

Ambassadors Fund for Cultural Preservation (AFCP) 2017 Large Grants Program

Required Information for Full Proposal (Round 2)

The application process for the AFCP Large Grants Program takes place in two rounds: project abstract (Round 1) and full proposal (Round 2).

Only select project abstract(s), approved by Washington, will be notified and invited to submit a full proposal (Round 2) sometime in February 2017.

Following are the required documents to submit a full proposal (Round 2):

- A. Revised project abstract, if applicable.
- B. Revised (SF-424), if applicable, including Budget Information for Non-Construction Programs (SF-424A).
- C. Proof of official permission to undertake the project and the full endorsement and support of the national cultural authority in Cambodia;
- D. Project Activities Description that presents the project tasks in chronological order. If the proposed project is part of a larger effort involving multiple projects supported by other entities, the plan must present the full scope of the preservation effort and the place of the proposed project within that large effort;
- E. Project Time Frame or Schedule that lists the major project phases and milestones with target dates for achieving them (NOTE: Applicants may propose project periods of up to 60 months [five years]; projects must begin before September 30, 2017, and conclude no later than September 30, 2022);
- F. Project Participant Information, specifically an estimated number of non-US and US participants and estimated number of primary and secondary participants, as well as resumes of the proposed project director and other primary project participants;
- 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 or collection in good condition after the AFCP-supported project is complete.
- I. Detailed Project Budget, demarcated in one-year budget periods (2017, 2018, 2019, etc.), that lists all costs in separate categories according to the budget line item in SF-424A (Personnel, Fringe Benefits, Travel [including Per Diem],

- Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs, Cost Sharing); indicates funds from other sources; and gives a justification for any anticipated international travel costs. See budget worksheet at the last page of this announcement. Attach a detailed budget as necessary.
- 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 unique budget line items in the budget;
 - K. Media and Outreach Plan, describing how you intend to highlight the U.S. government support (your organization website, social media site, and press coverage of any significant activity during the project. Recipient must also coordinate with the U.S. Embassy Phnom Penh Public Affairs Section (PAS) on any media outreach of the project where feasible.
 - L. Monitoring Plan, describing how you intend to monitor project progress and to keep up with the project timeline. Recipient will be responsible for administering, running and reporting on the program. Embassy staff should be invited to participate in various program activities. Schedules and speaker details, if any, should be shared with and vetted by PAS.
 - M. Risk Assessment of factors and/or challenges that may affect the implementation of the project and measures to tackle such issues.
 - N. Ten (10) or more 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 wall, extensive water damage, etc.).
 - O. Relevant supporting documents, 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.