



U.S. AMBASSADORS FUND for CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

Getting Started

October 2019

STEP 1: HOW TO REGISTER

NEW USERS

To register, go to <http://www.afcp.us> and click on **Register Here** (see below).



Fill out the registration form. Fields marked with an asterisk (*) are required fields. When you are finished, click on the **Register** link in the right-hand corner of the registration form (see below).



U.S. AMBASSADORS FUND for CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

Register

Personal Information

Name: Dr. [First Name] [Middle Name] [Last Name]
Salutation First Name Middle Name Last Name

Title: Chief of Mission (COM)

Email: *

Address:

City: * [City] [State/Province] [Postal Code/Zip]
City State/Province Postal Code/Zip

Country: * Afghanistan

Phone: [Phone] [Ext.]
Phone Ext.

Fax:

Anticipated End of Tour Date: [Date]

Organization Information

Name: *

Organization Type: U.S. Department of State

Web site:

Address:

Once registered to use the system, you will receive a confirmation email which will include your login and password. Make sure you save that email message in a secure place so that you will have that login information when the time comes for you to create and submit an application.

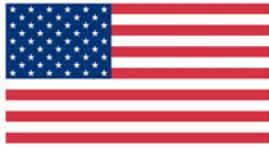
RETURN USERS

If you remember your user name and password, you can log into the system using them. If you have forgotten your password, you can request a password reminder message by clicking on [Forgot Password?](#) on the main page.

If you have forgotten your login, please email LewisJN2@state.gov and ask for a reminder.

STEP 2: LOG INTO THE AFCP.US SITE AND START BUILDING AN APPLICATION

Once you have received a confirmation by email that you are registered with the system. Log into the system from the <http://www.afcp.us> website. You will see a menu of options that looks like this (see next page):



U.S. AMBASSADORS FUND for CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

Welcome

Main Menu
Click Help above to view instructions. Go to "My Profile" to reset password.

- Instructions
- My Profile
- Funding Opportunities**
- My Applications
- My Grants

To start building a new application, click on **Funding Opportunities**. To continue with or to complete an existing application that either you or someone else in your organization has already started, click on **My Applications**. For this step, we will click on **Funding Opportunities** to create a new application.

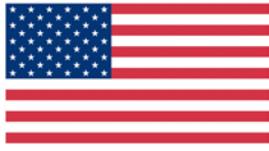
The next screen will show a list of open Funding Opportunities. Click on **AFCP 2020 Competition** to begin building an application (see below).

Funding Opportunities

Current Funding Opportunities
All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.
Click on the title to open the Funding Opportunity summary.
Click on the column headers to sort list of Opportunities.

ID	Program	Opportunity Title	Pre-Application Deadline	Application Deadline
10324	Cultural Preservation	AFCP 2020 Small Grants Competition	Pre-Application Deadline not Applicable	12/31/2019
10325	Cultural Preservation Large	AFCP 2020 Large Grants Program	12/31/2019	02/21/2020

Read through the Opportunity Details carefully, including the Opportunity Description. To start a new application, click on the **Start a New Application** link in the upper right-hand corner of the box (see below).



U.S. AMBASSADORS FUND for CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

Opportunity Details

[Copy Existing Application](#) | [Start a New Application](#)

10324-AFCP 2020 Small Grants Competition



Cultural Preservation

Application Deadline: 12/31/2019 11:59 PM

Award Amount Range: \$10,000 - \$200,000

Project Start Date:

Project End Date:

Award Announcement Date:

Program Officer: Martin Perschler

Phone: 202-632-6308 x

Email: perschlermj@state.gov

STEP 3: BUILDING OUT THE APPLICATION

Now you are ready to start building out the different sections of the application. The first screen will ask you to enter a title for your application (also called a project proposal; see below).

The screenshot shows a web application interface with a top navigation bar containing 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' icons. Below this is a 'General Information' section with a warning: 'This page must be completed and saved before proceeding with the rest of the application process'. The form fields are: 'Primary Contact:*' (dropdown menu with 'AFCP Tester' selected), 'Project Title: (limited to 250 characters)*' (text input field), 'Authorized Official:*' (dropdown menu with 'AFCP Tester' selected), and 'Organization:*' (dropdown menu with 'Cultural Heritage Center' selected). A 'Return to top to save' link is located at the bottom right of the form area.

You will also notice the **Save** link and icon in the upper right-hand corner of the box. Use this button often to save your work, especially when your connection to the Internet is slow or unreliable.

A FEW WORDS ABOUT NAMING PROJECTS: Since 2008, the Cultural Heritage Center has made a concerted effort to standardize (conventionalize) the way we name AFCP projects. Generally speaking, project titles:



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

begin with one of the following terms:

- Conservation (including Preventive Conservation)
- Consolidation
- Documentation
- Preservation
- Protection (often as Preservation and Protection)
- Rescue Excavation
- Stabilization (including Emergency Stabilization)
- Training (as in Training in the Preservation, Conservation, or Protection of something)

and include (ideally and if known): the age of the site, object, collection, or tradition; the name of the object, site, or form of expression (Baka Dance, etc.); and the location.

A good example of this naming convention in action is the following project from Ethiopia:

Preservation of the Early 20th-Century Palace of Teferi Mekonnen in Harar

If a project is a recurring or continuation of a previous project, use the name of the earlier project. The project year distinguishes between the initial and subsequent phases of a project. You can also add Phase II, Phase III, etc. after the title to indicate successive phases of a project. If you are unsure of the name of the earlier project, contact us at LewisJN2@state.gov for assistance.

Be sure to save your work!

Once you have given your application a title and saved your work, you will see a different screen (see below).



U.S. AMBASSADORS FUND for CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

Application

Application: 10333 - Test Proposal

Program Area: Cultural Preservation
Funding Opportunities: 10324 - AFCP 2020 Small Grants Competition
Application Deadline: 12/31/2019

Instructions

This page must be completed and saved before proceeding with the rest of the application process.

General Information

[Go to Application Forms](#)

System ID: 10333
Project Title: Test Proposal
Primary Contact: Jordan Lewis
Organization: Cultural Heritage Center
Budget* \$45,000

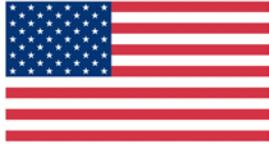


This screen will show the project title, plus the System ID, which is the unique identification number that the system has assigned to your application.

To continue building the proposal, click on the **Go to Application Forms** link.

The next screen you will see lists all the application sections that you will need to fill out and then mark as “Complete” before submitting the finished application to the AFCP 2020 Competition. You are required to fill out information or attach documents in every section except for Miscellaneous Attachments. Detailed instructions for each section appear below the screen shot.

Once you have marked each section complete, you can view your application by clicking on the **Application Details** link (see below).



U.S. AMBASSADORS FUND for CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

Application

Application: 10333 - Test Proposal

Program Area: Cultural Preservation

Funding Opportunities: 10324 - AFCP 2020 Small Grants Competition

Application Deadline: 12/31/2019

Instructions

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	10/21/2019	
SF-424			
Project Basics			
Project Applicant Information			
Project Location			
Official Permission to Undertake Project			
Project Purpose			
Project Activities Description and Timeframe			
Resumes			
Importance of Site, Object, or Form of Expression			
Urgency of the Project			
Implementer Public Awareness Plan			
Maintenance Plan			
Budget Worksheet			
Budget Summary			
Images and Audiovisual Files			
Miscellaneous Attachments			
Rationale for U.S. Support of the Project			
Risk Assessment and Monitoring Plan			
Embassy Media Plan			
Program Packaging Plan (Optional)			
Clearance			

INSTRUCTIONS FOR COMPLETING THE APPLICATION SECTIONS:

Project Basics REQUIRED

Please provide the following basic information about the proposed project. Fields marked with an asterisk (*) are required fields, and you must fill out those fields before saving this section and moving to another part of the application.

IMPORTANT TIP: Since internet connectivity can get in the way of completing your application, make sure you save the application regularly, especially after you add a significant amount of information.



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

To save the application, click on the **Save** icon in the upper right-hand corner of this screen.

In this section, you must select a Project Focus Area, provide estimated begin and end dates for the project, enter the name of the Ambassador (or Chargé or Consul General if there is no ambassador), and indicate your State Department region. Refer to the *AFCP 2020 Glossary* for definitions of the focus areas and categories.

Options for Project Focus Area:

Cultural Objects and Collections

- Archaeological Collections
- Ethnographic Objects
- General Museum Conservation
- Manuscripts
- Paintings and Sculpture

Cultural Sites

- Archaeological Sites
- Historic Buildings and Sites

Forms of Traditional Cultural Expression

- Craft
- Dance
- Drama
- Language
- Music
- Ceremony
- Traditional Knowledge

Also indicate whether the proposed project takes place within a World Heritage Site, whether the site or object is privately owned, or if the proposed project builds upon a project previously supported through AFCP in the past. If the proposed project builds upon a previous one, enter the title of the previous project and the year of the AFCP grant. Also, please indicate whether the proposed project supports MOUs or other bilateral agreements.



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

Project Applicant Information REQUIRED

Provide information on the project applicant on whose behalf the embassy is submitting this application. For the purposes of the AFCP program, qualified applicants are defined as reputable and accountable, government agencies and offices, NGOs, universities, museums, and similar institutions and organizations that are able to demonstrate they have the requisite experience and capacity to manage projects to preserve cultural heritage.

Embassies must vet applicants for eligibility, suitability, and reputable performance in cultural preservation or similar activities.

NOTE:

- Applicants must be able to receive AFCP grants in accordance with AFCP program policies.
- Applicants requesting \$25,000 or more in federal assistance **must have a Dun & Bradstreet Universal Numbering System (DUNS) number** and be registered in the System for Award Management (SAM) Database (<http://www.sam.gov>) prior to submitting applications. Applicants may acquire DUNS numbers at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or by requesting a number online at <http://fedgov.dnb.com/webform>.

In this section, you must fill out the name of the applying organization, the type (see list below), the country in which the applicant is located, and the name of the **project director** (principal investigator).

Applicant Types:

Foreign Educational Institution
Foreign Government: Ministry of Culture
Foreign Government: Other
Foreign NGO/PVO
Other
Public International Organization (PIO)
U.S. Educational Institution
U.S. Non-Profit Organization (501(c)(3))



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

Project Location REQUIRED

Identify where the project will take place and describe the location. If the project site is located outside of an identifiable city, town, or village enter the nearest locale. If the project occurs across a region, enter the name of one city, town, or village within that region where project activities are to take place and then describe the boundaries of the study region in the description section below. NOTE: Project site must be accessible to embassy staff.

Official Permission to Undertake the Project REQUIRED

Attach 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. In some cases, such as a local or regional survey of multiple cultural sites, permission from the national cultural authority (ministry of culture, historic monuments administration, department of antiquities, etc.) will do.

If it is not possible to obtain official permission or if, in your estimation, official permission is unnecessary, provide a brief explanation as an attachment to this section of the application.

To attach a file, click the Add button in the upper right hand corner of the screen.

Before uploading the file (or files), rename it using the five-digit proposal ID number, followed by a descriptive title etc. Example: 13053permission.pdf; 13064permission.doc; etc.

Project Purpose REQUIRED

Briefly explain the overall project objectives and the desired results. For example, is the purpose of the project to:

- Restore an 18th-century town hall so that it can be used once again by the community?



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

- Preserve and protect a Bronze Age archaeological site so that people can visit it and looters can't destroy it?
- Conserve 13th-century manuscripts or textiles so that students and scholars can study them in the future?
- Improve collection storage conditions at a national museum renowned for its collection of early 20th-century paintings and sculpture so that the objects don't deteriorate?
- Document a traditional dance performance whose practitioners are dying out, so that future generations and scholars will know how it was performed and what it meant?

Project Activities Description and Timeframe REQUIRED

Explain how the applicant intends to achieve the project objectives and results. Present the proposed activities in a chronological order indicating the estimated period for the project. Include any major project phases and milestones and describe how those activities directly contribute towards achieving the project objectives and results. Remember that the work cannot start until the grantee countersigns the grant documents.

If you have a PDF, MSWord, or other file of the project schedule, say so here and attach it as an attachment later on in the application (under Miscellaneous Attachments).

Importance of Site, Object, or Form of Expression REQUIRED

Briefly describe the importance of the cultural site, cultural object, collection, or form of traditional expression. Be sure to highlight its historic, architectural, artistic, or cultural (non-religious) values as well as the date created or date range (ex: 12th-century; 1750s).

Special Note Regarding Sites and Objects That Have 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 on the basis of architectural, artistic, historical or other cultural (not religious) criteria.



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

Urgency of the Project REQUIRED

Describe the urgency of the proposed project. Indicate the severity of the situation and explain why the project must take place now.

Maintenance Plan REQUIRED

Outline 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.

Implementer Public Awareness Plan REQUIRED

Describe how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, and social media platforms.

Project Budget Worksheet REQUIRED

Using the mandatory template, list all anticipated project costs per year in the designated cost categories (Personnel, Travel, Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs). Also indicate the anticipated funds from other sources, whether cost sharing or other forms of cost participation (in-kind contributions, etc.).

Upload your detailed AFCP project budget worksheet here by clicking on the Add button above.

Before uploading the completed budget worksheet, rename the file according to the proposal ID number and the word "budget." Examples: 13004budget.xls;
13136budget.xls.

Project Budget Summary REQUIRED

Enter the project budget category subtotals (in US dollars) below from the worksheet. Enter only the amounts requested through AFCP for the project.

Important and Helpful Information on the Budget Categories



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

- *Personnel:* Use this budget category for wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project.
- *Fringe Benefits:* Enter any requirement benefit payments here if not included in the Personnel cost category above.
- *Travel:* Use this budget category for the estimated costs of travel and per diem for this project. If the project involves international travel, include a brief statement of justification for that travel either in the Project Activities Description or as an Attachment.
- *Equipment:* Use this budget category for all tangible, non-expendable (non disposable) machinery, furniture, and other personal property having a useful life of more than one year (or a life longer than the duration of the project), and a cost of \$5,000 or more per unit.
- *Supplies:* Use this category for building, conservation, and other materials that will be consumed (used up) during the course of the project. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.
- *Contractual:* Use this budget category for goods and services that the applicant intends to acquire through a contract with a vendor, such as masonry repair and re-pointing services that include the costs of materials as part of a contract, or professional photographic services that include photographic prints as part of the contract.
- *Other Direct Costs:* Use this budget category for other costs directly associated with the project, which do not fit any of the other categories. Examples include shipping costs for materials and equipment, and the costs of utilities (water, electricity, Internet) required for the project.
- *Indirect Costs:* Use this budget category for indirect costs, if any. If the applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. Department of State or another cognizant federal agency, enter the calculated indirect cost amount here. If the applying organization does not have a NICRA but wishes to claim indirect costs, it may claim up to a maximum of 10 percent in indirect costs. If the applying organization does not claim any indirect costs, enter 0 or leave blank.

If the project involves international travel, attach the justification for international travel as a PDF, MSWord, or other text document to the Miscellaneous Attachments section towards the end of the application form.



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

NOTE: Although the standard U.S. Government forms include Indirect Costs as a budget category, the Ambassadors Fund does not support such costs.

Resumes REQUIRED

Attach resumes of the Project Director (also known as the Principal Investigator) and other key project participants below.

Acceptable file formats for resumes: PDF, MSWord, and generic text files (TXT, RTF).

Before uploading the resume files, rename them so that they include the application number and the person's last name. Examples: 13067smith.doc; 13134wozniak.pdf; 13201hernandez.txt.

To attach a resume file, click the Add button in the upper right hand corner of the screen.

Images and Audiovisual Files* REQUIRED

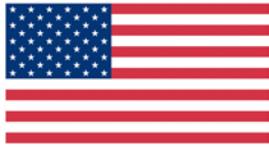
Attach at least five high quality digital images (**JPEG format**) or audiovisual files that convey the nature and condition of the site, object, or form of expression highlighted in the proposal and that, in the case of a site or object, show the urgency or need for the proposed project. Examples: images that show a wall on the brink of collapse, a deteriorated painting or textile, etc.

Before uploading image files, rename the files using the application ID number, followed by "image001," "image002," etc. Example: 13053image001.jpg; 13053image002.jpg; 13053image003.jpg; etc.

Rename the audiovisual files according to the application ID number followed by "av001," "av002," etc. Example: 13189av001.mov; 13189av002.mov; etc.

To attach a file, click the Add button in the upper right hand corner of the screen.

Miscellaneous Attachments* OPTIONAL



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

Use this part of the application to attach miscellaneous PDFs or MSWord or other files that you would like to share with the reviewers.

Miscellaneous Attachments may include:

- copies of historic structure reports;
- object conservation and needs assessments;
- justifications for international travel;
- original applications, budgets, and schedules received from the applicant;
- additional letters of support, including letters from ambassadors;
- copies of pertinent newspaper reports on the site or object; etc.

Before uploading the files, rename the files using the application ID number, followed by a descriptive title etc. Example: 13053pressclips.pdf; 13053needs_assessment.pdf; etc.

To attach a file, click the Add button in the upper right hand corner of the screen.

Rationale for U.S. Support REQUIRED

Embassy must explain why the U.S. government should fund this project. How does it help the embassy achieve its diplomatic goals? What is the national interest of the U.S. to support this project? Does the project support an existing bilateral agreement? Does it help fulfill an MSP goal? Does the proposed project build upon a project supported previously by the U.S. government?

Risk Assessment and Monitoring Plan REQUIRED

Embassy must fill out a risk assessment and monitoring plan evaluating the risks posed by applicant or project and describing how the embassy intends to monitor project progress and awardee performance.

Embassy Media Plan REQUIRED

Embassy must submit a media plan describing how it intends to highlight and amplify AFCP-supported activities. ECA welcomes innovative ideas on how embassies plan to use mobile and online technologies strategically to amplify U.S. support for cultural heritage preservation locally and to share compelling project-related content with both



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

targeted and broad audiences. ECA strongly encourages Public Affairs Offices to include one or more virtual components, in coordination with the applicant's Public Awareness Plan, to complement the proposed project. Doing so can extend engagement beyond the project's duration, increase its long-term value, and expand the audience for such work.

Program Packaging Plan OPTIONAL

In prior funding cycles, a number of posts have increased the public diplomacy impact of their AFCP projects by implementing them in concert with other ECA sponsored programs. ECA strongly encourages this best practice and suggests adding a Program Packaging Plan in your application. For example:

- a) U.S. Embassy Tripoli enrolled ten staff from an AFCP project in ECA's English language programs. Their improved language skills made it possible for the staff to learn advanced technical skills that made the AFCP project more sustainable.
- b) U.S. Embassy Kathmandu celebrated the completion of five AFCP-funded projects with an intensive media campaign that included a series of workshops for Nepali architects, conservationists, and archaeologists delivered by experts recruited through ECA's Speakers Program.
- c) U.S. Embassy La Paz marked the completion of one—and launched a second—AFCP supported conservation project at a major 18th-century landmark with a citywide celebration that included a visit by a U.S. gospel choir organized through ECA's Arts Envoy Program. The event, which drew national press coverage, was organized with the assistance of participants in ECA's English Access Micro-scholarship Program and the International Exchange Alumni Program.
- d) U.S. Embassy Phnom Penh built on the success of an AFCP project at the Tuol Sleng Genocide Museum with a visit to the U.S. for six key staff members organized through ECA's International Visitor Leadership Program.
- e) U.S. Embassy Lima promoted Fulbright and EducationUSA by co-hosting a dinner with the Ministry of Culture to highlight 100 years of archaeological research cooperation between Peru and the United States. In 2018, four U.S. scholars in archaeology and anthropology received Fulbright grants to do research in Peru. The dinner took place on the margins of the National Archaeological Congress and celebrated the 25th



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

anniversary of Stanford University's archaeological project at Chavín de Huántar, a World Heritage site and an AFCP 2010 project site.

f) U.S. Embassy Colonia and ECA's Collaboratory awarded a grant to the College of Micronesia (COM) for a student-centered oral history and documentation project at the ancient site of Nan Madol, a World Heritage site and an AFCP 2018 project site. COM students are producing videos for eventual use in the Nan Madol visitor center and dissemination to audiences in the United States and the Pacific islands.

Posts should request continuing recognition of U.S. support (e.g. signage, acknowledgement in pamphlets or websites) and utilize AFCP sites for PD activities, including VIP visits.

Front Office Clearance REQUIRED

Indicate that the embassy Front Office has cleared this proposal for submission to Washington. If the embassy has ranked the proposals according to priority, let your cultural coordinator in Washington know!

STEP 4: SUBMIT THE APPLICATION * REQUIRED *****

Once you have completed all the sections (and marked them "Complete"), you are ready to submit the application to the AFCP 2020 Competition. Failure to do so will result in the disqualification of the application.

*****TO SUBMIT THE APPLICATION, click on the **SUBMIT** link*****