

# AMBASSADORS FUND FOR CULTURAL PRESERVATION

## APPLICATION INSTRUCTIONS

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READ CAREFULLY THESE INSTRUCTIONS BEFORE FILLING OUT THE APPLICATION FORM

- Use the standard format. Projects submitted in any other formats will not be accepted.
- Only electronic application forms in original .doc format will be accepted. If you want to compress the files use .ZIP format only.
- Each space for your answers is limited to a certain number of characters. Be aware when you copy and paste longer texts from other documents.
- The Application must be completed in English. Projects submitted in other languages will not be reviewed.
- Make sure your organization meets the eligibility requirements of the program.
- Make sure the project you are submitting is related to at least one of the categories of the program.
- We recommend that you keep a copy of the completed application form for your records.

**NOTE: The application form can only be completed using Microsoft Word Software. If you do not have this software, you are welcome to use a public workstation at the American Resource Center (75, Mateevici str.) to fill out the form.**

### 1. PROJECT BASICS:

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#### 1.1. Title

Enter the full title of the project

#### 1.2. Project dates

Enter the anticipated start date and end date of the project. Please note that the project cannot start before August 2013. Correct date format: 12/31/2011

#### 1.3. Project location

Enter the location of the historical building, archeological site, or museum.

#### 1.4. AFCP focus area

Specify one of the three focus areas of the proposal: cultural sites, cultural objects and collections, or forms of traditional cultural expression.

#### 1.5. Executive summary: (max. 1500 characters)

This is the summary of the entire proposal and should include brief descriptions of key information from each section of the proposal. The following questions should be answered in 2-3 sentences:

- Who is requesting the grant?

- Why are you requesting it?
- What issues will the project address and where?
- How long will the project last?
- What results do you expect to achieve?

## 2. APPLICANT INFORMATION:

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### 2.1. Applicant Organization

- a. Organization Name (English): Enter the full name of the applicant organization in English.
- b. Organization Name (Original): Enter the full name of the applicant organization in Romanian
- c. Address: Enter the complete physical address of the organization (street, number, floor, office/apartment #)
- d. City/Town: Enter town name
- e. District: Enter raion information
- f. Website: Specify the address of the website. Leave blank if the applicant does not have a website
- g. Tax code: Enter the Tax Code ID of your organization (Fiscal Code).

### 2.2. Description

Provide a short description of the organization. Answer the following questions:

- When was the organization officially registered?
- What kind of organization is it?
- What is the mission of the organization?

### 2.3. Organization leader

- a. Last Name: Enter the last name of the leader of applicant organization
- b. First Name: Enter the first name of the leader of applicant organization
- c. Title: Enter the title of the leader of applicant organization
- d. Telephone: Enter contact telephone number of the leader (fixed line)
- e. Mobile: Enter contact telephone number of the leader (Mobile)
- f. Fax: Enter the fax number
- g. E-mail: Enter e-mail address of the leader of the organization. If you have multiple e-mail addresses, include the one you check most frequently.

### 2.4. Project participant information

- a. Number of non-U.S. participants:
- b. Number of U.S. participants:
- c. Number of primary participants: Enter the participants who will be directly involved in the project

- d. Number of secondary participants: Enter the participants who will indirectly contribute to the implementation of the project
- e. Project director resume in English:
- f. Primary project participant(s) resume in English:

**2.5. Project Partners (max. 1000 characters)**

Who will be your partners in the implementation of this project? Describe the role of each partner.

**3. PROJECT PURPOSE:**

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**3.1. Project objectives and desired results (max. 1500 characters)**

In this section of the proposal, state the overall project goal and the specific objectives that will be achieved during the project.

**4. PROJECT ACTIVITIES DESCRIPTION (max. 6000 characters):**

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In this section of the proposal, provide more details about the specific activities that will be conducted. The activities should support the achievement of the project objectives.

**5. PROJECT TIME FRAME:**

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**5.1. Major project phases and target dates (max. 1500 characters)**

In this section include the project time frame or schedule that identifies the major project phases with performance target dates for achieving them (NOTE: Applicants may propose project performance periods of up to 60 months [five years] with five budget periods of one year each; projects must begin before September 30, 2013, and conclude no later than September 30, 2017).

**6. STATEMENT OF IMPORTANCE (max. 1000 characters):**

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In this section highlight the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression.

**7. STATEMENT OF URGENCY (max. 1000 characters):**

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In this section indicate the severity of the situation and explaining why the project must take place now.

## 8. STATEMENT OF SUSTAINABILITY (max. 1000 characters):

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In this section outline 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 either resulting or gained from the project.

## 9. SUPPORTING DOCUMENTS:

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Include at 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.

## 10. OFFICIAL PERMISSION:

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Attach proof of official permission to undertake the project.

## 11. BUDGET:

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### 11.1. Budget summary

Please list all costs in separate categories and indicate funds from other sources. Consider the following tips relating to the budget format and costs:

#### **Budget format:**

- Figures must be rounded to the nearest single unit of currency.
- Budget should be presented in U.S. dollars.

#### **Unallowable Items:**

- Public utilities (heating, gas, electricity);
- Office rent
- Prizes, entertainment, alcoholic beverages;

#### **Personnel**

Personnel category includes costs for any personnel directly employed by the recipient organization that can be directly attributed to the grant. It does not include personnel that indirectly work on the grant such as financial administration, secretarial or maintenance staff that work for the organization, but not on the grant. It could also include percentages of employees' time as long as that percentage is directly attributed to the grant. This could include project directors who administer several grant

programs, persons hired to work on several different programs or work only part time on grant related activities.

### **Fringe Benefits**

Fringe benefits category includes cost for items such as pension plans, expenses for social security, health benefits, or other benefits that conform to an organization's established policy. Again, fringe benefits would be for personnel directly working on the project. Often, this is shown as a percentage of salary or wages and would conform to the organization's established policy.

### **Travel**

Travel category includes costs for, per diem rates, hotel costs, and local travel. All travel costs should be directly attributable to the grant project. Travel costs must be reasonable and itemized by the grantee.

### **Equipment**

Equipment means tangible, nonexpendable property including exempt property charged directly to the award having a useful life of more than one year. This would include computer equipment, specialized equipment, air conditioning/heating equipment, installation, maintenance and anticipated repair costs.

### **Supplies**

Supplies category includes costs for general office supplies, computer software, tools, preservation materials, or other expendable supplies.

### **Contractual**

Contractual category includes costs for procurement contracts under an award or sub-tier awards for goods or services. Contractual would include workers' fees, including but not limited to per diem and/or travel, security guard service, banking services, accounting services and audits, etc.

### **Other Direct Costs**

Other direct costs could include furniture, lamps, small equipment with a value of less than \$100, postage, telephone, internet charges, printing and publishing materials, etc.

### **Contributions:**

Cost sharing refers to that portion of the project or program costs not borne by the U.S. Embassy which includes cash and third party in-kind contribution. These costs must reflect the realistic capacity of the applicants and any third party contributions.

### **11.2 Budget Narrative**

Use this section to provide brief justification for the included budget.

### 11.3 Miscellaneous

Use this section to provide any additional information about the project.

## 12. CERTIFICATIONS:

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Mark the checkbox to certify that the statements contained in the form are true, complete and accurate.

Sign the form by writing your name in the box.

Enter date.

## Important Submission Information

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The application shall be submitted electronically to the following email addresses:

**To:** [leancaai@state.gov](mailto:leancaai@state.gov)

**CC:** [saleanca@yahoo.com](mailto:saleanca@yahoo.com)

**Subject:** AFCP + organization name

Please submit your application to **both** emails in order to ensure that your application is received.