



# U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION



CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

## Format for AFCP Applications

Organizations interested in participating in the U.S. Ambassadors Fund for Cultural Preservation (AFCP) Competition may use the following suggested format for organizing the required information and materials in their applications. Items A-O are required for all applications.

### A. Full and complete Application for Federal Assistance (SF-424 set)

1. SF-424 Cover Sheet
2. SF-424A Budget Information for Non-Construction Programs
3. SF-424B Assurances for Non-Construction Programs
4. SF-LLL Disclosure of Lobbying Activities (if applicable)

### B. Project Basics:

1. Title
2. AFCP focus area and category
3. Start and end dates
4. If part of an inscribed World Heritage Site, the name of the World Heritage Site
5. Ownership status of the object or site (Public or Private)
6. If a continuation or expansion of a project previously supported by AFCP, the title of the previous project and the award year

### C. Project Applicant Information:

1. Organization name
2. Organization type
3. Address information
4. Name, title, and contact info of project director
5. Applicant DUNS number
6. SAM.gov registration status

### D. Project Location:

1. Project site
2. City or vicinity
3. Country
4. Brief description of location

### E. Proof of Official Permission to undertake the project and the endorsement and support of the appropriate national authority (PDF of an official letter preferred; if applicant owns the site or object, a letter stating that).



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- F. Project Purpose that briefly explains the project objectives and desired results.
- G. Project Activities Description that explains how the applicant intends to achieve the project objectives and results, presents proposed tasks in a logical order, and describes how those tasks directly contribute towards achieving the project objectives and results.
- H. Project Time Frame or Schedule that identifies the major project phases and milestones, with performance target dates for achieving them (NOTE: Applicants may propose project performance periods of up to 60 months [five years] with five budget periods of one year each; projects must begin before September 30, 2018, and conclude no later than September 30, 2022).
- I. Project Participant Information (estimated):
1. Number of primary (key) project participants (directors, managers, key consultants and experts, etc.; resumes required)
  2. Number of secondary participants (skilled and unskilled laborers, technicians, volunteers, occasional workers and others who are not considered primary project participants)
  3. Number of US participants
  4. Number of Non-US participants
- Note: total of primary and secondary participants should equal total of US and Non-US participants
- J. Statement of Importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression.
- K. Statement of Urgency indicating the severity of the situation and explaining why the project must take place now.
- L. 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.
- M. Detailed Project Budget, demarcated in one-year budget periods (2018, 2019, 2020, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs, Cost Sharing); indicates funds from other sources; and gives a justification for any anticipated international travel costs.
- N. Budget Narrative explaining line by line how the costs were estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and any unique line items in the budget.



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O. Attachments and other supporting documents, such as:

1. **REQUIRED:** Minimum of 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 wall, water damage, worn fabric, broken handle, etc.)
2. **REQUIRED:** Resumes of CVs of the primary (key) project participants (project director, experts, etc.)
3. Historic Structure Reports, completed Conservation Needs Assessments, Engineering Studies, Feasibility Studies, and any other planning documents (summaries or digests acceptable) completed in preparation for the proposed project.