

AMBASSADOR'S FUND FOR CULTURAL PRESERVATION (AFCP) PROGRAM OVERVIEW, GUIDELINES, AND APPLICATION FORM

AFCP was established by Congress in 2001 to assist less-developed countries preserve their cultural heritage, emphasizing the importance of preserving the world's cultural patrimony as an integral component of U.S. foreign relations. To date AFCP has supported 292 projects worldwide, totaling \$6.7 million. In this fifth year of the program the Fund has been increased to \$2.5 million.

The Bureau of Educational and Cultural Affairs (ECA) of the United States Department of State administers the Ambassador's Fund and carries out the selection process.

Proposals may include projects directed at the preservation of:

1) A CULTURAL SITE OR SITES

This might include (but is not limited to):

- Preservation of an archaeological or historical site, sacred place, or monument
- An archaeological survey as a component of a preservation plan
- Preservation management planning for a site or sites in a region
- Documentation of a site or sites in a region for preservation purposes

2) AN OBJECT OR COLLECTION OF OBJECTS from a site, a museum or similar institution

This might include (but is not limited to):

- Conservation treatment of an object or collection of objects
- Inventory of a collection of objects for conservation purposes
- Creating suitable space and conditions for safe storage or exhibition of a collection of objects
- Specialized training in the care and preservation of collections

3) FORMS OF TRADITIONAL CULTURAL EXPRESSION

This might include (but is not limited to):

- Documenting traditional music or dance forms
- Compiling a dictionary of an endangered language
- Documenting storytelling as part of traditional expression, e.g. folklore, traditional poetry
- Support for training in the preservation of traditional arts or crafts that are threatened by extinction.

NOTA BENE:

-- This program is to support **ONLY** the preservation of cultural heritage. Conservation of natural heritage does not qualify for funding. Distinction between cultural and natural heritage: cultural heritage refers to objects, monuments, groups of buildings and properties with historical, aesthetic, archaeological, scientific, ethnological or anthropological value. Natural heritage refers to physical, biological and geological formations, habitats of threatened species of animals and plants and areas with scientific, conservation or aesthetic value.

-- Digitization projects must take into account the fact that digital storage media (CDs, DVDs, videotapes, audiotapes, and diskettes) are not sufficiently stable to be used as permanent archival storage, and must not rely exclusively on digital records. Analog or paper backup records must be maintained.

-- Funds cannot be used to support conservation of or the purchase of privately owned, residential or commercial property or collections.

-- As a general rule, the program does not support international travel. Funds may pay for travel for outside specialists, however, if justified as integral to the project. This will be considered on a case-by-case basis.

-- Proposals must be directed at specific projects that exclusively support preservation of sites, or forms of traditional expression, conservation of objects or preventive conservation/preservation strategies.

-- Funds cannot be applied to construction of new buildings or to reconstruction of a type of historical building; only the restoration of existing buildings can be supported.

Recipients will be announced on or about May 31.

Proposals can be submitted in person or sent to the Public Affairs Section of the U. S. Embassy in Kyrgyzstan at: 171 Prospect Mira, 720016 Bishkek, Kyrgyzstan; Tel.: (312) 551 241, ext.: 4439; fax: (3312) 551 260; E-mail: MunduzbaevaM@state.gov

**AMBASSADOR'S FUND FOR CULTURAL PRESERVATION
APPLICATION FORM**

Please fill out the application form, giving short, clear answers to all questions. Any application not filled out completely will not be considered.

Name of organization (please attach a copy of the registration paper): _____

Address: _____

Tel/Fax/E-mail: _____

Title of project: _____

Brief description of project (2-3 sentences): _____

Project dates: _____

Amount requested (in US Dollars): _____

Director of project (please attach background and CV of the people who will be engaged in the project): _____

Have you or do you plan to submit this proposal to other organizations? If so, which organizations (address, telephone number)? _____

List of grants received in two past years (title of project, name of donor): _____

To complete your application, submit a narrative providing information about the following:

1. ORGANIZATION DESCRIPTION (maximum one page)

- Brief description of your organization's purpose, experience and future plans.
- Main results and achievements of your organization.
- Basic sources of funding.
- Brief description of past experience which your organization has had working with grants.

2. PROJECT DESCRIPTION AND JUSTIFICATION (maximum two pages)

- Background of problem.
- Project description: what will project do? What will the AFCP grant fund?
- Justification: why is project necessary? Please indicate the importance of the cultural site, object, or form of expression, the country’s need for preservation or conservation, the urgency of the project.
- Please describe assumptions and risks that are external to the project. Please suggest ways of mitigating them.
- Project plans: describe the main steps to be taken, list concrete actions, sequence and duration.
- Evaluation: describe expected positive results. How will effectiveness of the project be measured? What form of reporting will be submitted to the Ambassador’s Fund to measure the success of the project?

3. FINANCING AND EXPENSES (maximum 2 pages)

Budget break-down listing all project-related expenses, indicating whether they will be covered by Ambassador’s Fund or other financing.

- Grants typically range from \$15,000 to \$30,000 and higher, which can usually sustain a project for 12-18 months.
- In order to be sure that the commission understands why there is a need for money, the applicant should prepare a line-by-line list of expenses that will be generated by this project.
- The budget should be prepared in a logical manner and offer enough detail that a reviewer will be able to understand exactly what the figures mean and how that figure was determined.
- Line items for administrative staff, miscellaneous, or contingency will not be supported.
- The budget should be calculated in U.S. dollars (total should be rounded to the nearest dollar) and must be clearly linked to project activities in the proposal narrative.
- Keep in mind fluctuation of exchange rates when calculating the budget and amount of grant request.
- 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. Budgets should show cost sharing by the organization and third-party contributors.

No.	Budget item description	Organization input	Other organization input	Amount Requested	Total amount
	Total:				

- Please provide justification/explanatory for each expenditure.