

## Antiquities Endowment Fund

### Application Guidance

Created by an endowment from the United States Agency for International Development (USAID) ARCE's Antiquities Endowment Fund sustains an ongoing grants program to support the conservation, excavation, investigation, preservation and documentation of Egypt's cultural heritage and the dissemination of relevant knowledge.

The Antiquities Endowment Fund awards grants for up to one year for highly focused professional projects that serve the conservation, excavation, preservation, documentation, and cultural heritage needs of Egyptian antiquities that are more than 100 years old. Projects may involve actual conservation, examination and technical study of artefacts, protection of sites, buildings or objects, participation of conservators, archaeologists, or other appropriate specialists in antiquities projects; training of conservation and archaeology students, excavation with conservation, or the production of publications, exhibitions, and presentations that disseminate knowledge about Egypt's cultural heritage.

AEF grants only support direct project costs. Indirect costs are not allowable. Please do not request indirect costs either in your proposal or in any resulting contract. The budget allows for highly specific expenses to be included. Applications should be denominated in U.S. Dollars. ARCE is not responsible for currency fluctuations.

#### I. Eligibility

Applicants from institutions of higher education, museums, free-lance researchers and public/private organizations of any country are welcome to apply. Applicants from the Ministry of Antiquities are permitted to apply but if awarded a grant, those individuals would need to take a leave of absence from their position at the Ministry for the duration of the grant. ARCE will require a copy of the leave approval from the Ministry of Antiquities before releasing any funds.

The Principal Investigator (PI) must be an individual member of ARCE at the time of application. If successful in receiving the award, the PI must maintain the membership for the duration of the project. Failure to maintain a current membership will result in a delay of funding disbursement.

Applicants are NOT eligible to apply for any future AEF grants if any of the following conditions apply:

- Applicant was awarded an AEF grant in a prior granting cycle and has not completed the project for which funds were received.
- Applicant was awarded an AEF grant in a prior granting cycle and has completed the project but has NOT submitted all the deliverables.
- Applicant was awarded an AEF in the immediately preceding grant cycle.\*  
\*Note: Applicant must wait one fiscal year from the time of the COMPLETION of the original grant to apply again for funding for the SAME project.
- Current members of the ARCE Board of Governors

## II. Application

The Antiquities Endowment Fund Committee is responsible for the review of all applications submitted and recommends funding to the Board of Governors. The management of the award is coordinated with ARCE's Cairo Center via [aef@arce.org](mailto:aef@arce.org).

### Funding Categories

#### ***Conservation, Excavation, Preservation, and Presentation***

Project funds in this category are limited to \$100,000. The Antiquities Endowment Fund will support the conservation, excavation, and preservation of Egyptian sites, structures or objects dating from prehistory to 100 years ago. Excavation may not be conducted without accompanying conservation professionals and/or programs, as per agreement with the Ministry of Antiquities. Projects in this category might include protecting partial or entire sites, specific elements at a site, or site management activities; preservation, conservation and presentation of artifacts, works of art, monuments or parts of monuments, ancient manuscripts, books or other related material; photographic, digital or other documentation or cataloguing of sites, structures, or objects.

- All conservation, excavation and preservation grants must take place in Egypt or on Egyptian collections in the U.S.
- Funds are not intended for the purchase of equipment but may be used to purchase consumable supplies and for equipment rental.
- Funds may support the participation of conservation specialists in ARCE field projects. However, the PI must identify the conservator and provide sufficient documentation supporting his/her field experience. The PI must also obtain permission from the ARCE Director for Egypt prior to approval from the AEF Committee.

#### ***Training of Egyptian Personnel***

Project funds in this category are limited to \$50,000. The excavation, conservation and preservation of Egypt's cultural heritage relies upon properly trained personnel. Funding in this category can be used for field schools, museum management, site management, on-the-job conservation training, etc.

- All training must take place in Egypt and be authorized by the appropriate Egyptian and/or other authorities.
- All personnel receiving training must be Egyptian nationals.
- The PI must demonstrate how the proposed training serves an identified need and/or addresses a gap in existing skills or knowledge.
- Maximum number of 15 participants per field school.

### ***Student Training***

Project funds in this category are limited to \$25,000. The Antiquities Endowment Fund seeks to increase the number of students in the U.S. and Egypt who are knowledgeable about Egypt and sensitive to its cultural heritage. Approved ARCE expeditions using advanced students may apply for endowment support for on-site student training. Allowable costs include transportation, per diem and local work crew costs for each student. Equipment purchases and honoraria are not permitted.

- The application must specify the number of students, the type of work they will do, and the specific training program.
- If granted an award, the PI must apply to the appropriate Egyptian and/or other authorities for clearance and permission for the student(s) to participate in the project.
- Students must be enrolled in an accredited American or Egyptian institution of higher education.
- Maximum number of 8 participants per field school.

### ***Publication Subsidies***

Project funds in this category are limited to \$30,000. The Antiquities Endowment Fund will support a) the publication of completed manuscripts, or b) the preparation of specialist materials for publication manuscripts (e.g., drawings/illustrations of relevant materials, appropriate specialist reports not supported by other funding sources).

- Festschrift and memorial publications are ineligible for this award.
- Funds will be disbursed only with documentation from an appropriate press indicating acceptance of the manuscript in its final form and the anticipated date of publication.

- ARCE reserved the right to negotiate the funding amount with the approved press.
- The PI, not the publisher, is responsible for informing ARCE of delays in publication.
- The author must acknowledge support from the Antiquities Endowment Fund in the publication and coordinate an agreed upon number of complimentary copies of the publication to be provided to ARCE.

### Application Submission

All applications must be prepared and submitted in English using the provided instructions (see below section on application format) via [ARCE.org/antiquities-endowment-fund](http://ARCE.org/antiquities-endowment-fund). Applications must be submitted by **12 midnight EST on February 15, 2019**. After submission, ARCE reserves the right to request supplementary information or pose clarifying questions. Requesting supplementary information or posing clarifying questions to one applicant does not obligate ARCE to do so with all applicants nor does it guarantee a grant award.

For each project, all required documents (not limited to but including relevant maps, diagrams and photos, sources of additional funding or proposed additional funding, all previous grants received by the PI for the last three years, participant salary history form, and an AEF Budget form) are to be provided to ARCE according to its published instructions. All forms are available at [ARCE.org/antiquities-endowment form](http://ARCE.org/antiquities-endowment-form).

Submission of **draft proposal** are encouraged (by December 20, 2018), to which program staff will respond with suggestions and advice.

### Application Format

The proposal and supporting information must use the format described. The proposal must be submitted via the written instruction on [ARCE.org/antiquities-endowment-fund](http://ARCE.org/antiquities-endowment-fund).

### **Project Narrative**

The project narrative should be written in English and provide a thorough description of:

- The proposed activities, including an implementation timeline and set objectives. The project implementation timeline should be defined chronologically and must be accomplished in a single fiscal year between July 1-June 30. That does not mean 12 months of work divided over several years. Expeditions that have limited season durations must complete the AEF projects within a fiscal year from their start.
- The project's anticipated outputs, results and impacts.
- In the case of a conservation/preservation project, a condition report or condition assessment/survey of a group of objects, as well as a treatment proposal including details of conservation techniques and materials to be used. If applicable, a longer

narrative defining methodologies is desired, including details of methodology and legitimation of any chemicals used.

- The roles and responsibilities of the PI and other project-funded recipients. Describe the intellectual input, expertise, resources, etc. that each individual will contribute to the proposed project and how they will support particular outputs, outcomes and intended impacts.
- Any training that may be required for the project staff and the budgetary allocation and strategy necessary.
- How the intended outcomes will be sustained beyond the project timeframe.
- How the project is clearly differentiated from the ongoing work of the PI's mission, with distinctive personnel, activities and timing.
- Any risks associated with carrying out the project and the ways the PI will address them. These risks might include the well-being and/or security of the project staff, the technical and/or financial aspects of the project, organizational issues, the operating environment/s of the project and/or legal concerns.

### ***Additional Documents/Supporting Information***

The below lists additional documents to be included during the application process.

- Project abstract (100-150 words).
- Confirmation of any previous or current grants received.
- Proposed estimated cost and cost breakdown.
  - Include a proposed budget and a summary budget narrative justifying the proposed expenses.
  - Salaries included in the project listed for each primary participant, including daily rate and maximum number of days anticipated. All rates should be listed in U.S. dollars.
  - The \$1000 administration fee is incurred by all successful applicants. Please include this fee in your budget; it will be deducted from the final 20 percent disbursement of the award.
- CV of the PI. (Please keep to maximum 2 pages)
- CV's of any project members who would be recipients of funds.
- Participants' salary history, indicating the respective compensation provided for previous project undertakings and the hours worked.

### **III. Evaluation Criteria of Application**

Each application will be assessed based on the criteria listed according to grant type.

*For Conservation, Excavation, Preservation, and Presentation Projects*

- The focus and objectives of the project and its relevance to cultural heritage conservation, preservation and presentation

- The proposed framework and budget for monitoring and evaluating the project
- Appropriate staffing and time commitments of each staff member
- The need/demand for the project and the need for funding
- The quality of the outcomes that the project will achieve
- Feasibility of the project
- Whether the project follows/demonstrates best practice
- The sustainability of the outcomes to be achieved

#### *For Training of Egyptian Personnel*

- The focus and objectives of the project and its relevance to training Egyptian personnel working in the field of cultural heritage
- The proposed framework and budget for monitoring and evaluating the project
- The need/demand for the project and the need for funding
- The quality of the outcomes that the project will achieve
- Feasibility of the project
- Whether the project follows/demonstrates best practice
- Whether the proposed level of training can be accomplished within the stated project duration.
- The sustainability of the outcomes to be achieved

#### *For Student Training*

- The focus and objectives of the project and its relevance to the training of students and the field of cultural heritage
- The proposed framework and budget for monitoring and evaluating the project
- The need/demand for the project and the need for funding
- The quality of the outcomes that the project will achieve
- Feasibility of the project
- Whether the project follows/demonstrates best practice
- The sustainability of the outcomes to be achieved

#### *Publication Subsidies*

- The project objectives and the expected final product and contents therein
- The proposed framework and budget for monitoring and evaluating the project
- The need/demand for the publication
- Feasibility of the project
- Written confirmation of the planned publishing date
- Demonstration of appropriate research methodology

## **IV. Receiving an AEF Grant**

Should the applicant be approved for an AEF Grant, the following will apply:

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- The PI will sign an agreement detailing financial procedures and reporting requirements, which the ARCE Director for Egypt will counter-sign on behalf of ARCE.
  - The PI and ARCE must sign the award contract within six months of award notification. Work must begin within the following 12 months (after contract signing). If work has not commenced in that time, the award will be canceled.
  - If a year has passed since the award contract was signed and an extension of the start date is required – for reasons outside the control of the PI – the PI must request approval directly from the Director for Egypt, and the decision will be forwarded to the AEF Committee.
  - Within 90-days of project completion, the PI must submit a technical report of acceptable quality for distribution on ARCE.org. The report must be submitted in Microsoft Word format. ARCE reserves the right to edit the technical report for length, style and voice prior to publication in all ARCE communications, including its membership magazine, *Scribe*. Alternatively, the grantee may coordinate with *Scribe* editorial staff to self-author a magazine article on the project. In either scenario, the PI will be given drafts to review for input into the final published article. The technical report in its original state will be available on ARCE.org as a downloadable PDF. Failure to submit an acceptable report, financial report and receipts within one year of completion of the project will preclude the final 20 percent grant payment along with exclusion from further competition for ARCE-administered funds until such time as the report is completed.
  - For projects taking place in whole/part within Egypt, the PI must submit to ARCE copies of the project's clearance paperwork from the Ministry of Antiquities before signing the contract. A maximum of nine months is allowed from the time of notification of the award to submit the necessary approval of the Ministry of Antiquities' Permanent Committee and Security Clearances. Funds will not be disbursed until awardees submit copies of permission and/or clearances from the appropriate Egyptian authorities.
  - The PI is solely responsible for submitting financial reports and technical reports to ARCE by the set deadline.
  - All AEF funded projects must acknowledge the Antiquities Endowment Fund in written project documents and official statements according to ARCE branding guidelines. ARCE will provide all PI's with the ARCE marks or they can be requested at [aef@arce.org](mailto:aef@arce.org).

## V. Required Documentation for Project Start

ARCE will sign the award contract upon receipt of the following documents from the applicant:

- An updated project cash flow and financial breakdown.
- Proof of necessary permissions/clearances obtained from the relevant Egyptian authorities for projects conducted in whole/part within Egypt.
- Where applicable, proof of secured partnership funding.

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- Strategic plan for the acquisition of all consumable goods, material, supplies and rental equipment, including information on any selected suppliers, pricing and a demonstration of how the selected supplier/s and materials represents the best value for the project requirements.
  - Banking information required for transfers.
  - Any other documentation/information as requested by ARCE.

## **VI. Acknowledgement and Promotion**

Successful applicants are responsible for promoting their grant award and project, according to the following criteria:

- The PI must submit an outline of a publicity plan for the project a minimum of four weeks prior to the start date.
- All publicity relating to the project – promotional activities, press interviews, online or print coverage – must receive prior approval from ARCE to ensure consistent and appropriate acknowledgment of AEF and ARCE.
- The PI, if invited, will be expected to host a lecture and/or presentation about the project at the ARCE Cairo Center.

## **VII. Monitoring and Progress Updates**

Internal monitoring and evaluation are required at regular intervals from the start of the project until its completion. This will ensure the effective management of unforeseen variables and promote transparency and communication between ARCE and the grantee. The following will apply:

- The PI is expected to submit progress reports according to an established timetable, dependent on the duration of the project, which will be detailed in the contract including submission deadlines.
- Any delay in submitting the required progress reports must be communicated to ARCE no less than 5 working days prior to the deadline, along with an alternate submission date and a justification for the extension.
- Any unauthorized delay in one or more progress reports, or a submission of a progress report that does not follow the requirements, will result in the delayed release of the final payment of the award and exclusion of the PI from consideration for future grants.

## **VIII. Deliverables**



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The PI is responsible for the timely delivery of documents during the project and upon its completion. This includes the following:

- Progress reports
- Technical report/article for publication
- Financial reports
- Original receipts and invoices
- Copies of flight boarding passes