

Antiquities Endowment Fund Instructions

The American Research Center in Egypt (ARCE) offers a grants program supported by the Antiquities Endowment Fund (AEF). Created with resources from the United States Agency for International Development (USAID) as allocated by the U.S. Congress, ARCE's Antiquities Endowment Fund sustains an ongoing grants program to support the conservation, preservation and documentation of Egypt's cultural heritage and the dissemination of knowledge about that heritage.

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

AEF grants only support direct project costs. Please do not request indirect costs either in your proposal or in any resulting contract.

As of 2017 the purchase of certain scientific equipment **may** be considered by the AEF Committee if it can be indicated that the equipment will be housed and maintained by specific MOA scientific specialists. Please discuss specifics with Jane Smythe prior to submitting a request for such equipment. **ARCE is not responsible for currency fluctuations.**

FUNDING CATEGORIES

Conservation, Preservation and Presentation

Funds for a project in this category are limited to \$100,000.

The Antiquities Endowment Fund will support the conservation and preservation of Egyptian sites or structures or objects dating from prehistory to 100 years ago. Projects in this category might include protecting sites or parts of sites, site management activities, conserving specific elements at a site; preservation, conservation and presentation of artifacts, works of art, monuments or parts of monuments, ancient manuscripts, books or other such material; photographic or digital or other documentation or cataloging of sites, structures, or objects.

Training

Funds for a project in this category are limited to \$75,000.

The conservation and preservation of Egypt's cultural heritage relies upon properly trained Egyptian and Foreign personnel. The Endowment Fund seeks to encourage the training of MOA employees and U.S. students in a professional environment. This category is in response to the MOA's expectation that all foreign projects in Egypt include at least two trainee MOA employees. ARCE recognizes the importance of supporting a training environment where Egyptian and U.S. advanced students may be trained together, thereby providing a learning environment where a mutual respect can be nurtured and forged for the future. Allowable costs include transportation, per diem and local work crew costs for each student but not equipment purchase or honoraria. This fund can be used for field schools, museum management, site management, on-the-job training in conservation, etc.

Publication Subsidies

Funds for a project in this category are limited to \$30,000.

The 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). PLEASE NOTE: As of 2017, this subsidy will once again support Festschrift publications.

AEF EMERGENCY FUNDING: In highly exceptional circumstances the AEF may support projects with emergency needs that cannot await the February 15 yearly deadline. Any request for emergency assistance should be directed to the Cairo Director who will evaluate the circumstances and make a determination in concert with the AEF Committee. A project will be judged on the likelihood of its having a beneficial impact and a realistic completion within a twelve month period.

AEF Emergency Funding is limited and the award level will vary from year to year. Please contact Jane Smythe (aef@arce.org) for current available AEF Emergency Grant funds. AEF grants only support direct project costs. Indirect costs are not allowable.

PLEASE NOTE: AEF Emergency Funding shall be made under the same conditions as the AEF awards, with regard to contract and dispersal of award. Required permissions from the Egyptian Government must be submitted before applications can be considered. Implementation of the project must occur within 90 days after the award is granted.

INSTRUCTIONS FOR APPLICATION

For each project, submit a completed AEF Application form, accompanied by relevant maps, diagrams and photos, sources of additional funding, or proposed additional funding, all previous grants received by the Principal Investigator for the last three years, and an AEF Budget form. If you are requesting salary support, including Egyptian nationals, please complete the Participant Salary History form.

The AEF Application Form has a check list. Please ensure that all required documents are submitted together. Failure to do so may invalidate your application.

All forms are available at www.arce.org/grants/aef and must be submitted electronically via e-mail to Jane Smythe, Assistant to the Director at AEF@arce.org.

Deadline for applications is 15 February every year.

GENERAL GUIDELINES

1. The Principal Investigator must be an individual member of ARCE at the time of application, and if successful in receiving an award, the PI must maintain membership throughout the duration of their project. **Failure to become an individual member or renew membership will automatically disqualify the application.**
2. An \$800 administration fee is included on the Budget Form for all successful applicants. Please include this fee in your budget. The fee may be taken from the final 20% disbursement of the award.
3. The Principal Investigator will sign an agreement about financial procedures, including reporting requirements, with the ARCE Director.
4. **From 2017, contracts must be signed within nine months of award** and work begun within twelve months of ARCE approval of the project. If work has not commenced in that time, the award will be canceled. The Principal Investigator is subsequently free to reapply in the next round of awards.
5. If an extension of the start date is required, the Principal Investigator must address a formal letter to the Cairo Director requesting a new date for signing the contract (submitted electronically to aef@arce.org). If the Principal Investigator is unable to sign the contract on the date agreed, the award will be canceled. The PI is subsequently free to reapply in the next round of awards.
6. Funds will not be disbursed to awarded projects that have not received written permission (if needed) from the appropriate Egyptian authorities to undertake projects in Egypt.
7. The Principal Investigator must submit reports of acceptable quality for publication in the ARCE Bulletin within the period outlined in the contract. Failure of the Principal Investigator to submit an acceptable report for the ARCE Bulletin within six months of completion of the contract will result in exclusion from further competition for ARCE administered funds until such time as the report is completed.
8. The Principal Investigator is solely responsible for submitting financial reports and the article for the ARCE Bulletin within the period outlined in the contract. Failure of the Principal Investigator to submit an acceptable report for the ARCE Bulletin within six months of completion of the contract will result in exclusion from further competition for ARCE administered funds until such time as the report is completed.
9. If an extension on the project's completion date is required, the Principal Investigator must address a formal letter to the Cairo Director requesting a no-cost extension, including a brief outline explaining the reason for delay and a date by which the Principal Investigator expects to complete (submitted electronically to aef@arce.org). The Cairo Director will reply with a formal letter.
10. A Principal Investigator with an outstanding ARCE project is ineligible for an AEF award.

SPECIFIC GUIDELINES

All conservation and preservation work must take place in Egypt or in the United States. Preference will be given to projects taking place in Egypt.

The **Project Description** can be no more than a 3 page document. Below are basic recommendations on how to formulate your Project Description.

1. A short contextual introduction should be followed by an explanation of the project's objectives and desired results as well as expected start and end dates. The introduction may include:
 - a) Statement of Importance: Highlighting the historic, architectural, artistic or cultural value of the cultural site, object, collection or manuscript.
 - b) Statement of Urgency: Indicating the severity of the situation and explaining why the project must take place.
 - 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 project is completed.
2. A description of how the Principal Investigator intends to achieve the project objectives and results, presenting proposed tasks in a logical order with a description of how the tasks directly contribute towards achieving the project objectives and results. Additional information may include information about primary project participants and/or processes.
3. Project Time Frame or Schedule that identifies the major project phases and milestones, with performance target dates for achieving them.

Guide to salaries included in the Budget Form: Salaries should be listed for each primary project participant, showing the daily rate and number of days to be worked, together with a Participant Salary History Form. The projects must be clearly differentiated from the ongoing work of the Principal Investigator's mission, being discretely defined by personnel, activities, and timing.

CATEGORIES

Conservation, Preservation and Presentation Grants: Funds are not intended for purchase of equipment, but can be used to purchase consumable supplies and for equipment rental. Funds can support the participation of conservation specialists in ARCE-sponsored field projects. The Principal Investigator must identify the conservator and present appropriate documentation of the conservator's record, including field experience. For special allocations to support existing ARCE initiatives the ARCE Director will present the request to the Committee or the Principal Investigator will make a regular grant application after having received the permission of the ARCE Director.

Training: The project must be done in Egypt and must have the approval of the appropriate Egyptian and/or other authorities. The Principal Investigator must include in the application the number of students, the type of work they would do, and the specific steps for their training. Clarification must be made to distinguish between per diem and salary expenses. If a Principal Investigator receives an Endowment Award for Student Training, the appropriate Egyptian and/or other authorities must give permission for the student to participate in the project. The student must be enrolled in an accredited American or Egyptian institution of higher education.

Publication Subsidies Grants for Completed Manuscripts: Funds will only be disbursed with documentation from an appropriate press indicating acceptance of the manuscript in its final form and the anticipated date of publication. The amount of funding will be negotiated by ARCE with the approved press. The funds will then be disbursed directly to the press. In addition to acknowledgement of support from ARCE's Antiquities Endowment Fund in the publication, an agreed upon number of complimentary copies of the publication must be sent to ARCE. The Principal Investigator, not the publisher, is responsible for informing ARCE of delays in publication. PLEASE NOTE: As of 2017, this subsidy will once again support Festschrift publications.

AEF Emergency Funding: This funding shall be made under the same conditions as the AEF awards, with regard to contract and dispersal of funds. Required permissions from the Egyptian Government must be submitted upon application. Implementation of the project must occur within 90 days after the award is granted.

THE GRANT PROCESS

After the deadline date for a grant round, the ARCE Director and staff will review submissions and forward complete applications to the AEF Review Committee. This Committee, which meets in conjunction with the Annual Meeting, is responsible for the evaluation and ranking of project applications. The ARCE Board of Governors will ratify the decisions of the AEF Review Committee. Principal investigators will be notified of the decision in a timely manner.

The ARCE Director and Principal Investigators of selected projects will then negotiate the terms of the Project Contract. Before funds are disbursed, the Principal Investigator must prove that necessary permissions from Egyptian authorities have been secured. This process must be completed within **9 months** of the notification of awarded funds. Disbursement of the award will not take place before the start of each fiscal year (July 1).

Upon completion of the project, the Principal Investigator will submit a report of acceptable quality for publication in the ARCE Bulletin and the project's financial records on the Expenses Report Form provided.

AEF Deliverables: As per the contract ARCE requires two deliverables before the release of the remaining 20% of your award:

- 1. An article on your project for the ARCE Bulletin.** The word doc. or pdf. (of between 1500-2000 words) should be emailed to Jane Smythe (aef@arce.org) and Kathleen Scott, Director of Publications (kscott@arce.org). High resolution images should be sent directly to Kathleen either on CD, Dropbox or any web based file sharing method.
- 2. Budget Report.** The Expenses Report Form is structured similar to the original Budget Form you sent with your AEF application. In order to avoid the possibility of original receipts getting lost in the mail. We are happy for the Principal Investigator to scan and email all receipts to (aef@arce.org).

Reading the Expenses Report Form from left to right:

Column 1 (Line item): Is meant to reflect as closely as possible, the narrative of your original budget application.

Column 2 (Receipt Number): You will need to place a number on each of your receipts to help us find them.

Column 3 (LE): Receipts in Egyptian Pounds (please note: you can add columns to reflect other currencies)

Column 4 (US\$): For US\$ receipts and all currencies must be converted into U.S. Dollars for this column.

We understand that actual expenses might differ from the original budget submitted on application. Due to the nature of the work, we provide the Principal Investigator the ability to adjust up to 10% between any line item categories (any amount above 10% requires a formal letter of request, addressed to the Director and sent to aef@arce.org).

Due to branding guidelines, all AEF funded projects must acknowledge USAID in written and spoken papers. ARCE will provide all Principal Investigators with the USAID and ARCE logos. These logos can be obtained from Jane Smythe at aef@arce.org.

For further information, please contact:

Dr. Gerry Scott, ARCE Director

ARCE

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