Office to Monitor and Combat Trafficking in Persons

Guidelines for Submitting 2022 TIP Office Statements of Interest (SOI)

June 30, 2022

Contents

Purpose of Guidelines
These guidelines are intended to support organizations in preparing application documents for funding consideration by the Office to Monitor and Combat Trafficking in Persons (TIP Office). Applicants should review the funding opportunity, required application templates, and the following guidance when preparing applications. To be considered under this funding announcement, applications <u>must</u> include the following documents:

- **Online Form –** Standard Form (SF) 424. Required template available in SAMS Domestic.
- **Project Narrative -** Required template available in SAMS Domestic.

Applicants are not permitted to submit additional documents. Any additional documents submitted will result in the failure of the technical review process and applications that submitted additional documents will not be reviewed.

Online Form: Standard Form (SF) 424

There is one mandatory application form that **must be completed** through SAMS Domestic. This form is the SF-424 (*Application for Federal Assistance).*

When completing the SF-424, please use the below guidance to fill in all fields except where noted as "Leave Blank."

1. **Type of Submission:** Application
2. **Type of Application:** New
3. **Date Received:** This will be assigned automatically.
4. **Applicant Identifier:** Leave blank.

5a. **Federal Entity Identifier:** Leave blank.

5b. **Federal Award Identifier:** Leave blank.

6. **Date Received by State:** Leave blank. This will be assigned automatically.
7. **State Application Identified:** Leave blank. This will be assigned automatically.

8a. **Enter the legal name of the applicant organization.** Do **NOT** list abbreviations or acronyms unless they are part of the organization's *legal name*.

8b. **Employer/Taxpayer ID Number:** Non-U.S. organizations enter 44-4444444

8c. **Enter organizational Unique Entity Identifier number (UEI).** Organizations can request a UEI number at: http://fedgov.dnb.com/webform. Enter "0000000000" for organizations that do not yet have a UEI number.

8d. **Enter the headquarters address of the applicant**

8e. **Enter the name of the primary organizational unit** (and department or division) that will undertake the assistance activity as applicable.

8f. **Enter the name, title, and all contact information of the person to be contacted** on matters involving this application.

9. **Select an applicant type** (type of organization)
10. **Enter:** Office to Monitor and Combat Trafficking in Persons
11. **Enter:** 19.019. This should be automatically entered.
12. **Enter the Funding Opportunity Number and title.** This number will already be entered on electronic applications.
13. **Enter the Competition Identification Number and title.** This number will already be entered on electronic applications.
14. **Areas Affected by Project:** Enter country or region.
15. **Enter the title of proposed project:** Enter project title.

16a. **Congressional District of Applicant:** Applicants based in the U.S. should enter congressional district. Foreign applicants should enter "90."

16b. **Congressional District of Program/Project:** All applicants should enter "90."

17. Enter **start date February 1, 2023** and projected end date.

18a. Enter the **amount requested** for the project described in the full proposal under "Federal."

18b. Enter **any cost-share** under "Applicant." If not proposing cost-share, enter zeros.

19. **Select "c."** Program is not covered by E.O 12372."

20. **Select the appropriate box.** If the answer is "yes" to this question, provide an explanation.

21. Enter the name, title, and all contact information of the **individual authorized to sign for the application** on behalf of the applicant organization.

Project Narrative
Applicants are required to use the project narrative template on SAMS-Domestic and must type within the template's grey box. Applicants must comply with a 9,000 character limit (approximately three pages) use black-colored font, not smaller than 12-point, Times New Roman font. Applicants who submit the project narrative in PDF or any format other than in the project narrative Microsoft Word template, and applicants who exceed the 9,000 character limit will be immediately disqualified.

The project narrative must list the following key information:
- Country or countries that the project will benefit
- Project Title
- Name of applicant organization
- Name and email address of point of contact for the application (this should be the same contact that is listed on the SF-424 in 8f).
- Funding amount requested in U.S. dollars. If applicant includes a cost share it should also be in U.S. dollars. No other figures are requested at this time.
- Project duration in months.

The remaining section will make up the foundation of the project narrative:

1) **Problem:** Describe how your organization understands the 2022 programming priority/ies and issue/s it has chosen to address as they exist within the chosen locale. Describe the problem(s) the project will address, and describe contextual and/or local conditions contributing to the problem/s.

2) **Project Description:** Describe how your organization will address the problem/s stated above through project activities and provide a justification or rationale for the locale selected, and the target population and stakeholders your organization intends to work with. Explain the project's potential for systemic, institutional and/or sustainable results in the short and long-term. Briefly explain how the project will meaningfully engage with individuals with lived experiences in human trafficking during project development and implementation. The TIP Office prefers projects that do not duplicate efforts by other entities. This does not exclude from consideration projects that improve upon or expand existing successful projects in a new and complementary way. In countries where similar activities are already taking place, please explain how new activities will not

duplicate or merely add to existing activities and how these efforts will be coordinated.

3) **Organizational Capacity:** Describe the organization's capacities and personnel qualifications that enable your organization to address the problem/s stated above, and to engage with the selected target population. Briefly describe your organization's existing partners or ability to develop future partnerships with governments, academia, civil society, the private sector, other funders, and international organizations to advance the short and long-term impact of the proposed project and to improve collaboration of anti-trafficking efforts. Describe any demonstrable experience in administering projects of similar size and scope, and experience administering projects within similar or related subject matter areas.