

**CULTURAL ANTIQUITIES TASK FORCE  
U.S. DEPARTMENT OF STATE  
BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS  
Notice of Funding Opportunity**

**Funding Opportunity Title:** FY23 Cultural Property Agreement Implementation Grants

**Funding Opportunity Number:** CPAIG-FY2023-GP

**Deadline for Applications:** Varies by U.S. embassy or consulate

**CFDA Number:** 19.036

**Opportunity Category:** Discretionary

**Total Amount Available:** \$600,000 (estimated)

**Funding Instrument Type:** Cooperative Agreement, Grant

**Category of Funding Activity:** Other

**Category Explanation:** Cultural Heritage Protection

**Expected Number of Awards:** 7-8

## **A. PROGRAM DESCRIPTION**

The Cultural Heritage Center in the Bureau of Educational and Cultural Affairs (ECA) at the U.S. Department of State announces an open competition for FY 2023 Cultural Property Agreement Implementation Grants. Organizations may submit applications to participating U.S. embassies for funding through the Cultural Antiquities Task Force (CATF) to carry out an individual project to protect cultural property from looting, theft, and trafficking. Please carefully follow all instructions below.

**Eligible Projects:** This competition is organized through U.S. embassies in the 30 countries with which the United States has a signed bilateral cultural property agreement or where emergency import restrictions on archaeological and ethnological material are in effect under the Convention on Cultural Property Implementation Act (19 U.S.C. 2601 *et seq*), namely: Afghanistan, Albania, Algeria, Belize, Bolivia, Bulgaria, Cambodia, Chile, China, Colombia, Costa Rica, Cyprus, Ecuador, Egypt, El Salvador, Greece, Guatemala, Honduras, Iraq, Italy, Jordan, Libya, Mali, Mexico, Morocco, Nigeria, Peru, Syria, Turkey, and Yemen.

**Program Objectives:** Projects must contribute to the implementation of provisions in the emergency determinations or the cultural property agreements between the United States and the foreign government. Texts of the agreements are available on the Cultural Heritage Website: <https://eca.state.gov/cultural-heritage-center/cultural-property/current-agreements-and-import-restrictions>. In all cases, projects should address clear needs in the country or region, and support U.S. foreign policy objectives.

## **B. FEDERAL AWARD INFORMATION**

Length of performance period: 12 to 36 months

Number of awards anticipated: 4-8 awards (dependent on amounts)

Award amounts: There are no minimum or maximum budget requirements however, projects typically cost \$80,000 – \$150,000

Total available funding: \$600,000

Type of Funding: Diplomatic Programs Public Diplomacy Funds

Anticipated program start date: Varies by project

**This notice is subject to availability of funding.**

**Funding Instrument Type:** Grant, Cooperative agreement (as appropriate)

**Program Performance Period:** Proposed projects should be completed in 36 months or less. The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

## **C. ELIGIBILITY INFORMATION**

**The following organizations are eligible to apply:**

- Foreign Institutions of Higher Education
- Foreign Organizations
- Foreign Public Entities
- U.S. Nonprofit Organizations 501(c)(3)
- U.S. Institutions of Higher Education

**Cost Sharing or Matching:** 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.

**Other Eligibility Requirements:** The CATF further defines eligible applicants as reputable and accountable entities able to demonstrate that they have the requisite capacity and permission to manage projects to protect cultural heritage in the specified country.

To be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

## **D. APPLICATION AND SUBMISSION INFORMATION**

**Address to Request Application Package:** The mandatory application forms listed below are available at Grants.gov. Interested applicants must contact the Public Affairs Section at the appropriate U.S. embassy or consulate for specific application and submission information, including application deadlines. See Section A for a full list of eligible countries.

**Content and Form of Application Submission:** Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

**Content of Application:**

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars

**The following documents are required:**

1. Mandatory application forms

- SF-424 (*Application for Federal Assistance – organizations*) at Grants.gov
- SF424A (*Budget Information for Non-Construction programs*) at Grants.gov
- SF424B (*Assurances for Non-Construction programs*) at Grants.gov

2. Summary Page: Cover sheet stating the applicant's name and organization, Unique Entity Identifier (UEI) in the System for Award Management (SAM.gov), proposal date, program title, program period proposed start and end date, amount of funds requested, and brief purpose of the program.

3. Proposal: The full application should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- Project applicant information, including contact information
- Project location (project must be located within one of the eligible countries listed in Section A)
- Project purpose and need that summarizes the project objectives and desired results, including any intended contributions to broader host country or community aims or objectives
- Rationale that clearly articulates how the project responds to the cultural property agreement or emergency import restrictions
- Project activities description and timeframe that present the project tasks in chronological order and list the major milestones with target dates for achieving them; the description should make it clear how the project activities and outputs will lead to project objectives and desired results, including any broader host country or community aims or objectives. For example, if a broader goal is economic development, how will the activities and outputs directly contribute towards achieving that goal?
- Project management plan outlining how supervision, communication, and quality assurance will be managed, specifically stating timelines and methods for project and data reporting to the CATF during and after the project

- Maintenance plan outlining the steps or measures that will be taken to maintain the site, object, or collection in good condition after the CATF-supported project is complete; or, in the case of training or public education/outreach campaign, measures taken to ensure the documentation, knowledge, or skills gained from the project will continue to benefit communities in the future
- Implementer public awareness plan describing how the applicant intends to highlight and amplify CATF-supported activities through print, electronic, social media platforms, or other means
- Performance Monitoring Plan (PMP) that lists the goals, objectives, and indicators the applicant intends to use to measure the relevant program outputs and outcomes during the period of performance ECA requires the applicant include the following MODE Framework indicators in their PMP: E1.1.04, E1.1.17, E2.2.01, E3.0.02, E4.0.01, E4.1.01, E7.1.04, E7.1.06, and E8.0.03. In addition to the ECA-required objectives and indicators, applicants may also select additional MODE Framework indicators (see the MODE Indicator Book: <https://app.box.com/s/7ms6e5f66kji0h8sgao8uno13drvsg1z>), or design custom objectives and indicators that are specific to the proposed program and this proposal. More resources and guidance documents on the MODE Framework are available online at: <https://eca.state.gov/impact/eca-monitoring-evaluation-learning-and-innovation-meli-unit/mode-framework-eca-applicants-and->
- Performance monitoring and evaluation (M&E) narrative that outlines how the applicant intends to measure the indicators outlined in the PMP. This will be separate from the PMP and should include but not be limited to available resources, the mechanism(s) through which surveys and other data collection tools (if applicable) will be administered, and a brief explanation of data analysis and reporting procedures
- 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) and indicates funds from other sources

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:

- CVs or résumés of key personnel proposed for the project
- Maps, high quality digital images (JPEGs), security plans and studies, or other planning documents compiled in preparation for the proposed project (*optional*)
- PDF of your most recent NICRA if your organization has a NICRA and includes NICRA charges in the budget
- 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, object, or collection

**Required Registrations:** Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3

CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA%20GE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

**Submission Dates and Times:** Applicants must contact the Public Affairs Section at the appropriate U.S. embassy or consulate for country specific application submission dates and times since they may vary per country. See Section A for a full list of eligible countries.

**Funding Restrictions:** Successful projects must adhere to international standards for the protection of cultural heritage around specific themes, including fostering cooperation, building best practices, and engaging communities, through the following types of activities:

A. TRAINING: Build capacity of foreign law enforcement and cultural property managers to protect sites and objects. Examples include country-specific or regional workshops on investigation and interdiction techniques, effective record keeping, the role of the judiciary, increased communication between ministries of culture and law enforcement authorities, and training for cultural heritage stewards.

**B. INVENTORIES:** Support the creation and/or maintenance of centralized, digital, and secure inventories of cultural objects and/or sites to better support resource allocation, aid in recovery in cases of theft, and promote public appreciation for cultural heritage preservation and protection.

**C. SITE SECURITY AND PROTECTION:** Support practical and sustainable measures to more effectively secure archaeological sites (on land or underwater), museums, libraries, archives, and other collecting institutions against looting, thefts, and vandalism. Examples include development of site security plans, installation of security systems, and training for guards and/or site stewards.

**D. PUBLIC EDUCATION AND OUTREACH FOR CRIME PREVENTION:** Support strategies to prevent looting and trafficking through heightened public awareness and outreach. Examples include educational materials, community engagement and media programs, storytelling, distance learning courses, 3D models, virtual experiences like games and AR/VR.

**E. SUPPORTING SUSTAINABLE LIVELIHOODS:** Support the protection of cultural heritage by advancing partner nation government, civil society, or private sector efforts to promote sustainable economic development and alternative sources of livelihood to looting and trafficking. Projects should couple support from this grant with other funding sources that foster entrepreneurship, build employability skills, or support economic development. Examples include site stewardship programs and programs that build skills such as marketing, English language, and storytelling training for tour guides, docents, or merchants whose livelihoods are tied to heritage tourism.

Special consideration will be given to proposals that include a multi-country/regional scope, involve international training centers, connect cultural heritage themes to other ECA programming, and/or encourage linkages between government agencies (inter-ministerial initiatives) and between governments and the private sector.

**Other Submission Requirements:** All application materials must be in English and submitted by email to the appropriate U.S. embassy or consulate. Contact the Public Affairs Section at the appropriate U.S. embassy or consulate for country specific submission instructions.

## **E. APPLICATION REVIEW INFORMATION**

**Criteria:** Each application will be evaluated on its technical eligibility, responsiveness to the CATF program objectives, advancement of U.S. public diplomacy, and the quality of the application contents (Proposal, Attachments, etc., as stated above).

**Review and Selection Process:** Reviews will be conducted as needed by the embassy, regional bureau, CHC and CATF to evaluate all eligible applications and recommend projects for funding.

**Federal Awardee Performance & Integrity Information System (FAPIIS):** For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

**Federal Award Notices:** The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

**Payment Method:** Unless indicated otherwise in the Notice of Award, recipients shall request payment by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer. Unless otherwise stipulated, recipients may request payments on a reimbursement or advance basis. Payments shall be made in a minimum of three (3) separate installments following approval by the Grants Officer, who may negotiate the exact number,

amounts, and scheduling of the installments with the award recipient or set the number and amounts at his or her discretion.

**Administrative and National Policy Requirements:** Before submitting an application, applicants should review all the terms and conditions and required certifications that will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>. Note the U.S. Flag branding and marking requirements in the Standard Terms and Conditions.

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

## **G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact the Public Affairs Section at the U.S. embassy or consulate in the country where the project, if funded, would take place.

## **H. OTHER INFORMATION**

### **Guidelines for Budget 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 required for the program, that 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, 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 nonprofit 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.