

**U.S. DEPARTMENT OF STATE**  
**U. S. Embassy, Ukraine**  
**Notice of Funding Opportunity**

**Funding Opportunity Title:** U.S. Ambassadors Fund for Cultural Preservation (AFCP) - 2023, Ukraine

**Funding Opportunity Number:** AFCP-2023-GP

**Deadline for Applications:** December 12, 2022, 11.59 p.m. Kyiv time

**Assistance Listing Number:** 19.025 -- U.S. Ambassadors Fund for Cultural Preservation

**Award Amounts:** awards may range from a minimum of \$10,000 to a maximum of \$500,000

**Number of awards anticipated for Ukraine:** 1-3 awards (dependent on amounts)

**Length of performance period:** up to five years

**Anticipated program start date:** September 2023/Varies by project

**Funding instrument type:** Cooperative Agreement. Grant

### **A. PROGRAM DESCRIPTION**

The U. S. Embassy in Ukraine announces an open competition for organizations to submit applications to carry out a U.S. Ambassadors Fund on Cultural Preservation (AFCP) 2023 Grants Program. The Program aims to preserve historic buildings and monuments, archaeological sites, museum collections, and forms of traditional cultural expression, such as indigenous languages and crafts. The AFCP program is supervised by the Cultural Heritage Center (the Center) of the U.S. Department of State. Full implementation of the AFCP-2023 Program is pending the availability of Fiscal Year 2023 funds.

**Competition Format:** The AFCP-2023 competition takes place in two stages. Projects that receive a positive rating in Round 1 will be invited to participate in Round 2.

Eligible embassies will propose projects for funding. The Center will select from among them using a process with two rounds. During Round 1, embassies will submit concept notes.

Embassies invited by the Center to participate in Round 2 will flesh out the technical aspects of the proposed projects and submit full applications. Awards will range from \$10,000 to \$500,000. The Center anticipates funding 30 to 40 projects around the world.

**Program Objectives:** The Department of State established the Ambassadors Fund for Cultural Preservation in 2000 at the request of Congress. The preservation of cultural heritage offers an opportunity for the United States to show respect for other cultures. AFCP projects help to preserve cultural heritage, strengthen civil society, encourage good governance, and promote political and economic stability around the world.

### **B. FEDERAL AWARD INFORMATION**

**Funding Areas:** Appropriate project activities may include:

- a. Anastylis (reassembling a site from its original parts)
- b. Conservation (addressing damage or deterioration to an object or site)
- c. Consolidation (connecting or reconnecting elements of an object or site)
- d. Documentation (recording in analog or digital format the condition and salient features of an object, site, or tradition)

- e. Inventory (listing of objects, sites, or traditions by location, feature, age, or other unifying characteristic or state)
- f. Preventive Conservation (addressing conditions that threaten or damage a site, object, collection, or tradition)
- g. Restoration (replacing missing elements to recreate the original appearance of an object or site, usually appropriate only with fine arts, decorative arts, and historic buildings)
- h. Stabilization (reducing the physical disturbance of an object or site).

**Sites and Objects Having 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.

## C. ELIGIBILITY INFORMATION

### 1. Eligible Applicants and Requirements

The AFCP Grants Program is open to the embassies in countries based on their ranking in the 2021/2022 U. N. Human Development Index.

The following organizations are eligible to apply: Reputable and accountable **non-commercial** entities that are able to demonstrate they have the requisite capacity to manage projects to preserve cultural heritage. Eligible implementers may include **non-governmental organizations, museums, educational institutions, ministries of culture, or similar institutions and organizations, including U.S.-based educational institutions and organizations** subject to Section 501(c)(3) of the tax code.

The AFCP **will not award grants** to individuals, for-profit commercial entities, or past award recipients that have not fulfilled the objectives or reporting requirements of previous awards.

Potential implementers must be registered and active in the U. S. government's System for Award management (**SAM**) to receive U. S. federal assistance, at least by Round 2. Please see Section D.4 for information on how to obtain these registrations.

### 2. Cost Sharing or Matching

Cost sharing is not required.

### 3. Ineligible Activities and Unallowable Costs:

AFCP does not support the following activities or costs, and the applications involving any of these activities or costs will be deemed 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.) unless the natural heritage has a cultural connection or dimension.
- 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, documentation, or public diplomacy 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 or to provide project leaders with learning and exchange opportunities with cultural heritage experts.
- w. Individual projects costing less than U.S. \$10,000 or more than \$500,000.
- x. Independent U.S. projects overseas.

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

### **1. Address for Application Package**

Suggested application and budget forms are available in the "Education and Culture" section of the U.S. embassy website.

## 2. Content of Application

### Round 1

The embassy collects proposals, selects one-three nominees for Round 1 and submits completed concept notes of the selected proposals to the Center. Each concept note submitted by the embassy will include project basics from the application, Front Office clearance and explanation from the embassy of rationale for AFCP support.

#### **Applying for the competition please ensure:**

- The proposal clearly addresses the goals and objectives of this funding opportunity
- The application is maximum 10 pages
- Attachments are sent as one document of maximum 9 pages which include:
  - three CVs one page each, starting with the last date of employment
  - maximum three permissions/letters of support
- Budget form of the suggested format in U.S. dollars - two pages
- Three photos are attached in JPEG format
- All documents are in English. Permissions and letters of support can be in Ukrainian, if possible, with unofficial translation into English sent in the same Attachments document
- All pages are numbered
- The Application is a Microsoft Word document, portrait orientation, single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins
- Your project starts on **September of 2023** (depending on the project) and lasts up to five years maximum

Applicants are only allowed to submit two proposal per organization.

#### **Proposal should include:**

- a. Project Summary and Project dates.
- b. 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]).
- \*c. Theory of change that describes how the project activities and outputs will help achieve any broader country or community aims or objectives (For example, if a broader goal is economic development, how will the activities and outputs directly contribute towards achieving that goal?).
- d. Statement of importance highlighting the historical, architectural, artistic, or cultural (non-religious) values of the cultural heritage.
- \*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 or collection.

\*f. Implementer public awareness plan describing how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, and social media platforms.

\*g. 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.

h. Résumés or CVs of the proposed project director and key project participants.

i. Detailed project budget, demarcated in one-year budget periods (2023, 2024, 2025, 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 international travel costs.

j. Budget narrative explaining how the costs were estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and any large budget line items.

k, l, m. Requirements for Round 2 (please see below).

**Note: Items marked \* are not obligatory for Round 1 and can be added to Round 2.**

## **Round 2**

In the first quarter of 2023 the Center will notify embassies of the Round 1 results and invite a subset to submit full project proposals to Round 2. The applications should include the following additional documents: updated information from Round 1; additional documents (k-m); information from the embassy.

### **Additional documents required from the applicants:**

k. Application for Federal Assistance (SF-424), including Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B).

l. 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.

m. As requested by the Center 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 (collapsing walls, extensive water damage, etc.).

n. PDF of your most recent NICRA if your organization has a NICRA and includes NICRA charges in the budget.

o. Single Audit or recent independent financial audit (if applicable)

*Please note: Audits are required of U.S. organizations that expend over \$750,000 in federal funds per fiscal year and of foreign organizations that expend over \$750,000 of Department of State funds, not federal funds, per fiscal year.*

### **3. . Submission:**

Application with attachments must be submitted by e-mail to: [KyivAFCP@state.gov](mailto:KyivAFCP@state.gov)  
In the subject line of your e-mail message please write: "*AFCP-2023*", *[Oblast in Ukraine]*, *[Project Title]*": 1) Application; 2) Budget, 3) Attachments; 4) Photo-1; 5) Photo-2; 6) Photo-3.

**We will not review proposals which are placed on remote sites, contain archived attachments or paper documents sent by mail.**

We recommend you limit the size of your e-mail to 15 MB. Our system may not deliver larger messages.

### **4. Unique Entity Identifier and System for Award Management (SAM.gov)**

#### **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.

Organizations planning to receive a grant must obtain these registrations. **All are free of charge:**

- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

#### **Step 1: Apply for an NCAGE code**

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%20NCA%20GE.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

Email [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.

## **E. APPLICATION REVIEW INFORMATION**

**Criteria:** Each application will be evaluated on the technical eligibility, responsiveness to the AFCP program objectives, and the quality of the application contents (Proposal, Attachments, etc., as stated above).

**Review and Selection Process:** Review panels at the embassy, AFCP program, and bureau levels with the State Department will evaluate all eligible applications and recommend projects for funding.

**Award Announcement:** The results of the AFCP-2023 Grants Program will be announced to the embassy via cable once the Department's FY-2023 funding levels are known and a congressional spend plan is approved. The embassy will notify the winner by September 30, 2023 and place announcement about the award on the dedicated web page and social media. The period of performance begins once a countersigned DS-1909 is in hand.

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

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

The grant award will be signed and awarded 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 U. S. embassy in Kyiv, the AFCP and U. S. government have 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 U. S. embassy and the AFCP.

Issuance of this NOFO 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.

**Administrative and National Policy Requirements:** Before submission, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

### **2. Payment Method and Reporting Requirements**

Payments will be made in separate installments. Recipient will be required to submit financial and program reports. The award document will specify how often these reports must be submitted and payments will be made.

## **G. FEDERAL AWARDED AGENCY CONTACTS**

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