

Ambassadors Fund for Cultural Preservation: CALL FOR PROPOSALS FOR 2019

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY Conakry
Notice of Funding Opportunity
This notice is subject to availability of funding.**

Funding Opportunity Title: U.S. Embassy Conakry, Annual Program Statement

Funding Opportunity Number: DOS-CONAK-FY18-02

Deadline for Applications: For proposals to be considered for funding in 2019 the deadline is December 10, 2018

CFDA Number: 19.025

Maximum for the Award: \$200,000

A. PROGRAM DESCRIPTION

The U.S. Embassy in Conakry is pleased to announce a call for proposals for the 2019 Ambassadors Fund for Cultural Preservation (AFCP) grants program. The Ambassadors Fund was established by the U.S. Congress in 2001 to help countries preserve their cultural heritage and to demonstrate U.S. respect for different cultures around the world. The deadline for submitting proposals in English to the U.S. Embassy in Conakry is December 10, 2018. Recipients will be notified of the results in summer of 2019.

The Ambassadors Fund for Cultural Preservation is the only cultural preservation program of the U.S. government that provides direct small grants support to heritage preservation in other countries. Through the Ambassadors Fund for Cultural Preservation, the U.S. Department of State helps eligible countries around the world preserve cultural heritage such as the restoration of historic buildings, assessment and conservation of museum collections, archaeological site preservation, documentation of vanishing traditional craft techniques, improved storage conditions for archives and manuscripts, and documentation of indigenous languages.

The Ambassadors Fund supports projects to preserve cultural heritage in the following categories:

1. 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

2. Cultural objects and collections: conservation treatment for an object or collection of objects from a museum, site, or similar institution—that include, but are not limited to, archaeological and ethnographic objects, paintings, sculpture, manuscripts, and general museum conservation needs; needs assessment of a collection with respect to its condition and strategies for improving its state of conservation; inventory of a collection for conservation and protection purposes; the

creation of safe environments for storage or display of collections; or specialized training in the care and preservation of collections

3. 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

B. Additional Program Information:

The Ambassadors Fund for Cultural Preservation 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 (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 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 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 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 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 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 grant 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;
- International travel, except in cases where travel is justifiable and integral to the success of the proposed project;
- Travel or study for professional development;
- Individual projects costing less than \$10,000;
- Independent U.S. projects overseas.

C. APPLICATION AND SUBMISSION INFORMATION

Application Package: There is no specific format for the application. We recommend developing the proposal to include all the points highlighted under the **Proposal** section.

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. **Please ensure that:**

- The proposal clearly addresses the goals and objectives of this funding opportunity.
- **All proposals must be submitted in English.**
- Applicants must complete and submit a detailed budget with all grant requests.
- All pages must be numbered.

The following documents are **required**:

1. Summary Cover sheet: Cover sheet must state the applicant's name and organization, proposal date, project title, project period proposed start and end date, and brief purpose of the project as well as a **statement of importance** highlighting the historic, architectural, artistic, or cultural (non-religious) values of the site, collection, or form of traditional expression.

2. Proposal: The proposal should contain sufficient information so that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, or the template we have here, if you are using your own format it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Introduction to the Organization applying:** A description of past and present operations demonstrating ability to carry out the project, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed
- **Project Goals and Objectives:** The "goals" describe what the project is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities:** Describe the project activities and how they will help achieve the objectives stated above.

- **Project Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **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 gained from the project.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the project. What proportion of their time will be used in support of this project? Resumes or CVs of the proposed project director and other primary project participants
- **Proposed Project Schedule:** Project time frame or schedule that lists the major project phases and milestones with target dates for achieving them; projects must begin before September 30, 2019, and be completed no later than September 30, 2022, or before this date).
- **Detailed project budget:** demarcated in one-year budget periods (2019, 2020), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs); indicates funds from other sources; and gives a justification for any anticipated international travel costs.
- **Budget narrative:** explaining how the costs were estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and any large budget line items.
- **At least five digital images (JPEGs)** or audiovisual files that convey the nature and condition of the site, object, or form of expression.

3. Attachments:

- 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) forms can be found here: <http://www.whitehouse.gov/omb/grants/forms.html>.
- Provide any other documentation to support the proposal, such as the CV or resume of key personnel, letters of support from project partners or community leaders, and official permission letters, if required for project activities.

4. Other Registrations: All organizations that submit proposals for funding must obtain these registrations. All are free of charge, the proposals will not be reviewed without these registrations (**Exceptions are proposals under \$25,000**):

- Unique Identifier Number from Dun & Bradstreet (DUNS number can be done on <http://fedgov.dnb.com/webform>)
- NCAGE/CAGE code
- www.SAM.gov registration

D. APPLICATION REVIEW INFORMATION

Applications will be first reviewed for technical eligibility. If approved, the application will be evaluated by the embassy committee and rated based on the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

Organizational capacity and record on previous grants: The organization has expertise in its stated field and the Embassy is confident of its ability to undertake the project. This includes a financial management system and an existing bank account.

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

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

Budget: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan: Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The project includes output and outcome indicators, and shows how and when those will be measured.

Sustainability: Project activities will continue to have a positive impact after the end of the project.

The final decision will be based on the application, site visit, and any other information available about your organization.

E. FEDERAL AWARD ADMINISTRATION INFORMATION

1. 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 will be provided to the recipient for review and signature by email or in person. The recipient may only start incurring project 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.

2. Payment Method

Payments will be made in at least two installments as an advance or reimbursement, as needed to carry out the project activities. Organizations whose applications will not be funded will also be notified via email.

3. 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.

F. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact Embassy Conakry at: *ConakrySSH@state.gov*.

Note: We do not provide any pre-consultation for application-related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

G. DISCLAIMER

This award is made contingent upon the availability of funds. If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.

Ineligible Project Applicants: AFCP does not award grants to individuals, commercial entities, or past award recipients that have not fulfilled the objectives or reporting requirements of previous USG awards.