

AFCP 2023 Grants Program Application Guide for Applicants

The Cultural Heritage Center (“the Center”) in the Bureau of Educational and Cultural Affairs (ECA) is pleased to announce the start of the U.S. Ambassadors Fund for Cultural Preservation (AFCP) 2023 Grants Program. The application process involves two rounds: In Round 1, the Center will collect project ideas from embassies in the form of concept notes, due to Embassy Sofia by December 31, 2022. In Round 2, the Center will invite embassies with promising ideas to submit full project applications, due April 14, 2023.

Competition Format: Awards will range from \$10,000 to \$500,000. The Center anticipates funding 20 to 30 projects worldwide.

AFCP 2023 Application Guide:

Funding Areas: The AFCP Grants Program supports the preservation of archaeological sites, historic buildings and monuments, museum collections, and forms of traditional cultural expression, such as indigenous languages and crafts. Appropriate project activities may include:

- a) Anastylis (reassembling a site from its original parts)
- b) Conservation (addressing damage or deterioration to an object or site)
- c) Consolidation (connecting or reconnecting elements of an object or site)
- d) Documentation (recording in analog or digital format the condition and salient features of an object, site, or tradition)
- e) Inventory (listing of objects, sites, or traditions by location, feature, age, or other unifying characteristic or state)
- f) Preventive Conservation (addressing conditions that threaten or damage a site, object, collection, or tradition)
- g) Restoration (replacing missing elements to recreate the original appearance of an object or site, usually appropriate only with fine arts, decorative arts, and historic buildings)
- h) Stabilization (reducing the physical disturbance of an object or site)

Sites and Objects Having 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 Implementers: The Center defines eligible project implementers as reputable and accountable non-commercial entities that can demonstrate they have the requisite capacity to manage projects to preserve cultural heritage. Eligible implementers may include non-governmental organizations (NGO's), museums, educational institutions, ministries of culture, or similar institutions and organizations, including U.S.-based educational institutions and organizations subject to Section 501(c)(3) of the tax code. The AFCP will not award grants to individuals, commercial entities, or past award recipients that have not fulfilled the objectives or reporting requirements of previous awards. Potential implementers must be registered and active in the U.S. government's System for Award Management (SAM) to receive U.S. federal assistance. If an embassy's project idea is advanced to Round 2 and the anticipated implementer is not registered in SAM, the embassy should initiate the registration process immediately so that it is in place in the event the project is ultimately selected for an award. See paragraph 23 below for information on how to register. The registration process can take several weeks to complete so it is important to avoid any delay.

Round 1 Concept Note Requirements (Deadline: December 31, 2022).

Each concept note submitted must include:

- a) Project basics, including working title, anticipated project length (Note: Applicants may propose project periods of up to 60 months), location/site, and project cost estimate (amount requested from AFCP; in U.S. dollars).
- b) Project implementer.
- c) Project Scope of Work summarizing (1) the preservation goals and the activities planned to achieve those goals; and (2) any broader host country or community goals and the activities planned to achieve those goals; (i.e., what they hope to gain from the project beyond the preserved heritage and how they plan to get there; 3,000 characters maximum).

d) Five (5) high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site, collection, or tradition and show the urgency or need for the proposed project (collapsing walls, water damage, etc.).

Round 2 Full Application Requirements (Deadline: April, 14 2023): The Center will invite embassies selected in Round 1 to submit full applications. To be considered complete, they must include:

From the Implementer:

- a) Project Activities Description and Timeframe that present the project tasks in chronological order and list the major milestones with target dates for achieving them. Project dates (maximum of 60 months [five years]). It is preferable to keep the project period to 12 months (one year).
- b) Statement of Importance highlighting the historical, architectural, artistic, or cultural (non-religious) values of the cultural heritage.
- c) Proof of Official Permission to undertake the project from the office, agency, or organization that either owns or is otherwise responsible for the preservation and protection of the site or collection.
- d) Implementer Public Awareness Plan describing how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, social media, and other means.
- e) Maintenance Plan 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.
- f) Résumés or CVs of the proposed project director and key project participants.
- g) Detailed Project Budget, demarcated in one-year budget periods (2023, 2024, 2025, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs); indicates funds from other sources; and gives a justification for any anticipated international travel costs; (Note: You may use the optional AFCP budget template available via GO Browser and GO Virtual at <https://usdos.sharepoint.com/sites/ECA-Home/Policy/CHC/AFCP> [click on AFCP Application Resources]).

- h) Budget Narrative explaining how the costs were estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and any large budget line items.
- i) 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).
- j) 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.
- k) As requested by the Center or as appropriate, additional high-quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the heritage and show the urgency or need for the proposed project (collapsing walls, extensive water damage, etc.).

Cost Sharing and Other Forms of Cost Participation: There is no minimum or maximum percentage of cost participation required. When an implementing partner offers cost sharing, it is understood and agreed that the partner must provide the amount of cost sharing as stipulated in the budget of the application and later included in an approved agreement. The implementing partner 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.

Ineligible Activities and Unallowable Costs:

AFCP does not support the following activities or costs, and the Center will deem applications requesting AFCP support for any of these activities or costs 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.) unless the natural heritage has a cultural heritage connection or dimension.
- 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, documentation, or public diplomacy 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 or to provide project leaders with learning and exchange opportunities with cultural heritage experts.
- w) Individual projects costing less than US \$10,000 or more than \$500,000.
- x) Independent U.S. projects overseas.

SAM Registration: An implementing partner must be registered in the U.S. government's System for Award Management (SAM) prior to receiving U.S. federal assistance unless they meet one of the exemptions specified in the Federal Assistance Directive (<https://usdos.sharepoint.com/sites/A-OPE/FA/SitePages/Policy.aspx>). The SAM registration process, which requires either a Commercial and Government Entity (CAGE) or a NATO Commercial and Government Entity (NCAGE) code, can take weeks or months, especially for non-U.S. applicants. Non-U.S. based applicants may request a NCAGE code at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. SAM will assign a Unique Entity Identifier (UEI) automatically to any entity registering or renewing its record in the system. Registration in SAM is free: <https://sam.gov/>.

Disclaimer: Issuance of this funding opportunity does not constitute an award commitment on the part of the AFCP program or the U.S. government. The Center reserves the right to waive program formalities and to reduce, revise, or increase project scopes and budgets in accordance with the needs of the program and the availability of funds.

All applications must be in English. Please submit the applications for Round 1 by December 31, 2022 to the following e-mail address: SofiaGrants@state.gov
Please put in the subject line: "AFCP Application for Round 1"