## U.S. DEPARTMENT OF STATE
### Call for Proposals Announcement

### U.S. EMBASSY KINGSTON
AMBASSADORS FUND FOR CULTURAL PRESERVATION (AFCP)

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<th>Announcement Type:</th>
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<td><strong>Funding Opportunity Title:</strong></td>
<td>2020 Ambassadors Fund for Cultural Preservation Large Grants Program</td>
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<td><strong>Opportunity number:</strong></td>
<td>2020AFCPJALARGEGRANTS</td>
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<td><strong>Program Authorization:</strong></td>
<td>“Mutual Educational and Cultural Exchange Act of 1961” (P.L. 87-256 Sec 102(b) (5), as amended)</td>
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<td><strong>CFDA Number:</strong></td>
<td>19.025 U.S. Ambassadors Fund for Cultural Preservation</td>
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<td><strong>Date Opened:</strong></td>
<td>November 4, 2019</td>
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**Project abstract submission date and time deadline (Round one):**
Monday, December 9, 2019 (12noon EST)

**Full proposal submission date and time deadline (Round two):**
Monday, February 3, 2020 (12noon EST)

Upon favorable review of the project abstracts, applicants will be invited to submit full project proposals.

Full implementation of the 2020AFCP program is pending the availability of FY2020 funds and a congressionally approved financial plan.

### Eligibility Category
(Project applicants):
Reliable and accountable non-commercial entities that are registered and active in SAM.gov and can demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage. These may include non-governmental organizations, museums, ministries of culture, or similar institutions. Also, U.S.-based organizations subject to Section 501(c)(3) of the tax code (with partnerships that develop the capacity of similar Jamaican institutions and include plans to transfer programs to sustainable local management) may apply.

Past AFCP award recipients may submit applications for continuation funds under this opportunity. See additional information at Section IV.

Embassy Kingston will vet applicants for eligibility, suitability and reputable performance in cultural preservation or similar activities.

**Award Floor:**
U.S. $200,000.00

**Award Ceiling**
U.S. $800,000.00
I. FUNDING OPPORTUNITY DESCRIPTION

Background Information: The Public Affairs Section of the U.S. Embassy, Kingston administers the AFCP in Jamaica. More information about the Public Affairs Section and its Grants Program is at [https://jm.usembassy.gov/grants/](https://jm.usembassy.gov/grants/).

The U.S. Embassy, Kingston under its “Call for Proposals” is accepting project abstracts and full applications for the U.S. Ambassadors Fund for Cultural Preservation (AFCP) 2020 Large Grants Program. The U.S. Congress created the fund in 2001 and it aims to provide grant awards for the preservation of cultural heritage, which “offers an opportunity to show a different American face to other countries, one that is non-commercial, non-political, and non-military.”

Since the inception of the AFCP, Jamaican institutions have consistently performed exceptionally in this global funding competition. Jamaican institutions have received grant funding on seven (7) occasions, for a total of USD$267,621.00 to preserve cultural heritage:

- 2001: Preservation of the Writings of Marcus Garvey
- 2004: Preventative Conservation of Taino Amulets and Other Ethnographic Objects at the Institute of Jamaica
- 2006: Conservation of the Collections of the National Gallery of Jamaica
- 2008: Restoration of Five Historic Paintings in the National Gallery of Jamaica
- 2014: Preventive Conservation of the Collections of the National Museum of Jamaica
- 2018: Conservation of Archaeological and Ethnographic Collections at the Indian, African, and Caribbean (INAFC) Museum at the Mico University College

II. PURPOSE OF GRANT

The projects recommended for funding under this program shall advance U.S. foreign policy goals and show American respect for cultural heritage. Cultural preservation is effective public diplomacy that resonates deeply with opinion leaders and local communities, even in countries where ties may be otherwise limited. AFCP projects strengthen civil society, encourage good governance, and promote political and economic stability around the world.

In furtherance of this key objective, project abstracts and full grant proposals for projects can range from one to three years and must meet one or more of the following foreign policy areas, funding areas and/or priorities.

**Funding Areas:** The 2020 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 country. Appropriate project activities may include:
A. Preventive conservation (addressing conditions that damage or threaten the site)
B. Stabilization (reducing the physical disturbance [settling, collapse, etc.] of a site)
C. Conservation (addressing damage or deterioration to a collection or sites)
D. Consolidation (connecting or reconnecting elements of a site)
E. Anastylosis (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)

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 based on architectural, artistic, historical, or other cultural (not religious) criteria.

If your organization is considering preservation projects with a religious connection to the Public Affairs Section, U.S. Embassy, Kingston at 876-702-6070 / 6113 or kingstongrants@state.gov with any questions.

Funding Priorities: Applications for projects that directly support one or more of the following will receive additional consideration in FY 2020:

A. U.S. treaty or bilateral agreement obligations, such as cultural property agreements
B. U.S. Embassy Integrated Country Strategy (ICS) goals
   i. Jamaica as a strong and enduring partner in Advancing American values and interests
   ii. Safety and Security for U.S. Citizens and for Jamaica
   iii. Accountable, Transparent and Effective governance in Jamaica
   iv. U.S. Competitive edge in a robust Jamaican economy
C. Disaster risk reduction for cultural heritage in disaster-prone areas
D. Post-disaster cultural heritage recovery
E. Preservation of inscribed World Heritage sites
F. Partner, connect with or feed into other Bureau of Educational and Cultural Affairs (ECA) programs

III. INELIGIBLE ACTIVITIES AND UNALLOWABLE COSTS

The AFCP does not support the following activities or costs, and will deem applications involving any of these activities or costs ineligible:

1. 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;
2. Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.);
3. Preservation of hominid or human remains;
4. Preservation of news media (newspapers, newsreels, radio and TV programs, etc.);
5. Preservation of published materials available elsewhere (books, periodicals, etc.);
6. Development of curricula or educational materials for classroom use;
7. Archaeological excavations or exploratory surveys for research purposes;
8. Historical research, except in cases where the research is justifiable and integral to the success of the proposed project;
9. Acquisition or creation of new exhibits, objects, or collections for new or existing museums;
10. Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example);
11. Commissions of new works of art or architecture for commemorative or economic development purposes;
12. Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances;
13. Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist;
14. Relocation of cultural sites from one physical location to another;
15. Removal of cultural objects or elements of cultural sites from the country for any reason;
16. Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation or documentation effort;
17. Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies;
18. 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);
19. Costs of fund-raising campaigns;
20. Contingency, unforeseen, or miscellaneous costs or fees;
21. Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the grants officer;
22. International travel, except in cases where travel is justifiable and integral to the success of the proposed project;
23. Travel or study outside the host country for professional development;
24. Individual projects costing less than $200,000;

IV. ELIGIBILITY INFORMATION

The U.S. Embassy, Kingston Public Affairs Section will accept proposals from those who qualify to receive support from the U.S. government and AFCP grants in accordance with AFCP program policies.

In addition, to those that can develop and implement their proposed programs in Jamaica. The U.S. Embassy, Kingston and the Department of State define eligible applicants 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. These entities must have a DUNS number and SAM registration prior to submission and be able to demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage.
Individuals and commercial entities are not eligible to receive grant awards. Neither, past award recipients who have not fulfilled the objectives or reporting requirements of previous AFCP awards will be able to receive funding.

V. AWARD INFORMATION

1. Funding Type and Amount: Grant
   - Minimum (“Floor”) Award Amount: $200,000.00
   - Maximum (“Ceiling”) Award Amount: $800,000.00

Eligible organizations interested in applying are encouraged to read this request for application thoroughly to understand the type of project sought and the application submission requirements and evaluation process.

The Public Affairs Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated Grants Officer.

All projects must begin before or by September 30, 2020. This does not mean that the activity for funding is completed before September 30, 2020, but that preparation for the activity must begin before that date.

The period of performance for project activities begins upon the Grants Officer’s signature and the grantee’s countersignature of a Department Standard Notice of Award. A complete Notice of Award consists of:

A. DS-1909 Award Cover Sheet;
B. Award Provisions;
C. Department of State Standard Terms and Conditions.

The three combined constitute the legal document issued to notify an award recipient that an award has been made and funds are available for use during the specified award period. Failure to produce a complete DOS Notice of Award may result in the nullification of the award.

VI. APPLICATION GUIDELINES

Submission

How to Apply:
See “Grants” - https://jm.usembassy.gov/grants/ on the U.S. Embassy, Kingston website for complete details on requirements, and note the following highlights:

Registration required: Applicants must have a Dun & Bradstreet Universal Numbering System (DUNS) number - http://fedgov.dnb.com/webform, a NATO Commercial and Government Entity (NCAGE) code - https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx, and be registered in the System for Award Management (SAM) - https://www.sam.gov prior to submitting prior abstracts.

Note well that applicants may acquire DUNs number, NCAGE code and SAM registration at no cost.
Submission of project abstracts and full proposals:

Email abstracts (Round one) and full proposals (Round two) to kingstongrants@state.gov. The subject line of your email should be as follows: ‘Organization name of Applicant – 2020 Ambassadors Fund for Cultural Preservation - Project Abstracts for Large Grants Program’

Applications are to be in English only, and final grant agreements will be in English.

Requirements and Documents

Round One: Project abstracts must include or address the following items:

1. 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 (SFLLL_1_2_P-V1.2.pdf);
2. Project basics: Title, project dates, location and site
3. Applicant information: contact details, DUNS number and SAM registration status
4. Special Designations (national monument, World Heritage sites, etc…)
5. Law/s Protecting the Site or Collection (citations only)
6. Project purpose that summarizes the project objectives and desired results
7. Statement of importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the site or collection
8. Statement of urgency indicating the severity of the situation and explaining why the project must take place now
9. At a minimum and required, 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.)

Round Two: Full proposals must include or address the following items:

NB: Upon favorable review of the project abstracts by the Cultural Heritage Center, applicants will be invited to submit full project proposals.

1. If applicable,
   - Revised project abstract, if needed
   - Revised SF-424 – Application for Federal Assistance, if needed
2. Proof of official permission to undertake the project and the full endorsement and support of the national cultural authority in the host country.
3. 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]).
4. Resumes or CVs of the proposed project director and key project participants.
5. Detailed Project Budget, demarcating 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, Other Direct Costs, Indirect Costs, Cost Sharing); indicating funds from other sources and giving a justification for any anticipated international travel costs.
6. Budget narrative giving explanation on how costs are estimated (e.g. quantity x unit cost, annual salary x percentage of time spent on project) and any large budget line items
7. Implementer Public Awareness Plan describing how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, and social media platforms.

8. 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.

9. 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.

10. As requested by the AFCP Program Office or as 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 (e.g., collapsing walls, extensive water damage).

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. Details of the cost share is later included in an approved agreement.

Note, 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.

Completeness of Proposal: Project abstracts and full proposals should include all the information requested in the application guidelines.

Note carefully that, project abstracts and full proposals
- will not be considered until all information is received in electronic form.
- must be completed in English and budget numbers provided in U.S. dollars. Questions should be addressed to kingstongrants@state.gov.

Technical Format Requirements (for full proposals): All pages must be numbered, including budgets and attachments. All documents formatted to 8.5 x 11 paper and all Microsoft Word documents double-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins. Full proposals kept to a maximum of 10 pages.

VII. REVIEW AND SELECTION PROCESS

Criteria. Project abstracts (Round one) and Full proposals (Round two) will be reviewed based on program objectives, funding areas and priorities, ineligible activities and unallowable costs, and other application requirements. In consultation with the State Department’s Bureau of Educational and Cultural Affairs (ECA), project abstracts or the full project applications may deemed ineligible if it does not fully adhere to AFCP 2019 Large Grants Program objectives, requirements, and other criteria stated herein.

Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal. The U.S. Embassy, Kingston reviews Jamaican proposals for eligibility and makes an
official recommendation for funding to the State Department’s Bureau of Educational and Cultural Affairs, ECA. ECA administers the Ambassador's Fund and carries out the selection process in consultation with the Offices of Budget and Planning and the Legal Adviser. The Assistant Secretary recommends funds authorized for selected proposals for ECA.

**Follow up notification.** Organizations whose applications were approved or funded will be notified.

**VIII. AWARD ADMINISTRATION**

**Award Notices:** The Grants Officer writes, signs, awards and administers the grant award agreement. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants. In some instances, a Grants Officer Representative will be the grantee’s primary point of contact. The assistance award agreement is the authorizing document given to the recipient.

**Anticipated Time to Award:** Once ECA makes the announcement U.S. Embassy will notify the applicants.

**Upon Receipt of a Grant:** Please note that according to the U.S. government’s grants policy, grant recipients do not receive advance payments in excess of their “immediate cash needs.” In general, to ensure that grantees submit final reports up to 10% of the grant total is withheld as a final payment.

Recipients are required to submit a final **certified Federal Financial Report (SF-425) and a Narrative Report (SF-PPR) within 90 calendar days** of the end of the period of performance delineated in the award. Some grants may also require quarterly reports. Grantees will know of their reporting responsibilities upon the awarding of the grant. Failure to comply with the reporting requirements may jeopardize eligibility for future awards or will result in suspension of any future payments under this award until this deficiency is corrected. Some of the required forms include:

- Instructions for the Federal Financial Report
- Request for Advance or Reimbursement SF-270

All recipients must be aware of the Standard Terms & Conditions that apply to overseas grantees and comply with all applicable terms and conditions during the project period. You can access the Standard Terms and Conditions at this link: [http://goo.gl/tdQFMy](http://goo.gl/tdQFMy).

**Thank you for your interest in the U.S. Embassy Kingston Ambassadors Fund for Cultural Preservation**