



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

2020 Small Grants Competition Application Guide

1. Summary: The Cultural Heritage Center (“the Center”) in the Bureau of Educational and Cultural Affairs (ECA) is accepting project applications for the 2020 Small Grants Competition of the U.S. Ambassadors Fund for Cultural Preservation (AFCP). The deadline for submitting applications to the Center is December 31, 2019. ECA urges U.S. embassies to consult with the Center, PD Desk Officers, and Cultural Coordinators in regional bureaus on project ideas and their alignment with U.S. foreign policy objectives early in the process. Full implementation of the AFCP 2020 program is pending the availability of FY 2020 funds and an approved congressional spend plan.

2. AFCP Program Objectives: The Department of State established the AFCP in 2000 at the request of Congress (Conference Report 106-1005 accompanying H.R. 4942). At the time, the Senate 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 projects recommended for funding advance U.S. foreign policy goals and show American respect for cultural heritage. Cultural preservation is effective public diplomacy that resonates deeply with opinion leaders and local communities, even in countries where ties may be otherwise limited. AFCP projects strengthen civil society, encourage good governance, and promote political and economic stability around the world.

3. Competition Format: The AFCP 2020 Small Grants Competition is an internal competition among embassies for funding, not an open competition. Prior to submitting applications, an embassy should conduct its own in-country open competition via the embassy website or [Grants.gov](https://www.grants.gov) to solicit applications. If an open competition does not take place at the Post level, then the applications recommended for funding by posts under this internal competition will require Grants Officer approval of an Open Competition Exemption form available at <https://usdos.sharepoint.com/sites/A-OPE/FA/SitePages/Waivers.aspx>.

4. Award Information:

- a) Funding Instrument Type: Grant
- b) Program Authorization: Mutual Educational and Cultural Exchange Act of 1961, as amended, Pub. L. No. 87-256, § 102(b)(5)
- c) CFDA Number: 19.025
- d) Floor on Amount of Individual Awards: US \$10,000 per project
- e) Ceiling on Amount of Individual Awards: US \$200,000 per project
- f) Anticipated Number of Awards: 25-35

In FY 2019, awards made through this program ranged from US \$25,000 to US \$200,000.

5. Eligible Countries: The AFCP 2020 Small Grants Competition is open to U.S. ambassadors serving in countries whose eligibility is based on the country's rank in the 2018 UN Human Development Index. In the event there is no ambassador present, the chargé d'affaires may apply. Constituent posts should consult their embassy public affairs section.

The eligible countries for the AFCP in FY 2020 are:

Afghanistan, Albania, Algeria, Angola, Antigua & Barbuda, Armenia, Azerbaijan, Bahamas, Bangladesh, Barbados, Belarus, Belize, Benin, Bhutan, Bolivia, Bosnia & Herzegovina, Botswana, Brazil, Bulgaria, Burkina Faso, Burma, Burundi, Cabo Verde, Cambodia, Cameroon, Central African Republic, Chad, Colombia, Comoros, Congo (Democratic Republic of the), Congo (Republic of), Costa Rica, Cote d'Ivoire, Cuba, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Kosovo, Kuwait, Kyrgyz Republic, Laos, Lebanon, Lesotho, Liberia, Libya, Macedonia, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Mexico, Micronesia, Moldova, Mongolia, Montenegro, Morocco, Mozambique, Namibia, Nauru, Nepal, Nicaragua, Niger, Nigeria, Oman, Pakistan, Palau, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Romania, Russia, Rwanda, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & the Grenadines, Samoa, Sao Tome & Principe, Senegal, Serbia, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Africa, South Sudan, Sri Lanka, Sudan, Suriname, Syria, Tajikistan, Tanzania, Thailand, Timor-Leste, Togo, Tonga, Trinidad & Tobago, Tunisia, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam, Yemen, Zambia, and Zimbabwe. Note: Embassy Antananarivo may apply for Comoros; Bridgetown for Antigua & Barbuda, Dominica, Grenada, Saint Kitts & Nevis, Saint Lucia, and Saint Vincent & the Grenadines; Colombo for Maldives; Dakar for Guinea-Bissau; Libreville for Sao Tome & Principe; New Delhi for Bhutan; Port Louis for Seychelles; Port Moresby for Solomon Islands and Vanuatu; Suva for Kiribati, Nauru, Tonga, and Tuvalu.

6. Eligible Project Applicants: The Center defines eligible project applicants as reputable and accountable non-commercial entities that are registered and active in [SAM.gov](https://sam.gov) and able to demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage. This may include non-governmental organizations, museums, ministries of culture, or similar institutions and organizations, including U.S.-based organizations subject to Section 501(c)(3) of the tax code. Embassies must vet applicants for eligibility, suitability, and reputable performance in cultural preservation or similar activities and ensure that the applicants are able to receive U.S. federal assistance. Past AFCP award recipients may submit applications for continuation funds under this opportunity. 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 AFCP awards. Preference will be given to posts that place their AFCP project in the context of a greater PD programming arc promoting a specific foreign policy goal, and show they continue to monitor and utilize previous AFCP project sites.

7. Funding Areas: The AFCP 2020 Small Grants Competition supports the preservation of cultural sites, cultural objects and collections, and forms of traditional cultural expression. Appropriate project activities may include:

- a) In the case of cultural sites: conservation of an ancient or 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 needs assessments and treatment, inventory of a collection for conservation 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, indigenous languages and dance forms for broad dissemination as the means of teaching and further preserving them, or support for training in the preservation of traditional applied arts or crafts in danger of extinction.

8. Funding Priorities: Applications for projects that do one or more of the following will receive additional consideration in FY 2020:

- a) Support U.S. treaty or bilateral agreement obligations
- b) Support U.S. Embassy Integrated Country Strategies
- c) Support disaster risk reduction for cultural heritage in disaster-prone areas
- d) Support post-disaster cultural heritage recovery
- e) Preserve World Heritage sites
- f) Partner, connect with or feed into other ECA programs

9. 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. ECA encourages embassies considering preservation projects with a religious connection to contact the AFCP Program Director (see paragraph 16 below).

10. Ineligible Activities and Unallowable Costs: AFCP does not support the following activities or costs, and the Center will deem applications involving 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 (e.g., physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils)
- c) Preservation of hominid or human remains
- d) Preservation of news media (e.g., newspapers, newsreels, radio and TV programs)

- e) Preservation of published materials available elsewhere (e.g., books, periodicals)
- 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 or documentation 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
- w) Travel or study outside the host country for professional development
- x) Individual projects costing less than US \$10,000 or more than \$200,000
- y) Independent U.S. projects overseas

11. Maximizing Impact: In prior funding cycles, a number of posts have increased the public diplomacy impact of their AFCP projects by implementing them in concert with other ECA sponsored programs. ECA strongly encourages this best practice and suggests adding a Program Packaging Plan in your application. For example:

- a) U.S. Embassy Tripoli enrolled ten staff from an AFCP project in ECA's English language programs. Their improved language skills made it possible for the staff to learn advanced technical skills that made the AFCP project more sustainable.
- b) U.S. Embassy Kathmandu celebrated the completion of five AFCP-funded projects with an intensive media campaign that included a series of workshops for Nepali architects, conservationists, and archaeologists delivered by experts recruited through ECA's Speakers Program.

- c) U.S. Embassy La Paz marked the completion of one—and launched a second—AFCP-supported conservation project at a major 18th-century landmark with a citywide celebration that included a visit by a U.S. gospel choir organized through ECA's Arts Envoy Program. The event, which drew national press coverage, was organized with the assistance of participants in ECA's English Access Micro-scholarship Program and the International Exchange Alumni Program.
- d) U.S. Embassy Phnom Penh built on the success of an AFCP project at the Tuol Sleng Genocide Museum with a visit to the U.S. for six key staff members organized through ECA's International Visitor Leadership Program.
- e) U.S. Embassy Lima promoted Fulbright and EducationUSA by co-hosting a dinner with the Ministry of Culture to highlight 100 years of archaeological research cooperation between Peru and the United States. In 2018, four U.S. scholars in archaeology and anthropology received Fulbright grants to do research in Peru. The dinner took place on the margins of the National Archaeological Congress and celebrated the 25th anniversary of Stanford University's archaeological project at Chavín de Huántar, a World Heritage site and an AFCP 2010 project site.
- f) U.S. Embassy Colonia and ECA's Collaboratory awarded a grant to the College of Micronesia (COM) for a student-centered oral history and documentation project at the ancient site of Nan Madol, a World Heritage site and an AFCP 2018 project site. COM students are producing videos for eventual use in the Nan Madol visitor center and dissemination to audiences in the United States and the Pacific islands.

Posts should request continuing recognition of U.S. support (e.g. signage, acknowledgement in pamphlets or websites) and utilize AFCP sites for PD activities, including VIP visits.

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

13. Application and Submission Information: U.S. embassies in eligible countries shall submit completed project applications electronically on behalf of applicants through the AFCP application website (<http://www.afcp.us>). The Center cannot accept applications submitted via cable, fax, e-mail, or pouch. Embassies may submit more than one project application. The Center considers each application on its own merit.

14. Application Closing Date: Tuesday, December 31, 2019, 11:59 p.m. Eastern time.

15. Application Review Process: The Center will first screen all applications for technical eligibility. It will then rate applications before sending them first to public diplomacy offices in regional bureaus for ranking. The Center will then convene a review panel to recommend applications for funding. The Center will screen applications for technical eligibility based on the objectives, priorities, requirements, ineligible activities, and unallowable costs contained in

this funding opportunity. The Center may deem applications ineligible if they do not fully adhere to the criteria stated herein. The Center will rate all technically eligible applications using the following point-based system:

- a) Purpose, Description, and Importance: 25 points max
- b) Urgency: 15 points max
- c) Maintenance Plan: 10 points max
- d) Rationale for U.S. Support: 15 points max
- e) Embassy Media Plan: 10 points max
- f) Budget and Budget Narrative: 15 points max
- g) Supporting Materials: 10 points max
- h) Innovative packaging with other ECA programs (optional): additional 10 points max

As it rates the applications, the Center may flag and suggest to Post and other offices in ECA potential opportunities for collaboration between the proposed AFCP project and other ECA programs.

16. Agency Contact: Please direct inquiries to Martin Perschler, Ph.D., AFCP Program Director, Cultural Heritage Center, at (202) 632-6308 or PerschlerMJ@state.gov. The Center has expertise in the preservation of cultural heritage and is available for technical guidance. ECA urges posts to consult with the Center and regional PD Desk Officers and Cultural Coordinators early in the process.

17. 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.

18. DUNS Number and SAM Registration: Applicants must have a Dun & Bradstreet Universal Numbering System (DUNS) number, a NATO Commercial and Government Entity (NCAGE) code, and be registered in the System for Award Management (SAM) prior to submitting full applications. It is mandatory for applicants to have a DUNS and SAM.gov registration 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 DUNS/NCAGE/SAM.gov process can take weeks/months, especially for non-U.S. applicants. 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>. Non-U.S. based applicants may request a NCAGE code at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. SAM is the official, free on-line registration database for the U.S. government. SAM.gov replaced the Central Contractor Registration (CCR), the Online Representations and Certifications Application (ORCA), and the Excluded Parties List System (EPLS) in July 2012. SAM.gov collects, validates, stores, and disseminates data in support of federal agency acquisition and grant award missions. Registration in SAM is free: <http://sam.gov>.

19. Embassy Staff Registration: All embassy staff involved in submitting applications must register online at <http://www.afcp.us>. Staff will receive more detailed instructions via e-mail

after they have registered with the site. [Note: Returning users may request a password reminder message on the site.] Use of this site is strictly limited to U.S. Department of State employees. The Center will not process any non-Department registration requests.

20. Application Requirements: Once the embassy has selected potential applicants and projects, preferably through an open competition process, it must assemble and submit the application items below. All submitted documents must be in English. Project applications must include or address the following (Note: The list includes items required by 2 CFR 200 and State Department federal assistance regulations):

From the Implementer:

- a) Full and complete 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)
- b) Project basics, including title, project dates, and AFCP focus area
- c) Project applicant information, including contact information, DUNS Number, and SAM registration status, as applicable
- d) Project location
- e) Proof of official permission to undertake the project from the office, agency, or organization that either owns or is otherwise responsible for the preservation of the site, object, or collection
- f) Project purpose that summarizes the project objectives and desired results
- g) Project activities description and timeframe that present the project tasks in chronological order and list the major milestones with target dates for achieving them (Note: Applicants may propose project periods of up to 60 months [five years])
- h) Resumes or CVs of the proposed project director and other primary project participants
- i) Statement of importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the site, collection, or form of traditional expression
- j) Statement of urgency indicating the severity of the situation and explaining why the project must take place now
- k) Implementer Public Awareness Plan describing how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, and social media platforms
- l) Maintenance Plan outlining the steps or measures that will be taken to maintain and sustain 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
- m) Detailed project budget, demarcated in one-year budget periods (2020, 2021, 2022, etc.), that lists all costs in approved cost categories and identifies funds from other sources
- n) Budget narrative explaining any large budget line items, detailing how costs were estimated (e.g., quantity x unit cost, annual salary x percentage of time spent on project), and justifying any proposed international travel costs (Note: Applicants may include narrative within the budget sheet)

- o) Supporting documents including, at a minimum and required, five (5) high quality digital images (JPEGs preferred) 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 (e.g., collapsing walls, water damage, worn fabric, broken handle), any historic structure reports, conservation needs assessments, and other planning documents compiled in preparation for the proposed project

From the Embassy:

- p) Rationale for U.S. support explaining: 1) why the project is in the interest of the U.S. government; and 2) how it relates to Integrated Country Strategy (ICS) goals or other U.S. foreign policy objectives
- q) Risk Assessment and Monitoring Plan evaluating the risks posed by applicant or project and describing how the embassy intends to monitor project progress and awardee performance
- r) Embassy Media Plan describing how the Embassy intends to highlight and amplify AFCP-supported activities. ECA welcomes innovative ideas on how embassies plan to use mobile and online technologies strategically to amplify U.S. support for cultural heritage preservation locally and to share compelling project-related content with both targeted and broad audiences. ECA strongly encourages Public Affairs Offices to include one or more virtual components, in coordination with the applicant's Public Awareness Plan, to complement the proposed project. Doing so can extend engagement beyond the project's duration, increase its long-term value, and expand the audience for such work.
- s) Program Packaging Plan (optional); see section 11 on Maximizing Impact.
- t) Embassy Front Office (FO) clearance

21. Award Announcement: ECA will announce the results of the AFCP 2020 Small Grants Competition via cable once the Department's FY 2020 funding levels are known and a congressional spend plan is approved. It will send a second cable describing the process for executing AFCP awards. Note: These cables are not authorization to begin performance.

22. Award Administration Information: ECA will submit a comprehensive funding recommendation to the Department's Bureau of Budget and Planning (BP) and request that BP make funds available to the embassies through the Department's regional bureaus for the recommended AFCP projects. Only a warranted Grants Officer can negotiate and sign AFCP awards. If the proposed project budget exceeds the Post Grants Officer's warrant level, A/OPE/AQM/IP can provide a Grants Officer. A/OPE/AQM/IP charges the embassy a fee of 1.25 percent of the total award amount for this service. Embassies should include the 1.25 percent fee in its Statement of Assurance if it chooses to use A/OPE/AQM/IP's services. Contact SnearlyJP@state.gov for A/OPE/AQM/IP assistance. Embassies must obligate the AFCP project funds by the end of FY 2020, September 30, 2020.

23. Administrative and National Policy Requirements: Notices of Award for AFCP projects incorporate terms and conditions subject to OMB Uniform Guidance (2 CFR 200): Cost Principles, Audit, and Administrative Requirements for Federal Awards (2 CFR Chapter I, Chapter II, Part 200, et al.). All applicants should familiarize themselves with these

requirements. Other requirements and guidance will appear as program-specific provisions or be incorporated by reference in the Notice of Award.

24. Period of Performance: The period of performance begins upon the Grants Officer's signature and the awardee's countersignature on a Notice of Award. A Notice of Award notifies an award recipient that an award has been made and that funds are available for use during the specified award period. Failure to produce a complete Notice of Award package may result in the nullification of the award.

25. Performance and Deliverables: AFCP 2020 award recipients must submit performance progress reports, federal financial status reports, and final reports on time as specified in the Notice of Award. The Center will also ask embassies to respond once per year to an online success story survey on the impact of AFCP projects on their diplomatic efforts. The Center may compile this information into reports to Congress and other documents. The survey will ask the following questions:

- a) What is the most important or significant contribution that this AFCP project made to your embassy's diplomatic efforts (public or private)?
- b) What were the most significant activities that occurred during the project that contributed to the diplomatic impact you identified?
- c) What impact has this AFCP project had on the public, key stakeholders, or other targets of your diplomatic efforts?
- d) What were the reactions of the public or key groups in response to the project? What did they learn about the United States that they may not have known before?
- e) What follow-up activities are you planning?

The Center will also ask embassies to include supporting data, quotes, or anecdotes, as appropriate.