant funds will be administered. Please include the following general information about the organization(s): date the organization established, its objectives, and the methods by which it pursues those objectives.
2. Briefly describe past projects, especially those relevant to the issue targeted in your current proposal.
3. List the members of your Board of Directors or Trustees, Executive Council and other administering body, summarizing their responsibilities, as well as additional details on the structure of your managing boards or councils, and their activities.
4. Describe the management of your organization, and its experience running programs; please include a list of your management team, and an explanation of how your organization would meet the financial and reporting requirements of the Middle East/North Africa Initiative program, as grantees are responsible to report back on the use of their funds. Please note whether you have had experience in reporting and accounting for the expenditure of grant funds in the past and give a brief explanation.
5. Provide the name of the person who will be responsible for entering into a grant contract with the Middle East/North Africa Initiative program if you receive funding. Provide the name, if different, of the person responsible for ensuring that your organization will report back to OSI on the expenditure of grant funds and the progress made on any project for which you are granted funding.
6. Provide a copy of your organization's most recent annual report, audited financial statements, and, if available, publications describing your activities. If available, provide issue-oriented publications produced by your organization. Add information on the structure of employees as well as the financial remuneration of employed staff and permanent consultants.

7. U.S. applicants must provide a copy of their most recent IRS tax determination letter confirming the organization's section 501(c) (3) tax-exempt status. For non-U.S. applicants, please provide information indicating whether your organization is for-profit or not-for-profit and documentation showing its status, which may include but is not limited to tax exempt status or registration as a humanitarian aid, charitable, or research organization.

C. Project Structure/Methodology

1. Describe the proposed project in detail, or, if you are requesting a grant for general institutional support, the proposed activities of the organization during the grant period. For example, if the project or organization proposes to protect journalists' legal rights, detail how activities will be implemented, and provide a timeline.

2. Provide, for conferences and special events, a statement indicating the topics of any roundtable discussions and presentations, and the expected audience and participants.

3. Describe any partnerships you have, such as with nongovernmental organizations, universities, or governments, or other associations in connection with the project or activities for which you are seeking Middle East/North Africa Initiative program funding.

D. Budget

1. State the amount of funding you are requesting from the Middle East/North Africa Initiative program and the period of time for which the funds are requested.

2. For all grants, provide the organization's budget for the grant period. At minimum, please provide us with your previous year's budget and your projected annual budget for the year(s) in which you are requesting Middle East/North Africa Initiative program funding. For specific project grants, please also provide a detailed budget of the project.

3. Provide a list of other organizations, foundations, or governments that have provided funds for proposed activities, and that have pledged financial or in-kind donations, and a statement of how the proposal will meet the requirement for matching funds. In addition, please provide a list of previous donors during the past two years and contact details of program officers if applicable.

E. Banking Details of Applicant Organization

Name of bank:

Address:

Phone:

Fax:

Name of account beneficiary (generally this should be the name of the organization):

Account number:

For US applicants, ABA or routing number:

For non-US applicants, your bank's SWIFT code and, if available, corresponding bank account information:

Please send application materials to:

Open Society Institute
Arab Regional Office
P.O. Box 35277
11180, Amman
Jordan

Additionally, please email application materials to: proposals@osimena.org for more information, please visit the Open Society Institute's website at <http://www.soros.org/initiatives/mena>.