

ANNEX I

Ambassador's Fund for Cultural Preservation Large Grants Program: General Information

What Can be Funded:

1.) The AFCP Large Grants Program supports the preservation of significant cultural and historic sites that are:

- A. Globally or nationally significant,
- B. Accessible to the public, and
- C. Protected by law in the host country.

2.) The types of significant sites eligible for this funding include:

- A. Archaeological Sites,
- B. Historic Buildings and Monuments, and
- C. Major Museum Collections.

3.) Significant sites are those that possess exceptional value in illustrating or interpreting the heritage of the host country or the surrounding region, that possess physical integrity, and that:

- A. Are associated with events that have made a significant contribution to, and are identified with, or that represent the broad patterns of regional or world history and culture and from which an understanding and appreciation of those patterns may be gained;
- B. Represent great cultural achievements of a people, group, or civilization;
- C. Are of outstanding value for the study of an historic period; or
- D. Represent a distinctive and exceptional entity whose components may lack individual distinction but that collectively form an entity of exceptional historical, artistic or cultural value.

Priority Activities:

The AFCP Large Grants Program gives top priority to project activities that are in keeping with international cultural heritage preservation standards.

1.) These activities may include:

- A. Preventive conservation: mitigating or removing the conditions that damage or threaten the site;
- B. Stabilization: reducing the physical disturbance (settling, collapse, etc.) of elements of a site;
- C. Conservation: addressing damage or deterioration to a collection or sites;
- D. Consolidation: connecting or reconnecting elements of a site;
- E. Anastylis: reassembling a site from its original parts; or

- F. Restoration: replacing missing elements to recreate the original appearance of a site, usually appropriate only with fine arts, decorative arts, and historic buildings.

Note: 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.

2.) 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.

3.) Technical Expertise Requirements:

This opportunity is open to qualified entities, such as non-governmental organizations, museums, ministries of culture, or similar institutions and organizations that are reputable, accountable, and able to demonstrate that they have the requisite experience and capacity to manage large-scale projects to preserve cultural heritage.

4.) Schedule - Project Performance and Budget Periods:

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.

5.) Cost Sharing or Matching Funds:

There is no minimum or maximum percentage required for this program. However, AFCP encourages cost sharing, contributions in kind, and other forms of cost participation.

6.) 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 collects, validates, stores, and disseminates data in support of federal agency acquisition and grant award mission. Registration in SAM is free at: <https://www.sam.gov/portal/public/SAM/>

7.) Project Selection Criteria

The U.S. Embassy in Ulaanbaatar and the Bureau of Educational and Cultural Affairs, U.S. Department of State in Washington D.C. will review and select project abstracts (Round 1) and full project proposals

(Round 2) according to the program objectives, funding areas and priorities, ineligible activities, and other proposal requirements. The Center may deem projects ineligible if the project abstracts or the full project proposals do not fully adhere to AFCP 2013 Large Grants Program objectives, requirements, and other neutral criteria stated herein.

8.) Abstract Review And Selection (Round 1):

The Public Affairs Section (the post), U.S. Embassy in Ulaanbaatar will receive project abstracts through its pao@usembassy.mn email address by Thursday January 31, 2013. The selection committee at the Embassy will make initial screening and will submit abstracts to the State Department.

The State Department will screen and rate all project abstracts. The Embassy will notify applicants of these results by Friday March 1, 2013, and will give guidelines on next steps in submitting the full project proposal via email.

9.) Proposal Review And Selection (Round 2):

The Embassy will need to receive complete project proposals by March 15, 2013, ensuring that all of the required materials are provided by the applicant(s). The State Department will then review complete project proposals and make the funding recommendation to the Assistant Secretary for Educational and Cultural Affairs. All eligible proposals will be subject to compliance with Federal regulations and guidelines and may be forwarded for advisory review to other federal agency personnel with relevant experience.

INELIGIBILITY:

The AFCP Large Grants Program does 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 proposal submission;
- B. Preservation of intangible heritage;
- C. Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.);
- D. Preservation of hominid or human remains;
- E. Preservation of news media (newspapers, newsreels, radio and TV programs, etc.);
- F. Preservation of published materials available elsewhere (books, periodicals, etc.);
- G. Development of curricula or educational materials for classroom use;
- H. Archaeological excavations or surveys for research purposes;
- I. Historical research, except in cases where the research is justifiable and integral to the success of the proposed project;
- J. Acquisition or creation of new collections for new or existing museums;
- K. Installation of new, or reinstallation of existing museum collections unless part of a larger objects conservation effort;
- L. Construction of new buildings;
- M. Commissions of new works of art or architecture for commemorative or economic development purposes;
- N. Creation of replicas or re-creation of cultural objects or sites that no longer exist;
- O. Relocation of cultural sites from one physical location to another;
- P. Removal of cultural objects or elements of cultural sites from the country for any reason;
- Q. Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation effort;
- R. Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies;
- S. Cash reserves, endowments or revolving funds; funds must be expended within the award period and may not be used to create an endowment or revolving fund or otherwise spent over many years;
- T. Costs of fund-raising campaigns;
- U. 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;
- V. Contingency, unforeseen, or miscellaneous fees;
- W. Costs of work performed prior to announcement of the award;
- X. International travel, except in cases where travel is justifiable and integral to the success of the proposed project;
- Y. Individual projects costing less than \$500,000, or
- Z. Awards to individuals or commercial entities.

As a general rule, AFCP does not support independent U.S. projects abroad.

What to include in Abstract (Deadline: Thursday, Jan 31, 2013)

The project abstract must include the following

- A. Project Title
- B. Project Location
- C. Estimated project cost
- D. Project Timeframe (general; maximum of 5 years)
- E. Qualified eligible entities (plus other partners)
- F. Special designations (national monument, World Heritage Site, etc.)
- G. Law/s protecting the site or collection (citations only)
- H. Project Summary that briefly describes the project objectives and desired results
- I. Statement of accessibility (is it accessible to the public? what are the costs of admission? etc.)
- J. Statement of ownership of the site or collection

What to include in Proposal (if invited to submit - Deadline: Friday, Mar 15, 2013)

Mandatory proposal requirements

1. **Project abstract** (from above), incorporating any revisions
2. **Project Applicant information**, including resumes or CVs of the proposed project director and key project participants, that demonstrates that the applying entity (ministry of culture, NGO, etc.) has the requisite experience and the capacity to manage large-scale, multi-year projects to preserve cultural heritage with budgets of at least US \$500,000 in the host country. This information should include summary descriptions of comparable preservation projects successfully completed or underway and the total costs (in US dollars) of those projects.
3. **Proof of official permission** to undertake the project and the full endorsement and support of the national cultural authority in the host country. The proposal must include an official letter from the minister of culture or highest ranking official within the national cultural authority that clearly articulates that authority's sustained commitment to the project.
4. **Comprehensive project plan** that:
 - 1) Explains the **significance** of the site and the values associated with it;
 - 2) Illustrates the nature of the problem or **threat** that the project will address;
 - 3) Explains how the proposed preservation activity will address the problem or threat and **protect** the values of the site;
 - 4) Gives detailed descriptions of the **phases** of work and a basis on which each phase may be evaluated; and
 - 5) Describes the project **outputs** and **outcomes**.
 - 6) 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.
5. **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 (5 years) with 5 budget periods of one year each; projects must begin before September 30, 2013, and conclude no later than September 30, 2017);
6. **Project Participant Information**, specifically estimated numbers of: non-US and US participants and primary (specialists, CVs or resumes required) and secondary participants (occasional or unskilled laborers, etc.);
7. **Statement of Importance** highlighting the historic, architectural, artistic, or cultural (nonreligious) values of the site or museum collection;
8. **Statement of Urgency** indicating the severity of the situation and explaining why the project must take place now;
9. **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;
10. **Media and Outreach Plan**, written by the embassy, describing how it intends to highlight and amplify U.S. government support for AFCP programs through existing print, electronic, and social media platforms;
11. **Detailed Project Budget**, demarcated in one-year budget periods (2013, 2014, 2015, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel, including Per Diem, Equipment, Supplies, Contractual, Other Direct Costs, Cost Sharing); indicates funds from other sources; and gives a justification for any anticipated international travel costs;
12. **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);
13. **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.

Helpful Information on the Budget Categories

- *Personnel:* Use this budget category for wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project.
- *Travel:* Use this budget category for the estimated costs of travel and per diem for this project. If the project involves international travel, include a brief statement of justification for that travel either in the Project Activities Description or as an Attachment. If the project involves international travel, attach the justification for international travel as a PDF or MSWord document.
- *Equipment:* Use this budget category for all tangible, non-expendable (non disposable) machinery, furniture, and other personal property having a useful life of more than one year (or a life longer than the duration of the project), and a cost of \$5,000 or more per unit.
- *Supplies:* Use this category for building, conservation, and other materials that will be consumed (used up) during the course of the project. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.
- *Contractual:* Use this budget category for goods and services that the applicant intends to acquire through a contract with a vendor, such as masonry repair and re-pointing services that include the costs of materials as part of a contract, or professional photographic services that include photographic prints as part of the contract.
- *Other Direct Costs:* Use this budget category for other costs directly associated with the project, which do not fit any of the other categories. Examples include shipping costs for materials and equipment, and the costs of utilities (water, electricity, Internet) required for the project.