

Annex I – General Information
General Information on the
Ambassadors Fund for Cultural Preservation (AFCP)
Small Grants Program

- 1) Proposals must adhere to AFCP guidelines and international standards for the preservation of cultural heritage.
 - A) **CULTURAL SITES:** –
 - Conservation of an ancient or historic building
 - Preservation of an archaeological site
 - Documentation of cultural sites in a region for preservation purposes.
 - B) **CULTURAL OBJECTS AND COLLECTIONS:**
 - Conservation treatment for an object or collection of objects from a museum, site, or similar institution—that include, but are not limited to, archaeological and ethnographic objects, paintings, sculpture, manuscripts, and general museum conservation needs;
 - Needs assessment of a collection with respect to its condition and strategies for improving its state of conservation; inventory of a collection for conservation and protection purposes;
 - The creation of safe environments for storage or display of collections; or specialized training in the care and preservation of collections
 - C) **FORMS OF TRADITIONAL CULTURAL EXPRESSION:**
 - Documentation and audiovisual recording of traditional music, indigenous languages and dance forms for broad dissemination as the means of teaching and further preserving them,
 - Support for training in the preservation of traditional applied arts or crafts in danger of extinction
- 2) **SPECIAL NOTE REGARDING SITES AND OBJECTS THAT HAVE A RELIGIOUS CONNECTION:** The establishment clause of the U.S. Constitution permits the government to include religious objects and sites within an aid program under certain conditions. For example, an item with a religious connection (including a place of worship) may be the subject of a cultural preservation grant if the item derives its primary significance and is nominated solely on the basis of architectural, artistic, historical, or other cultural (not religious) criteria.
- 3) **EXCLUSIONS: INELIGIBLE ACTIVITIES AND UNALLOWABLE COSTS:** AFCP will NOT support the following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:
 - A) Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is

envisioned, planned, or in process but not complete at the time of application.

- B) Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.).
- C) Preservation of hominid or human remains.
- D) Preservation of news media (newspapers, newsreels, radio and TV programs, etc.).
- E) Preservation of published materials available elsewhere (books, periodicals, etc.).
- F) Development of curricula or educational materials for classroom use.
- G) Archaeological excavations or exploratory surveys for research purposes.
- H) Historical research, except in cases where the research is justifiable and integral to the success of the proposed project.
- I) Acquisition or creation of new exhibits, objects, or collections for new or existing museums.
- J) Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example).
- K) Commissions of new works of art or architecture for commemorative or economic development purposes.
- L) Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances.
- M) Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist.
- N) Relocation of cultural sites from one physical location to another.
- O) Removal of cultural objects or elements of cultural sites from the country for any reason.
- P) Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation or documentation effort.
- Q) Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies.
- R) Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund);
- S) Costs of fund-raising campaigns.
- T) Contingency, unforeseen, or miscellaneous costs or fees.
- U) Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the grants officer.
- V) International travel, except in cases where travel is justifiable and integral to the success of the proposed project.
- W) Travel or study outside the host country for professional development.
- X) Individual projects costing less than \$10,000.
- Y) Independent U.S. projects overseas.

- 4) **INELIGIBLE PROJECT APPLICANTS:** AFCP does not award grants to individuals, commercial entities, or to past award recipients who have not fulfilled the objectives or reporting requirements of previous AFCP awards.

5) **MANDATORY PROPOSAL REQUIREMENTS**

Your proposals should be sent in [Annexure II](#) - application template and [Annexure III](#) – budget template.

- A) Full and complete Application for Federal Assistance (SF-424), including Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), and, if applicable, Disclosure of Lobbying Activities (SF-LLL).
Forms can be downloaded from <http://lk.usembassy.gov/embassy/grant-opportunities>
Project basics, including title, project dates, and AFCP focus area.

- B)** Project applicant information, including contact information, DUNS Number, and SAM registration status. **DUNS NUMBER AND SAM REGISTRATION:** Applicants requesting \$25,000 or more in federal assistance must have a Dun & Bradstreet Universal Numbering System (DUNS) number, a NATO Commercial and Government Entity (NCAGE) code, and be registered in the System for Award Management (SAM) prior to submitting applications. NOTE: This process can take weeks/months, especially for non-U.S. applicants. Applicants may acquire DUNS numbers at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or by requesting a number online at <http://fedgov.dnb.com/webform>. Non-U.S. based applicants may request a NCAGE code at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. SAM is the official, free on-line registration database for the U.S. government. SAM.gov replaced the Central Contractor Registration (CCR), the Online Representations and Certifications Application (ORCA), and the Excluded Parties List System (EPLS) in July 2012. SAM.gov collects, validates, stores, and disseminates data in support of federal agency acquisition and grant award mission. Registration in SAM is free: <https://www.sam.gov/portal/public/SAM/>
- C)** Project location.
- D)** Proof of official permission to undertake the project.
- E)** Project purpose that summarizes the project objectives and desired results.
- F)** Project activities description that presents the project tasks in chronological order.
- G)** Project time frame or schedule that lists the major project phases and milestones with target dates for achieving them (**NOTE:** Applicants may propose project periods of up to 60 months [five years]; projects must begin before September 30, 2018, and conclude no later than September 30, 2023).
- H)** Project participant information, specifically an estimated number of non-US and US participants and estimated number of primary and secondary participants, as well as resumes of the proposed project director and other primary project participants.
- I)** Statement of importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, collection, or form of traditional expression.
- J)** Statement of urgency indicating the severity of the situation and explaining why the project must take place now.
- K)** Statement of sustainability outlining the steps or measures that will be taken to maintain the site, object, or collection in good condition after the AFCP-supported project is complete; or, in the case of forms of traditional cultural expression, to preserve and disseminate the documentation, knowledge, or skills gained from the project.
- L)** Detailed project budget, demarcated in one-year budget periods (2018, 2019, 2020, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs, Cost Sharing); indicates funds from other sources; and gives a justification for any anticipated international travel costs (templates available upon request from the Center).
- M)** Budget narrative explaining line by line how costs are estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and unique budget line items.
- N)** Attachments and supporting documents including, at a minimum and **REQUIRED**, five (5) high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site, object, or form of expression and, in the case of a site or object, show the urgency or need for the proposed project (collapsing wall, water damage, worn fabric, broken handle, etc.), any historic structure reports, conservation needs assessments, and other planning documents compiled in preparation for the proposed project.

6) HELPFUL INFORMATION ON BUDGET CATEGORIES

- *Personnel:* Use this budget category for wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project.
- *Travel:* Use this budget category for the estimated costs of travel and per diem for this project. If the project involves international travel, include a brief statement of justification for that travel either in the Project Activities Description or as an Attachment, in PDF or MSWord document.
- *Equipment:* Use this budget category for all tangible, non-expendable (non-disposable) machinery, furniture, and other personal property having a useful life of more than one year (or a life longer than the duration of the project), and a cost of \$5,000 or more per unit.
- *Supplies:* Use this category for building, conservation, and other materials that will be consumed (used up) during the course of the project.
- *Equipment:* If an item costs more than \$5,000 per unit, put it in the budget under this category.
- *Contractual:* Use this budget category for goods and services that the applicant intends to acquire through a contract with a vendor, such as masonry repair and re-pointing services that include the costs of materials as part of a contract, or professional photographic services that include photographic prints as part of the contract.
- *Other Direct Costs:* Use this budget category for other costs directly associated with the project, which do not fit any of the other categories. Examples include shipping costs for materials and equipment, and the costs of utilities (water, electricity, Internet) required for the project.

Note: COST SHARING AND OTHER FORMS OF COST PARTICIPATION: There is no minimum or maximum percentage of cost participation required for this competition. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its application and later included in an approved agreement. The applicant will be responsible for tracking and reporting on any cost share or outside funding, which is subject to audit per 2 CFR 200. Cost sharing may be in the form of allowable direct or indirect costs.

Additional details about the U.S. Ambassadors' Cultural Preservation Fund can be found at:
<http://exchanges.state.gov/heritage/afcp.html>