

**U.S. DEPARTMENT OF STATE
Request for Proposals Announcement**

**U.S. EMBASSY KINGSTON
AMBASSADORS FUND FOR CULTURAL PRESERVATION (AFCP)**

Announcement Type: Grant
Funding Opportunity Title: Preserving Culture, Preserving History!
Funding Opportunity Number: S-JM370-15-GR-019
CFDA Number: 19.025 U.S. Ambassadors Fund for Cultural Preservation
Date Opened: December 18, 2015
Proposal submission date and time deadline (annual competition):
January 15, 2016 at mid-day (Eastern Standard Time)
Full implementation of the AFCP 2016 program is pending the availability of FY2016 funds and an approved financial plan.
Eligibility Category: 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.
Award Floor: U.S. \$ 10,000.00
Award Ceiling: U.S. \$150,000.00
Announcement Type: New Announcement
Federal Agency Contact: Grants Officer, Public Affairs Section – U.S. Embassy, Kingston
Email: kingstongrants@state.gov

I. Funding Opportunity Description

Background Information: The U.S. Embassy Kingston Public Affairs Section is located at the U.S. Embassy in Jamaica. More information about the Public Affairs Section and its Grants Program can be found at: <http://kingston.usembassy.gov/>.

The U.S. Embassy is pleased to call for proposals for the 2016 U.S. Ambassadors Fund for Cultural Preservation (AFCP). The Fund was created by the U.S. Congress in 2001 and it aims to provide grant awards to preserve cultural heritage around the world, ranging from the renovation of historical monuments and restoration of artefacts to the documentation of traditional cultural expression.

Since its inception, the AFCP has given out over U.S. \$12 million to support almost 500 projects worldwide, illustrating the commitment of the United States to help people and nations around the world save and safeguard their deep-rich cultural traditions. In establishing the fund, the U.S. Congress noted, "Cultural preservation offers an opportunity to show a different American face to other countries, one that is non-commercial, non-political, and non-military. By taking a leading role in efforts to preserve cultural heritage, we show our respect for other cultures." Jamaican institutions consistently over perform in this global funding competition: over the last decade, we have funded a half dozen projects on-island, totally over U.S. \$160,000.

For 2016, we are asking for proposals ranging from small grants – US\$10,000 to US\$150,000 – to large grants – US\$200,000 to US\$500,000. Project proposals can range from one to three years.

Past local grant-awards have been issued for several initiatives including the:

- Preservation of the Writings of Marcus Garvey - 2001
- Preventative Conservation of Taino Amulets and Other Ethnographic Objects at the Institute of Jamaica - 2004
- Conservation of the Collections of the National Gallery of Jamaica - 2006
- Restoration of Five Historic Paintings in the National Gallery of Jamaica - 2008
- Conservation of the Enos Nuttall Manuscripts Collection of the National Library of Jamaica - 2009
- Preventive Conservation of the Collections of the National Museum of Jamaica - 2014

II. Purpose of Grant

The objective if the AFCP grant award is to advance U.S. foreign policy objectives and demonstrate American leadership in the preservation and protection of cultural heritage around the world.

In furtherance of this key objective, grant proposals for projects must meet one or more of the following criteria:

- i. Directly support U.S. treaty or bilateral agreement obligations, such as cultural property protection agreements;
- ii. Support the preservation of inscribed World Heritage sites;
- iii. Support risk reduction and disaster preparedness for cultural sites and collections in seismically active and other disaster-prone areas; and
- iv. Engage women, youth, or under-served communities.

A. Ineligible activities and unallowable costs:

1. 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 application;
2. Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.);
3. Preservation of hominid or human remains;
4. Preservation of news media (newspapers, newsreels, radio and TV programs, etc.);
5. Preservation of published materials available elsewhere (books, periodicals, etc.);
6. Development of curricula or educational materials for classroom use;
7. Archaeological excavations or exploratory surveys for research purposes;
8. Historical research, except in cases where the research is justifiable and integral to the success of the proposed project;
9. Acquisition or creation of new exhibits, objects, or collections for new or existing museums;

10. Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example);
11. Commissions of new works of art or architecture for commemorative or economic development purposes;
12. Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances;
13. Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist;
14. Relocation of cultural sites from one physical location to another;
15. Removal of cultural objects or elements of cultural sites from the country for any reason;
16. Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation or documentation effort;
17. Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies;
18. 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);
19. Costs of fund-raising campaigns;
20. Contingency, unforeseen, or miscellaneous costs or fees;
21. Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the grants officer;
22. International travel, except in cases where travel is justifiable and integral to the success of the proposed project;
23. Travel or study outside the host country for professional development;
24. Individual projects costing less than \$10,000;
25. Independent U.S. projects overseas.

III. Award Information

1. Funding Type and Amount: Grant

- Minimum (“Floor”) Award Amount: \$10,000.00
- Maximum (“Ceiling”) Award Amount: \$150,000.00

Eligible organizations interested in submitting an application are encouraged to read this request for application thoroughly to understand the type of project sought and the application submission requirements and evaluation process.

The Public Affairs Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated Grants Officer.

All projects must begin before by or September 30, 2016. This does not mean that the activity being funded must be completed before September 30, 2016, but that preparation for the activity must begin before that date.

The period of performance for project activities begins upon the Grants Officer’s signature and the grantee’s countersignature of a Department Standard Notice of Award. A complete Notice of Award consists of:

- A. DS-1909 Award Cover Sheet;
- B. Award Provisions;
- C. Department of State Standard Terms and Conditions.

The three combined constitute the legal document issued to notify an award recipient that an award has been made and that funds are available for use during the specified award period. Failure to produce a complete DOS Notice of Award may result in the nullification of the award.

IV. Eligibility Information:

The U.S. Embassy's Public Affairs Section in Kingston will accept proposals from those who qualify to receive support from the U.S. government and AFCP grants in accordance with AFCP program policies. Also, to those that have the ability to develop and implement their proposed programs in Jamaica. The U.S. Embassy in Kingston and the Department of State define eligible 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.

Grant awards will not be given to individuals, commercial entities, or to past award recipients who have not fulfilled the objectives or reporting requirements of previous AFCP awards.

In addition, projects that do not have both a DUNS number and SAM registration prior to submission will not be considered.

V. Application Submission

How to Apply

See "How to Apply" (<http://www.grants.gov/web/grants/home.html>) on Grants.gov for complete details on requirements, and note the following highlights:

Register. Organizations not registered with Grants.gov should register in advance of the deadline. It can take weeks to finalize registration (sometimes longer for non-U.S. based NGOs) to get the required registration numbers. To register with Grants.gov, organizations must first request a DUNS number (<http://fedgov.dnb.com/webform>), and register in the System for Award Management (SAM registration (<https://www.sam.gov>)). Organizations that do not have a valid DUNS and SAM registration will not be able to upload their applications to Grants.gov. Note that non-U.S. based applicants may request a NCAGE code at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>.

Submit proposal. Proposals must be submitted to Grants.gov; only applications from Grants.gov will be considered. Please send any queries to the following email address: kingstongrants@state.gov. The subject line of your email should be as follows: 'Applicant Organization name – **2016 Ambassadors Fund for Cultural Preservation**'

Applications are accepted in English only, and final grant agreements will be concluded in English. Applicants will receive a confirmation e-mail from the Embassy to indicate that we have received your proposal.

VI. Application Requirements and Documents

Proposals must include or address the following:

1. 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, if applicable, Disclosure of Lobbying Activities ([SF-LLL](#));
2. Project basics: Title, project dates, focus area
3. Applicant information: contact details, DUNS number and SAM registration status
4. Project location
5. Proof of official permission to undertake the project and the endorsement and support of the appropriate national authority
6. Project purpose summarizing project objectives and desired results
7. Detailed description of proposed activities and participants, including the time frame or schedule for completion (750 words or fewer). Also include, major project phases and milestones with target dates for achieving these goals
8. Statement of the cultural importance of the project to the history and cultural development of Jamaica
9. Statement of urgency explaining the time sensitivity of the situation
10. Statement of sustainability outlining the steps or measures on how the project will be maintained and the completion of the grant
11. Explanation of the impact of the U.S. contribution to the project
12. Description of project's benefit to US-Jamaica bilateral relations
13. Detailed budget (including other funding sources) and giving justification for any anticipated international travel costs
14. Budget narrative giving explanation on how costs are estimated (e.g. quantity x unit cost) and unique budget line items
15. Attachments and Supporting Documents including, at a 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;

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

Completeness of Proposal: Grant proposals should include all of the information requested in the application guidelines. Proposals will not be considered until all information is received in electronic form. Proposals must be completed in English and budget numbers provided in U.S. dollars. Questions should be addressed to kingstongrants@state.gov.

Technical Format Requirements: All pages must be numbered including budgets and attachments. All documents are formatted to 8.5 x 11 paper and all Microsoft Word documents are double-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins. Proposals should be kept to a maximum of 10 pages.

VII. Review and Selection Process

1. **Criteria.** Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application.
2. **Application Evaluation Criteria:** Proposals will be rated as follows:
 - Purpose and Summary, Description, Time Frame, Importance: *20 points*
 - Urgency: *10 points*
 - Sustainability: *10 points*
 - Rationale for U.S. Support: *15 points*
 - Media and Outreach Plan: *15 points*
 - Budget and Budget Narrative: *15 points*
 - Supporting Materials: *15 points*
3. **Acknowledgement of receipt.** Applicants will receive acknowledgment of receipt of their proposal. The Public Affairs Section reviews Jamaican proposals for eligibility. The United States Ambassador to Jamaica makes an official recommendation for funding to the State Department's Bureau of Educational and Cultural Affairs. ECA administers the Ambassador's Fund and carries out the selection process in consultation with the Offices of Budget and Planning and the Legal Adviser. Funds are authorized for selected proposals that are recommended by the Assistant Secretary for Educational and Cultural Affairs.
4. **Follow up notification.** Organizations whose applications were not approved or funded will be notified in writing

VIII. Award Administration

Award Notices: The grant award agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants. In some instances, a Grants Officer Representative will be the grantee's primary point of contact. The assistance award agreement is the authorizing document and it will be provided to the recipient. Organizations whose applications will not be funded will also be notified in writing.

Anticipated Time to Award: Applicants are notified once the Bureau of Educational and Cultural Affairs makes the announcement.

Upon Receipt of a Grant: Recipients are required to submit a final **certified Federal Financial Report (SF-425) and a Narrative Report (SF-PPR) within 90 calendar days** of the end of the period of performance delineated in the award. Some grants may also require quarterly reports. Grantees will be informed of their reporting responsibilities upon the awarding of the grant. Failure to comply with the reporting requirements may jeopardize eligibility for future awards or

will result in suspension of any future payments under this award until such time as this deficiency has been corrected. Some of the required forms include:

- [Performance Progress Report SF-PPR](#) [PDF, 191 KB]
- [Federal Financial Report SF-425](#) [PDF, 575 kB]
- [Instructions for the Federal Financial Report](#) [PDF, 160 kB]
- [Request for Advance or Reimbursement SF-270](#) [PDF, 99 mB]

All recipients must be aware of the Standard Terms & Conditions that apply to overseas grantees and comply with all applicable terms and conditions during the project period. You can access the Standard Terms and Conditions at this link:

<http://aopefa.a.state.gov/Content/documents/STC%20for%20foreign%20organizations.pdf>

Also please note that according to the U.S. government's grants policy, grant recipients do not receive advance payments in excess of their "immediate cash needs." In general, up to 10% of the grant total is withheld as a final payment to ensure that final reports are submitted by the grantees.

All successful applicants will be provided with this information upon the awarding of the grant.

Thank you for your interest in the U.S. Embassy Kingston
Ambassadors Fund for Cultural Preservation