

## Antiquities Endowment Fund

### LONG TERM GRANT: Application Guidelines

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 Long Term Grant (**for up to three years**) is awarded for discrete professional projects that:

1. Take Place in Egypt.
2. Serve the conservation, excavation, preservation, documentation, and cultural heritage needs of Egyptian antiquities that are **more than 100 years old**.
3. Involve the following activities:
  - a. Conservation, examination and technical study of artefacts.
  - b. Protection of sites, buildings, or objects.
  - c. Participation of conservators, archaeologists, or other appropriate specialists in antiquities projects.
  - d. Training of conservation and archaeology students.
  - e. Excavation with conservation.
  - f. 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 are eligible to apply if they are:

- Affiliated (currently or previously) with an institution of higher education, a museum, or recognized public/private organization or institution.
- Employees of the Egyptian Ministry of Tourism and Antiquities holding a PhD.
  - If an Egyptian MoTA applicant is awarded a grant, that individual would need to take a leave of absence from their position at the Ministry for the duration of the grant. ARCE will require the applicant to provide a copy of the leave of absence approval from the MoTA as well as Permanent Committee project approval 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 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 is a current member of the ARCE Board of Governors.
- Applicant is a current member of the ARCE AEF Committee.
- Applicant is a current member of the ARCE Finance and Budget Committee.

## 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).

## III. ARCE AEF Funding Categories

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

Project funds in this category are **limited to \$300,000**. 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:

1. Protecting partial or entire sites.
2. Protecting specific elements at a site.
3. Building of magazines for the storage and protection of objects and archaeological material.
4. Site management activities; preservation, conservation, and presentation of:
  - a. Artifacts.
  - b. Works of art.
  - c. Monuments or parts of monuments.
  - d. Ancient manuscripts, books, or other related material.
5. Documentation; Photographic, digital, or other documentation or cataloguing of sites, structures, or objects.

**Category Stipulations:**

- All conservation, excavation, preservation, and presentation activities must take place in Egypt.
- Funds are generally not intended for the purchase of equipment (machines, IT equipment, etc.) but may be used to purchase consumable supplies and for equipment rental. All equipment purchases must be justified in the proposal and must not exceed \$2,000 per item. If agreed upon, any equipment purchase must be returned to ARCE upon project completion.
- 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 project may include training of Egyptian personnel or students within the scope. A carefully planned long term training program including students may also be considered.***

***If this aspect is included, the following additional guidelines must be adhered to:***

- All training must take place in Egypt and be authorized by the appropriate Egyptian and/or other authorities.
- Application must include:
  1. Identification for all trainees participating in the project.
  2. Student trainees must be enrolled in an accredited American or Egyptian institution of higher education.
- The PI must demonstrate how the proposed training serves an identified need and/or addresses a gap in existing skills or knowledge.
- The PI must specify the type of work the trainees will do and provide the specific training program.
- The PI must specify the number of trainees (Maximum number of 15 trainees)
- 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.

#### **IV. Application Submission**

All applications must be prepared and submitted in English using the provided instructions (see below section on application submission requirements) via [ARCE.org/grants/aef](http://ARCE.org/grants/aef).

**The application process for the ARCE AEF Long Term Grant takes place annually.**

### Important application submission deadlines:

1. **Draft Proposals** (encouraged but not mandatory): to be submitted via email to [aef@arce.org](mailto:aef@arce.org) before December 20, 2021. Program staff will respond with suggestions and advice.
2. **Final Applications**: to be submitted via Submittable Platform (submission link located on ARCE's aef grant page) <https://arce.submittable.com/submit> before 12 midnight EST on February 15<sup>th</sup>, 2022.

After submission of either the draft proposal or the final application, 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.

### A. Application Submission Requirements:

The proposal and supporting information must use the format described. The proposal must be submitted via the written instructions on [ARCE.org/grants/aef](http://ARCE.org/grants/aef).

#### ***I. Project Narrative***

The project narrative should be written in English, must be between 2,000 to 4,000 words provide a thorough description of:

- **The proposed activities** including:
  - **Implementation timeline**; should be define chronologically and must be accomplished within 3 fiscal years from the award date. That does not mean 36 months of work divided over several years. Expeditions that have limited season durations must complete the AEF projects within 3 fiscal year from their start.
  - **Set objectives.**
- The project's anticipated **outputs, results, and impacts.**
- In the case of a conservation project, your project narrative must include:
  - A condition report or condition assessment, written by a conservation professional.
  - Treatment proposal including detailed methodologies, conservation techniques and materials/chemicals to be used.
  - Expected outcomes and sustainability.
- 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.
  - 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.

- A clear **sustainability plan**: 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.
- A **risk assessment** including:
  - Any risks associated with carrying out the project
  - The ways the PI will address the risks.
  - 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.
- A **minimum of 5 high quality digital images** accompanied by captions that:
  - Convey the nature and condition of the site or collection
  - Show the urgency and/or need for the proposed project.

## 2. *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.
- AEF Budget form that includes detailed project budget demarcated in one-year budget periods (2020,2021,2022); proposed estimated cost and cost breakdown. These must include the following information:
  - 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 \$2,751 administration fee (that is incurred by all successful applicants) must be listed in your budget. It will be charged to all three years at \$917 per year.
- CV of the PI. (Please keep to maximum of 4 pages)
- CVs of any project members who would be recipients of funds (salaries and wages). Please keep to a maximum of 1 page highlighting experience in Egypt.
- Participants' salary history, indicating the respective compensation provided for previous project undertakings and the hours worked.
- Previous grants received by the PI for the last three years.
- Sources of additional funding.
- Confirmation on whether the site at which you will be conducting your project is registered under the Egyptian Ministry of Tourism and Antiquities or not.
  - If yes, after award, you will need to provide ARCE with the project clearance paperwork (Permanent Committee Approval and Security Clearance).
  - If not, you will need to provide supporting information/justification such as:
    - How/why you would like to take on this project?

- Why is this site or project essential?
- Confirmation of the site being 100 years or older.
- Confirmation/supporting document from a relevant Egyptian Authority (Governorate, Ministry of Culture, Municipality, NGO etc.) that confirms their awareness and acceptance of the proposed project and activities.

## **V. Evaluation Criteria of Application**

Each application will be assessed based on the criteria listed:

- 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

## **VI. Receiving an AEF Grant**

Should the applicant be awarded an AEF grant, then s/he will need to comply with all the terms and conditions of the Grant Agreement. The PI will sign this agreement and the ARCE Executive Director will countersign 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 Executive Director, and the decision will be forwarded to the AEF Committee.

### **I. Required documentation for project start**

- The PI must submit to ARCE copies of the project's clearance paperwork from the Ministry of Antiquities or relevant Egyptian authorities 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 or relevant Egyptian authorities. Funds will not be disbursed until awardees submit copies of permission and/or clearances from the appropriate Egyptian authorities.
- Proof of partnership funding being secured (if applicable)
- An updated project cash flow

- A statement of your plans for procurement of goods, works and services and a recruitment strategy for any new positions
- Your bank account details
- A security management plan for your project (if requested by your Grant Administrator)
- Any other information which may be requested

## 2. Grant disbursement and financial reporting

All grant disbursements will be paid directly to the applicant organization in USD in line with the terms and conditions detailed in the Grant Agreement. Invoices or other approved documentary evidence will be required for all items purchased with grant money. All invoices and receipts relating to the project expenditure must be retained by the PI and will need to be submitted on an annual basis when each yearly disbursement is reconciled. Your grant will be paid in disbursements on an annual basis according to the submitted budget and work plan and will be detailed in the Grant Agreement.

Your grant will be paid in 4 disbursements according to the submitted budget and work plan and will be detailed in the Grant Agreement as per below:

1. Initial Mobilization Payment (100%) This payment is a deposit against the **first year budget provided**. This upon signing of award contract and submission of above previously mentioned approvals/permissions.

The remaining second and third year funding will be disbursed on an annual basis after submission of year 2 and 3 revised budget along with completion of the previous years deliverables as specified in the Agreement. The remaining disbursements, regardless of currency fluctuations, to be paid as specified below:

2. 2<sup>nd</sup> Year Mobilization Payment (100%) upon ARCE acceptance of First year final product; first year technical progress report, and first year financial report.
3. 3<sup>rd</sup> Year Mobilization Payment (80%) upon ARCE acceptance of second year final product; second year technical progress report, and second year financial report.
4. Final Payment (up to 20%) upon ARCE acceptance of Final Product; Final Technical Report; and Financial Report

The PI is solely responsible for submitting financial reports and technical reports to ARCE by the set deadline (as per below table). Failure to do so, will preclude the final grant payment along with exclusion from further competition for ARCE-administered funds until such time as the report is completed.

Deliverables	Year 1	Year 2	Year 3
1. Completion of Project Activities (for the one year)	Due after 12 months (at the end of the year)	Due after 12 months (at the end of the year)	Due after 12 months (at the end of the year)
2. Annual Technical Progress Report	Due after 12 months (at the end of the year)	Due after 12 months (at the end of the year)	-
3. Financial Report, original receipts, and flight boarding passes (for the one year)	Due after 12 months (at the end of the year)	Due after 12 months (at the end of the year)	Due after 15 months (3 months after the end of the year/completion of project)
4. Final Technical Report of Project	-	-	Due after 15 months (3 months after the end of the year/completion of project)

### 3. Acknowledgement and Promotion

Successful applicants are expected to promote their grant award and project in coordination with the ARCE Communications Department. This may include, but is not limited to, the following:

- Submission of headshot and project abstract for marketing and communications use.
- Participating in press interviews, including digital, and print coverage.
- Giving a lecture about the project at the ARCE Cairo Center or online.
- Recognizing the AEF award and ARCE in all publicity of the project (REQUIRED).
- Including the ARCE logo on all print and digital output from the project, in accordance with ARCE branding guidelines (REQUIRED).
- ARCE's Communications Department may reach out and coordinate directly with a PI to produce video, written, or photographic content for ARCE's social media platforms, websites or other outlets.



ARCE will provide all PI's with the ARCE logo and branding guidelines, or they can be requested at [aef@arce.org](mailto:aef@arce.org).

## 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

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

### Financial Deliverables

- Financial reports
- Original receipts and invoices
- Copies of flight boarding passes
- Copies of pay slips

### Marketing Deliverables

- Progress reports: to be provided on an annual basis and accompanied by high resolution photographs (a minimum of 300dpi) capturing project progress with photo credit and captions.
- A final technical report upon completion of the grant.
- An article for publication on ARCE.org. This must include:
  - A 600 - 1,000 word article about their project that is written for a general audience. This should be submitted in a Microsoft Word document. ARCE retains the right to make editorial changes to the article in collaboration with the PI.
  - 6-8 300dpi quality images with photo credits and captions included.
- An article for publication in *Scribe*. This must include:

- A 2,800 – 3,300 word “magazine style” article about the project. ARCE retains the right to make editorial changes to the article in collaboration with the PI.
- A minimum of 7 (seven) 300dpi quality images with photo credits and captions included. **The PI is responsible for coordinating with the ARCE Communications Department on an appropriate publication date.**
- Consistent photographic documentation of the project over the course of the 3 years. Images must be a minimum of 300dpi each and transferred as separate files, not embedded in pdf or Word documents.