U.S. DEPARTMENT OF STATE
U.S. MISSION NIGERIA PUBLIC AFFAIRS SECTION (PAS)
AMBASSADORS FUND FOR CULTURAL PRESERVATION(AFCP) 2022

Funding Opportunity Title: U.S. Mission to Nigeria: Ambassadors Fund for Cultural Preservation
CFDA Number: 19.025 – Ambassadors Fund for Cultural Preservation
Funding Opportunity Number: AFABJ-22-01
Deadline for Applications: December 5, 2021
Total Amount Available: $10,000-$500,000
Contact: Public Affairs, U.S. Embassy Abuja
Email: PASAbujaGrants@State.gov

This Notice of Funding Opportunity is subject to availability of funds.

A. Funding Opportunity Description

The U.S Mission to Nigeria is accepting proposals from eligible organizations seeking project funding through the Ambassadors Fund for Cultural Preservation (AFCP) for fiscal year 2022. The deadline for the submission of proposals is **December 5, 2021 at 11:59pm.**

AFCP Program Objectives:
The Ambassadors Fund for Cultural Preservation (AFCP) Grants Program was established in 2001 at the request of the Congress, reflected in the Conference Report on the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act of 2001 (P. L. 106-553). AFCP was launched to preserve cultural heritage and to demonstrate U.S. respect for other cultures. The aim is to preserve of major ancient archaeological sites, historic buildings and monuments, and major museum collections that have an historical or cultural significance to the cultural heritage of Nigeria.

Appropriate project activities may include:

a) Anastylosis (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).

Competition Format: Both AFCP small and large grants are now combined to a single program and projects will be selected in two rounds. During Round 1, embassies will submit concept notes for both small and large projects that focus on the public diplomacy objectives that may be accomplished through the proposed project. Applicants invited to participate in Round 2 will flesh out the technical aspects of the proposed project and submit a full application. Awards will range from $10,000 to $500,000.

B. Federal Award Information

Funding Instrument Type: Grant
Length of performance period: up to sixty (60) months
Awards Amounts: Awards may range from a minimum of $10,000 to maximum of $500,000
Type of Funding: Mutual Educational and Cultural Exchange Act of 1961, as amended, Pub. L. No. 87-256, § 102(b)(5)
Anticipated program start date: Depending on availability of funds

Project Performance Period: Proposed projects should be completed in 60 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 project, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. Eligibility Information:

Eligible Project Implementers: The U.S Mission to Nigeria defines eligible project applicants as reputable and accountable non-commercial entities that are able to demonstrate they have the requisite capacity to manage projects to preserve cultural heritage. These may include non-governmental organizations, 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.

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: Potential implementers must have a unique entity identifier, such as a DUNS number, and be registered and active in SAM.gov to receive U.S. federal assistance. The registration process can take several weeks to complete so it is important to avoid any delay.
Note: DUNS Number assignment is free for organizations required to register with the federal government for grants.

D. Application Submission and Deadline

Address to Request Application Package: Application forms required below are available at the U.S. embassy website https://ng.usembassy.gov.

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:
Applicants must ensure:

- The application clearly addresses the goals and objectives of this funding opportunity;
- All budgets are in U.S. dollars; and
- Please e-mail one (1) copy of the electronic form to **PASAbujaGrants@State.gov.**

1. Mandatory application forms

- **SF-424** ***(Application for Federal Assistance – organizations)***
- **SF-424A** ***(Budget Information for Non-Construction programs)***
- **SF-424B** ***(Assurances for Non-Construction programs)*** **-** the SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications.
- **SF-LLL** ***(Disclosure of Lobbying Activities)***
- **Application form**

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

3. Proposal: The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant intends to do. Applicants may use the proposal format below:

A. Project Basics:

1. Project applicant title:
2. Project length (in months):
3. If part of an inscribed World Heritage Site, the name of the World Heritage Site:
4. Ownership status of the object or site (Public or Private):
5. Project cost estimate in U.S. Dollars:

B. Project Applicant Information:

1. Organization name:
2. Organization type (see Appendix):
3. Name, title, and contact info of project coordinator:
4. Website:
5. Applicant DUNS number:
6. SAM.gov registration status:

C. Project Purpose that summarises the project objectives and desired results, including any intended contributions to broader host country or community aims or objectives:

D. Proposed Activities that explain all project activities in a logical 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]):

E. Desired results that explain how the activities will contribute towards achieving desired results:

F. Statement of Importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression.

G. Statement of Urgency indicating the severity of the situation and explaining why the project must take place now.

H. Statement of Sustainability 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 either resulting or gained from the project.

I. Media Plan: Implementer public awareness plan describing how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, and social media platforms.

J. Detailed project budget, demarcated in one-year budget periods (2021, 2022, 2023, 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. After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail.

K. Attachments: attach a minimum of 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.). CVs or résumés of key personnel who are proposed for the project. 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.
PDF of your most recent NICRA if your organization has a NICRA and includes NICRA charges in the budget.

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
- https://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 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%20NCAGE.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
E-mail 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:
Applications are due no later than **December 5, 2021, 11:59pm.**

Funding Restrictions:
AFCP does not support the following:

- 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;
- 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 (newspaper, newsreels, etc.);
- Preservation of published materials available elsewhere (books, periodicals, etc.);
- Development of curricula or educational materials for classroom use;
- Archaeological excavations or surveys for research purposes;
- Historical research, except in cases where historical research is justifiable and integral to the success of the proposed project;
- Acquisition or creation of new collections for new or existing museums;
- Construction of new buildings;
- 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 re-creation of cultural objects or sites that no longer exist;
- Relocation of cultural sites from one physical location or 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 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 and may not be used to create an endowment or revolving fund or otherwise spent over many years;
- Costs of fund-raising campaigns for preservation;
- 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;
- Contingency, unforeseen, or miscellaneous fees;

- Costs of work performed prior to announcement of the award;
- International travel, except in cases where travel for outside specialists is justifiable and integral to the success of the proposed project;
- Individual projects costing less than US $10,000;
- Awards to individuals or commercial entities;
- Strong encouragement is given to local non-U.S. government source cost-sharing (including in-kind) from sources such as governments, international organizations, and the private sector.

E. APPLICATION REVIEW INFORMATION

Criteria: The Public Affairs Office sections of the U.S Mission to Nigeria will review and evaluates proposals at least once per year.

Project proposals are evaluated based on the theme of the project, the formulation of clear goals and target groups, project sustainability, and the ability of the applying organization to carry out the project aims.

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Program Planning/Ability to Achieve Objectives: Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

Monitoring and evaluation plan: Applicant demonstrates it can measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal.

Sustainability: Program activities will continue to have positive impact after the end of the program.

Review and Selection Process: The U.S. Embassy in Nigeria will evaluate all eligible applications. You may be invited for an interview or simply asked to submit additional information.

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 8 performance (see §200.88 Simplified Acquisition Threshold), this section must also inform

applicants:

1. 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);

2. 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;

3. 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 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 *Call for Proposal* 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.

Reporting

Reporting Requirements: Recipients will be required to submit financial reports and progress 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: **PASAbujaGrants@State.gov**

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 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.