

Department of State, U.S. Mission to Afghanistan

Notice of Funding Opportunity (NOFO): Concept Note Submissions

Program Office: Public Diplomacy Section (PDS)

Funding Opportunity Title: U.S. Ambassadors Fund for Cultural Preservation 2023 Grants Program
Funding Opportunity Number: PDS-Kabul-AFCP-122022-001
Deadline for Applications: Round 1 Concept Note Submissions: **January 9, 2023 [11:59 p.m. EST]**
Round 2: See Section E
CFDA Number: 19.025 – Ambassadors Fund for Cultural Preservation
Total Estimated Global Program Funding: \$6 Million (Based on funds available globally)

CONTACT INFORMATION

A. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or international 1-606-545-5035.

B. For assistance with the requirements of this solicitation, contact KabulPDSProposals@state.gov (*preferred method of communication*).

Due to the volume of applications and inquiries, the Public Diplomacy Section (PDS) does not accept requests for meetings or phone calls prior to submission of a Concept Note in response to this announcement. For the purpose of this announcement, all application materials must be submitted electronically to KabulPDSProposals@state.gov.

It is the responsibility of the applicant to ensure that the electronic version of the Concept Note has been received in its entirety prior to the stated deadline, **January 9, 2023 [11:59pm EST]**. Hard copies of the applicant's submission will not be accepted. Incomplete submissions will be considered ineligible. Applicants are urged to begin the application process well before the submission deadline. No exceptions will be made for applicant's that have not completed the necessary steps.

A. Funding Opportunity Description Summary

The Public Diplomacy Section (PDS) of the U.S. Mission to Afghanistan announces an open competition for organizations to submit a Concept Note (Round 1) for funding through the U.S. Ambassadors Fund for Cultural Preservation (AFCP) to implement individual projects to preserve cultural heritage. Should an applicant's Concept Note submission be selected for further consideration, the applicant will be invited to submit a full application package (Round 2). Issuance of this funding opportunity does not constitute an award commitment on the part of the U.S. government. **Full implementation of the AFCP program is subject to the availability of funds.** To apply, please follow all instructions as outlined in this announcement.

Background:

The Department of State established the AFCP at the request of Congress in Conference Report 106-1005 accompanying H.R. 4942 (October 26, 2000). The Senate report on this bill noted that the preservation of cultural heritage “offers an opportunity to show a different American face to other countries, one that is non-commercial, non-political, and non-military.”

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).

B. FEDERAL AWARD INFORMATION

Length of Performance Period:	12 to 60 months
Total Number of Global Awards Anticipated:	30-40 awards per year globally (dependent on amounts)
Total Estimated Program Funding Globally:	\$6,000,000 (estimated)
Award Ceiling:	\$500,000
Award Floor:	\$10,000
Type of Funding:	Diplomatic Programs Public Diplomacy Funds
Anticipated Project Start Date:	Varies by project

This notice is subject to availability of funds and an approved congressional spend plan.

Funding Instrument Types: Grant, Cooperative Agreement (as appropriate)

Project Performance Period: Proposed projects should be completed in 60 months or less. The Department of State will entertain applications for continuation of grants funded under these

awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the project, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

Eligible Applicants:

The following entities are eligible to apply:

- Foreign Institution of Higher Education
- Foreign-based non-profit organizations/nongovernment organizations (NGO)
- Foreign Public Entity, where permitted
- U.S. Non-Profit Organization (501(c)(3))
- U.S. Institution of Higher Education

Eligible implementers may also include, museums, ministries of culture, or similar institutions and organizations. 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.

The AFCP further defines eligible applicants as reputable and accountable entities that are able to demonstrate that they have the requisite capacity and permission to manage projects to preserve cultural heritage in the specified country.

Other Eligibility Details:

1. Organizations may sub-contract with other entities, but only one non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the responsibilities of each entity must be clearly defined in the proposal.
2. In order to be eligible to receive an award, all organizations must have a unique entity identifier (UEI) assigned by [SAM.gov](https://sam.gov), as well as a valid registration on [SAM.gov](https://sam.gov).
3. Cost sharing or matching is encouraged, but not required for this funding opportunity.
4. Pre-award costs are generally not an allowable expense for this funding opportunity, but may be considered on a case-by-case basis.

Funding Restrictions:

This announcement does not support the following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:

- 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;
- Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.);
- Preservation of hominid or human remains;

- Preservation of news media (newspapers, newsreels, radio and TV programs, etc.);
- Preservation of published materials available elsewhere (books, periodicals, etc.);
- Development of curricula or educational materials for classroom use;
- Archaeological excavations or exploratory surveys for research purposes;
- Historical research, except in cases where the research is justifiable and integral to the success of the proposed project;
- Acquisition or creation of new exhibits, objects, or collections for new or existing museums;
- Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example);
- Commissions of new works of art or architecture for commemorative or economic development purposes;
- Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances;
- Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist;
- Relocation of cultural sites from one physical location to another;
- Removal of cultural objects or elements of cultural sites from the country for any reason;
- Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation, documentation, or public diplomacy effort;
- Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies;
- 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);
- Costs of fund-raising campaigns;
- Contingency, unforeseen, or miscellaneous costs or fees;
- Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the Grants Officer;
- 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;
- Individual projects costing less than US \$10,000 or more than \$500,000;
- Independent U.S. and foreign projects overseas that do not have a local partner or a preexisting
 - formal agreement with the national cultural authority in the specified country to
 - conduct cultural heritage preservation activities.

D. CONCEPT NOTE SUBMISSION INFORMATION: FIRST ROUND

Please follow all instructions below carefully. Concept Notes that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Application Deadline: All Concept Note submission must be received by **January 9, 2023, 11:59 p.m. EST** as determined by the time-stamp when received by KabulPDSProposals@state.gov. This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above, their application will be considered ineligible and will not be considered for funding.

The Public Diplomacy Section, U.S. Mission to Afghanistan bears no responsibility for Concept Notes not received before the due date or for data errors resulting from transmission.

Each **Concept Note** must include:

- a) Executive summary, Project approach, including working title, anticipated project length (in months), location/site, and project cost estimate (amount requested from AFCP; in U.S. dollars);
- b) Project implementer information and capacity, including name and SAM registration status;
- c) Project purpose that summarizes the objectives, proposed activities, and desired results;
- 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.).
- e) Provide an approximate funding amount along with a short budget proposal.
- f) Risk Mitigation strategy detailing project compliance with Office of Foreign Assets Control (OFAC) General Licenses, ensuring that funds will not be provided to any sanctioned individuals or entities.

Mandatory application forms must be included with each Concept Note submission:

- g) **SF-424 Application for Federal Assistance – Organizations** available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>
- h) **SF424A Budget Information for Non-Construction Programs** available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.
- i) **SF424 B Assurances for Non-Construction programs** available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

Please ensure:

1. All documents are in English.
2. All budgets are in U.S. dollars.
3. All pages are numbered.
4. All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.
5. All materials are submitted in one of the following formats: .xls, .xlsx, .doc, .docx, .pdf, or .jpeg. Other file types will likely not be reviewed.
6. All applicant authorized signatures are provided where indicated on the various required forms.
7. **Concept Notes, including the short budget proposal, cannot exceed six pages.**

Application Submission Process: Submit all application materials for this announcement directly to the following email address: kabulpdsproposals@state.gov . Submissions must be received by **January 9, 2023, 11:59pm EST**. Applicants **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.

E. TECHNICAL REQUIREMENTS FOR APPLICATION SUBMISSION: SECOND ROUND

ONLY shortlisted applicants will be notified directly by PDS if their Concept Note proposal will be considered for the second round, at which time detailed technical requirements for second-round application submissions will be issued along with an updated submission deadline.

F. REVIEW AND SELECTION PROCESS

1. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal.

2. Review. All submissions are screened for technical eligibility. **If a submission is missing any required forms/documents listed, it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review the proposal based upon the criteria noted in this announcement.

3. Follow up notification. Only those Concept Note submissions shortlisted will be invited to submit a full application for further consideration

G. APPLICATION EVALUATION CRITERIA

Round 1 – Concept Notes will be evaluated based per the below:

After this announcement closes, applications are reviewed for eligibility. Those applications found to be ineligible will be removed from the selection process. Applications found to be eligible will be forwarded to a review committee for consideration. Review committee at the U.S. Mission to Afghanistan, AFCP program, and bureau levels within the State Department will evaluate all eligible applications and recommend projects for funding. The top applicant(s) will go through additional vetting, risk assessments, and negotiations with a designated PDS representative. Successful applications from Round 1 will be contacted directly by the Public Diplomacy Section (PDS) Afghanistan to submit a full application package for consideration for Round 2.

I. OTHER INFORMATION

Guidelines for Budget Proposal Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that

are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.

J. 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 Bureau of Educational and Cultural Affairs and the Public Diplomacy Section, U.S. Mission to Afghanistan reserves the right to waive program formalities and to reduce, revise, or increase application budgets and award amounts in accordance with the needs of the AFCP program and the availability of FY 2023 funds.