U.S. DEPARTMENT OF STATE
Call for Proposals Announcement

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

Announcement Type: Grant
Funding Opportunity Title: 2020 U.S. Ambassadors Fund for Cultural Preservation (AFCP) Small Grants Competition
Funding Opportunity Number: 2020AFCPJ_A_SMALLGRANTS
Program Authorization: “Mutual Educational and Cultural Exchange Act of 1961” (P.L. 87-256 Sec 102(b) (5), as amended)
CFDA Number: 19.025 U.S. Ambassadors Fund for Cultural Preservation
Date Opened: November 4, 2019
Proposal submission date and time deadline (annual competition): Monday, December 9, 2019 (12noon EST)

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. $10,000.00
Award Ceiling U.S. $200,000.00
Announcement Type: New Announcement
Federal Agency Contact: Grants Officer, Public Affairs Section – U.S. Embassy, Kingston
Email: kingstongrants@state.gov
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/.

The U.S. Embassy, Kingston under its “Call for Proposals” is accepting full applications for the U.S. Ambassadors Fund for Cultural Preservation (AFCP) 2022 Small Grants Competition. 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 eight (8) 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
• 2009: Conservation of the Enos Nuttall Manuscripts Collection of the National Library 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 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. Cultural Sites:
   i. conservation of an ancient or historic building,
   ii. preservation of an archaeological site, or
   iii. documentation of cultural sites in a region for preservation purposes
B. Cultural objects and collections:
   i. conservation needs assessments and treatment
   ii. inventory of a collection for conservation purposes
   iii. the creation of safe environments for storage or display of collections; or
   iv. specialized training in the care and preservation of collections.

C. Forms of traditional cultural expression:
   i. 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
   ii. 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 based on architectural, artistic, historical, or other cultural (not religious) criteria.

If your organization is considering preservation projects with a religious connection, contact 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 $10,000 or more than $200,000

IV. ELIGIBILITY INFORMATION

The U.S. Embassy, Kingston through the Public Affairs Section, will accept full applications 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 U.S. 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 will past award recipients who have not fulfilled the objectives or reporting requirements of previous AFCP awards be able to receive funding.

**V. AWARD INFORMATION**

1. **Funding Type and Amount:** Grant
   - Minimum ("Floor") Award Amount: $10,000.00
   - Maximum ("Ceiling") Award Amount: $200,000.00

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/](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](http://fedgov.dnb.com/webform), a NATO Commercial and Government Entity (NCAGE) code - [https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx](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 project abstracts.

Note well that applicants may acquire DUNs number, NCAGE code and SAM registration at no cost.

Submission of project applications: Email to kingstowngrants@state.gov. The subject line of your email should be as follows:

- ‘Organization name of Applicant – 2020 Ambassadors Fund for Cultural Preservation Small Grants Competition’

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

Requirements and Documents

From the Implementer, proposals must include or address 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 (SFLLL_1_2_P-V1.2.pdf);

b. Project basics: Title, project dates, AFCP focus area

c. Project applicant information: contact details, DUNS number and SAM registration status

d. Project location

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, object, or collection

f. Project purpose summarizing project objectives and desired results

g. 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])

h. Project participant information, including resumes or CVs of the proposed project director and other primary project participants

i. Statement of importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the site, collection, or form of traditional expression

j. Statement of urgency indicating the severity of the situation and explaining why the project must take place now

k. Implementer Public Awareness Plan describing how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, and social media platforms

l. 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

m. Detailed project budget, demarcated 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);
indicates funds from other sources; and gives a justification for any anticipated justifiable international travel costs

n. Budget narrative explaining any large budget line items, detailing how costs were estimated (e.g., quantity x unit cost, annual salary x percentage of time spent on project), and justifying any proposed international travel costs (Note: Applicants may include narrative within the budget sheet)

o. Supporting documents including, at a minimum and required, five (5) high quality digital images (JPEGs preferred) 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 (e.g., collapsing walls, water damage, worn fabric, broken handle), any historic structure reports, conservation needs assessments, and other planning documents compiled in preparation for the proposed project.

**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 applications should include all the information requested in the application guidelines. Applications will not be considered until all information is received in electronic form. Proposals 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.** Applications will be reviewed for its fullness, coherence, clarity, and attention to detail. Additionally, applications will be assessed for technical eligibility based on the objectives, priorities, requirements, ineligible activities, and unallowable costs contained in this funding opportunity.

In consultation with the State Department’s Bureau of Educational and Cultural Affairs (ECA) applications may be deemed ineligible if they do not fully adhere to the 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 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 shortlisted 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 Kingston will notify 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:

- Performance Progress Report SF-PPR [PDF]
- Federal Financial Report SF-425 [PDF]
- Instructions for the Federal Financial Report [PDF]
- Request for Advance or Reimbursement SF-270 [PDF]

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/UeAkut](http://goo.gl/UeAkut)

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