



Embassy of the United States of America

U.S. Embassy Pretoria – Public Affairs Section Notice of Funding Opportunity – DOS-PTA-AFCPS19 October 12, 2018

1. Program Description

The Public Affairs Section (PAS) of the Embassy of the United States of America in South Africa invites interested non-profit organizations, public international organizations, and private, public, or state institutions of higher education in South Africa and the United States to submit abstracts for Ambassador’s Fund for Cultural Preservation projects in accordance with the specifications outlined below. Please review all information in this announcement prior to submitting applications or questions.

The Department of State established the Ambassador’s Fund for Cultural preservation (AFCP) at the request of the Congress in Conference Report 106-1005 accompanying H.R. 4942 (October 26, 2000). The projects recommended for funding under this program shall advance U.S. foreign policy goals and demonstrate American leadership in the preservation and protection of cultural heritage in support of prosperity and stability around the world.

Additional information regarding AFCP can be found at the following link:

<https://eca.state.gov/cultural-heritage-center/ambassadors-fund-cultural-preservation>

There are no applicant administrative nor service provider fees associated with submitting applications under this announcement.

2. Competition Format

This opportunity consists of two application rounds: Round 1 (Project Abstract) and Round 2 (Full Application). During Round 1, applicants shall submit project abstracts to the U.S. Embassy in Pretoria. If, after the technical review, rating, and ranking of abstracts, the Embassy invites an applicant to advance to Round 2, the applicants will be invited to submit a full project application to the Embassy. Past AFCP award recipients may submit applications for continuation funds under this opportunity.

3. Award Information

A. Funding Instrument Type: Grant

- B. Program Authorization: “Mutual Educational and Cultural Exchange Act of 1961” (P.L. 87-256 Sec 102(b)(5), as amended)
- C. CFDA Number: 19.025
- D. Floor on Amount of Individual Awards: US \$10,000 per project
- E. Ceiling on Amount of Individual Awards: US \$200,000 per project

In FY 2018, awards made through this program ranged from US \$15,000 to US \$200,000.

All proposed activities must take place in South Africa and must support at least one of the following foreign policy goals:

- A. Promote American leadership in cultural preservation
- B. Cultivate increased educational and institutional ties between the U.S. and South Africa
- C. Promote American values, such as tolerance, education, innovation, and respect for cultural diversity

4. Funding Areas

The AFCP Small Grants Competition supports the preservation of cultural sites, cultural objects and collections, and forms of traditional cultural expression. Appropriate project activities may include:

- A. In the case of 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
- B. In the case of 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
- C. In the case of 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

Special Note Regarding 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.

Applications for projects that directly support one or more of the following will receive additional consideration in FY 2019:

- A. U.S. treaty or bilateral agreement obligations, such as cultural property agreements
- B. U.S. Embassy Integrated Country Strategy goals
- C. Disaster risk reduction for cultural heritage in disaster-prone areas
- D. Post-disaster cultural heritage recovery
- E. Preservation of inscribed World Heritage sites

5. Eligible Project Applicants

Eligible project applicants are defined as reputable and accountable non-commercial entities, such as 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, that are registered and active in SAM.gov and able to demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage. The Embassy will vet applicants 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.

6. Ineligible Activities and Unallowable Costs

AFCP does not support the following activities or costs, and the Embassy 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 (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.)
- C. Preservation of hominid or human remains
- D. Preservation of news media (newspapers, newsreels, radio and TV programs, etc.)
- 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. Projects costing less than \$10,000
- Y. Independent U.S. projects overseas

7. Ineligible Project Applicants

AFCP does not award grants to individuals or commercial entities. Past award recipients that have not fulfilled the objectives or reporting requirements of previous AFCP awards are not eligible.

8. Application and Submission Information

The application process for the AFCP Small Grants Program consists of two rounds: Round 1 (project abstract) and Round 2 (full application). The Embassy will consider each abstract on its own merit. If invited to submit full applications to Round 2, the Embassy will include detailed instructions on how to do so in the Round 2 invitations.

Round 1 Project Abstract Requirements (Deadline: November 30, 2018): All submitted documents must be in English. Proposal documents should be submitted electronically (.pdf or .doc formats only) to PretoriaGrants@state.gov. Full proposals, when invited, will only be accepted in the specific format, as indicated in the invitation notice. Materials submitted by cloud sharing service, portable hard drive, disc, or other shared media will not be reviewed.

The Embassy reserves the right to request modifications or adjustments to proposed activities and budget based on Embassy goals and other relevant factors.

Project abstracts must not exceed three pages in overall length, and must be in Times new Roman 12 point font. Abstracts must include the following:

- A. 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) (all forms are available at www.grants.gov)
- B. Project basics, including title, project dates, location, and site
- C. Project applicant information, including contact information, DUNS Number, and SAM registration status
- D. Special designations (national monument, World Heritage Site, etc.)
- E. Law(s) protecting the site or collection (citations only)
- F. Project purpose that summarizes the project objectives and desired results
- G. Statement of importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the site or collection
- H. Rationale for U.S. support explaining how the proposed activities relate to U.S. foreign policy objectives as specified in section 3, above
- I. A minimum of five (5) high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site or collection and show the urgency or need for the proposed project (collapsing walls, water damage, etc.)

(Note: The list above includes items required by 2 CFR 200 and State Department federal assistance regulations)

Applicants will be notified in writing by December 7, 2018 if a full proposal is requested. Full proposals will be due to the Embassy on December 21, 2018. Detailed instructions and formats will be provided. Non-selected applicants will also be notified of their application's status.

9. Abstract and Application Selection Criteria

The Embassy will review and select Round 1 project abstracts and full project applications (Round 2) in consultation with the Department of State in Washington, D.C. and taking into consideration the program objectives, funding areas and priorities, ineligible activities and unallowable costs, and other application requirements. The Embassy may deem applications ineligible if the project abstracts or the full project applications do not fully adhere to AFCP 2019 Small Grants Program objectives, requirements, and other criteria stated herein.

Round 1: The Embassy will screen all project abstracts for technical eligibility based on the objectives, priorities, requirements, ineligible activities, and unallowable costs contained in this funding opportunity. The Embassy will convene a review panel to determine which of the technically eligible abstracts should be advanced to the full applications selection round. **Deadline: November 30, 2018.**

Round 2: Full proposals, as requested by the Embassy, will be reviewed for technical eligibility and consistency with stated objectives. When deemed appropriate, the Embassy will send selected proposals the Department of State in Washington, D.C. for final selection. **Deadline: December 17, 2018.**

The Embassy will rate all technically eligible abstracts and complete applications using the following point-based system:

- A. Purpose and Summary, Description, Time Frame, Importance: 25 points max
- B. Urgency: 15 points max
- C. Sustainability: 10 points max
- D. Rationale for U.S. Support: 15 points max
- E. Media and Outreach Plan: 10 points max
- F. Budget and Budget Narrative: 15 points max
- G. Supporting Materials: 10 points max

10. Award Announcement

The Embassy will announce the results of the AFCP 2019 Small Grants Program once the Department's FY 2019 funding levels are known and a spend plan is approved. Applicants must understand that this may be as late as August 2019.

11. Period of Performance of AFCP 2019 Grants

The period of performance must begin before September 30, 2019 and may be up to five years in duration. No activities pursuant to the proposal can commence prior to official notification and ratification of award documents. Reimbursements for such activities will not be permitted.

12. 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.

13. Performance and Deliverables

Once approved, AFCP 2019 award recipients must submit performance progress, federal financial status reports, and final reports on time as specified in the Notice of Award. Information regarding funded projects will be compiled in a report to the U.S. Congress and in a published annual report available to the public.

14. 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.

15. 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>).

Applicants may acquire DUNS numbers at no cost 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>.

Note: The DUNS/NCAGE/SAM.gov process can take weeks/months, especially for non-U.S. applicants. Embassy offices cannot assist organizations with obtaining a UEI or SAMS registration.

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 Embassy reserves the right to waive program formalities and to reduce, revise, or increase application budgets in accordance with the needs of the program and the availability of funds.

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