

AFCP 2016 Large Grants Program Internal Competition Opportunity

➤ Call for Project Abstract and Full Proposal

AFCP 2016 Large Grants Program Internal Competition Opportunity - EAP (DEADLINES: Round 1 Project Abstract: February 5, 2016; Round 2 Full Proposal: March 7, 2016)

AFCP 2016 Large Grants Program

The U. S. Embassy in Vientiane, the Bureau of Educational and Cultural Affairs (ECA), Cultural Heritage Center (“the Center”), is accepting project abstracts and full proposals for the U.S. Ambassadors Fund for Cultural Preservation (AFCP) 2016 Large Grants Program. The deadline for submitting **Project Abstracts** to the U.S. Embassy is February 5, 2016.

If abstracts advance to Round 2, the deadline for submitting full project proposals is March 7, 2016. U.S. embassies are urged to consult with the Center on potential projects early in the process. Full implementation of the AFCP 2016 program is pending the availability of FY 2016 funds and a Congressionally approved financial plan.

Round 1: The deadline for submitting Project Abstract is February 5, 2016.

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

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

Email: AFCPLaos@state.gov

AFCP LARGE GRANTS PROGRAM OBJECTIVES: ECA’s Cultural Heritage Center (“the Center”) requests project abstracts and, if selected to advance to Round 2, full proposals for large-scale, partnership-based projects to preserve significant cultural heritage sites in less developed countries through the U.S. Ambassadors Fund for Cultural Preservation (AFCP). The projects recommended for funding under this program will advance U.S. foreign policy objectives and demonstrate American leadership in the preservation and protection of cultural heritage around the world. Past recipients of awards through the AFCP Large Grants Program may submit applications for continuation funds under this Opportunity.

COMPETITION FORMAT: This Opportunity consists of two application rounds: Round 1 (Project Abstract) and Round 2 (Full Proposal). During Round 1, Embassies shall submit project abstracts developed in conjunction with eligible applicants (Section 9, below). If, following the technical review, rating, and ranking of abstracts, embassies are invited to advance to Round 2, embassies shall submit full project proposals. NOTE: This is an internal competition among embassies for funding, not an open competition. Prior to submitting project abstracts, embassies should conduct their own in-country open competition via website or grants.gov to solicit project proposals from potential implementers. If an open competition is not conducted at the post level, then winning proposals under this internal competition will be considered “Sole Sourced” and will require Grants Officer approval prior to issuance.

FUNDING AREAS: The AFCP Large Grants Program supports the preservation of major ancient archaeological sites, historic buildings and monuments, and major museum collections that are accessible to the public and protected by law in the host country.

FUNDING PRIORITIES: The AFCP Large Grants Program gives top priority to project activities that are appropriate and in keeping with international cultural heritage preservation standards. An appropriate preservation activity is one that protects the values of the site as they are understood by stakeholders. Stakeholders may include national, regional, or local cultural authorities; the local community; and others with vested interests in the site and the outcome of a project. Appropriate project activities may include:

- preventive conservation (addressing conditions that damage or threaten the site)
- stabilization (reducing the physical disturbance [settling, collapse, etc.] of a site)
- conservation (addressing damage or deterioration to a collection or sites)
- consolidation (connecting or reconnecting elements of a site)
- anastylosis (reassembling a site from its original parts)
- restoration (replacing missing elements to recreate the original appearance of a site, usually appropriate only with fine arts, decorative arts, and historic buildings)

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. Posts considering preservation projects with a religious connection are encouraged to contact the Cultural Heritage Center at (202) 632-6308 or perschlermj@state.gov with any questions.

ELIGIBLE PROJECT APPLICANTS: The Center 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, including U.S.-based organizations subject to Section 501(c)(3) of the tax code, that are able to demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage. Embassies must vet applicants for eligibility, suitability, and reputable performance in cultural preservation or similar activities. The Center requests that embassies determine whether any country-specific sanctions should be taken into consideration before submitting proposals. Embassies must ensure the applicants are able to receive support from the U.S. Government and AFCP grants in accordance with AFCP program policies.

INELIGIBLE ACTIVITIES AND UNALLOWABLE COSTS: AFCP will NOT support the following activities or costs, and applications involving any of the activities or costs below will 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 application;
- 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 exhibits, objects, or collections for new or existing museums;
- J. Construction of new buildings, building additions, 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 conjectural reconstructions 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 or documentation 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. Contingency, unforeseen, or miscellaneous costs or fees;
- U. Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the grants officer;

V. International travel, except in cases where travel is justifiable and integral to the success of the proposed project;

W. Travel or study outside the host country for professional development;

X. Individual projects costing less than \$200,000;

Y. Independent U.S. projects overseas.

INELIGIBLE PROJECT APPLICANTS: AFCP does not award grants to individuals, commercial entities, or to embassies or past award recipients which have not fulfilled the objectives or reporting requirements of previous AFCP awards.

AWARD INFORMATION: Funding Instrument Type: Grant (Program Authority: Fulbright Hays Section 102(b)(5), as amended). Floor on Amount of Awards: \$200,000 per project. Since 2008 awards made through this program for new large-scale projects have ranged from \$500,000 to \$979,000 with an average award amount of \$575,400.

ROUND 1 PROJECT ABSTRACT REQUIREMENTS (DEADLINE: February 5, 2016): The project abstract must include the following items:

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, if applicable, Disclosure of Lobbying Activities (SF-LLL)

B. Project Basics, including title, project dates, location, and site.

C. Project Applicant information, including contact information, DUNS Number, and SAM registration status.

D. Special Designations (national monument, World Heritage Site, etc.).

E. Law/s Protecting the Site or Collection (citations only).

F. Project Purpose that summarizes the project objectives and desired results.

G. Statement of Importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the site or collection.

H. Rationale for U.S. Support, written by the embassy, explaining: 1) why it is in the interest of the U.S. government to fund the project and; 2) how it relates to Integrated Country Strategy (ICS) goals, existing bilateral agreements, or other U.S. foreign policy objectives.

I. Embassy Front Office (FO) clearance.

ROUND 2 FULL PROPOSAL REQUIREMENTS (DEADLINE: March 7, 2016): Embassies may be invited to submit full project proposals upon favorable review of the abstracts. The proposals must fully satisfy the program objectives, funding areas and priorities, and the eligibility requirements specified above. Furthermore, to be considered complete, they must include:

A. Revised project abstract, if applicable.

- B. Revised SF-424, if applicable.
- C. Proof of official permission to undertake the project and the full endorsement and support of the national cultural authority in the host country.
- D. Project Activities Description that presents the project tasks in chronological order. If the proposed project is part of a larger effort involving multiple projects supported by other entities, the plan must present the full scope of the preservation effort and the place of the proposed project within that larger effort.
- E. Project Time Frame or Schedule that lists the major project phases and milestones with target dates for achieving them (NOTE: Applicants may propose project periods of up to 60 months [five years]).
- F. Project Participant information, including resumes or CVs of the proposed project director and key project participants.
- G. Statement of Urgency indicating the severity of the situation and explaining why the project must take place now.
- H. Statement of Sustainability outlining the steps or measures that will be taken to maintain the site or collection in good condition after the AFCP-supported project is complete.
- I. Detailed Project Budget, demarcated in one-year budget periods (2016, 2017, 2018, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs, Cost Sharing); indicates funds from other sources; and gives a justification for any anticipated international travel costs.
- J. Budget Narrative explaining how the costs were estimated (quantity x unit cost, for example) and any unique line items in the budget.
- K. Media and Outreach Plan, written by the embassy, describing how it intends to highlight and amplify U.S. government support for AFCP-supported activities through existing print, electronic, and social media platforms.
- L. Monitoring Plan, written by the embassy, describing how it intends to monitor project progress and grantee performance (sample templates available upon request from the Center).
- M. Risk Assessment, completed by the embassy, evaluating the risks posed by applicant or project (sample templates available upon request from the Center).
- N. Statement of Assurance, completed by the embassy (can be included in action memo or other formal documentation from Embassy), that if the award is to be signed by an Embassy-based warranted Grants Officer, there is capacity to sign and manage the award for the duration of the project. The Embassy must document the: 1) Warranted Grants Officer who will execute the award, and 2) Certified Grants Officer Representative responsible for managing the award during the period of performance.

O. Ten (10) or more high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site or museum collection and show the urgency or need for the proposed project (collapsing walls, extensive water damage, etc.).

P. Relevant supporting documentation, such as historic structure reports, restoration plans and studies, conservation needs assessments and recommendations, architectural and engineering records, etc., compiled in preparation for the proposed project.

COST SHARING AND OTHER FORMS OF COST PARTICIPATION: There is no minimum or maximum percentage of cost participation required for this competition. 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. The applicant will be responsible for tracking and reporting on any cost share or outside funding, which is subject to audit per 2 CFR 200. Cost sharing may be in the form of allowable direct or indirect costs.

DUNS NUMBER AND SAM REGISTRATION: Applicants requesting \$25,000 or more in federal assistance must have a Dun & Bradstreet Universal Numbering System (DUNS) number, a NATO Commercial and Government Entity (NCAGE) code, and be registered in the System for Award Management (SAM) prior to submitting full proposals. NOTE: This process can take weeks/months, especially for non-U.S. applicants. 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>. Non-U.S. based applicants may request a NCAGE code at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. 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/>

PERIOD OF PERFORMANCE OF AFCP 2016 GRANTS: The period of performance 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.

DISCLAIMER: Explanatory information provided by the Center that contradicts published language is not binding. Issuance of this Notice of Funding Opportunity does not constitute an award commitment on the part of the U.S. Government. The Center reserves the right to waive program formalities and to reduce, revise, or increase proposal budgets in accordance with the needs of the

program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements as specified above and in the Notice of Award.

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](#)