

## Call for Proposals:

### U.S. Ambassadors Fund for Cultural Preservation 2015

The U.S. Embassy in Vientiane and the Bureau of Educational and Cultural Affairs of the U.S. Department of State are pleased to announce the 2015 call for proposals for the Ambassadors Fund for Cultural Preservation.

The Fund was established to help countries preserve their cultural heritage. Since its inception in 2001, the Fund has helped preserve cultural sites, practices, and objects that are historically or culturally significant in Laos and around the world.

**The deadline for submitting applications is December 19, 2014.**

In general, proposals may be submitted in support of the following three types of projects:

A. **CULTURAL SITES** includes (but is not limited to) historic buildings and archaeological sites. Examples are restoration of an ancient or historic building, preservation of an archaeological site, or documentation of cultural sites in a region for preservation purposes.

B. **CULTURAL OBJECTS AND COLLECTIONS** from a museum, site or similar institution and includes archaeological and ethnographic objects, paintings, sculpture, manuscripts, and general museum conservation needs. Examples are conservation treatment for an object or collection of objects; needs assessment of a collection's condition and strategies for improving it; inventory of a collection for conservation and protection purposes; the creation of safe environments for storage or display of collections; or specialized training in the care and preservation of collections.

C. **FORMS OF TRADITIONAL CULTURAL EXPRESSION** includes traditional music, indigenous languages, and ancient crafts. Examples may involve documenting and audiovisual recording of traditional music and dance forms as part of a traditional expression and making the information and recordings available, or support for training in the preservation of traditional applied arts or crafts that are threatened by extinction.

To submit the proposal, please refer to the AFCP application guidelines.

For more information, please contact the U.S. Embassy's Public Diplomacy Section at 856-21-26 7000.

The project selected to receive funding through the U.S. Ambassadors Fund for Cultural Preservation (AFCP) and demonstrate the depth of U.S. respect for the cultural heritage of Laos. The Fund is aimed at preserving cultural sites or objects that have historical or cultural significance for Laos. In 2015, awards ranged from US\$ 10,000 to US\$ 200,000.

Proposal shall be submitted in both paper and soft copy to:

Public Diplomacy Section (PDS), AFCP office  
U.S. Embassy, Vientiane, Laos

Email: [AFCP-Vientiane@state.gov](mailto:AFCP-Vientiane@state.gov)

Specific to this year's competition, proposals for projects that meet one or more of the following criteria will receive consideration:

- (1) Directly support U.S. treaty or bilateral agreement obligations, such as cultural property protection agreements and Integrated Country Strategy (ICS) goals;
- (2) Strengthen capacity in country to preserve and protect cultural heritage;
- (3) Support the preservation of inscribed World Heritage sites;
- (4) 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
- (5) Engage women, youth, or under-served communities.

AFCP defines eligible project applicants are 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. AFCP encourages cost sharing, in-kind contributions, and other forms of cost participation. There is no minimum or maximum percentage required for this competition.

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 Disclosure of Lobbying Activities (SF-LLL);
2. Project Basics, including title, project dates, AFCP focus area, and other top-level information
3. 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.
4. A Short Description of the Organization
5. Project Location
6. Project Purposes (explains project objective and desired results)
7. Detailed Project Activity Description (explains how 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)
8. 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, 2015, and conclude no later than September 30, 2019);

9. 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;
10. Statement of Importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression;
11. Statement of Urgency indicating the severity of the situation and explaining why the project must take place now;
12. 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;
13. Detailed Project Budget in US\$ (no less than US\$10,000), (demarcated in one-year budget periods such as 2015, 2016, 2017, etc.) that lists all costs in separate categories
  - 1) Personnel
  - 2) Fringe Benefits
  - 3) Travel (including Per Diem)
  - 4) Equipment
  - 5) Supplies
  - 6) Contractual
  - 7) Other Direct Costs
  - 8) Cost Sharing
  - 9) Other Funding Sources
  - 10) Justification for any anticipated international travel costs (if any)
14. Attachments and Supported Documents:
  - 1) Resumes of the Project Director, including Key Professional Staff and Project Participants demonstrating that the applying entity has the requisite experience and the capacity to manage projects to preserve cultural heritage
  - 2) Proof of Official Permission and Endorsement to undertake the project. Letter(s) from a national or local authority responsible for the site or resource indicating that the prospective applicant has the support of that authority, and permission to undertake the project
  - 3) Minimum of FIVE high-quality digital images in JPEG format or audio-visual files that convey the nature and condition of the site, object, or form of expression and, in case of a site or object, show the urgency or need for the proposed project (such as collapsing wall, water damage, worn fabric, broken handle, etc.), any historical structure reports, conservation needs assessments, and other planning documents compiled in preparation for the proposed project
  - 4) Detailed budget worksheet

The Fund can NOT be used to support the following:

- (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 proposal submission;
- (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 (newspaper, 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 historical research is justifiable and integral to the success of the proposed project;
  - (9) Acquisition or creation of new collections for new or existing museums;
  - (10) Construction of new buildings 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 re-creation 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) Digitalization of cultural objects or collections, unless part of a larger clearly defined conservation 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 grant period (up to five years) and may not be used to create an endowment or revolving fund;
  - (19) Costs of fund-raising campaigns;
  - (20) 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;
  - (21) Contingency, unforeseen, or miscellaneous costs or fees;
  - (22) Costs of work performed prior to announcement of the award;
  - (23) International travel, except in cases where travel is justifiable and integral to the success of the proposed project (which will be considered on a case-by-case basis);
  - (24) Travel or study for professional development;
  - (25) Individual project costing less than US\$10,000; or
  - (26) 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 (either the U.S. embassy or the qualified entity on whose behalf the U.S. embassy is applying for support) 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 federal government. Such records are subject to audit.

The following documents may be helpful as you develop your proposal.

- [AFCP Require Budget Worksheet](#)
- [AFCP FAQ](#)
- [AFCP Useful Glossary of Terms](#)
- [AFCP Image Guidelines](#)
- [AFCP Helpful Resources](#)
- [AFCP Suggested Format](#)