

# The Ambassador's Fund for Cultural Preservation 2008 Guidelines and Application

## Introduction

The American Embassy in Bangkok and the Bureau of Educational and Cultural Affairs of the U.S. Department of State are pleased to announce the 2008 call for proposals for The Ambassador's Fund for Cultural Preservation.

The Fund was established to help countries preserve cultural heritage and to demonstrate U.S. respect for other traditions. Since its inception in 2001, the Fund has helped preserve cultural sites, practices, and objects that are historically or culturally significant. Grants given are typically in the amount of \$15,000 to \$50,000, but may be higher for exceptional projects.

## Proposal Preparation

Proposals shall not exceed 1,000 words (excluding budget). *The deadline for submitting a proposal is February 8, 2008.* In the proposal, please provide the following information and organize the narrative into the 10 sections that follow:

### 1. Project Title

Create a short, descriptive title.

### 2. Project Purpose & Summary

Respond to the following questions: What are the objectives of the project? What is the nature of the cultural resource? What is the problem? What would be the result?

### 3. Project Location

List the location of the site or resource, and some description.

### 4. Detailed Project Description

Give a full description of the work to be undertaken. Why the project is necessary? What has been attempted? What methods and materials will be used? What is the larger context of the proposed work? Provide a bibliography if needed, etc.

Include the kind of heritage resource the project will address. (For example, specify if it is a site or building, or dealing with museum objects, ancient manuscripts, or traditional music.) What kind of activity is proposed--an inventory, documentation, or restoration?

### 5. Time frame (sequence and duration of activities)

What are the approximate start and end dates for the project?

### 6. Significance of the Resource

Describe the cultural/artistic /historical significance of the resource on which the project will focus.

### 7. Urgency

Is the resource facing an urgent threat, such as possible physical collapse or a possible loss of cultural memory, etc.?

### 8. Rationale for U.S. support

If the proposed project is part of a larger effort, outline the specific components of the work that the U.S. would cover?

**9. Detailed Project Budget (attached to application in separate attachment)**

In a narrative statement, provide the amount of funds requested. Guidelines for the budget are as follows:

1. Materials  
Give estimate of amount and cost for materials to be expended.
2. Equipment  
Justify any equipment expenditures in budget narrative and list per piece.
3. Fees  
By individual Include Salaries, consultant fees, etc. by individual (give name, position or task); or  
By task (Give indication of type of person -- conservator, mason, speaker)
4. Travel  
Specify who must travel, where, how long and why
5. Other  
Phone, fax, photocopy, freight, etc., listed by type
6. Additional Funding

Calculate Budget by \$1 = 32 Baht.

Projects can involve international organizations as cost-sharing partners, but the proposals should come from a legally registered Thai (in-country) organization.

**10. Grantee Information**

Provide information about the organization that would do the work, and about the people involved. Be sure to include the organization, address, project director, phone, fax, mobile, e-mail, website, etc.

**11. Resumes of the Project Director and Professional Staff**

**12. Official Permission such as from a National or Local Authority to Undertake the Project**

**13. Other Funding Sources**

Explain any cost-sharing (including in-kind contributions) from sources such as the Thai government, international organizations, and the private sector.

**14. Summary of Required Attachments**

Prepare all documents to be submitted with the proposal, such as:

- Resume for project leaders and professional staff.
- Official permission to undertake the project. Letter from the local/national authority responsible for the site or resource indicating that the prospective grantee has the support of that authority, and permission to undertake the project.
- Photographs of the resource.
- Application with Budget Worksheet (see separate attachment).

**Proposal Submission:** The Embassy's Media and Cultural Section is the program coordinator. Proposals should be in English and submitted by email at [bangkokpd@state.gov](mailto:bangkokpd@state.gov) on or before January 11, 2008, to:

ATTN: Ms. Carol W. Stephens  
Public Diplomacy Assistant

For inquiries or further information, please contact:

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