

The U.S. Ambassador's Fund for Cultural Preservation 2013 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 2013 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 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 Monday, *December 10, 2012*. Proposals shall be submitted in both paper and soft copy to:

Public Affairs Office (PAO)
U.S. Embassy
1, Street 96, Phnom Penh
Re: The Ambassador's Fund for Cultural Preservation

Funding Priorities-Specific to the AFCP 2013 Annual Competition:

Proposals for projects that meet one or more of the following criteria will receive special consideration in FY 2013:

- A. Directly support U.S. treaty or bilateral agreement obligations, such as cultural property protection agreements;
- B. Strengthen capacity in country to preserve and protect cultural heritage;
- C. Support the preservation of inscribed World Heritage sites;
- D. Advance long-term cultural preservation objectives, lay the groundwork for subsequent AFCP-supported activities, or encourage the continued or expanded application of proven methods at the project site or elsewhere; and
- E. Engage women, youth, or under-served communities.

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.

Eligible Project Applicants: AFCP defines eligible project applicants as reputable and accountable non-commercial entities, such as non-governmental organizations, museums, ministries of culture, or similar institutions and organizations that are able to demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage.

Please be informed all of the requirement below 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 address the following:

- 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 Disclosure of Lobbying Activities ([SF-LLL](#));
- B. Project Basics, including title, project dates, AFCP focus area, and other top-level information;
- C. Project Applicant information, including contact information, DUNS Number, and SAM registration. Applicants requesting \$25,000 or more in federal assistance must have a Dun & Bradstreet Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) prior to submitting applications. 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>. 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/>
- D. Project Location of where proposed project will be implemented and a brief description of the location;
- E. Proof of Official Permission to undertake the project and the endorsement and support of the appropriate national authority;
- F. Project Purpose that briefly explains the project objectives and desired results;
- G. 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;

H. Project Time Frame 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 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);

I. 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, which demonstrate that the applying entity (ministry of culture, NGO, etc.) has assembled the requisite experience and the capacity to carry out projects to preserve cultural heritage;

J. Statement of Importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression;

K. Statement of Urgency indicating the severity of the situation and explaining why the project must take place now;

L. 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;

M. Detailed project budget, demarcated in one-year budget periods (2013, 2014, 2015, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Cost Sharing); indicates funds from other sources; and gives a justification for any anticipated international travel costs;

N. Attachments and supporting documents, including, 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 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;

O. Rationale for U.S. support, for example U.S. foreign policy objectives, bilateral agreement, etc.;

P. Media and outreach plan – applicant must provide a written plan describing how it intends to highlight and amplify U.S. government support for AFCP programs

through existing print, electronic, and social media platforms.

Ineligible Activities and Costs: AFCP does NOT support the following activities or costs, and applications involving any of the activities or costs below may 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 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 five 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.

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. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the U.S. government. Such records are subject to audit.

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