U.S. DEPARTMENT OF STATE
U.S. MISSION NIGERIA PUBLIC AFFAIRS SECTION (PAS)
AMBASSADORS FUND FOR CULTURAL PRESERVATION (AFCP) 2023

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-23-01
Deadline for Applications: January 6, 2023
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 announces an open competition for eligible organizations seeking project funding through the Ambassadors Fund for Cultural Preservation (AFCP) for fiscal year 2023 to submit applications. The deadline for the submission of proposals is **January 6, 2023 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, eligible organizations 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: The project's period of performance commences with the Grants Officer's signature and the awardee's countersignature on a Notice of Award. The grant officer issues a Notice of Award that notifies an award recipient that an award has been made and that funds are available for use during the specified award period specified on the Notice of Award and the award provision.

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. To receive U.S. federal assistance, eligible applicants must be registered and be active in the U.S. government's System for Award Management (SAM).

Cost Sharing or Matching: There is no minimum or maximum percentage of cost participation required for this competition. When an eligible 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.

D. Application Submission and Deadline

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

Content and Form of Application Submission: Applications are submitted in two rounds. 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.

Round 1 concept note requirements: 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:
3. Name, title, and contact info of project coordinator:
4. Website:
5. SAM.gov registration status:

C. Project Purpose that summarizes the project objectives and desired results, including any intended contributions to broader host country or community aims or objectives (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. 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. Rationale for AFCP Support, explaining why it's in the interests of the U.S. government to fund the project, specifically:

1. how the project relates to specific Integrated Country Strategy (ICS) goals, existing bilateral agreements, or other U.S. foreign policy objectives (1,000 characters maximum).
2. the projected public diplomacy benefits and impacts of the project (1,000 characters maximum).

I. 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.

J. Resumes or CVs of the proposed project director and key project participants

K. 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.

L. Supporting Documents: 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.

M. 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.

N. 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.). 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:
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. http://fedgov.dnb.com/webformRegistration in SAM is free: https://sam.gov/.

Submission Dates and Times:
Applications are due no later than **January 6, 2023, 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 application.
- 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.
- 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. projects overseas

E. APPLICATION REVIEW INFORMATION

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

Project proposals are evaluated based on the theme of the project, the formulation of clear goals and target groups, project sustainability, funding areas and priorities, and the ability of the applying organization to carry out the project aims. Selected applications will be forwarded

the Cultural Heritage Center ("the Center") in the Bureau of Educational and Cultural Affairs (ECA) who make the final decision.

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

Clarity and Completeness of Scope of Work: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Importance: Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

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

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

Budget and Budget Narrative: lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs.

Supporting Materials: (resumes, assessments, reports, images, etc.

Innovative integration: collaboration, or coordination with other ECA and public diplomacy programs.

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 their 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 Department's Bureau of Budget and Planning (BP) would make funds available to the embassies through the Department's regional bureaus for the recommended AFCP projects. The grant award will be written, signed, awarded, and administered by authorized 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.

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.

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.