

**Department of State - Embassy of the United States of America in Paraguay  
Notice of Funding Opportunity**

**Program Office:** Public Diplomacy  
**Funding Opportunity Title:** U.S. Ambassadors Fund for Cultural Preservation (AFCP) Small Grants Competition, Paraguay  
**Announcement Type:** Initial  
**Funding Opportunity Number:** SPA10020GR001WHA10252019  
**CFDA** 19.025 — Ambassadors Fund for Cultural Preservation  
**Deadline for Applications:** December 9, 2019

**I. PROGRAM DESCRIPTION**

The U.S. Embassy in Paraguay, in coordination with the Bureau of Educational and Cultural Affairs of the U.S. Department of State, is pleased to announce the fiscal year 2020 call for proposals for the Ambassadors Fund for Cultural Preservation grants competition. The Fund aims to preserve cultural sites or objects that have historical or cultural significance for Paraguay. Floor on amount of each award: US \$10,000 per project. Ceiling on amount of each award: \$200,000 per project.

**Funding areas:** The U.S. Embassy in Asuncion, Paraguay invites eligible organizations to submit proposals that include project activities that adhere to the following guidelines and to international standards for the preservation of cultural heritage.

These activities may include:

**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.

**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.

**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.

**The following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:**

- A. 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.
- B. Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.)
- C. Preservation of hominid or human remains.
- D. Preservation of news media (newspapers, newsreels, radio and TV programs, etc.)
- E. Preservation of published materials available elsewhere (books, periodicals, etc.)
- F. Development of curricula or educational materials for classroom use.
- G. Archaeological excavations or exploratory surveys for research purposes.
- H. Historical research, except in cases where the research is justifiable and integral to the success of the proposed project.
- I. Acquisition or creation of new exhibits, objects, or collections for new or existing museums.
- J. Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example).
- K. Commissions of new works of art or architecture for commemorative or economic development purposes.
- L. Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances.
- M. Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist.
- N. Relocation of cultural sites from one physical location to another.
- O. Removal of cultural objects or elements of cultural sites from the country for any reason.
- P. Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation or documentation effort.
- Q. Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies.
- R. 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);
- S. Costs of fund-raising campaigns.
- T. Contingency, unforeseen, or miscellaneous costs or fees.
- U. Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the grants officer.
- V. International travel, except in cases where travel is justifiable and integral to the success of the proposed project.
- W. Travel or study outside the host country for professional development.
- X. Projects costing less than \$10,000.
- Y. Independent U.S. projects overseas.

## II. FEDERAL AWARD INFORMATION

**Award Period:** Up to five years

**Award Amount:** A maximum amount per award of \$200,000 is available under this program. Similar awards in the past have typically ranged from \$25,000 - \$100,000.

**Cost Sharing or Matching:** This program does not require cost sharing, but any cost sharing will be looked upon favorably.

Proposals will be reviewed on a competitive basis by U.S. Embassy Asuncion's Grants Committee. Successful proposals will be forwarded by the U.S. Embassy to the Bureau of Educational and Cultural Affairs (ECA) to compete in the global Ambassadors Fund for Cultural Preservation competition. ECA will announce the winners of that competition before September 30, 2020. Awards are subject to the availability of funds.

The U.S. government may make the award on the basis of initial applications received, without discussions or negotiations. Each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right to enter into discussions with one or more applicants to obtain clarification, additional details, or to suggest refinements in the program description, budget, or other aspects of the application.

Applications for renewal or supplementation of existing projects are not eligible for funding under this notice.

## III. ELIGIBILITY REQUIREMENTS

**1. Eligible Applicants:** Eligibility is limited to reputable not-for-profit organizations, museums, ministries of culture, or similar institutions and organizations, including U.S.-based organizations subject to Section 501(c)(3) of the tax code, that are registered and active in SAM.gov and able to demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage.

**2. Cost Sharing or Matching:** Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost-sharing demonstrates a strong commitment to the planned activities and will be considered to show great cost effectiveness.

**3. Other:** Eligibility is limited to those organizations who qualify to receive Grants from the U.S. Department of State and have the ability to develop and implement proposed programs in Paraguay. Individuals are not eligible to apply under this notice. Please follow all instructions below carefully especially concerning deadlines as applications received after the deadline will not be reviewed or considered.

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

**Application Submission Process:** Applicants must submit grants proposals electronically to [educationparaguay@state.gov](mailto:educationparaguay@state.gov) or on Grants.gov using the new workflow system. Applications are accepted in English only, and final award agreements will be concluded in English as the controlling language. Applicants will receive a confirmation e-mail from the U.S. Embassy in Asuncion's Public Diplomacy section to indicate that we have received the proposal.

**Application Content:** Applicants must follow the NOFO instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information as required by this NOFO. The penalty for making false statements in proposals to the USG is prescribed in 18 U.S.C.1001.

The proposal must consist of the following:

**Section 1 - Full and complete Application for Federal Assistance (SF-424),** including the Budget Information for Non-Construction Programs (SF-424A):

These forms can be found on-line at: <https://py.usembassy.gov/es/embassy-es/asuncion-es/grants-corner/>

**SF 424** [Http://apply07.grants.gov/apply/forms/sample/SF424\\_2\\_1-V2.1.pdf](http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf)

**SF424A** <https://py.edit.usembassy.gov/wp-content/uploads/sites/274/SF424A.pdf>

**Spreadsheet link** <https://py.edit.usembassy.gov/wp-content/uploads/sites/274/AFCP2020-Budget-1.xlsx>

## **Section 2 - Project Basics:**

- a) Project title.
- b) Start and end dates.
- c) AFCP focus area.
- d) Project location.
- e) Ownership status of the object or site (public or private).
- f) Project applicant information, including contact information, DUNS Number, and SAM registration status.
- g) Proof of official permission to undertake the project.

## **Section 3 - Project Summary:**

- a) Statement of importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, collection, or form of traditional expression.
- b) Statement of urgency indicating the severity of the situation and explaining why the project must take place now.
- c) 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 gained from the project.

## **Section 4 – Project design:**

- a) Project purpose that summarizes the project objectives and desired results.
- b) Project activities description that presents the project tasks in chronological order.
- c) 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, 2020, and conclude no later than September 30, 2025).
- d) Project participant information including resumes not to exceed 1 page in length of the proposed project director and other primary project participants. Applications must include a clear description of the applicant's management structure, previous experience with similar proposed programs, and organizational experience and background in Paraguay as these relate to the proposed activities. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project.

## **Section 5 – Project budget:**

- a) Detailed project budget using the spreadsheet in the link below, demarcated in one-year budget periods (2019, 2010, 2021, etc.), that lists all costs in separate categories (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: Spreadsheet link <https://py.edit.usembassy.gov/wp-content/uploads/sites/274/AFCP2020-Budget-1.xlsx>
- b) Budget narrative explaining line by line how costs are estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and unique budget line items.

**Section 6 – Attachments and supporting documents including:**

- a) 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 wall, water damage, worn fabric, broken handle, etc.),
- b) Any historic structure reports, conservation needs assessments, and other planning documents compiled in preparation for the proposed project.

**All applicants must:**

1. Have or obtain a Unique Entity Identifier currently known as a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by applying on line at:  
<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
2. Have or obtain an N-Cage number by applying on line at:  
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
3. Register with the System for Awards Management (SAM) data base; please note that your SAM registration must be renewed annually. Failure to renew your SAM registration may prohibit submission of a grant application through Grants.gov. The website for registering after your organizations has both a DUNS and N-Cage number is: <https://www.sam.gov/portal>

**Application Deadline:** All applications must be submitted via e-mail before December 9, 2019, 5:30 p.m. Paraguay time. Applications submitted after 5:30 p.m. will be ineligible for consideration. **Begin the application process early**, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to this application deadline.

**V. APPLICATION REVIEW INFORMATION**

Consistent with the federal award regulations, the Department of State reserves the right to give priority for its funds to those organizations working on key USG objectives that are and have been supportive, in policy and programs, of USG policies in Paraguay.

**Evaluation Criteria:** Applicants should note that the following criteria (1) serve as a standard against which all proposals will be evaluated, and (2) serve to identify the significant matters that should be addressed in all proposals. The USG will award a Grant to the applicant(s) whose offer represents the best value to the USG on the basis of technical merit and cost.

Each application will be evaluated by a Grants committee at the Embassy of the United States of America in Paraguay. The evaluation criteria have been tailored to the requirements of this NOFO.

- **Project summary (25 points):** This section should identify the importance and relevance of the applicant's proposal to one or more of the funding priorities of this notice.
- **Project Goals/Implementation Plan (40 points):** Applicants should describe what they propose to do and how they will do it. The proposed activities must directly relate to meeting the goals and objectives, and applicants should include information on how they will measure activities' effectiveness. The Grants committee will be viewing the implementation plan in terms of how well it addresses the problem statement, relevance of the goals and objectives, feasibility of the proposed activities and their timeline for completion, and the extent to which the impact of the project will continue beyond the conclusion of the funding period.
- **Organizational Capability (20 points):** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated goals and objectives. In addition, applicants should describe how and with whom they will collaborate to meet project goals.
- **Budget and Attachments (15 points):**
  - Budget:** Costs shall be evaluated for realism, control practices, and efficiency. The Department of State must determine that the costs paid for an award are reasonable, allowable, and allocable to the proposed project activities. This will consist of a review of the Budget to determine if the overall costs are realistic for the work to be performed, and if the costs are consistent with the program narrative.
  - Attachments:** Applicants must show the urgency or need for the proposed project (collapsing wall, water damage, worn fabric, broken handle, etc.)

## VI. FEDERAL AWARD ADMINISTRATION

**Federal Award Notices:** The Grant award shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer Grants and Fixed Amount Awards. The assistance award agreement is the authorizing document and it will be provided to the Recipient through either e-mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing. This notice is made and any awards will be made in line with the [2 CFR 200](#).

Applicants under consideration for an award will be subject to a pre-award survey to determine fiscal responsibility and ensure adequacy of financial controls. This survey contains a list of criteria for determining whether the applicant's accounting system meets the minimum standards to be eligible for USG funding. These standards include appropriate accounting software and written financial management policies and accounting procedures. The pre-award survey will involve assessing the extent to which these are in place within an organization and being actively implemented.

**Administrative Requirements:** Awards made through Grants under this notice will be subject to [The U.S. Department of State Standard Terms and Conditions for Federal Assistance Awards](#).

**Anticipated Time to Award:** Applicants should expect to be notified of the proposals recommended by the Grants committee for funding within 90 working days after the submission deadline.

Issuance of this NOFO does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received.

**Reporting Requirements:** Grantees are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award.

## **VII. FEDERAL AWARDING AGENCY CONTACT**

For questions about this solicitation, contact Darren Beltran, PD Grants and Program Specialist, at:

Email: [educationparaguay@state.gov](mailto:educationparaguay@state.gov) (Preferred method of communication)

Phone: +595-21-213-715