

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY LUSAKA, PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity**

Funding Opportunity Title: U.S. Ambassadors Fund for Cultural Preservation
Funding Instrument Type: Grant
Deadline for Applications: December 14, 2021
CFDA Number: 19.025
Floor on Amount of Individual Awards: US \$10,000 per project
Ceiling on Amount of Individual Awards: US \$500,000 per project

Program Description:

The U.S. Embassy in Lusaka and the Cultural Heritage Center (“the Center”) of the U.S. State Department’s Bureau of Educational and Cultural Affairs are pleased to announce the 2022 call for proposals for the Ambassadors Fund for Cultural Preservation (AFCP) Grants Competition.

The Center is implementing several changes to the program during this cycle. This includes combining the small and large grant programs into a single program. Pending availability of funds, awards will range from \$10,000 to \$500,000. To ease the administrative burden on embassies and potential grantees, the Center is dividing the application process into two rounds and reducing the amount of information required up front.

Competition Format:

The deadline for submitting a concept note and supporting budget for Round 1 to the Embassy is **December 10, 2021**. Completed concept notes for Round 1 must be submitted electronically to LusakaPASGrants@state.gov with **2022 AFCP Competition – Project Name** in the subject line.

Shortlisted applications will be invited to participate in Round 2 of the competition and will be required to submit a full application by **April 4, 2022**.

What is the U.S. Ambassadors Fund for Cultural Preservation?

The U.S. Ambassadors Fund for Cultural Preservation (AFCP) supports the preservation of cultural sites, cultural objects, and forms of traditional cultural expression in more than 100 developing countries around the world. AFCP-supported projects include the restoration of ancient and historic buildings, assessment and conservation of rare manuscripts and museum collections, preservation and protection of important archaeological sites, and the documentation of vanishing traditional craft techniques and indigenous languages.

Project Categories

AFCP supports preservation projects in the following three categories:

1. **Cultural Objects and Collections** from a museum, site or similar institution:
This includes archaeological and ethnographic objects, paintings, sculpture, manuscripts, photographic and film collections and general museum conservation activities.
Proposals in this category may involve, for example:
 - Conservation treatment for an object or collection of objects;
 - Needs assessment of a collection with respect to its condition and strategies for improving its conservation purposes;

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

2. **Cultural Sites:**

This includes (but is not limited to) historical buildings and sites, sacred places, monuments, and archaeological sites.

Proposals in this category may involve for example:

- Restoration of an historic building;
- An archaeological survey as a component of a preservation plan;
- Preservation management planning for a site;
- Documentation of sites in a region for preservation purposes;

3. **Forms of Traditional Cultural Expression:**

This includes the 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.

Proposals in this category may involve for example:

- Documenting and audiovisual recording of traditional music and dance forms as part of a traditional expression and making the information and recordings available;
- Support for training in the preservation of traditional arts or crafts that are threatened by extinction.

Project Size:

AFCP supports small, medium and large-scale projects.

Exclusions:

AFCP **does not** support the following:

- Preservation or purchase of privately or commercially owned cultural objects, collections or real property;
- Conservation of natural heritage (physical, biological and geological formations, paleontological collections, habitats of threatened species of animals and plants fossils etc);
- Preservation of news media (newspaper, newsreels etc);
- 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;
- Construction of new buildings
- Commissions of new works of arts or performances for commemorative or economic development purposes;
- Acquisition or creation of new collections for new or existing museums;
- Creation of replicas or re-creation of cultural objects or sites that no longer exist;
- Relocation of cultural objects or collections, unless part of a larger, clearly defined conservation effort;
- Remove of cultural objects or elements of cultural sites from the county for any reason;

- Cash reserves, endowments or revolving funds – funds must be expected 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;
- Costs for administrative time or materials not directly related to performing project work;
- Costs of work performed prior to announcement of the award;
- Contingency or miscellaneous fees;
- Administrative staff or administrative fees greater than 5% of the overall project costs;
- International travel, except in cases where travel for outside specialists is justifiable and integral to the success of the proposed project (international travel will be considered on a case-by-case basis).
- Awards to individuals

Proposal Requirements

Round 1: Concept Note Requirements (Deadline: December 14, 2021):

- a. Project basics, including working title, anticipated project length (in months), location/site, and project cost estimate (amount requested from AFCP; in U.S. dollars);
- b. Project implementer information, including name and SAM registration status;
- c. Project purpose that summarizes the objectives, proposed activities, and desired results
- d. Rationale for AFCP support, explaining;
 - i. Why it is in the interests of the U.S. government to fund the project;
 - ii. How the project relates to Integrated Country Strategy (ICS) goals, existing bilateral agreements, or other U.S. foreign policy objectives; https://www.state.gov/wp-content/uploads/2019/01/ICS-Zambia_UNCLASS_508.pdf
 - iii. The projected public diplomacy benefits and impacts of the project;
 - iv. Whether it contributes to broader host country or community aims or objectives;
 - v. 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.).

Round 2: Full Application Requirements (Deadline: April 4, 2022):

- a. Project dates;
- b. 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]);
- c. Theory of change that describes how the project activities and outputs will help achieve 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?);
- d. Statement of importance highlighting the historical, architectural, artistic, or cultural (non-religious) values of the cultural heritage;
- e. 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 or collection;
- f. Implementer public awareness plan describing how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, and social media platforms;

- g. 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;
- h. Résumés or CVs of the proposed project director and key project participants;
- i. 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); indicates funds from other sources; and gives a justification for any anticipated international travel costs;
- j. 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;
- k. 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);
- l. 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. As requested or appropriate additional high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site or museum collection and show the urgency or need for the proposed project (collapsing walls, extensive water damage, etc.).

Who Can Apply:

Project proposals will be accepted from among the following:

- Non-governmental organizations
- Museums
- Government Ministries of Culture or similar institutions

DUNS Number and SAM Registration: Applicants must have a Dun & Bradstreet Universal Numbering System (DUNS) number, a NATO Commercial and Government Entity (NCAGE) code, and be registered in the System for Award Management (SAM) prior to submitting full applications. It is mandatory for applicants to have a DUNS and SAM.gov registration unless they meet one of the exemptions specified in the Federal Assistance Directive (<http://a.m.state.sbu/sites/OPE/FA/SitePages/Policy.aspx>).

The DUNS/NCAGE/SAM.gov process can take weeks/months, especially for non-U.S. applicants. Applicants may acquire DUNS numbers at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or by requesting a number online at <http://fedgov.dnb.com/webform>. Non-U.S. based applicants may request a NCAGE code at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. SAM is the official, free on-line registration database for the U.S. government. SAM.gov replaced the Central Contractor Registration (CCR), the Online Representations and Certifications Application (ORCA), and the Excluded Parties List System (EPLS) in July 2012. SAM.gov collects, validates, stores, and disseminates data in support of federal agency acquisition and grant award mission. Registration in SAM is free: <http://sam.gov>

Application Screening Criteria:

The U.S. Embassy in Lusaka will conduct a preliminary review of submitted project proposals and vet all prospective recipients for suitability and reputable performance in cultural preservation or similar activities and submit them to the Department of State for further and final review. The Cultural Heritage Center in Washington, DC will screen all applications for technical eligibility based on the objectives,

priorities, requirements, ineligible activities, and unallowable costs contained in this funding opportunity. The Center may deem applications ineligible if they do not fully adhere to the criteria stated herein.

For further details please call the U.S. Embassy, Public Affairs Section:

Tel: 260-211-357-407

Please submit your application via email:

Email: LusakaPASGrants@state.gov

The deadline to submit Concept Notes is **December 10, 2021**.