

Annexure I
Ambassador's Fund for Cultural Preservation:
General Information

What Can be Funded:

- 1) **CULTURAL SITES** – includes (but is not limited to) historic buildings and sites, monuments, and archaeological sites. Proposals in this category may involve:
 - Restoration of a historic building
 - Preservation of an archaeological site
 - Documentation of cultural sites in a region for preservation purpose.

- 2) **CULTURAL OBJECTS AND COLLECTIONS** - includes from a museum, site, or similar institution and includes archaeological and ethnographic objects, paintings, sculpture, manuscripts, photographic and film collections, and general museum conservation activities. Proposals in this category may involve:
 - 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.

- 3) **FORMS OF TRADITIONAL CULTURAL EXPRESSION** - includes traditional music, rituals, knowledge, languages, dance, drama, and crafts. Proposals in this category may involve:
 - Documentation and audiovisual recording of traditional music and dance forms for preservation and eventual dissemination
 - Support for training in the preservation of traditional arts or crafts that are threatened by extinction.

EXCLUSIONS: 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. 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. Individual projects costing less than \$10,000, or
- Y. Awards to individuals or commercial entities.

What to include in Proposal:

MANDATORY PROPOSAL REQUIREMENTS

1. **General Information** – Project Title
2. **Grantee Information** - Organization Name, Postal Address, Website, Contact Details of the Project Director for the proposed project, Designation, Phone, Fax, E-mail;
3. **Project Basics** – Give Details of your project – Also indicate whether the proposed project takes place within a UNESCO World Heritage Site, whether the site or object is privately owned, and if the proposed project builds upon a project previously supported through AFCP in the past. If the proposed project builds upon a previous one, enter the title of the previous project and the year of the AFCP grant.
4. **Project purpose** - Briefly explain the project objectives and desired results;
5. **Project activities description** - Explain how the applicant intends to achieve the project objectives and results, present proposed tasks in a logical order, and describe how those tasks directly contribute towards achieving the project objectives and results;
6. **Project timeframe or schedule** – Identify the major project phases and milestones, with performance target dates for achieving them;
7. **Statement of importance** - Briefly describe the importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression;
8. **Statement of urgency** - Indicate the severity of the situation and explain why the project must take place now;
9. **Rationale for U.S. support** - Explain why the U.S. government should fund this project
10. **Applicant information** - Attach resumes of the Project Director (also known as the Principal Investigator) and other key project participants. **Acceptable file formats for resumes** will be in PDF and MSWord.
11. **Proof of official permission** –A letter providing endorsement and support of the appropriate national authority to undertake the proposed project;
12. **Attachments** - Include 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).
13. **Detailed project budget** – Should be demarcated in one-year budget periods (2011, 2012, 2013, etc.), that lists all costs in cost categories (Personnel, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs); that indicates funds from other sources; and gives a justification for any anticipated international travel costs; The budget should be submitted in U.S. Dollars in the attached **Annexure II** only in Excel format. Current exchange rate **1 U.S. Dollar = SL Rupees 111.60**. **Budget Summary** - Each budget category given in the worksheet should be summarized in **Annexure III**. Enter the project budget category subtotals (only in US dollars) Enter only the amounts requested through AFCP for the 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.