

US EMBASSY, BUJUMBURA

Ambassador's Fund For Cultural Preservation-

AFCP 2015



U.S. AMBASSADORS FUND
for **CULTURAL PRESERVATION**



2015 Application Form

General Information		
Project Title (Descriptive title up to 10 words)		
Project Details		
Cultural Focus (Check one)	<input type="checkbox"/> Cultural Site <input type="checkbox"/> Cultural Object or Collection <input type="checkbox"/> Form of Traditional Cultural Expression	
If a cultural site, check one of the following:		
<input type="checkbox"/> Archeological Site	<input type="checkbox"/> Historic Building or site	
If a cultural object or collection, check one of the following:		
<input type="checkbox"/> Archeological collections	<input type="checkbox"/> Paintings and sculpture	<input type="checkbox"/> Manuscripts
<input type="checkbox"/> General Museum conservation	<input type="checkbox"/> Ethnographic Objects	
If a Form of Traditional Cultural Expression, check one of the following:		
<input type="checkbox"/> Crafts	<input type="checkbox"/> Languages	<input type="checkbox"/> Traditional Knowledge
<input type="checkbox"/> Drama	<input type="checkbox"/> Dance	<input type="checkbox"/> Ceremony

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<input type="checkbox"/> Music		
Is the site a world heritage site		
<input type="checkbox"/> Yes, please name the world heritage site		<input type="checkbox"/> No
Is the property or object privately owned?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does this project build upon one supported previously by the AFCP?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered "Yes" to the question above, enter the year and title of the previous project.		
Previous project Title:		Year:
Does this project support U.S. treaty or bilateral agreement obligations, such as cultural property protection agreements		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Project dates (Please note that grants are usually signed by September 30, 2014)		
From (Month, Day, Year)		To (Month, Day, Year)

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Grantee Information:			
Organization Name in English:			
Type:	<input type="checkbox"/> Educational institution	<input type="checkbox"/> Government	<input type="checkbox"/> Non-Government organization (NGO)
	<input type="checkbox"/> Public International Organization (PIO)	<input type="checkbox"/> Ministry of culture	<input type="checkbox"/> US Educational institution
	<input type="checkbox"/> US nonprofit organization	<input type="checkbox"/> Other, please state.	
Address: (City, Postal code, Country)			
Website:			
Project Director:			
Project Director title:			
Phone :			Alternate phone:
Mobile:			
Fax			
Email			
Comments			

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Location details:	
Project Site Name:	
Location:	(City, Country)
Brief Description of site:	

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Project Purpose and Summary:

Please give a short summary of your project

Briefly explain the overall project objectives and the desired results.

For example, is the purpose of the project to:

- *Restore an 18th-century or colonial heritage town hall so that it can be used once again by the community?*
- *Preserve and protect an archaeological site so that people can visit it and looters can't destroy it?*
- *Conserve the Bwami manuscripts or textiles so that students and scholars can study them in the future?*
- *Improve collection storage conditions at a national museum renowned for its collection of early 20th-century paintings and sculpture so that the objects don't deteriorate?*
- *Document a vanishing language so that people generations from now will be able to translate and understand traditional chants?*
- *Document a traditional dance performance whose practitioners are dying out, so that future generations and scholars will know how it was performed and what it meant?*
- *Etc- any other*

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Detailed Project Description

Explain how you intend to achieve the project objectives and results. Present the proposed activities in a logical order and describe how those activities directly contribute towards achieving the project objectives and results.

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Project Timeframe

Indicate the estimated time frame for the project. Include any major project phases and milestones, along with target dates for achieving them.

Remember that the work cannot start until after the entire grant documents have been signed which is most likely by September 2015. If you have a PDF, MSWord, or other file of the project schedule, say so here and attach it with the application form.

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Project Participant Information	
Provide estimated numbers of primary (key) and secondary project participants, as well as estimated numbers of US and/or Non-US participants. A person may be counted as both a primary and a non-US participant.	
Estimated total number of key project participants (resumes/CVs required as part of the application)	
Estimated total number of secondary project participants (skilled and unskilled laborers Technicians, volunteers, etc.; resumes not required)	
Estimated total number of US participants	
Estimated total number of Non-US participants	

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Project Significance and urgency

Briefly describe the importance of the cultural site, cultural object, collection, or form of traditional expression. Be sure to highlight its historic, architectural, artistic, or cultural (non-religious) values.

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.

Describe the urgency of the proposed project. Indicate the severity of the situation and explain why the project must take place now.

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Statement of Sustainability

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.

Rationale for U.S. Support of Project:

Describe the rationale for U.S. support; Does the project support an existing bilateral agreement? Does the proposed project build upon a project supported previously by the U.S. government?

Media Plan:

Describe how you intend to highlight this project through existing print, electronic, and social media platforms.

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Budget Summary:

Enter the project budget category subtotals (in US dollars) below from the worksheet. Enter only the amounts requested through AFCP for the project.

If the project involves international travel, attach the justification for international travel as attachment with the application form.

Important and Helpful Information on the Budget Categories

- *Personnel: Use this budget category for wages and salaries of temporary or permanent staff who will be working directly for the applicant on the project.*
- *Fringe Benefits: Use this budget category for benefits (if accounted for separately) for 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.*
- *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. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.*
- *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 repointing 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.*

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Category	Subtotals from the AFCP Budget Worksheet	Comments on the budget category
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Other Direct Costs		
Total Requested from Ambassador's Fund		

Please put details of the budget in the Excel Sheet

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Attachments:

- **Attach at least three high quality digital images (JPEG format) or audiovisual files that convey the nature and condition of the site, object, or form of expression highlighted in the proposal and that, in the case of a site or object, show the urgency or need for the proposed project.**
 - Examples: images that show a wall on the brink of collapse, a deteriorated painting or textile, etc. – Please refer to the attached image guidelines document for further information.
- **Attach the resumes (Cvs) of the Project Director and key project participants,** the number of resumes should match the number of estimated total primary project participants entered above under Project participants' information.
- **Attach proof of official permission to undertake the project from the office, agency, or organization that either owns or is otherwise responsible for the preservation and protection of the site, object, or collection.**

(In some cases, such as a local or regional survey of multiple cultural sites, permission from the national cultural authority (ministry of culture, historic monuments administration, department of Museums conservation etc.) will do.

If it is not possible to obtain official permission or if, in your estimation, official permission is unnecessary, provide a brief explanation as an attachment.
- **Any supplemental documents that you would like to share with reviewers which may include:**
 - *Copies of historic structure reports;*
 - *Object conservation and needs assessments;*
 - *Justifications for international travel;*
 - *Additional letters of support.*
 - *Copies of pertinent newspaper reports on the site or object; etc.*