

**U.S. DEPARTMENT OF STATE  
U.S. EMBASSY BELGRADE  
Call for Proposals**

**Funding Opportunity Title:** *Ambassadors Fund for Cultural Preservation*  
**Funding Opportunity Number:** *SRB10022FO-01*  
**Deadline for Applications:** *10/26/2021 – 11/25/2021*  
**Total Amount Available:** *\$10,000 - \$500,000*  
**Assistance Listing Number:** *19.025*

**THIS NOTICE IS SUBJECT TO AVAILABILITY OF FUNDING.**

**A. PROGRAM DESCRIPTION**

The U.S. Embassy in Serbia is now accepting ROUND 1 project proposals for the Ambassadors Fund for Cultural Preservation (AFCP) fiscal year 2022 competition. The deadline for submitting ROUND 1 proposal to the U.S. Embassy in Serbia is **Thursday, November 25, 2021, 15h**. Submissions received after this date and time will NOT be considered.

Full implementation of the program is pending the availability of FY 2022 funds. Interested institutions are urged to consult with the Public Affairs Section of the U.S. Embassy as soon as possible for details and guidance on the AFCP 2022 competition.

Through the AFCP Program, the Department of State supports projects to preserve cultural heritage in the following three areas:

- **CULTURAL SITES:** This might include (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, or documentation of sites in a region for preservation purposes.
- **CULTURAL OBJECTS AND COLLECTIONS:** from a museum, cultural 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 state of conservation; inventory of a collection for conservation purposes; the creation of safe environments for storage or display of collections; or specialized training in the care and preservation of collections.
- **FORMS OF TRADITIONAL CULTURAL EXPRESSION:** This includes traditional music, rituals, knowledge, languages, dance, drama, and crafts. Proposal in this category may involve documenting and audiovisual recording of traditional music and dance forms as part of a traditional expression and making the information and recordings available, or support for training in preservation or traditional arts or crafts that are threatened by extinction.

### **AFCP Program Objectives:**

AFCP was established to help countries preserve cultural heritage and to demonstrate U.S. respect for other cultures. The aim is to preserve cultural sites or objects that have an historical or cultural significance to the cultural heritage of Serbia.

AFCP gives top priority to project activities in keeping with international standards for the preservation of cultural heritage. An appropriate preservation activity is one that protects the values of the site, object or collection, or form of traditional cultural expression, as they are understood by stakeholders. Stakeholders may include national, regional, or local cultural authorities, the local community, and others with vested interests in the site and the outcome of a project.

### **Competition Format:**

Now the AFCP small and large grant programs is combined into a single program. The U.S. Embassy in Serbia will select project proposals using a process with two rounds. During Round 1, applicant will submit a concept note focused on the project purpose, objectives and impact that may be accomplished through the proposed project. Applicants invited to participate in Round 2 will flesh out the technical aspects of the proposed project and submit a full application. Awards will range from \$10,000 to \$500,000.

## **B. FEDERAL AWARD INFORMATION**

- Funding instrument type: Grant
- Length of performance period: up to 60 months
- Number of awards anticipated: 1
- Award amounts: awards may range from \$10,000 to a maximum of \$500,000.
- Type of Funding: Mutual Educational and Cultural Exchange Act of 1961, as amended, Pub. L. No. 87-256, § 102(b)(5)
- Anticipated program start date: Depending on availability of funds

In FY 2021, awards made through this program ranged from US \$20,000 to US \$506,250.

## **C. ELIGIBILITY INFORMATION**

1. **Eligible Applicants:** The U.S. Embassy defines eligible project applicants as reputable and accountable non-commercial entities 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. This may include 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. U.S. 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. Past AFCP award recipients may submit applications for continuation funds under this opportunity. The AFCP will not award grants to individuals, commercial entities, or past award recipients that have not fulfilled the objectives or reporting requirements of

previous AFCP awards. Preference will be given to applicants that place their AFCP project in the context of a greater cultural programming.

2. **Cost Sharing or Matching:** Cost share is not required.
3. **Other Eligibility Requirements:** To be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on <https://www.SAM.gov>. Please see Section D.3 for information on how to obtain these registrations.

#### **D. APPLICATION AND SUBMISSION INFORMATION**

1. **Address to Request Application Package:** Application forms required below are available at embassy website.
2. **Content and Form of Application Submission:** Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

#### **Content of Application**

Please ensure:

- All documents are in English
- Please e-mail one (1) copy in the electronic form to [BelgradeAFCP@state.gov](mailto:BelgradeAFCP@state.gov)

The following documents are **required**:

#### **1. Mandatory application forms**

- **SF-424** (*Application for Federal Assistance – organizations*)
- **SF-424A** (*Budget Information for Non-Construction programs*)
- **SF-424B** (*Assurances for Non-Construction programs*) - the SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications.
- **SF-LLL** (*Disclosure of Lobbying Activities*)
- **Application form**

**2. Proposal:** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do.

#### **A. Project Basics:**

1. Project title:
2. Project length (in months):
3. If part of an inscribed World Heritage Site, the name of the World Heritage Site:
4. Ownership status of the object or site (Public or Private):
5. Project cost estimate in U.S. Dollars:

#### **B. Project Applicant Information:**

1. Organization name:
  2. Organization type (see Appendix):
  3. Name, title, and contact info of project coordinator:
  4. Website:
  5. Applicant DUNS number (see Appendix):
  6. SAM.gov registration status (see Appendix):
- C. Project Purpose** that briefly explains the project objectives and desired results:
- D. Proposed Activities** that explain all activities in a logical order:
- E. Desired results** that explain how the activities will contribute towards achieving desired results:
- F. Statement of Importance** highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression.
- G. Statement of Urgency** indicating the severity of the situation and explaining why the project must take place now.
- H. 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.
- I. Attach a minimum of 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.).

**3. Unique Entity Identifier and System for Award Management (SAM.gov)** *(NOTE: This section is required and not optional)*

**Required Registrations:**

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- <https://www.SAM.gov> registration

**Step 1:** Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

E-mail [NCAGE@dliis.dla.mil](mailto:NCAGE@dliis.dla.mil) for any problems in getting an NCAGE code.

**Step 2:** After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. **SAM registration must be renewed annually.**

**Submission Dates and Times:**

Applications are due no later than November 25, 2021, 15h.

**Funding Restrictions:**

AFCP does not support the following:

- 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 proposal submission;
- Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.);
- Preservation of hominid or human remains;
- Preservation of news media (newspaper, newsreels, etc.);
- Preservation of published materials available elsewhere (books, periodicals, etc.);
- Development of curricula or educational materials for classroom use;
- 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;
- Acquisition or creation of new collections for new or existing museums;
- Construction of new buildings;

- Commissions of new works of art or architecture for commemorative or economic development purposes;
- Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances;
- Creation of replicas or re-creation of cultural objects or sites that no longer exist;
- Relocation of cultural sites from one physical location or another;
- Removal of cultural objects or elements of cultural sites from the country for any reason;
- Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation effort;
- Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies;
- Cash reserves, endowments or revolving funds; funds must be expended 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;
- Operating expenses, i.e. expenses incurred during the day-to-day operational activities of an organization, such as, office rent, utilities, license fees, and other costs for administrative time, services, or materials not directly related to performing project work;
- Contingency, unforeseen, or miscellaneous fees;
- Costs of work performed prior to announcement of the award;
- International travel, except in cases where travel for outside specialists is justifiable and integral to the success of the proposed project;
- Individual projects costing less than US \$10,000; or
- Awards to individuals or commercial entities
- Strong encouragement is given to local non-U.S. government source cost-sharing (including in-kind) from sources such as governments, international organizations, and the private sector.

## **E. APPLICATION REVIEW INFORMATION**

**Criteria:** The U.S. Embassy, Public Affairs Office will review and evaluates proposals at least once per year.

Project proposals are evaluated based on the theme of the project, the formulation of clear goals and target groups, project sustainability, and the ability of the applying organization to carry out the project aims.

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

**Quality and Feasibility of the Program Idea:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

**Program Planning/Ability to Achieve Objectives:** Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

**Monitoring and evaluation plan:** Applicant demonstrates it can measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal.

**Sustainability:** Program activities will continue to have positive impact after the end of the program.

**Review and Selection Process:** U.S. Embassy in Serbia will evaluate all eligible applications. You may be invited for an interview or simply asked to submit additional information.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **1. Federal Award Notices**

The grant award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this *Call for Proposal* does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

### **2. Reporting**

**Reporting Requirements:** Grant awards will be made in three or more installments in bank transfers. The first installment will be transferred to the bank account of the grantee organization prior to the beginning of the project. The applicant must provide an interim report about the use of the first installment of funds before additional funds will be released. If no interim report is provided, no additional funds will be released.

Upon completion of the project, all grantee organizations must complete a formal report, which consists of a narrative and a financial report, and submit it to the U.S. Embassy. Form for narrative report and guidelines for financial report can be obtained from the Public Affairs

Section of the U.S. Embassy. The award document will specify how often these reports must be submitted.

#### **G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact: [BelgradeAFCP@state.gov](mailto:BelgradeAFCP@state.gov).

#### **H. OTHER INFORMATION**

- Read once again the guidelines that describe the AFCP Program. Make sure you understand those guidelines and that your proposal fits the purposes it discusses.
- Carefully review the application to make sure it is complete and free of errors.
- Ask someone who does not know anything about your project to read your proposal to determine if it is understandable. Remember that the U.S. Embassy will not know anything about your proposal until they read it. If they cannot understand it simply by reading what you have written, it will not be approved.
- Ask someone with experience applying for grants to look at the application and provide advice on improving it.
- Make sure the application is neatly typed and easy to read **in English**. Perfect English is not required but the proposal must be understandable to an English speaker.
- Applications which do not include the required information or do not comply with the requirements of the Program guidelines will not be reviewed.