



**CALL FOR PROPOSALS  
AMBASSADOR'S FUND FOR CULTURAL PRESERVATION (AFCP)  
2016 COMPETITION**

The Embassy of the United States of America is accepting project proposals for the U.S. Ambassadors Fund for Cultural Preservation (AFCP) 2016 Competition.

**The deadline for submitting proposals at [portlouispas@gmail.com](mailto:portlouispas@gmail.com) is Wednesday, December 16, 2015.**

**BACKGROUND**

The Department of State (DOS) established the AFCP at the request of the Congress, reflected in the Conference Report on the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act of 2001 (P. L. 106-553). The Senate report on this bill noted that the preservation of cultural heritage offers an opportunity to show a different American face to the world, one that is non-commercial, non-political, and non-military.

Through the AFCP Program, the Department of State supports projects to preserve cultural heritage in the following three areas:

- CULTURAL SITES—such as, but not limited to, historic buildings and archaeological sites;
- CULTURAL OBJECTS AND COLLECTIONS from a museum, site, or similar institution—that include, but are not limited to, archaeological and ethnographic objects, paintings, sculpture, manuscripts, and general museum conservation needs; and,
- FORMS OF TRADITIONAL CULTURAL EXPRESSION—such as traditional music, indigenous languages, and crafts.

AFCP will recommend for funding those proposals that include project activities in adherence to the following guidelines and to international standards for the preservation of cultural heritage. These activities may include:

- CULTURAL SITES: conservation of an ancient or historic building, preservation of an archaeological site, or documentation of cultural sites in a region for preservation purposes.
- CULTURAL OBJECTS AND COLLECTIONS: conservation treatment for an object or collection of objects; needs assessment of a collection with respect to its condition and strategies for improving its state of conservation; 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.

- **FORMS OF TRADITIONAL CULTURAL EXPRESSION:** documentation and audiovisual recording of traditional music and dance forms for broad dissemination as the means of teaching and further preserving them, or support for training in the preservation of traditional applied arts or crafts in danger of extinction.

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

- Directly support U.S. treaty or bilateral agreement obligations, such as cultural property protection agreements;
- Support the preservation of inscribed World Heritage sites;
- Support risk reduction and disaster preparedness for cultural sites and collections in seismically active and other disaster-prone areas; and
- 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**

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 that are able to demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage.

#### **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 \$10,000;
- 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 Individual Awards: US \$10,000 per project. Ceiling on Amount of Individual Awards: \$200,000 per project. In FY 2015, awards ranged from US \$32,500 to US \$200,000.

## APPLICATION CLOSING DATE

All applications must be submitted electronically on or before Wednesday, December 16, 2015 at [portlouispas@gmail.com](mailto:portlouispas@gmail.com).

## APPLICATION REQUIREMENTS

All documents must be submitted in English.

Project proposals must include or 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, if applicable, Disclosure of Lobbying Activities (SF-LLL);  
**NOTE:** All forms are available at: <http://goo.gl/8bNsPs>
- B. Project Basics, including title, project dates, and AFCP focus area;
- C. Project Applicant information, including contact information, DUNS Number, and SAM registration status (see Section 19 below);
- D. Project Location;
- E. Proof of Official Permission to undertake the project;
- F. Project Purpose that summarizes the project objectives and desired results;
- G. Project Activities Description that presents the project tasks in chronological order;
- H. 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]; projects must begin before September 30, 2016, and conclude no later than September 30, 2020);
- 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;
- J. Statement of Importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, 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 gained from the project;
- M. 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 (templates available upon request from the Center);
- N. Budget Narrative explaining line by line how costs are estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and unique budget line items;
- O. 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;

#### **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 applications. 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/>

#### **APPLICATION SCREENING CRITERIA**

The Center will first screen all proposals for technical eligibility based on the criteria contained in this request for grant proposals. The Center will also screen proposals against the lists of AFCP program-specific ineligible activities, costs, and applicants (see relevant sections above).

#### **APPLICATION RATING CRITERIA**

Using a point-based system (below), the Center will rate all applications based on the program funding priorities; the quality, soundness, and comprehensiveness of the proposed project and budget; the urgency of the proposed project; the quality and quantity of supporting materials, such as resumes of the key project participants, images of the resource, and notices of official permission from the responsible resource steward, such as a ministry of culture.

## AFCP POINT-BASED RATING SYSTEM

Proposals will be rated as follows:

Purpose and Summary, Description, Time Frame, Importance: 20 points max

Urgency: 10 points max

Sustainability: 10 points max

Rationale for U.S. Support: 15 points max

Media and Outreach Plan: 15 points max

Budget and Budget Narrative: 15 points max

Supporting Materials: 15 points max

Once the Center has completed its screening and rating, it will forward the technically eligible and favorably rated proposals to the Public Diplomacy sections in the respective regional bureaus in the State Department for ranking. Once the proposals are ranked, the Center will convene a panel to recommend proposals for funding. The Center may deem proposals ineligible if they do not fully adhere to AFCP 2016 Competition objectives, requirements, and other criteria stated herein.

**Incomplete applications will not be accepted. Final decision will be made by the Center and successful applicants will be notified around July, 2016.**