



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **PUBLIC PROGRAMS**

**BRIDGING CULTURES:
IMPLEMENTATION GRANTS FOR
PUBLIC PROGRAMS ON “CIVILITY
AND DEMOCRACY” OR “THE MUSLIM
WORLD AND THE HUMANITIES”**

Deadline: August 2, 2011

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

Questions?

Program questions should be directed to *Bridging Cultures* at 202-606-8337 or bridgingcultures@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

I. Program Description

The NEH *Bridging Cultures* initiative

In setting forth its vision for the National Endowment for the Humanities, Congress declared that “the humanities reflect the high place accorded by the American people to the nation’s rich cultural heritage and to the fostering of mutual respect for the diverse beliefs and values of all persons and groups.” To help Americans better understand our own rich cultural heritage, while enhancing public knowledge of and respect for others both here and abroad, NEH has launched the *Bridging Cultures* initiative. The initiative encourages projects that explore the ways in which cultures from around the globe, as well as the myriad subcultures within America’s borders, have influenced American society. With the aim of revitalizing intellectual and civic life

through the humanities, NEH welcomes projects that expand both scholarly and public discussion of diverse countries, peoples, and cultural and intellectual traditions worldwide.

***Bridging Cultures* grant opportunity**

As part of its *Bridging Cultures* initiative, NEH welcomes proposals to implement a national or regional program for broad and diverse public audiences on one of two humanities themes: “Civility and Democracy” or “The Muslim World and the Humanities.”

- Civility and Democracy

Civility has always served as a keystone in the American experiment, from George Washington’s “110 Rules of Civility,” to Abraham Lincoln’s appeal for “malice toward none” and “charity for all,” to Martin Luther King’s dream of the sons of former slaves and slave-owners being able “to sit down together at the table of brotherhood.” Civility involves our responsibilities to each other as citizens and as members of civil society. Drawing on diverse humanities disciplines such as political and cultural history, ethics, and jurisprudence, civility might be examined in a variety of frameworks, including but not limited to the following:

- the relationship of civility to the common good;
- the relationship between civility and democracy, at various points in time and across cultures;
- the sociological and cultural foundations of civility, as well as the significance of dissent; and
- the ways in which civility has served, historically, to bridge cultural divides, both domestic and international.

- The Muslim World and the Humanities

The history of the Muslim world is as complex and varied as the diverse nations and regions in which Islam is practiced around the globe. Scholarly research and public interest have recently focused on cultural and political dynamics within Muslim countries. At the same time, many people are unfamiliar with the multifaceted history of centuries of Islamic intellectual, political, and cultural traditions that have influenced civilizations throughout the world. A variety of humanities disciplines can bring new perspectives to the understanding of Islam and contribute to a broader public understanding of the Muslim world. Approaches to the subject might include, by way of example only, an examination of

- the influence exerted by cultural developments originating in the Muslim world on the arts, the sciences, and literature elsewhere in the world;
- the commonalities uniting and the differences dividing Islam, Christianity, and Judaism, and the grounds for advancing mutual respect; and
- the immigrant experiences of Muslims in the United States, spanning over two centuries of our nation’s history.

In exploring these or other themes, programs should expand public knowledge of the Muslim world, while fostering avenues for cross-cultural understanding.

Relationship of this grant opportunity to an earlier grant opportunity: “*Bridging Cultures: Planning and Implementation Grants for Academic Forums and Program Development Workshops*”

In April 2010 NEH offered *Bridging Cultures* planning and implementation grants for academic forums and program development workshops on the themes of “Civility and Democracy” and “The Muslim World and the Humanities.” The current grant opportunity is the second phase of the earlier program.

Applicant institutions do not need to have received a grant in the first phase. However, in order to be competitive, applicant institutions should already have engaged in extensive planning comparable to that undertaken in the first phase of the forum and workshop program. The planning should have involved

- consultation with a national pool of scholars with diverse intellectual perspectives and expertise in humanities disciplines and fields relevant to the theme;
- consultation with appropriate humanities practitioners, such as librarians, museum professionals, independent producers, public historians, other humanities educators, or with one or more state humanities councils; and
- collaboration between scholars and practitioners in the development of the proposed public program.

Note: Applicants to produce public programs that focus on humanities issues other than “Civility and Democracy” or “The Muslim World and the Humanities,” or that in other ways do not meet the requirements of this grant opportunity, should consult the guidelines for [America’s Cultural and Historical Organizations: Implementation Grants](#).

“*Bridging Cultures: Implementation Grants for Public Programs*” are intended to result in humanities programs that would appeal to a broad public. These programs should engage people in multiple communities across the nation or throughout a region in reflection on, and discussion of, the theme of “Civility and Democracy” or “The Muslim World and the Humanities.”

Implementation grants support the final preparation of a project for presentation to the public. Applicants for implementation grants should already have finished most of the planning for their projects, including the identification of the key humanities themes, relevant scholarship, and program formats. Applicants must demonstrate a solid command of the humanities ideas and scholarship that relate to a subject, and must have planned to effectively translate these ideas into programs that are accessible to a broad, diverse public. Detailed descriptions and illustrations (such as walkthroughs, prototypes, storyboards, and sample texts) must be submitted for each of the project components. Successful applicants will include program formats that provide opportunities for public dialogue and discussion.

Sample narratives from successful implementation grant applications are available under the Program Resources section of the sidebar on the first page of the guidelines. You may request additional samples by sending an e-mail message to bridgingcultures@neh.gov. Note that in most cases these sample narratives will not discuss projects that fit within the *Bridging Cultures* rubric.

Formats for *Bridging Cultures* Implementation Grants for Public Programs might include

- reading and discussion programs;
- traveling exhibitions that are presented at multiple venues;
- interpretive websites or other digital formats;
- panel exhibitions that travel widely, reach a broad audience, and take advantage of complementary programming formats (e.g., reading and discussion series, radio, or other media) to enhance the visitor experience; and
- other project formats that creatively engage audiences in humanities ideas.

Applicants should have clear plans for implementing their projects for broad audiences in multiple venues across the nation or within a specified region. The appropriate number of venues will depend on the type of program to be distributed and the intended geographic spread. However, the number of venues is expected to be no fewer than six, and may be as many as thirty or more.

The applicant organization may choose to identify in the proposal the actual venues in which the project will be implemented, or it may specify the strategy that it will use to choose those venues once it receives an award. In either case, the proposal should identify the criteria and process by which the venues have been, or will be, selected.

Applicants will also be expected to describe their strategies for offering training or orientation to staff at project venues, and the steps that they will take to provide the local venues with support for programming, promotion, and other activities. Funds from the implementation grant may be used for sub-awards to host venues to support program activities and promotion.

To ensure that the humanities ideas are well conceived, projects must bring together a team of scholars who represent major fields relevant to the subject matter and offer diverse perspectives and approaches. As needed, projects may also include other participants with experience and knowledge appropriate to the project's formats or technical requirements.

All projects should

- build on sound humanities scholarship;
- deepen public understanding of significant humanities questions;
- involve humanities scholars in all phases of development and implementation;
- appeal to broad audiences;
- approach a subject analytically and interpretively through an appropriate variety of perspectives; and

- employ appealing and accessible program formats that will actively engage the general public in learning.

Implementation grants may be used for

- final consultation with scholars or other advisers;
- final exhibition design and fabrication, as well as crating and shipping;
- website development;
- completion of interactive program components;
- publication costs for complementary materials, including catalogs and curriculum guides;
- publicity expenses;
- staff training specifically for the project's interpretive programs;
- development of ancillary teachers' guides and curriculum materials;
- presentation and distribution of public programs and related materials;
- selection of host venues;
- sub-awards to host venues to support programming and publicity; and
- audience evaluation.

Implementation grants may not be used for

- single-site temporary exhibitions;
- purchase of art, artifacts, or collections;
- dramatic adaptations of literary works;
- professional development;
- expenses for program venues in foreign countries;
- projects that will satisfy requirements for educational degrees or formal professional training;
- programs primarily for students in formal learning environments;
- general operations, renovation, restoration, rehabilitation, or construction;
- projects primarily devoted to basic background research on the subject, as opposed to actual interpretation for the public;
- projects such as encyclopedias and digital archives;
- projects for preservation, cataloging, or archiving;
- projects that seek to persuade participants of a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action; or

- print publications that are not an integral part of a larger set of interpretive activities for which funding is being requested.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. Such products may include traveling exhibitions, reading and discussion programs, community programs in the humanities, digital tools, websites, and the like. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public.

Indemnity: The Arts and Artifacts Indemnity Act

The Arts and Artifacts Indemnity Act authorizes the Federal Council on the Arts and the Humanities to enter into indemnity agreements with U.S. nonprofit tax-exempt organizations and government units. Institutions that are organizing an exhibition with internationally loaned objects are encouraged to apply for indemnity. Indemnity can significantly lower the overall cost of insuring an exhibition with internationally loaned objects. The Indemnity Program is administered by the National Endowment for the Arts. Further information on this program can be [found here](#).

II. Award Information

Successful applicants will be awarded a grant in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of NEH funds.

(Learn more about different [types of grant funding](#).)

Awards will usually be made for a period of eighteen to thirty-six months. Awards will not exceed \$500,000. Subject to the level of funding available to NEH in Fiscal Year 2012, NEH will make up to four awards under this grant opportunity.

The estimated award date is December 2011. All applicants will be notified by e-mail of the results of the competition.

Cost sharing

Cost sharing consists of the cash contributions made to a project by the applicant, third parties, and other federal agencies, as well as third party in-kind contributions, such as donated services and goods. Cost sharing also includes nonfederal gift money raised to release federal matching funds. Although cost sharing is not required, NEH is rarely able to support the full costs of projects approved for funding.

Other award information

An NEH grant for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

III. Eligibility

Any U.S. nonprofit organization with IRS 501(c)(3) tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Eligible institutions include but are not limited to public, school, academic, and research libraries; museums; disciplinary and professional associations; cultural institutions; state humanities councils; and institutions of higher learning. Individuals are not eligible to apply.

Institutions do not need to have received a grant in the earlier *Bridging Cultures* competition—*Bridging Cultures: Planning and Implementation Grants for Academic Forums and Program Development Workshops*—to be eligible to apply for a grant in this competition.

When two or more institutions or organizations collaborate on a project, one of them must serve as the lead applicant and administer the grant on behalf of the others.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects. Late, incomplete or ineligible applications will not be reviewed.

IV. Application and Submission Information

Application advice and proposal drafts

Applicants are encouraged to discuss their proposals with program officers, who can answer questions about the review process, supply samples of funded applications, and review preliminary drafts. Staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Drafts should not be submitted via Grants.gov, but should instead be sent as attachments to bridgingcultures@neh.gov.

To reach a program officer, contact *Bridging Cultures* at 202-606-8337 or bridgingcultures@neh.gov.

HOW TO PREPARE YOUR APPLICATION

The following required elements must be submitted through Grants.gov.

1. Table of contents

List all parts of the application with corresponding page numbers.

2. Narrative

Narratives should not exceed twenty-five single-spaced pages with one-inch margins. At least eleven-point type should be used.

- **The nature of the request**

Provide a one- to two-paragraph overview of the project and its interpretive goals. Describe the proposed programs, including all formats, the subject and main themes, the amount of money requested from NEH, and the total project budget. Explain the appropriateness of the project for your organization(s).

Outline the distribution plan, identifying the geographic scope and number of sites to be reached, and anticipated beginning and ending dates of the programs.

- **Project introduction**

Describe the subject and discuss the project's interpretive approach and its use of significant humanities themes. Discuss the relationship of the themes to relevant humanities scholarship. Explain why the project will engage the public and what you expect people to learn.

- **History of project**

Give a brief history of the project to date (e.g., any previous funding from other sources, development activities, research already completed, consultation with scholars or other advisers, contacts with partner organizations, and other related activities). For this purpose, applicants who conducted NEH-supported forums and workshops in 2010 must provide a concise summary and analysis of those forums and workshops.

Applicant institutions that did not receive *Bridging Cultures* forum and workshop grants must demonstrate that they have already engaged in a consultation and planning process comparable to that undertaken by forum and workshop grantees. Specifically, the consulting and planning should have involved

- consultation with a national pool of scholars with diverse intellectual perspectives and expertise in humanities disciplines and fields relevant to the theme;
- consultation with appropriate humanities practitioners, such as librarians, museum professionals, independent producers, public historians, other humanities educators, or with one or more state humanities councils; and
- collaboration between scholars and practitioners in the development of the proposed public program.

If the project represents a change from existing programs offered by the organization, discuss how the new approaches and formats would differ from what is currently available.

If appropriate, describe the relationship of the project to others on the topic and explain what its unique contribution would be.

○ **Description**

Describe the types of public programs that will be offered. Explain why the program format has been chosen. If more than one format will be offered, describe why these particular formats have been chosen and how they will complement one another. Describe what will take place at the project's multiple venues, and how program formats offer opportunities for public dialogue and discussion.

Describe the project's components and material resources (e.g., objects, images, documents, audio and/or video materials, Web-based information) and how they will effectively convey the project's themes. If necessary, discuss how permissions or rights will be obtained for key materials and the likely costs of obtaining those permissions or rights.

Describe the topics of any **lectures or other presentations**, identify participating speakers, and describe the expected audience.

For projects that rely mainly on **reading and discussion programs**, the following information must be provided in detail:

- the main themes of the program and specific titles of texts, films, etc., to be used, with brief annotations regarding the titles' relation to the project's main themes;
- materials that would be offered to participants to help frame and contextualize the programs;
- a description of how the session(s) would be organized (i.e., their duration, format, etc.); and
- a description of the criteria that sites would be required to follow in selecting scholars as discussion leaders.

For **traveling exhibitions or traveling panel exhibitions**, describe the content, visitor experience, and design of the exhibition. (For complete instructions, see section 3, Walkthrough, below.)

For **audiovisual and/or multimedia formats**, describe the content, user experience, and design. (For complete instructions, see section 3, Walkthrough, below.)

For **Web-based or other digital projects**, describe the humanities content, including the principal figures, events, issues, and themes to be explored and the humanities scholarship to be used. Explain how the organization and presentation of material will enhance users' understanding of the content. (For complete instructions, see section 3, Walkthrough, below.)

If the project relies substantially on user-generated content (UGC), include a description of how UGC posted to public cyberspace will be vetted by qualified scholars or project staff for accuracy. If the project includes UGC, the applicant should also describe how the project will monitor these postings and immediately block or remove any obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

Websites should be designed in accordance with accepted standards for accessibility and usability by members of the general public, including those with visual and other disabilities.

For **publications** included in this request for funding, describe the content (including brief abstracts of essays), author(s), format, estimated print run, distribution plans, and sale price of any publications for which funding is requested. Explain how these publications will complement the project's other formats.

Proceeds from the sale of any publications will be subject to the NEH policy on program income, which is outlined in [Article 16 of the General Terms and Conditions for Awards](#).

○ **Distribution of project**

Describe the plan for distributing the project to a national or regional audience, specifying the number of program sites. If the actual venues have already been selected, list the venues and explain the criteria and process by which they were selected. In the Résumés and letters of commitment section of the application include a letter of commitment from each institution that has agreed to host a program.

If the venues have not been selected, describe the criteria and process by which they will be selected.

Describe the training to be provided to staff at project venues, including the interpretive themes and content that will be conveyed to participants. Provide an agenda for the training.

What other forms of support will host venues receive as part of this project? Will host venues receive cash awards to support program activities?

○ **Organizational profile**

Provide a short profile of your organization and other major partner organizations.

These descriptions should include the

- institutional mission, origin, and size;
- annual operating budget;
- annual number of visitors (for museums and historic sites);

- special characteristics and current activities; and
- humanities resources (such as collections or staff).

Limit this profile to one page for your organization and a half page for each of the other collaborating organizations.

- **Project team**

Provide a comprehensive overview of the project team, including staff members, scholars, and other program experts. Using short paragraphs, describe the qualifications and contributions of the project team members and indicate how their expertise is suited to the project. Organize the paragraphs into two sections: one for staff from your institution and one for outside consultants.

Include specific details on the responsibilities of each of the other collaborating organizations. If the institutions involved have any prior experience in cooperating with one another, describe that experience and the nature of those partnerships.

In the Résumés and letters of commitment section of the application include résumés (of two pages or less) for each person listed and letters of commitment from all consultants (including humanities advisers or scholars).

- **Work plan**

Provide a detailed month-by-month schedule of the specific tasks and the individuals responsible for them. It is often helpful to present this section in a grid format. Clearly indicate when the planning team will meet; explain the expected results of each meeting.

- **Fundraising plans**

If your organization intends to share some of the costs, explain how your share will be met and outline the fundraising plan. Note that NEH is rarely able to support the full cost of projects approved for funding.

- **Information on public accessibility and admission (required of all projects)**

As a taxpayer-supported federal agency, NEH endeavors to make the products of its grants available to the broadest possible audience. Institutions must provide at least twenty hours of free admission each month to NEH-supported exhibitions. Provide a statement of general admission policies for your institution, as well as the proposed admission policy for all anticipated sites. If admission fees will be used to defray costs of the project, include the

anticipated amount of revenue under “Project Income” in Section 11.b., Cost Sharing, of the budget.

- **Program evaluation**

Describe how programs at the host sites will be evaluated. In addition to asking for the number of people attending programs and, to the extent possible, the demographic characteristics of the audience, also include plans for measuring the programs’ benefits to people who participate in them. Explain ways to identify what people have learned, or how their attitudes or behavior have changed.

Describe how the project as a whole will be evaluated. Directors should conduct their own assessments of project accomplishments with or without the involvement of an expert outside evaluator.

3. Walkthrough

If the project will either be an exhibition or will include audiovisual, multimedia, or digital formats, include a walkthrough not exceeding fifteen single-spaced pages. At least eleven-point type should be used. In this section of the application you should describe the content, visitor experience, and design of the different formats that apply to your project.

- **Walkthrough for exhibitions**

- Exhibition walkthroughs should show clearly how the humanities content of the project will be communicated to the public.
- Begin by explaining the interpretive strategies and the design philosophy for the exhibition. Then provide a detailed “descriptive tour,” explaining how a typical visitor would experience the exhibition section by section. Thumbnail images of a few of the exhibition objects may be incorporated into the text, if they help clarify the description. Be sure to provide specific examples of takeaway messages and the means of conveying them.

- **Walkthrough for audiovisual and/or multimedia formats**

- Provide a description of each multimedia component of the project. This description should include images and a script or story line. Explain what unique contributions the multimedia components will make to the project.

- **Walkthrough for Web-based or other digital projects**

- If digital formats will be a critical interpretive component and will represent a large portion of the funds requested from NEH, applicants should provide the following information.
 - Describe the user experience. Explain how the images, audio, text, and interactivity would enhance the user’s understanding of the subject.

- For all digital projects, include a working prototype via a functioning URL or on a disk. (If you need to submit a DVD or CD, please see the instructions for sending work samples in the How to Submit Supplementary Materials section below.
- Include images of the digital component's design.
- Describe how front-end evaluation and beta-testing with representative users will take place.
- Include evidence that appropriate permissions have been or can be secured for the materials that will be included.
- Describe the distribution or marketing plan, explaining how the product will be publicized and made available to audiences.
- Provide plans for regular site management, including updating of the humanities content, monitoring of traffic, and collection of user feedback.
- Describe your strategy for ensuring long-term maintenance of and access to the project, beyond the period of the grant.
- Provide an example of previously completed work from the principal members of the digital team. We would prefer to have this work available on a website, through a hyperlink included in the application. Clearly indicate that this website is your digital work sample. (If you need to submit a DVD or CD, please see the instructions for sending work samples in the How to Submit Supplementary Materials section below.

4. Design documents for proposed formats

This section of the application should provide design documents for the project's various formats. Design documents should clearly illustrate how the different components of the project will appear to the project's audience.

For exhibitions, include a rendering of the exhibition's floor plan and elevations of at least two exhibit areas.

For panel exhibitions, attach design renderings of all the sections, a physical description of the panels and their materials, and images of any objects that might be exhibited.

5. Bibliography

Include a bibliography of the humanities scholarship that significantly informs the project.

6. Object list

If applicable to your project, this section of the application should include a complete list of exhibition objects.

7. Sample text and illustrations

If applicable to your project, this section of the application should include four to six examples of interpretive text to be used in the project. Be sure to include different levels of text, ranging from introductory panels to object labels. Additionally, include five to ten sample illustrations of objects or images that will be used in the project.

8. Résumés and letters of commitment

This section of the application should include résumés (of two pages or less) and letters of commitment for each person on the project team and from all consultants (including humanities advisers or scholars). It should also include a letter of commitment from each institution that has agreed to host a program.

9. Budget

Using the [instructions](#) (5-page PDF) and the [budget template](#) (3-page PDF), complete the [budget spreadsheet](#) (MS Excel format) or a format of your own that includes all the required information. Applicants should submit their budgets in a font of at least eleven points. If you wish, you may attach separate pages with notes to explain any of the budget items in more detail. Applicants are advised to retain a copy of their budget form.

HOW TO SUBMIT YOUR APPLICATION VIA GRANTS.GOV

Register or Verify Registration with Grants.gov

Applications for this program must be submitted via [Grants.gov](#). Before using Grants.gov for the first time, each organization must register with the website to create an institutional profile. Once registered, your organization can then apply for any government grant on the Grants.gov website.

If your organization has already registered and you have verified that your registration is still valid, you may skip this step. If not, please see the Grants.gov [checklist](#) to guide you through the registration process. **We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.** If you have problems registering with Grants.gov, call the Grants.gov help desk at 1-800-518-4726.

As part of the Grants.gov registration process, applicants are required to register with the [Central Contractor Registration](#) (CCR). Grantees are also required to maintain the currency of their information in the CCR by reviewing and updating their information at least annually after the initial registration, and more frequently if required by changes in information.

Download the Free Adobe Reader software

To fill out a Grants.gov application package, you will need to download and install the current version of Adobe Reader. The latest version of Adobe Reader, which is designed to function with PCs and Macintosh computers using a variety of popular operating systems, is available at no charge from the Adobe website (www.adobe.com). Click on “Get Adobe Reader” and then “Download Now.”

Once installed, the current version of Adobe Reader will allow you to view and fill out Grants.gov application packages for any federal agency. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

Download the Application Package

To submit your application, you will need to download the application package from the Grants.gov website. You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) Click the button at the right to download the package.

Save the application package to your computer’s hard drive. To open the application package, select the file and double click. You do not have to be online to work on it.

You can save your application package at any time by clicking the “Save” button at the top of your screen. *Tip:* If you choose to save your application package before you have completed all the required forms, you may receive an error message indicating that your application is not valid. Click “OK” to save your work and complete the package another time. You can also use e-mail to share the application package with members of your organization or project team.

The application package contains four forms that you must complete in order to submit your application:

1. **Application for Federal Domestic Assistance—Short Organizational**—this form asks for basic information about the project, the project director, and the institution.
2. **Supplementary Cover Sheet for NEH Grant Programs**—this form asks for additional information about the project director, the institution, and the budget.
3. **Project/Performance Site Location(s) Form**—this form asks for information about the primary site(s) at which grant activities will take place.
4. **Attachments Form**—this form allows you to attach your narrative, budget, and the other parts of your application.

To assist applicants, Grants.gov provides a helpful [troubleshooting](#) page.

How to Fill Out the Application for Federal Domestic Assistance— Short Organizational

Select the form from the menu and double click to open it. In items 6, 7, 8, and 9 below, NEH recommends that the project title, brief project description, project director's name, primary contact/grants administrator's name, and authorized representative's name be typed directly onto the form, instead of being pasted in; pasted-in quotation marks, diacritics, and other symbols are often converted into question marks during transmittal.

Please provide the following information:

1. **Name of Federal Agency:** This will be filled in automatically with “National Endowment for the Humanities.”
2. **Catalog of Federal Domestic Assistance Number:** This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.
3. **Date Received:** Please leave blank.
4. **Funding Opportunity Number:** This will be filled in automatically.
5. **Applicant Information:** In this section, please supply the name, address, employer/taxpayer identification number (EIN/TIN), DUNS number, website address, and congressional district of the institution. Also choose the “type” that best describes your institution (you only need to select one).

If your institution is located, for example, in the 5th Congressional District of your state, put a “5.” If your institution doesn't have a congressional district (e.g., it is in a state or U.S. territory that doesn't have districts or is in a foreign country), put a “0” (zero).

All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution's grants administrator or chief financial officer to obtain their institution's DUNS number. Federal grant applicants can obtain a DUNS number free of charge by calling 1-866-705-5711. ([Learn more](#) about the requirement.)

6. **Project Information:** Provide the title of your project. Your title should be brief (no more than 125 characters), descriptive, and substantive. It should also be informative to a nonspecialist audience. Provide a brief (no more than one thousand characters) description of your project. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities. List the starting and ending dates for your project.
7. **Project Director:** Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director.
8. **Primary Contact/Grants Administrator:** Provide the contact information for the official responsible for the administration of the grant (i.e., negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants or research officer, or a sponsored programs official. Normally, the Primary Contact/Grants Administrator is not the same person as the Project

Director. If the project director and the grants administrator are the same person, skip to Item 9.

- 9. Authorized Representative:** Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “Authorizing Official,” is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution’s E-Business Point of Contact. For more information, please consult the [Grants.gov user guide](#), which is available at http://www.grants.gov/applicants/app_help_reso.jsp.

How to Fill Out the Supplementary Cover Sheet for NEH Grant Programs

Select the form from the menu and double click to open it. Please provide the following information:

- 1. Project Director:** Use the pull-down menu to select the major field of study for the project director.
- 2. Institution Information:** Use the pull-down menu to select your type of institution.
- 3. Project Funding:** Enter your project funding information. Note that applicants for Challenge Grants should use the right column only; applicants to all other programs should use the left column only.
- 4. Application Information:** Indicate whether the proposal will be submitted to other NEH grant programs, government agencies, or private entities for funding. If so, please indicate where and when. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the review of your application.

For **Type of Application**, check “new” if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Check “supplement” if the application requests additional funding for a current NEH grant. Applicants requesting a supplement should provide the current grant number. Before submitting an application for a supplement, applicants should discuss their request with an NEH program officer.

For **Project Field Code**, use the pull-down menu to select the humanities field of the project. If the project is multidisciplinary, choose the field that corresponds to the project’s predominant discipline.

How to Fill Out the Project/Performance Site Location(s) Form

Select the form from the menu and double click to open it. Please provide the requested information. Instructions for the form can be found here:

http://www.grants.gov/assets/SF424Site_Location_Instructions.pdf. Alternatively, instructions for each requested data element may be viewed by positioning your cursor over the blank field.

How to Use the Attachments Form

You will use this form to attach the files that make up your application.

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. To learn more, go to <http://www.neh.gov/grants/manage/converting-your-documents-pdfs>.

When you open the Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach. You must name and attach your files in the proper order so that we can identify them. Please attach the proper file to the proper button as listed below:

ATTACHMENT 1: To this button, please attach your **table of contents**. Name the file "contents.pdf"

ATTACHMENT 2: To this button, please attach your **narrative**. Name the file "narrative.pdf".

ATTACHMENT 3: To this button, please attach your **walkthrough** (if applicable). Name the file "walkthrough.pdf".

ATTACHMENT 4: To this button, please attach your **design document**. Name the file "designs.pdf".

ATTACHMENT 5: To this button, please attach your **bibliography**. Name the file "bibliography.pdf"

ATTACHMENT 6: To this button, please attach your **object list** (if applicable). Name the file "objects.pdf".

ATTACHMENT 7: To this button, please attach your **sample text and illustrations of objects** (if applicable). Name the file "text.pdf".

ATTACHMENT 8: To this button, please attach your **résumés and letters of commitment**. Name the file "resumes.pdf".

ATTACHMENT 9: To this button, please attach your **budget**. Name the file "budget.pdf". Use the remaining buttons to attach any additional materials (if appropriate). Please give these attachments meaningful file names and ensure that they are PDFs.

You may include links via URL in these files, but do not embed any additional PDF files within any of the PDF attachments.

UPLOADING YOUR APPLICATION TO GRANTS.GOV

When you have completed all four forms, use the right-facing arrow to move each of them to the “Mandatory Documents for Submission” column. Once they have been moved over, the “Submit” button will activate. You are now ready to upload your application package to Grants.gov.

During the registration process, your institution designated one or more AORs (Authorized Organization Representatives). These AORs typically work in your institution’s Sponsored Research Office or Grants Office. When you have completed your application, you must ask your AOR to submit the application, using the special username and password that were assigned to him or her during the registration process.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the “Submit” button. A page will appear, asking you to sign and submit your application. At this point, your AOR will enter his or her username and password. When you click the “Sign and Submit Application” button, your application package will be uploaded to Grants.gov. Please note that it may take some time to upload your application package, depending on the size of your files and the speed of your Internet connection.

After the upload is complete, a confirmation page will appear. This page, which includes a tracking number, indicates that you have submitted your application to Grants.gov. Please print this page for your records. The AOR will also receive a confirmation e-mail message.

NEH suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

To assist applicants, Grants.gov provides a helpful [troubleshooting](#) page.

HOW TO SUBMIT SUPPLEMENTARY MATERIALS

In addition to any required digital work sample, applicants may choose to include **one** additional supplementary item, such as a CD with digital images of art works, photographs, or artifacts; an exhibition catalog, etc., for presentation to reviewers. If you are sending supplementary material that cannot be converted to a PDF and submitted via Grants.gov, please provide **eight** copies of the item and list it in the application’s table of contents. Each copy of the work sample (both the case and the disk) must be labeled with the name of the project director, the name of the applicant institution, the title of the project, and the title of the work sample.

Send the materials to

*Bridging Cultures: Implementation Grants
Bridging Cultures Office*

National Endowment for the Humanities
Room 511
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8337

NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that supplementary materials be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline.

Samples will not be retained by NEH, and they will not be returned to the applicant.

Deadlines

Applications must be received by Grants.gov on or before August 2, 2011, for projects beginning in January 2012. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted. Supplementary materials must also arrive at NEH on or before August 2, 2011, to be considered as part of the application.

V. Application Review

Evaluators are asked to apply the following criteria in assessing applications:

1. Intellectual content

The likely contribution of the project to public understanding of “Civility and Democracy” or “The Muslim World and the Humanities,” including the significance of the approach and the humanities ideas; the quality and relevance of the humanities scholarship informing the project; the extent to which the project offers an analytical perspective on the themes and ideas that underlie it.

2. Audience

The appeal of the subject to a general audience, the accessibility of the ideas, and the quality of the project’s plan to reach broad audiences.

3. Format

The appropriateness, quality, and creativity of the concept for organizing and presenting the material to advance the project’s intellectual goals; and the likelihood that the chosen format(s) will effectively convey the humanities content to the audience. For multiformat projects, the likely complementarity of the various components.

4. Program resources

The appropriateness of the materials and resources that support the project's interpretive themes and ideas.

5. Venue selection and training

The geographic breadth and audience reach of the project; the quality of the criteria and process used to determine the host venues; and the quality of the training offered to representatives of the host venues.

6. Humanities team and project team

The qualifications and potential contributions of the advising scholars; the experience and technical skills of the project team; the quality of the project team's previous work; and the likelihood that the institutional partners will collaborate effectively. For organizations that did not host a *Bridging Cultures* Forum in 2010, the extent to which the applicant has consulted with a national pool of scholars and appropriate humanities practitioners, and demonstrated collaboration between scholars and practitioners in the development of the proposed public program.

7. Work plan

The likelihood that the applicant will achieve the project's goals in a timely and efficient manner.

8. Evaluation plan

The adequacy of the evaluation plan and the quality of the project's results.

9. Budget

The appropriateness and reasonability of the project's costs.

All other considerations being equal, preference will be given to projects that provide free online access to digital materials produced with grant funds.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions.

VI. Award Administration Information

Award notices

Applicants will be notified of the decision by e-mail in December 2011. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail by December 31, 2011. Applicants may obtain the evaluations of their applications by

sending a letter to NEH, *Bridging Cultures*, Room 511, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or an e-mail message to bridgingcultures@neh.gov.

Administrative requirements

Before submitting an application, applicants should review their [responsibilities as an award recipient](#) and the [lobbying certification requirement](#).

Award conditions

The requirements for awards are contained in the [General Terms and Conditions for Awards](#), the [Addendum](#) to it, any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#).

Reporting requirements

A schedule of report due dates will be included with the award document. Reports must be submitted electronically via [eGMS](#), NEH's online grant management system.

Interim and final performance reports will be required. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report \(SF-425\)](#) and a program income report will be due within ninety days after the end of the award period. For further details, please see the [Financial Reporting Requirements](#).

VII. Points of Contact

If you have questions about the program, contact:

Bridging Cultures Office
National Endowment for the Humanities
Room 511
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8337
bridgingcultures@neh.gov

If you need help using Grants.gov, contact:

Grants.gov: www.grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
http://www.grants.gov/applicants/app_help_reso.jsp
Grant.gov support line: 1-800-518-GRANTS (4726)

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.