



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

2020 Large Grants Program 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 Large Grants Program of the U.S. Ambassadors Fund for Cultural Preservation (AFCP) from U. S. Embassies across the world. The U.S. Embassy in Gaborone, Botswana welcomes AFCP proposals from local organizations that promote and protect cultural heritage. Proposed projects must demonstrate that their goal is to strengthen civil society, encourage good governance, and/or promote political and economic stability. The competition is open in Botswana until December 9, 2019. For abstracts that advance to Round 2, the submission deadline for full project applications is February 21, 2020. The Embassy will share the deadlines for Round 2 with the selected proposals. 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.” AFCP projects strengthen civil society, encourage good governance, and promote political and economic stability around the world.
3. **Competition Format:** This opportunity consists of two application rounds: Round 1 (Project Abstract) and Round 2 (Full Application). During Round 1, embassies shall submit project abstracts developed in conjunction with eligible applicants. If, after the technical review, rating, and ranking of abstracts, ECA invites an applicant to advance to Round 2, the embassy shall submit a full project application on the applicant’s behalf. For, this first local competition, the Embassy requires a full proposal.
4. **Award Information:**
 - A. Funding Instrument Type: Grant, Cooperative Agreement (as appropriate)
 - B. Length of Performance Period: 12 to 60 months
 - C. Number of Awards Anticipated Worldwide: 7 awards (dependent on amounts)
 - D. Award Amounts: Awards may range from \$200,000 to \$800,000
 - E. Anticipated Project Start Date: September 2020

This notice is subject to availability of FY 2020 funding and an approved congressional spend plan.

5. **Eligible Countries:** The AFCP 2020 Large 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. Botswana is an eligible country for this competition.

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. Applicants will be vetted by the Embassy Review Panel 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 projects that align with the Embassy goals.
7. **Funding Areas:** The AFCP Large Grants Program supports the preservation of major ancient archaeological sites, historic buildings and monuments, and major museum collections that are accessible to the public and protected by law in the host country. Appropriate project activities may include:
 - a. Preventive conservation (addressing conditions that damage or threaten the site)
 - b. Stabilization (reducing the physical disturbance [e.g., settling, collapse] of a site)
 - c. Conservation (addressing damage or deterioration to a collection or sites)
 - d. Consolidation (connecting or reconnecting elements of a site)
 - e. Anastylis (reassembling a site from its original parts)
 - f. Restoration (replacing missing elements to recreate the original appearance of a site, usually appropriate only with fine arts, decorative arts, and historic buildings)
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 Strategy (ICS) goals
 - 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.
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 (books, periodicals, etc.)
- 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 \$200,000 or more than \$800,000
- y) Independent U.S. projects overseas

11. 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.

12. Application and Submission Information: The application process for the AFCP Large Grants Program consists of two rounds: Round 1 (project abstract) and Round 2 (full application). The Embassy shall submit completed Round 1 abstract electronically on behalf of applicants through the AFCP application website. Embassies may submit more than one abstract. The Center considers each abstract on its own merit. If invited to submit full

applications to Round 2, the AFCP Program Office will include detailed instructions on how to do so in the Round 2 invitations. For the Embassy's Round 1, applicants of Large Grants are required to submit a full proposal per the format provide at section #17 of these guidelines.

13. **Application Deadlines and Submission:** Round 1: Monday, December 9, 2019 by 09:00 GMT+2. Round 2 applications: The Center's deadline is Friday, February 21, 2020, 11:59 p.m. Eastern time. The Embassy will advise of the local deadline if submitted abstracts have been selected by the Center for Round 2.

All submissions must be received electronically. Hard copy applications will not be accepted. Please email completed proposals to GaboronePASAllStaff@state.gov.

14. **Application Review Process:** The Center will conduct a review process throughout the spring of 2020. It will review and select Round 1 project abstracts and full project applications (Round 2) in consultation with the regional bureaus and taking into consideration the program objectives, funding areas and priorities, ineligible activities and unallowable costs, and other application requirements. The Center may deem abstracts and applications ineligible if the project abstracts or the full project applications do not fully adhere to AFCP 2020 Large Grants Program objectives, requirements, and other criteria stated herein.

- a) **Project Abstract Screening (Round 1):** The Center will screen all project abstracts for technical eligibility based on the objectives, priorities, requirements, ineligible activities, and unallowable costs contained in this funding opportunity. It will forward the technically eligible abstracts to the relevant regional bureaus for comment. The Center may forward project abstracts for advisory peer review to other federal agency personnel with relevant experience. On or around January 10, 2020, the Center will notify embassies of the Round 1 results and invite a subset to submit full applications.
- b) **Full Application Review and Selection (Round 2):** The Center will convene a technical advisory panel of subject matter experts from elsewhere within the U.S. government to review the applications and provide comment. It will also forward the applications to the relevant regional bureaus for comment. 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. ECA may consult with the Senate Committee on Appropriations prior to making the funding recommendation.

15. **Embassy Contact:** Please direct inquiries to the Public Affairs Office at +267 373-2415 or e-mail GaboronePASAllStaff@state.gov.

16. **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.

17. **Application Information:** 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 I for a full list of links to U.S. embassy and consulate contact information.

Note: The application process for the AFCP Large Grants Program consists of two review and

selection rounds. The Bureau of Educational and Cultural Affairs will review and select a subset of Round 1 applications for Round 2 and may request additional information from applicants prior to advancing an application to the second round.

Content and Form of Application Submission:

Please follow all instructions below carefully. Applications 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 documents are in English, and
- All budgets are in U.S. dollars

The following documents are required:

A. 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

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

C. Proposal: The proposal should contain sufficient information so that anyone not familiar with the subject of the proposed project would understand exactly what the applicant intends 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
- Special designations (national monument, World Heritage Site, etc.)
- Law(s) protecting the site or collection (citations only)
- Project purpose that summarizes the project objectives and desired results
- 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])
- Statement of importance highlighting the historic, architectural, artistic, or cultural (nonreligious) values of the site, collection, or form of traditional expression
- Statement of urgency indicating the severity of the situation and explaining why the project must take place now
- Maintenance plan 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 gained from the project
- Implementer public awareness plan describing how the applicant intends to

highlight and amplify AFCP-supported activities through print, electronic, and social media platforms

- Detailed project budget, demarcated in one-year budget periods (2020, 2021, 2022, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual,

D. **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.

E. **Attachments:**

- CVs or resumes of key personnel who are proposed for the project
- Supporting documents including, at a minimum and required, five (5) high quality digital images (JPEGs) 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 (collapsing walls, water damage, worn fabric, broken handle, etc.), any historic structure reports, restoration plans and studies, conservation needs assessments and recommendations, architectural and engineering records, and other planning documents compiled in preparation for the proposed 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.

F. **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 must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- 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%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

Email NCAGE@dliis.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.

18. **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.
19. **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.
20. **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.