

The U.S. Ambassador's Fund for Cultural Preservation 2012 Application Guidelines

The U.S. Embassy Phnom Penh and the Bureau of Educational and Cultural Affairs of the U.S. Department of State are pleased to announce the 2012 call for proposals for the Ambassador's Fund for Cultural Preservation.

The Fund was established to help countries preserve cultural heritage and to demonstrate U.S. respect for other cultures. The projects selected to receive funding under this program will advance U.S. diplomatic goals and demonstrate the depth of U.S. respect for the cultural heritage of Cambodia. The Fund is aimed at preserving cultural sites or objects that have a historical or cultural significance to the cultural heritage of Cambodia. Grants usually range from \$10,000 to \$100,000, but may be higher for exceptional projects.

The deadline for submitting a proposal in English is ***Thursday, December 15, 2011***. Proposals shall be submitted to:

Michelle Bennett, Assistant Public Affairs Officer
Public Affairs Section
U.S. Embassy
1, Street 96, Phnom Penh
Re: The Ambassador's Fund for Cultural Preservation

Proposals of \$25,000 or more must have a DUN and Bradstreet Universal Number System (DUNS) number and be registered in the Central Contractor Registration (CCR) system prior to submitting applications. Applicants may obtain DUNS numbers at no cost at the following link:

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=D8FFFE64762>

A DUNS number should be issued within 3 days through the above link. The DUNS number will need to be registered in the Central Contract Registration (CCR) at www.CCR.gov. You need to first register as a user in this website before being able to register your organization's DUNS number.

Proposals shall not exceed 1,000 words (excluding budget). Please be informed that No. 1 to 7 must be precisely defined as the committee will seriously review and heavily score these parts of the proposal; however, other parts of the proposal must be complete and accurate for the committee's review for they will be scored as well. Proposals must include the following information:

1. Project Title

A short, descriptive title – up to 10 words

2. Project Location

Describe the nature of the location of the project.

3. Project Purpose and Summary

What are the objectives of the project? In a brief summary: What is the nature of the cultural resource, what is the problem; and what is the intended result?

4. Detailed Project Description

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; a full description of the work to be undertaken -- what are the objectives, tasks, methods, previous related actions, roles of personnel and materials to be used, the larger context of the proposed work, bibliography, etc.

5. Project Time frame - Sequence & Duration of Activities

Detailed time line describing the stages of the proposed project from start to finish. Project duration should be no more than 12-18 months. However, maximum length of larger projects may be up to 60 months, with five 12-month budget periods.

6. Statement of Significance

Describe the cultural / artistic / historical significance of the resource on which the project will focus.

7. Statement of Urgency

Describe the specific threat (e.g., imminent physical collapse, damage from insect infestation, improper storage, loss of a cultural tradition, etc.), and why it is important to address it now.

8. Rationale for U.S. Support

If the proposed project is part of a larger effort, what is the specific component of the work that the U.S. would cover? Is there any link to U.S. foreign policy?

9. Detailed Project Budget

Demarcated in one-year budget periods (2012, 2013, 2014, etc.), that lists all costs in separate 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; A detailed budget indicating expenditure of funds to include a narrative statement for each proposed budget item. Specify other source(s) of funding if any (in-kind contribution) from the Cambodian government, international organization, NGOs, and private sector. Create a budget worksheet in MS Excel. These may include but not limited to:

- Salaries/Wages/Consultant Fees - Involved staff (provide name, position, and task); for Task (specify whether he/she is a conservator, mason, speaker, etc)
- Travel - Specify who, where, how long, and why
- Materials & Supplies - Estimate the amount and cost of materials needed for the project

- Equipment - Justify the need to buy equipment in budget narrative, and the costs of each Administrative Cost (phone, fax, postage, freight, photocopying, printing, etc... list all details)

10. Organization Information

Information about the organization that will do the work and about the people involved (contact person, project director, address, phone, cellular phone, fax, email, and website).

11. Resumes of the project director and professional staff

12. **Official permission** to undertake the project - a letter from the local/national authority responsible for the site or resource indicating that the prospective grantee has the support of that authority, and permission to undertake the project.

13. **Other funding sources**, if any. This includes any cost sharing or in-kind support of the project, which is highly recommended.

14. **Attachments**, include least three 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)..

General Notes

RESTRICTIONS: 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 (newspaper, newsreels, 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 surveys for research purposes;

- H) Historical research, except in cases where historical 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;
- 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 or 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 and may not be used to create an endowment or revolving fund or otherwise spent over many years;
- S) Costs of fund-raising campaigns for preservation;
- T) 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 fees;
- V) Costs of work performed prior to announcement of the award;
- W) International travel, except in cases where travel for outside specialists is justifiable and integral to the success of the proposed project;
- X) Individual projects costing less than US \$10,000; or

Y) Awards to individuals or commercial entities.

Strong encouragement is given to local non-U.S. government source cost-sharing (including in-kind) from sources such as governments, international organizations, and the private sector.

For more information, please contact Pheakdey Nhim at 023-728179; or Michelle Bennett at 023-728162