

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY JAKARTA, PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity**

U.S. Ambassadors Fund for Cultural Preservation (AFCP) Small Grants Program

Funding Opportunity Title: U.S. Ambassadors Fund for Cultural Preservation (AFCP)
2021 Small Grants Competition

Funding Opportunity Number: PAS-Jakarta-FY20-04

Deadline for Applications: November 15, 2020

CFDA Number: 19.025

Total Amount Available: \$2.7 million (estimated worldwide)

A. PROGRAM DESCRIPTION

The U.S. Embassy Jakarta Public Affairs Section (PAS) of the U.S. Department of State announces an open competition for organizations to submit applications for funding through the U.S. Ambassadors Fund for Cultural Preservation (AFCP) to carry out an individual project to preserve cultural heritage in Indonesia. Issuance of this funding opportunity does not constitute an award commitment on the part of the U.S. government. Full implementation of this program is subject to the availability of FY 2021 funds. Please follow all instructions below.

Program Objectives:

The Department of State established the AFCP at the request of Congress in Conference Report 106-1005 accompanying H.R. 4942 (October 26, 2000). The Senate report on this bill noted that the preservation of cultural heritage “offers an opportunity to show a different American face to other countries, one that is non-commercial, non-political, and non-military.”

The AFCP Small Grants Competition supports the preservation of cultural sites, cultural objects and collections, and forms of traditional cultural expression in developing countries.

Appropriate project activities may include:

- In the case of cultural sites: conservation of an ancient or historic building, preservation of an archaeological site, or documentation of cultural sites in a region for preservation purposes
- In the case of cultural objects and collections: conservation treatment for an object or collection of objects from a museum, site, or similar institution—that include, but are not limited to, archaeological and ethnographic objects, paintings, sculpture, manuscripts, and general museum conservation needs; needs assessment of a collection with respect to its condition and strategies for improving its state of conservation; inventory of a collection for conservation and protection purposes; the creation of safe environments for storage or display of collections; or specialized training in the care and preservation of collections
- In the case of forms of traditional cultural expression: 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 support for training in the preservation of traditional applied arts or crafts in danger of extinction

B. FEDERAL AWARD INFORMATION

Length of Performance Period: 12 to 60 months

Number of Awards Anticipated: 25-35 (dependent on amounts) worldwide

Award Amounts: Awards may range from a minimum of \$10,000 to a maximum of \$200,000

Total Available Funding: \$2.7 million (estimated worldwide)

Type of Funding: FY 2021 Diplomatic Programs Public Diplomacy Funds

Anticipated Project Start Date: September 2021

This notice is subject to availability of FY 2021 funding and an approved congressional spend plan.

Funding Instrument Types: Grant, Fixed Amount Award, Cooperative Agreement (as appropriate)

Project Performance Period: Proposed projects should be completed in 60 months or less. The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the project, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

Eligible Applicants:

The following entities are eligible to apply:

- Foreign Institution of Higher Education
- Foreign Organization
- Foreign Public Entity
- U.S. Non-Profit Organization (501(c)(3))
- U.S. Institution of Higher Education

Cost Sharing or Matching:

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 and later included in an approved agreement. 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.

Other Eligibility Requirements:

The AFCP further defines eligible applicants as reputable and accountable entities that are able to demonstrate that: 1) they have the requisite experience and capacity to manage projects to preserve cultural heritage in the specified country; 2) they have official permission to undertake the project and the full endorsement and support of the national cultural authority in the specified country; and 3) in the case of U.S.-based and other entities based outside the specified country, they have a local partner or a pre-existing formal agreement with the national cultural authority in the specified country to conduct cultural heritage preservation activities.

In order to be eligible to receive an award, all entities must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations.

D. APPLICATION AND SUBMISSION INFORMATION

Address to Request Application Package:

The mandatory application forms listed below are available at Grants.gov.

Note: The application process for the AFCP Small Grants Program consists of one review and selection round by the U.S. Embassy Jakarta Public Affairs Section and a final review and selection round by the Bureau of Educational and Cultural Affairs.

Content and Form of Application Submission:

Please follow all instructions below carefully. Applications that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application:

Applicants must ensure:

- The application clearly addresses the goals and objectives of this funding opportunity
- All documents are in English, and
- All budgets are in U.S. dollars

The following documents are **required**:

1. Mandatory Application Forms:

- SF-424 (*Application for Federal Assistance – organizations*) at Grants.gov
- SF424A (*Budget Information for Non-Construction programs*) at Grants.gov
- SF424B (*Assurances for Non-Construction programs*) at Grants.gov

2. Summary Page: Cover sheet stating the applicant name and organization, Unique Entity Identifier in the System for Award Management (SAM.gov; as applicable), proposal date, project title, proposed project start and end dates, amount of funds requested, and brief purpose of the project.

3. Proposal: The proposal should contain sufficient information so that anyone not familiar with the subject of the proposed project would understand exactly what the applicant intends to do. You may use your own proposal format, but it must include all the items below.

- Project applicant information, including contact information
- Project location (project must be located within Indonesia)
- Project purpose that summarizes the project objectives and desired results
- 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])
- Statement of importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the site, collection, or form of traditional expression
- Statement of urgency indicating the severity of the situation and explaining why the project must take place now
- 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
- Implementer public awareness plan describing how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, and social media platforms
- 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) and indicates funds from other sources

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:

- CVs or resumes of key personnel who are proposed for the project
- Supporting documents including, at a minimum and required, five (5) high quality digital images (JPEGs) 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 (collapsing walls, water damage, worn fabric, broken handle, etc.), any historic structure reports, conservation needs assessments, and other planning documents compiled in preparation for the proposed project

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

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 must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration, as applicable

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 or 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%20NCA GE.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 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 accepted on a rolling basis between OPEN DATE and no later than 11:59 p.m. (WIB), on November 15, 2020 to JakartaPASGrants@state.gov under the announcement title

“U.S. Ambassadors Fund for Cultural Preservation (AFCP) Small Grants Program” funding opportunity number “PAS-Jakarta-FY20-04.”

Email submissions will have a date and time registered when it was received. Late applications are neither reviewed nor considered.

Funding Restrictions:

AFCP does not support the following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:

- 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
- 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 (newspapers, newsreels, radio and TV programs, etc.)
- Preservation of published materials available elsewhere (books, periodicals, etc.)
- Development of curricula or educational materials for classroom use
- Archaeological excavations or exploratory surveys for research purposes
- Historical research, except in cases where the research is justifiable and integral to the success of the proposed project
- Acquisition or creation of new exhibits, objects, or collections for new or existing museums
- Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example)
- 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 conjectural reconstructions of cultural objects or sites that no longer exist
- Relocation of cultural sites from one physical location to 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 or documentation 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 [up to five years] and may not be used to create an endowment or revolving fund);
- Costs of fund-raising campaigns

- Contingency, unforeseen, or miscellaneous costs or fees
- Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the Grants Officer
- International travel, except in cases where travel is justifiable and integral to the success of the proposed project
- Travel or study outside the host country for professional development
- Individual projects costing less than US \$10,000 or more than \$200,000
- Independent U.S. and foreign projects overseas that do not have a local partner or a pre-existing formal agreement with the national cultural authority in the specified country to conduct cultural heritage preservation activities

Other Submission Requirements

All application materials must be submitted by email to the U.S. Embassy Jakarta Public Affairs Section at JakartaPASGrants@state.gov.

E. APPLICATION REVIEW INFORMATION

Criteria:

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

- Purpose, Description, Importance
- Urgency
- Management Plan
- Public Awareness Plan
- Budget and Budget Narrative
- Supporting Materials

Review and Selection Process

Review panels at the embassy, AFCP program, and bureau levels within the State Department will screen, rate, and/or rank all eligible applications and recommend projects for funding.

Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

1. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review

and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

2. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
3. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

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 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.

Payment Method:

Unless indicated otherwise in the Notice of Award, recipients shall request payment by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer. Unless otherwise stipulated, recipients may request payments on a reimbursement or advance basis. Payments shall be made in a minimum of three (3) separate installments following approval by the Grants Officer, who may negotiate the exact number, amounts, and scheduling of the installments with the award recipient or set the number and amounts at his or her discretion.

Administrative and National Policy Requirements:

Terms and Conditions: Before submitting an application, 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/> Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

Reporting Requirements:

Recipients will be required to submit financial reports and progress reports. 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 the Public Affairs Section at U.S. Embassy Jakarta by emailing JakartaPASGrants@state.gov.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.

J. DISCLAIMER

Issuance of this funding opportunity does not constitute an award commitment on the part of U.S. Embassy Jakarta, the AFCP program or the U.S. government. The Bureau of Educational and Cultural Affairs reserves the right to waive program formalities and to reduce, revise, or increase application budgets and award amounts in accordance with the needs of the AFCP program and the availability of FY 2021 funds.