



## **Suggested Format for AFCP Applications**

U.S. Embassies and organizations interested in participating in the U.S. Ambassadors Fund for Cultural Preservation (AFCP) 2013 Competition may use the following suggested format for organizing the required information and materials in their applications. Items A-N are required for all applications.

- A. Full and complete Application for Federal Assistance (SF-424 set)
  - 1. SF-424 Cover Sheet
  - 2. SF-424A Budget Information for Non-Construction Programs
  - 3. SF-424B Assurances for Non-Construction Programs
  - 4. SF-LLL Disclosure of Lobbying Activities
  
- B. Project Basics:
  - 1. Title
  - 2. AFCP focus area and category (see Appendix)
  - 3. Start and end dates
  - 4. If part of an inscribed World Heritage Site, the name of the World Heritage Site
  - 5. Ownership status of the object or site (Public or Private)
  - 6. If a continuation or expansion of a project previously supported by AFCP, the title of the previous project and the award year
  
- C. Project Applicant information:
  - 1. Organization name
  - 2. Organization type (see Appendix)
  - 3. Address information
  - 4. Name, title, and contact info of project director
  - 5. Applicant DUNS number (see Appendix)
  - 6. SAM.gov registration status (see Appendix)
  
- D. Project Location:
  - 1. Project site
  - 2. City or vicinity
  - 3. Country
  - 4. Brief description of location



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- E. Proof of Official Permission to undertake the project and the endorsement and support of the appropriate national authority (PDF of an official letter preferred; if applicant owns the site or object, a letter stating that)
- 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 (estimated):
  - 1. Number of primary (key) project participants (directors, managers, key consultants and experts, etc.; resumes required)
  - 2. Number of secondary participants (skilled and unskilled laborers, technicians, volunteers, occasional workers and others who are not considered primary project participants)
  - 3. US participants
  - 4. Non-US participants
  - 5. NOTE: total of primary and secondary participants should equal total of US and Non-US participants
- 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



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- 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, 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
  
- N. Attachments and other supporting documents, such as:
  - 1. REQUIRED: Minimum of 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.)
  - 2. REQUIRED: Resumes or CVs of the primary (key) project participants (project director, experts, etc.)
  - 3. Historic Structure Reports, completed Conservation Needs Assessments, Engineering Studies, Feasibility Studies, and any other planning documents (summaries or digests acceptable) completed in preparation for the proposed project.



**Suggested Format for AFCP Applications: Appendix**

AFCP Focus Areas and Categories

The AFCP’s three funding focus areas align with the classifications used by professionals worldwide to describe cultural heritage:

AFCP Focus Areas	Tangible Heritage		Intangible Heritage
	<i>Moveable</i>	<i>Immoveable</i>	
Cultural Sites		X	
Cultural Objects & Collections	X		
Forms of Traditional Cultural Expression			X

Within each focus area AFCP has established the following categories:

AFCP Focus Area	Category	Definition
Cultural Sites	Archaeological Sites	Places above ground, underground, or under water recognized as being of particular architectural, artistic, historical, or other cultural (non-religious) interest that preserve the physical remains of past human activities
Cultural Sites	Historic Buildings & Sites	Structures and sites made by humans recognized as being of particular architectural, artistic, historical, or other cultural (non-religious) interest that are occupied, used, or intended for supporting or sheltering a function
Cultural Objects & Collections	Archaeological Collections	Groups of objects made or shaped by humans that have been scientifically removed from an archaeological site, can be seen or studied, and are typically kept together
Cultural Objects & Collections	Ethnographic Objects	Traditional utilitarian, ceremonial, devotional, or other objects important to the cultural heritage of a people because of their distinctive characteristics, comparative rarity, or their contribution to the knowledge of the origins, development, or history of that people
Cultural Objects & Collections	General Museum Conservation	An array of activities intended to preserve and protect objects and collections in a museum setting, such as conservation needs assessments, improvements to environmental and storage conditions, and



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		collections safety and security improvements, etc.
Cultural Objects & Collections	Manuscripts	Books, compositions, or other documents that are written by hand (not mechanically reproduced)
Cultural Objects & Collections	Paintings & Sculpture	Artistic compositions made by applying paints to a two-dimensional surface (paintings, including murals and frescoes) or by carving wood, molding plaster, casting metals, etc., in relief or in the round (sculptures)
Forms of Traditional Cultural Expression	Crafts	Activities involving the skilled use of one’s hands to produce carpets, boats, mats, furniture, clothing, jewelry, household items, tools, hardware, and utilitarian and other objects traditionally associated with a culture
Forms of Traditional Cultural Expression	Dance	A series of motions and steps traditionally associated with a culture and usually performed to music
Forms of Traditional Cultural Expression	Drama	Prose or verse compositions traditionally associated with a culture that tell stories and are intended for representation by actors impersonating characters and performing the dialogue and action
Forms of Traditional Cultural Expression	Languages	Systems traditionally associated with a culture that combine voice sounds, gestures, or written symbols to communicate thoughts and feelings
Forms of Traditional Cultural Expression	Music	Vocal or instrumental expressions traditionally associated with a culture that consist of tones organized melodically, harmonically, and rhythmically
Forms of Traditional Cultural Expression	Ceremonies	Ceremonial acts traditionally associated with and practiced by a culture, usually on important days of the year or on special occasions in the lives of individuals or communities, such as marriages and harvests
Forms of Traditional Cultural Expression	Traditional Knowledge	Scientific, engineering, architectural, medicinal, culinary, and other practical experience traditionally associated with a culture, often accumulated through trial and error over time and passed down from one generation to the next



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## Organization Type

- Foreign Government: Ministry of Culture
- Foreign Government: Other
- Foreign NGO/PVO
- Public International Organization (PIO)
- U.S. Educational Institution
- U.S. Non-Profit Organization (501(c)(3))
- Other

## DUNS Number and SAM.gov Registration

Applicants must have a Dun & Bradstreet Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM). 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 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/>