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PROGRAM ANNOUNCEMENT – SITE PRESERVATION, CONSERVATION, AND MUSEUM ENHANCEMENT PROGRAM (SPCME)

The American Research Center in Sofia (ARCS) invites proposals for the Site Preservation, Conservation, and Museum Enhancement Program (SPCME), to be implemented with the support of the America for Bulgaria Foundation (ABF).

Program Description:

The American Research Center in Sofia requests grant proposals for site preservation, artifact restoration, museum exhibit and infrastructural enhancement. This program would fund projects that concern archaeological sites and museum collections in Bulgaria that have suffered from long periods of neglect and in dire need of restoration. The program also welcomes proposals that stimulate the development of cultural tourism and the Bulgarian economy.

Requests for funding must be in US Dollars and should not under normal circumstances exceed \$50,000 for one year. There is a possibility to reapply for additional years. ARCS requires cost-sharing on the part of the local institution, which could be raised either by municipality and state budgets, regional development programs and local donations, or by in-kind support. The amount of cost-sharing can be negotiated, but proposals for which at least 10% of the cost is borne by the applicant's home institution have a higher chance of being funded.

SPCME does not provide funds to support the following:

- Research expenses incurred before the date of a grant;
- General activities of other institutions or entities including "overhead expenses" or "indirect costs."

Eligibility Requirements:

Applicants must meet all of the following eligibility requirements at the time of application:

- The Bulgarian applicant must have a master's or doctoral degree;
- He or she must hold a permanent position in a Bulgarian research institute, museum or university;
- Applications should be made through an institution to which the grant can be awarded, and which will assume financial oversight of the award;
- Applicants may submit more than one application per funding season.

Grant Application Package:

- The **application form** (SPCME12.1 – Section 1 through Section 3)
- A detailed **project description**
- A **detailed budget** (All budget information must be entered into the attached SPCME Standard Budget Form)
- A **budget justification (narrative)** that outlines the proposed expenses
- All **additional materials** as specified

Grant Application Location:

Application materials (SPCME12.1 & SPCME Standard Budget Form) are available on the American Research Center in Sofia website: www.arcsofia.org and on The Field Museum's website: <http://fieldmuseum.org/explore/america-bulgaria-foundation-archaeological-advancement-program>. Per request Dr. Emil Nankov (ehn2@cornell.edu) and Mrs. Dilyana Ivanova (divanova@fieldmuseum.org) will also provide the application package.

Application Submission:

All application materials must be received no later than December 1, 2011. Applications received later than December 1 will not be considered. A hard copy of the proposal materials must be submitted as well as a CD with an electronic copy to **each** of the following:

SPCME Proposal Coordinator
Department of Anthropology
The Field Museum
1400 S Lake Shore Drive
Chicago, IL 60605-2496, USA

Archaeology Program Officer
American Research Center in Sofia
75 Vasil Petleshkov Str.
Sofia 1510, Bulgaria

Expected notification for the award will be mid-April 2012 and the disbursement of the funding will be available by early June.

Inquiries:

Inquiries about eligibility and application can be sent in English via email to abf@fieldmuseum.org or ehn2@cornell.edu. Inquiries in Bulgarian can be addressed to Dr. Emil Nankov at ehn2@cornell.edu or Mrs. Dilyana Ivanova at divanova@fieldmuseum.org.

Reporting Requirements:

Acceptance of funding carries an obligation to provide a report on the work accomplished and an account of the expenditure of the grant funds. No renewal applications will be accepted for review without the inclusion of progress and financial reports. ARCS requires **monthly** reports of spending for all projects awarded funding and **quarterly narrative reports on the progress of the project**. The Bulgarian institution receiving the funds will have primary responsibility for financial oversight and monthly reports. The staff of ARCS will act as the American institution

responsible for the oversight of spending. All projects funded through this program should include signage acknowledging the support from ARCS and ABF.

SPCME APPLICATION SECTION 1

SPCME Application General Information:

Project Director—the person or entity submitting this request:

Full Name:

Institution or Organization:

Address:

City, Postal Code, Country:

Telephone Number:

Fax Number:

E-mail:

Project Name: _____

Site Name: _____

Dates for Intended Activities: _____

Amount of Funds Requested: _____

Amount of Cost-Sharing: _____

Amount of Funds from Other Resources: _____

Total Estimated Annual Cost for Project: _____

Total Estimated Cost for Project Upon Completion: _____

Intended Year of Project Completion: _____

Site/Museum/Collection Ownership, Administrative Responsibility, and Jurisdiction

Owner

Full Name:

Institution/Organization:

Address:

City, Postal Code, Country:

Telephone Number:

Fax Number:

E-mail:

Does the owner know of this request for assistance?

Does the owner endorse this request?

Administrator—(if different from owner) the person or entity that is responsible for making decisions about the site and administering actions to protect the site:

Full Name:

Institution/Organization:

Address:

City, Postal Code, Country:

Telephone Number:

Fax Number:

E-mail:

Jurisdiction—the person or entity whose permission is required before proceeding with these actions (indicate if the same as owner or administrator):

Full Name:

Institution/Organization:

Address:

City, Postal Code, Country:

Telephone Number:

Fax Number:

E-mail:

SPCME APPLICATION SECTION 2

Additional Information:

How did you hear about the SPCME program?: _____

Have you applied for SPCME funding before?: _____ When? _____

Have you received SPCME funding before?: _____

Date of most recent award: _____

Awarded to whom?: _____ Award Amount: _____

Are you currently applying for other grants?: _____

If yes, list the grants, the amount that you have requested, their submission date, and their expected notification date:

Provide information if there was any other project funding over past two years

If yes, explain:

Is there any current or proposed efforts to secure new funding?: _____

If yes, explain:

List all current commitments of the Project Director to other research projects and the expected dates of completion of these projects:

SPCME APPLICATION SECTION 3

SPCME Abstract:

Use the space below to summarize the proposed project. In so doing, discuss the significance of the site, museum, or museum collection. Also, discuss specifically the work to be carried out under the grant, especially as it relates to impending needs.

SPCME APPLICATION SECTION 4

Project Description:

The project description is limited to 15 pages of single-spaced text (12 point font, 1 inch margins), and should explicitly answer the specific items outlined below. Any pages exceeding the 15 page limit will be discarded.

Your proposal must consider at least one of the SPCME program components: **Site Preservation; Collection Artifacts Restoration; Site Infrastructural Enhancement; Museum Exhibits/Collections Enhancement.**

The proposal should address the following items:

1.) General Information

Provide a brief history of the site/museum/collection.

What is the current use of site/museum/collection?

Note any designated landmark or endangered site lists that include this site.

Describe the site/museum/collection's significance.

Provide a brief history of the project and how it relates to earlier conservation, restoration, and socialization projects on the site/museum/collection.

2.) Site Preservation Actions

List up to five threats facing the site in order of urgency.

Describe the threats to, and the physical condition of, the site and the extent and rate of its deterioration.

Describe the actions of governmental, community, or other entities to address these threats.

Is there a plan for long-term protection? If so, describe it.

What are the obstacles to implementing effective site protection?

Is there a formal conservation plan prepared or proposed?

3.) Artifact Restoration Actions

List up to five threats facing the collection in order of urgency.

Describe the threats to, and physical condition of, the artifacts and the extent and rate of their deterioration.

Describe the actions of governmental, community, or other entities to address these threats.

Is there a plan for long-term protection? If so, describe it.

What are the obstacles to implementing effective restoration?

Is there a formal restoration plan prepared or proposed?

4.) Grant Request (up to \$50,000)

Describe the specific project and provide a detailed plan of the project actions.

5.) Community Benefits and Sustainability

Describe the economic, social, and cultural benefits of the project to the local community.

Describe how the proposed project will be sustainable and prevent continued deterioration.

SPCME APPLICATION SECTION 5

Detailed Budget and Justification – not to exceed 5 pages:

Budget:

Provide an organizational budget in U.S. dollars, assigning costs to immediate and long-term preservation actions. Use the attached SPCME Standard Budget Form.

Justification (Narrative):

You must justify your project costs and explain their necessity. You must include a schedule for the entire year, divided into quarters consisting of 3 months each, listing in which quarter each segment of the project will be completed. How do you plan on using the funds specifically provided by the SPCME grant? Describe other sources of financial assistance. Also, indicate how additional funds from other sources will be allocated. **Any budget items over \$1000 must be justified with a quote from a service provider. The quote may be in Bulgarian language.**

SPCME APPLICATION SECTION 6

Additional Materials:

- A **map or maps** (1:10,000 or better) indicating the location of proposed site and where the materials to be conserved or preserved were collected, not to exceed 1 page (1 inch margins).
- A select **bibliography** of important publications most relevant to the site/museum/collection.
- Abbreviated **curriculum vitae** for project director, not to exceed 3 pages.

SPCME APPLICATION SECTION 7

Completed Application:

1. Applications must be received in complete and final form, with all questions answered. Revisions and items sent at a later date cannot be accepted.
2. The language of application is **English**. Applicants must use the official SPCME application form (SPCME12.1) and the SPCME Standard Budget Form.
3. Printed materials must be single-side copies.
4. Sections 1 through 6 of the SPCME12.1 full application package must be submitted in “.pdf” format; the narrative project description must be in “.doc” or “.pdf” format; the budget must be in “.xls” format (use SPCME Standard Budget Form); the narrative budget justification must be in “.doc” or “.pdf” format; the additional materials must be submitted in “.doc”, “.txt”, “.xls”, and “.pdf” formats.

The proposal printed copy must be paper-clipped (NOT stapled) and collated as follows:

- SPCME Application Form (SPCME12.1 – Section 1 through Section 3)
- Project Description
- Budget (SPCME Standard Budget Form)
- Budget Justification (Narrative)
- Map or Maps
- Bibliography
- CV for Project Director

Make sure to send the printed materials along with a CD with an electronic copy of the proposal in a securely bound package to **each** of the following:

SPCME Proposal Coordinator
Department of Anthropology
The Field Museum
1400 S Lake Shore Drive
Chicago, IL 60605-2496, USA

Archaeology Program Officer
American Research Center in Sofia
75 Vasil Petleshkov Str.
Sofia 1510, Bulgaria