**Cultural Heritage Plan**

**Date**

**CEPF Grant xxxxx**

**Grantee**

***Project Title***

**Project Location**

**Grant Summary**

1. Grantee organization.
2. Project title.
3. Grant number*.*
4. Grant amount (US dollars).
5. Proposed dates of grant.
6. Countries where activities will be undertaken.
7. Summary of the project [copy and paste Project Rationale and Project Approach from proposal].
8. Date of preparation of this document.
9. **Status of area to be impacted:** This section will describe the legal designation of the site(s) where project will be implemented.
10. **Cultural heritage present:** This section will describe the elements of tangible and intangible cultural heritage present at the project site(s), including a list of any legally protected cultural heritage areas.
11. **Potential risks and impacts:** This sectionwill describe the potential risks and impacts of the proposed activities on cultural heritage.
12. **Measures to preserve cultural heritage**: This section will describe measures that will be taken to avoid the adverse impacts identified in Section 11, or to mitigate them, if avoidance is not possible. For projects that explicitly aim to promote or preserve cultural heritage, this section will present a strategy for doing so.
13. **Timeline and resources**: This section will present an implementation timeline for each measure listed in Section 12, together with an estimate of resource needs.
14. **Monitoring and evaluation**: This section will outline the steps you will take to monitor and evaluate the effectiveness of the measures listed in Section 12.
15. **Consultation**: This section will summarize the consultations carried out with stakeholders in preparation of the plan, particularly any local communities who may be particularly affected by the proposed activities. Include dates of consultations, and a summary of the number of women and men consulted, but do not include names of individuals.
16. **Chance find procedure:** A chance find procedure is a project-specific procedure which will be followed if previously unknown cultural heritage is encountered during project activities. It will be included in all contracts relating to construction of the project, including excavations, demolition, movement of earth, flooding or other man-made changes to the physical environment.

The chance find procedure will set out how chance finds associated with the project will be managed, and include requirements to:

* Notify relevant authorities of found objects or sites.
* Protect finds from further disturbance.
* Manage finds through meaningful consultation with stakeholders, based on a pre-defined approach.
* Train project workers on the chance finds procedure.

1. **Disclosure**: CEPF requires that Cultural Heritage Plans are disclosed to affected local communities and other stakeholders. Please describe your efforts to disclose this plan.