U.S. DEPARTMENT OF STATE

BUREAU OF EDUCATIONAL & CULTURAL AFFAIRS
CULTURAL HERITAGE CENTER

U.S. AMBASSADORS FUND FOR CULTURAL PRESERVATION

CALL FOR PROPOSALS FROM NEPAL
FISCAL YEAR 2013
(DEADLINE: November 28, 2012)

The U.S. Embassy in Kathmandu is now accepting project proposals for the Ambassadors Fund for Cultural Preservation (AFCP) FY 2013 competition. The deadline for submitting proposals to the U.S. Embassy is **November 28, 2012.** Submissions received after this date will not be considered. Full implementation of the program is pending the availability of fiscal year (FY) 2013 funds. Interested institutions (grantees) are urged to consult with the Public Affairs Section of the U.S. Embassy as soon as possible for details and guidance for the AFCP 2013 competition.

Since FY 2001, Congress has directed the Department of State to support and implement the AFCP program. The AFCP supports projects to preserve cultural heritage in the following three categories:

Cultural sites: includes (but is not limited to) historic buildings and archaeological sites;

Cultural objects and collections: from a museum, site, or similar institution-includes archaeological and ethnographic objects, paintings, sculpture, manuscripts, and general museum conservation needs; and

Forms of traditional cultural expression: includes traditional music, ceremony, knowledge, language, dance, drama, and craft.

AFCP gives top priority to project activities that are appropriate and in keeping with international standards for the preservation of cultural heritage. These activities may involve:

A. In the case of **cultural sites**, restoration of a historic building, preservation of an archaeological site, or documentation of cultural sites in a region for preservation purposes.

B. In the case of **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.

C. In the case of **forms of traditional cultural expression**, documentation and audiovisual recording of traditional music and dance forms for preservation and eventual dissemination, or support for training in the preservation of traditional arts or crafts in danger of extinction.

An appropriate preservation activity is one that protects the values of the site, object or collection, or form of traditional cultural expression 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. We also invite you to submit proposals for phased and pilot projects whose methods and outcomes will 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. When considering such projects, we urge you to contact the Public Affairs Section early in the process of developing proposals.

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.

Technical expertise requirements: Qualified entities are reputable and accountable 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.

Scheduled project performance and budget periods: Applicants may propose 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.

Performance and deliverables: Award recipients must submit biannual performance progress and financial status reports and final reports on time as specified in the Notice of Award. The Center will compile this information in a report to Congress, as required, and in a published annual report of completed projects.

Cost sharing or matching funds: There is no minimum or maximum percentage required for this competition. However, AFCP encourages cost sharing, contributions in kind, and other forms of cost participation. 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. 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 U.S. federal government. Such records are subject to audit. For U.S.-based applicants, the basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110 (Revised), subpart C.23-Cost Sharing and Matching.

Other eligibility requirements: All proposals must comply with the stated requirements and with the proposal submission deadline.

Award information: There is a floor on the amount of individual awards of US $10,000 per project. In FY 2012, awards ranged from US $15,000 to US $194,000, with an average award amount of approximately US $66,000.

Ineligibility: AFCP 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 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 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 collections for new or existing museums;

J. Construction of new buildings;

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 re-creation 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 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 and may not be used to create an endowment or revolving fund or otherwise spent over many years;

S. Costs of fund-raising campaigns;

T. 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;

U. Contingency, unforeseen, or miscellaneous fees;

V. Costs of work performed prior to announcement of the award;

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

X. Travel for study for professional development;

Y. Individual projects costing less than $10,000; or

Z. Independent U.S. projects overseas.

APPLICATION AND SUBMISSION INFORMATION

Important: Proposals must be received by the Public Affairs Section of the U.S. Embassy in Kathmandu **no later than November 28, 2011.** All proposals must be sent via e-mail and must include complete information as described in the requirements below. Only proposals in the English language will be accepted.

Proposal requirements: Project proposals must include or address the following:

A**. Project purpose** that briefly explains the project objectives and desired results;

B. **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;

C. **Project timeframe or schedule** that identifies the major project phases and milestones, with performance target dates for achieving them;

D. **Statement of importance** highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression;

E. **Statement of urgency** indicating the severity of the situation and explaining why the project must take place now;

F. **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;

G. **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 projects to preserve cultural heritage;

H. **Proof of official permission** to undertake the project and the endorsement and support of the appropriate national authority;

I. **Attachments**, including at least three 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).

AWARD SELECTION CRITERIA

The Cultural Heritage Center will screen all proposals for technical eligibility based on the neutral criteria contained in this request for grant proposals. The Center will also screen proposals against the list of AFCP program-specific ineligible activities and costs (see Ineligibility, above). Using a point-based system (below), the Center will rate all proposals based on the quality, soundness, and comprehensiveness of the proposed project and budget; the urgency of the proposed project; the rationale for U.S. support of the project supplied by the applying U.S. embassy; 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 using the following point system, with close attention paid to the clarity, completeness, and quality of requested information.

Purpose and summary, description, timeframe, importance of site/object/form of expression	40 points
Urgency	15 points
Rationale for U.S. support	15 points
Budget	20 points
Supporting materials	10 points

Contact Information: Please e-mail initial inquiries, questions, and completed project proposals to

Cain Harrelson
Cultural Affairs Officer
cultureKTM@state.gov

Learn more about AFCP on the web at
http://exchanges.state.gov/heritage/afcp.html

We look forward to receiving your proposals. Thank you.