

2018 Ambassadors Fund for Cultural Preservation Small Grants
U.S. Embassy Podgorica, Public Affairs Section

APPLICATION FORM
The application must be submitted in English

Project Applicant Information:

Organization name

Organization type

Address information

Name, title and contact info of project director

Applicant DUNS number

SAM.gov registration status

Short background on the organization (including a brief background of the organization's chief representative and the names of other NGO members that will be involved in the project implementation):

Any previous U.S. Government funding (please list the year, amount of the grant and the title of the project):

Project Basics:

Name of the project

AFCP focus area and category

Start and end dates

If part of an inscribed World Heritage Site, the name of the World Heritage Site

If a continuation or expansion of a project previously supported by AFCP, the title of the previous project and the award year

Project Location:

Project site

City or vicinity

Brief description of location

Proof of official permission to undertake the project and the endorsement and support from the appropriate national authority (PDF of an official letter preferred; if applicant owns the site or object, a letter stating that).

Project purpose (briefly explain the project objectives and desired results)

Detailed description of the project activities

Number of primary (key) project participants (directors, managers, key consultants and experts, etc.; resumes required)

Number of secondary participants (skilled and unskilled laborers, technicians, volunteers, occasional workers and others who are not considered primary project participants)

Number of US participants

Number of Non-US participants

Statement of Sustainability 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 either resulting or gained from the project.

Project Time Frame or Schedule that identifies the major project phases and milestones, with performance target dates for achieving them (NOTE: Applicants may propose project performance periods of up to 60 months (five years) with five budget periods of one year each; projects must begin before September 30, 2018, and conclude no later than September 30, 2022).

Statement of Importance highlighting the historic, architectural, artistic or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression.

Statement of Urgency indicating the severity of the situation and explaining why the project must take place now.

How will you meet the program and financial reporting requirements? (e.g., who will prepare the financial and narrative reports?)

Other sources of support for this project (including the applicant organization)

Other organizations you applied to with the same project and status of your application

Attachments and Other Supporting Documents:

Detailed Project Budget, demarcated in one-year budget periods (2017, 2018, 2019, etc.) that lists all costs in separate categories (Personnel, Fringe Benefits, Travel (including Per Diem), Equipment, Supplies, Contractual, Other Direct Costs, Cost Sharing); indicates funds from other sources; and gives a justification for any anticipated international travel costs; (see suggested template)

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

Minimum of five high quality digital images (JPEGs) or audiovisual files that convey the nature or the state of the site

Resumes or CVs of the primary (key) project participants (project director, experts, etc.)

Historic Structure Reports, completed Conservation Needs Assessments, Engineering Studies, Feasibility Studies, and any other planning documents completed in preparation for the proposed project.