

**CALL FOR PROPOSALS FOR THE
2013 AMBASSADOR'S FUND FOR CULTURAL PRESERVATION (AFCP)**

The U.S. Embassy in Sofia, Bulgaria is currently accepting proposals for the 2013 Ambassador's Fund for Cultural Preservation: <http://www.exchanges.state.gov/afcp/index.html>.

The AFCP supports projects to preserve cultural heritage in the following three categories:

- **CULTURAL SITE: includes (but is not limited to) historic buildings and archaeological sites.** Restoration of a historic building, an archaeological survey as a component of a preservation plan, preservation management planning for a site, or documentation of sites in a region for preservation purposes.
- **CULTURAL OBJECTS AND COLLECTIONS: from a museum, site, or similar institution - includes archaeological and ethnographic objects, paintings, sculpture, manuscripts, photographic and film collections, and general museum conservation activities.** Conservation treatment for an object or collection of objects; needs assessment of a collection with respect to its condition and strategies for improving its state of conservation; inventory of a collection for conservation purposes; the creation of safe environments for storage or display of collections; or specialized training in the care and preservation of collections.
- **FORMS OF TRADITIONAL CULTURAL EXPRESSION: includes traditional music, ceremony, rituals, knowledge, indigenous languages, dance, drama, and ancient crafts.** Documentation and audiovisual recording of traditional music and dance forms for preservation and eventual dissemination, or support for training in the preservation of traditional arts or crafts that are threatened by extinction.

Note: An appropriate preservation activity is one that protects the values of the site, object or collection, or form of traditional cultural expression as they are understood by stakeholders. Stakeholders may include national, regional, or local cultural authorities, the local community, and others with vested interests in the site and the outcome of a project.

Last year's project awards ranged from US \$15,000 to US \$194,000, with an average award amount of approximately US \$66,000.

GRANTEES: Grantees must be a non-governmental organization, museum, ministry of culture, or similar institution that is able to demonstrate that it has the requisite experience and capacity to manage projects to preserve cultural heritage.

SCHEDULE: Applicants may propose performance periods of up to 24 months (two years) with two budget periods of one year each. Projects must begin before September 30, 2013, and conclude no later than September 30, 2015.

AFCP does NOT support the following:

- 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 proposal submission;
- 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 collections for new or existing museums;
- J. Construction of new buildings 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 re-creation 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 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 two years] and may not be used to create an endowment or revolving fund);
- S. Costs of fund-raising campaigns;
- T. Indirect costs or operating expenses, i.e. expenses incurred during the day-to-day operational activities of an organization, such as office rent, utilities, license fees, and other costs for administrative time, services, or materials not directly related to performing project work;
- U. Contingency, unforeseen, or miscellaneous costs or fees;
- V. Costs of work performed prior to announcement of the award;
- W. International travel, except in cases where travel is justifiable and integral to the success of the proposed project;
- X. Travel or study for professional development;
- Y. Individual projects costing less than \$10,000;
- Z. Independent U.S. projects overseas.

Proposal Format, to be completed in a Word document, in English. All attached photographs must be in JPG. format. Project proposals must include or address the following:

- A. **Project Basics**, including title, project dates, AFCP focus area, and other top-level information;
- B. **Project purpose** that briefly explains the project objectives and desired results;
- C. **Project location**;

- D. **Project activities description** that explains how the applicant intends to achieve the project objectives and results, presents proposed tasks in a logical order, and describes how those tasks directly contribute towards achieving the project objectives and results;
- E. **Project timeframe** or schedule that identifies the major project phases and milestones, with performance target dates for achieving them (NOTE: Applicants may propose project performance periods of up to 24 months [two years] with two budget periods of one year each; projects must begin before September 30, 2013, and conclude no later than September 30, 2015);
- F. **Statement of importance** highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression;
- G. **Statement of urgency** indicating the severity of the situation and explaining why the project must take place now;
- H. **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 either resulting or gained from the project;
- I. **Detailed project budget in U.S. dollars**, demarcated in one-year budget periods (2013, 2014,) that lists all costs in cost categories (Personnel, Travel (including Per Diem), Equipment, Supplies, Contractual, Other Direct Costs); indicates funds from other sources; and gives a justification for any anticipated international travel costs;
- J. **Applicant information**, including resumes or CVs of the proposed project director and key project participants, that demonstrates that the applying entity (ministry of culture, NGO, etc.) has the requisite experience and the capacity to manage projects to preserve cultural heritage;
- K. **Proof of official permission** to undertake the project and the endorsement and support of the appropriate national authority;
- L. **Attachments**, including at least 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;
- M. **Cost Sharing** and other forms of cost participation: There is no minimum or maximum percentage required for this competition. However, AFCP encourages cost sharing, in-kind contributions, and other forms of cost participation. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs.

Deadline for submitting proposals: December 11, 2012. Please send all proposals electronically to: pdbulgaria@gmail.com. If necessary to compress very large files, please send only ZIP files. RAR files will not be accepted!
Short-listed applicants will be contacted individually.