



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF EDUCATION PROGRAMS

***BRIDGING CULTURES AT
COMMUNITY COLLEGES***

Deadline: August 21, 2014 (for projects beginning no later than September 2015)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.162

Items referred to in this document needed to complete your application:

- Budget instructions
- Budget form
- Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Questions?

Contact the staff of NEH's Division of Education Programs at 202-606-8380 or bccc@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov. To submit an application via Grants.gov, you must have an active Entity record in the [System for Award Management](#) (SAM). Entity records must be updated at least annually. We strongly recommend that you update (or, if necessary, create) your SAM Entity record at least four weeks before the application deadline, and that you complete or verify your registration at least two weeks before the application deadline.

I. Program Description

Over half of the students who are now enrolled in post-secondary education in the United States attend community colleges, with enrollments expected to increase and to continue to draw on populations with varied cultural backgrounds. Students at community colleges frequently take courses and earn certificates and degrees that are tailored to their vocational needs and career advancement, as well as their personal interests. Yet the essential role of humanities instruction at these institutions is sometimes overlooked, despite the fact that many students' only serious study of the humanities takes place in the classrooms of two-year colleges. For the most part the humanities—fields such as history, literature, philosophy, ethics, religion, and art history—receive only slender resources at community colleges. Furthermore, community college humanities faculty carry very full teaching loads, often on part-time or adjunct appointments. They therefore have few opportunities for professional development. These factors combine to make it hard to create and sustain a strong, shared intellectual community within institutions and between them.

NEH *Bridging Cultures* at Community Colleges grants are intended to strengthen and enrich humanities education and scholarship at community colleges or community college systems. Grants are used to enhance the humanities content of existing programs, develop new programs, or lay the foundation for more extensive endeavors in the future.

NEH *Bridging Cultures* at Community Colleges grants

- create opportunities for community college faculty members to study together while improving their capacity to teach the humanities;
- enhance or develop areas of need in an institution's humanities programs; and
- give community college faculty access to humanities resources through partnerships with other institutions with appropriate resources.

Projects must focus on the theme of *Bridging Cultures*. This agency-wide initiative encourages exploration of 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 proposals that enhance understanding of diverse countries, peoples, and cultural and intellectual traditions worldwide. Applications might also investigate how Americans have approached and attempted to surmount seemingly unbridgeable cultural divides, or examine the ideals of civility and civic discourse that have informed this quest. In connection with a focus on civic discourse, projects might explore the role of women in America's civic life as well as the civic role of women in other cultures and regions of the world.

Projects must draw on sound humanities scholarship related to the theme of *Bridging Cultures*, engage participating faculty in shared readings of important humanities texts, involve humanities scholars with appropriate expertise, improve the quality of humanities course offerings at a community college or community college system, and create opportunities to disseminate their results.

The application must reflect a collaborative relationship between a community college or community college system and another institution with appropriate resources (such as a college

or university, museum, research library, or professional association) in the planning and implementation of the project. The applicant of record may be a community college, community college system, or another institution with appropriate resources.

We particularly encourage proposals that—in addition to exploring the required *Bridging Cultures* theme—also examine war and its aftermath and promote discussion of the experience of military service, as outlined in NEH’s [Standing Together](#) initiative.

All applications will be given equal consideration in accordance with the program’s evaluation criteria, whether or not they respond to the Standing Together initiative.

NEH *Bridging Cultures* at Community Colleges grants may not be used for

- projects that seek to promote a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action;
- creative or performing arts;
- empirical social scientific research;
- specific policy studies;
- educational or technical impact assessments;
- work undertaken in the pursuit of an academic degree;
- the preparation or publication of textbooks; or
- projects that focus on pedagogical theory, research on educational methods, tests, or measurements.

II. Award Information

NEH expects to award five to seven grants of up to \$120,000 each in outright funds.

The award period may run between eighteen and thirty-six months. Projects must begin no later than September 1, 2015.

The estimated award date is April 2015. All applicants will be notified by e-mail of the results of the competition.

Cost sharing

Cost sharing is not required in this program.

III. Eligibility

Any U.S. nonprofit organization with tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

The planning and implementation of a project must involve a partnership between a community college or community college system and another institution with appropriate resources, such as a college or university, museum, research library, or professional association. The applicant of record may be either the participating community college or community college system or the collaborating institution.

NEH generally does not make awards 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 award 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

HOW TO PREPARE YOUR APPLICATION

Applicants should begin by reviewing the evaluation criteria listed below in Section V. These are the criteria that reviewers will use in evaluating all proposals. Applicants are also encouraged to consult the sample narratives that are available on the [program resource page](#).

The application should be clear, free of academic jargon, and accessible to nonspecialists. Applicants should refrain from proposing advocacy and other activities not supported by NEH (see the bulleted list above, preceding the Award Information section of these guidelines).

Applicants should contact a program officer who can offer advice about preparing the proposal and review proposal drafts. Draft proposals are optional; if you choose to submit a draft, send it as an attachment to bccc@neh.gov at least five weeks before the deadline. Responses to late-arriving drafts cannot be guaranteed.

In responding to drafts, NEH staff may explain how the application review criteria apply to a proposal, make suggestions for strengthening the draft, and anticipate the questions that panelists are likely to raise during the review process. These 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.

Once an applicant submits a formal application, NEH will not comment on its status until the review process is complete.

Your application should consist of the following five parts:

1. **Table of contents**

Include all parts of the application, with page numbers. Pages should be numbered consecutively through all sections (beginning with the one-page summary), including the appendices.

2. Summary

Provide a summary of the narrative no longer than one single-spaced page.

3. Narrative

The narrative is an extended discussion of the project's content, activities, and intended audience. Limit the narrative to *fifteen* double-spaced pages with one-inch margins and a font size no smaller than *twelve* points. Use appendices to provide concise supplementary material that directly bears on the project. Include the following sections in the narrative.

- **Intellectual rationale**

Describe the central topic of the project and explain how the project will strengthen the humanities at the participating community college or community college system. Place the project in its scholarly and curricular context by discussing its relationship to *Bridging Cultures*, and the target audience. The intellectual rationale must clearly and persuasively justify the project topic and approach.

- **Content and design**

Describe the project's humanities content in detail, discussing topics that will be explored, the texts to be read in common, and why these topics and texts were chosen. Describe the project structure and activities. In an appendix provide a project work plan and the schedule of activities and related readings.

- **Project personnel**

Identify project staff members, consultants, and lead scholars. (Note that competitive applications generally include visiting scholars from institutions outside the partner institutions submitting the application.) Define their roles and state their qualifications for their responsibilities in the project. In an appendix provide a résumé for the project director (no longer than five pages). In addition, provide brief résumés or biographies (no longer than two pages each) for and up-to-date letters of commitment from other personnel.

- **Selection process**

Describe how community college participants will be selected, including a description of the selection procedures and criteria. Adjunct faculty are fully eligible to participate.

If the participants have been selected at the time of application, provide their names, pertinent information (such as academic field and teaching assignments), and (in an appendix) letters of commitment.

- **Institutional context**

Briefly describe the community college or community college system and its involvement in conceiving and developing the project. Explain how the project will benefit humanities instruction at the community college or community college system. Briefly describe the collaborating institution (such as a college or university, museum, research library, or professional association) and how

its resources and personnel will enhance the quality and implementation of the project. Include in an appendix institutional letters of commitment.

- **Follow-up and dissemination**

Describe follow-up activities (for example, webinars, podcasts, websites, workshops with colleagues, or presentations at conferences), including mechanisms for disseminating project benefits and resources to a wider audience of educators and institutions beyond the project participants. Indicate how the results of the project will be sustained after funding ends. Describe arrangements for maintaining any digital materials beyond the award period.

- **Assessment**

Include a specific internal assessment plan that is tailored to the project. Explain benchmarks for evaluating the project while it is ongoing. Describe the anticipated impact of the project and the criteria for measuring it. Incorporate quantitative measures when possible, such as number of revised or new courses or student enrollment data, and qualitative information about faculty development.

Outside evaluation is not required for NEH *Bridging Cultures at Community Colleges* grants.

4. Budget

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (You can find links to the budget instructions, sample budget, and budget form on the [program resource page](#).) Submit the budget 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.

The instructions below supplement the standard NEH budget instructions, providing additional information that is specific to this program.

- **Item 1: Salaries and wages**

Include all project personnel employed by the applicant institution. Calculations for compensation must conform to the policies of the institution. Commonly, the budget includes a percentage of academic year or annual salary for those personnel leading the project. Such amounts may be used to release personnel from normal duties for a specified amount of time or, alternatively, to pay them for time that they devote to the project over and above their normal duties. In no case, however, may this award support replacement teachers or pay faculty members for performing their regular duties. Compensation for support staff may be calculated as a percentage of salary or based on an hourly rate.

Community college faculty employed by the applicant institution who are participating in the project may receive a set stipend commensurate with their expected time commitment.

- **Item 3: Consultant fees**

List individuals contributing to the project as visiting scholars or other experts. The honoraria for visiting faculty and other consultants range from \$350 to \$750 per person per day or up to \$3,000 per person per week, not including travel and subsistence costs. Travel and subsistence costs should be entered under budget Item 4.

- **Item 4: Travel**

Calculate travel and subsistence costs, including participant travel, in conformity with institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used.

Include costs for a representative from each partner institution to attend a one-day meeting at NEH's offices in Washington, D.C.

- **Item 7: Other costs**

Community college participants who are not employed by the applicant institution should receive a set stipend commensurate with their expected time commitment.

Reminder: consultant fees are entered under budget Item 3—not budget Item 7.

- **Inadmissible budget items**

The following costs are not allowable and may not appear in project budgets:

- compensation for faculty members performing their regular duties;
- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment; and
- tuition fees for participants.

- **Budget narrative (optional)**

If needed, include a brief supplement to the budget form, explaining any of the projected expenses or budget items in more detail.

5. Appendices

Use appendices to provide supplementary but essential materials. As appropriate, include the following:

- the project work plan and the schedule of activities and related readings;
- a résumé for the project director (no longer than five pages) and brief résumés or biographies (no longer than two pages each) for and up-to-date letters of commitment from other personnel (including project participants, if they have already been selected); and

- letters of commitment from the leadership of each institutional partner involved in the project, including the applicant institution.

Include only relevant information concisely presented. Each appendix should be identified clearly and listed in the table of contents. Remember that pages should be numbered consecutively through all sections, including the appendices. The proposal narrative should refer to items included in the appendices.

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

DEADLINES

Draft proposals: Program staff recommends that draft proposals (which are optional) be submitted to bccc@neh.gov at least five weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Staff comments in response to draft proposals 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.

Applications must be received by Grants.gov on or before August 21, 2014. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

V. Application Review

Proposals for NEH *Bridging Cultures* at Community Colleges awards are evaluated according to three general criteria: intellectual quality, feasibility, and potential for significant impact.

- **Intellectual quality**

- Is the rationale for the project clear and persuasive?
- Does the project draw on sound humanities scholarship?
- Does the project engage significant humanities topics and use shared readings that respond to the theme of *Bridging Cultures*?
- Does the collaboration support the project's intellectual substance and goals?
- Is the proposal free of academic jargon and accessible to nonspecialists?
- Does the project refrain from advocacy and other activities not supported by the NEH (see the bulleted list above, preceding the Award Information section of these guidelines), including advocacy of a particular political, religious, or ideological viewpoint or program of social action?

- **Feasibility**

- Are the activities well planned and described in adequate detail?
- Are the personnel qualified to carry out their responsibilities?
- Are the plans for administering the project sound and well developed?
- Do the organizations involved have the institutional capacity to fulfill project objectives successfully?
- Do the letters of support from institutions, scholars, consultants, and (when applicable) participants demonstrate their interest in and commitment to the project?
- Are the costs of the project reasonable in view of the project design and likely results?

- **Potential for significant impact**

- Will the project strengthen teaching of the humanities at the participating community college or community college system?
- Are plans for assessment rigorous, thorough, and appropriate to the project?
- Will the results be disseminated to others who could benefit?

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. More details about NEH's review process are available [here](#).

VI. Award Administration Information

System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an applicant organization must maintain current information in its Entity record in the System for Award Management (SAM), which now administers the former Central Contractor Registry (CCR). You must therefore review and update the information in your Entity record at least annually after the initial registration, and more frequently if required by changes in your information or another award term. In order for you to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in your Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register or update your Entity record.

Award notices

Applicants will be notified of the decision by e-mail in March 2015. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in April 2015. Applicants may obtain the evaluations of their applications by sending an e-mail message to bccc@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 documents, and the applicable [OMB circulars governing federal grants management](#).

Reporting requirements

A schedule of report due dates will be included with the award documents. 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, PDF) 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 at Community Colleges
Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8380
bccc@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: www.grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:

<http://www.grants.gov/web/grants/applicants/applicant-resources.html>

Grants.gov support line: 1-800-518-GRANTS (4726)

Grants.gov [troubleshooting tips](#).

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.

APPLICATION CHECKLIST

- **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. Alternatively, you can search Grants.gov for this program. The program resource page also has a direct link to the instructions for completing the package.
- **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational

2. Supplementary Cover Sheet for NEH Grant Programs
3. Project/Performance Site Location(s) Form
4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Table of contents (name the file “contents.pdf”)

ATTACHMENT 2: Summary (name the file “summary.pdf”)

ATTACHMENT 3: Narrative (name the file “narrative.pdf”)

ATTACHMENT 4: Budget (name the file “budget.pdf”)

ATTACHMENT 5: Appendices (name the file “appendices.pdf”)

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. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH **strongly** 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.