



NATIONAL ENDOWMENT FOR THE
Humanities

OFFICE OF **CHALLENGE GRANTS**

CHALLENGE GRANTS FOR TWO-YEAR COLLEGES

Deadline: February 20, 2013

Catalog of Federal Domestic Assistance (CFDA) Number: 45.130

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

- Grants.gov application package and instructions

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

Draft proposals

Program staff recommends that draft proposals be submitted at least four to six weeks before the application deadline. Time constraints may prevent staff from reviewing draft proposals submitted closer to the deadline.

Questions?

Contact the staff of NEH's Office of Challenge Grants at 202-606-8309 or at challenge@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Type of award

Successful applicants will be offered a matching grant. Recipients must raise two times the amount of federal funds offered.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov. 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.

I. Program Description

The National Endowment for the Humanities invites two-year colleges to apply in a special Challenge Grant competition to strengthen their long-term humanities programs and resources. Two-year colleges are major educational assets that have too often been overlooked, even though over half of students in post-secondary education attend two-year institutions. The humanities can and should play a vital role in community colleges.¹ The perspectives of history, philosophy, and literature can enrich the educational experience of students attending two-year colleges, deepening their understanding of questions related to differences among cultures, as manifested in diverse understandings of citizenship, politics, and ethics. NEH seeks to encourage two-year colleges to develop models of excellence that enhance the role of the humanities on their campuses. The goals of this initiative are

- to enable two-year colleges to strengthen programs in the humanities, especially the study of the world’s many cultures and civilizations;
- to support model humanities curricula at two-year colleges that may be replicated at other institutions; and
- to encourage two-year colleges to broaden the base of financial support for the humanities.

Challenge Grants for Two-year Colleges are capacity-building grants intended to help eligible institutions secure long-term improvements in and support for their humanities programs and resources. Grants may be used to establish or enhance endowments or spend-down funds (that is, funds that are invested, with both the income and the principal being expended over a defined period of years) that generate expendable earnings to support ongoing program activities. Funds may also be used for one-time capital expenditures (such as construction and renovation, purchase of equipment, and acquisitions) that bring long-term benefits to the institution and to the humanities more broadly. (Note, though, that construction and renovation projects are not encouraged in this special competition, although they are eligible.)

¹ The terms “two-year college” and “community college” are used interchangeably for the purposes of this special initiative.

Because of the matching requirement, challenge grants also strengthen the humanities by encouraging nonfederal sources of support. The required match is two-to-one: every dollar offered by NEH must be matched with two dollars in new nonfederal donations. Eligible institutions have six years in which to raise the required match.

Samples of successful proposals can be found on the [program resource page](#).

Activities supported

Challenge grant funds (federal plus nonfederal funds combined) must provide **long-term** benefits to the humanities. Challenge grant funds should not merely replace funds already being expended on the humanities, but instead should reflect careful strategic planning to strengthen the institution's activities in and commitment to the advancement of knowledge and understanding of the humanities.

Institutions may use challenge grants to meet both ongoing and one-time humanities-related costs, provided that the long-term benefit of the expenditure can be demonstrated. Federal challenge grant funds, as well as the nonfederal donations raised for matching, might be used for purposes such as those listed below. (Please note that the lists below are not exhaustive. Instead they merely provide examples of suitable endeavors. An application should demonstrate that the project's planned expenditures are appropriate means for reaching the project's overall goals.)

Through *endowments or spend-down funds*, challenge grants can be used to support costs associated with long-term, sustainable programs. Such costs typically include items such as these:

- faculty and staff salaries and benefits;
- acquisitions for collections;
- research fellowships;
- curriculum development;
- lecture or exhibition series; and
- stipends for visiting scholars or consultants.

Through *direct expenditure*, challenge grants can be used to support one-time capital costs. Such costs typically include items such as these:

- the purchase, construction, or renovation of facilities;
- acquisitions for collections;

- the purchase of equipment and software; and
- fundraising costs (totaling no more than 10 percent of challenge grant funds).

NEH welcomes plans to strengthen the technological infrastructure of two-year colleges, thereby enhancing their ability to make use of new technologies in research, education, preservation, and public programming in the humanities. Challenge grant funds may be used, for example, to purchase equipment and software, to renovate computing centers devoted to the humanities, and to purchase databases. Endowments created by challenge grants can be used to support maintenance and upgrades of equipment, software, and data; licensing fees; salaries of technical staff; and faculty and staff training in uses of digital technology. Virtually any ongoing expense associated with uses of digital technology in the humanities can be supported by a challenge grant.

Bridging Cultures

Activities in programs that respond to NEH's [*Bridging Cultures*](#) initiative are especially welcome. Such programs could focus on cultures internationally or within the United States. International programs might seek to enlarge Americans' understanding of other places and times, as well as other perspectives and intellectual traditions. American programs might explore the great variety of cultural influences on, and myriad subcultures within, American society. These programs 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 addition, programs might explore the role of women in America's civic life, or the civic role of women in other cultures and regions of the world.

NEH is especially interested in new programs that would serve as models of excellence for peer institutions. Such programs could include model curricular offerings, educational workshops, and other learning opportunities in response to the *Bridging Cultures* initiative in particular. Proposals might, for example, seek support for activities and topics such as these:

- model curricula that focus on other peoples and nations, including their history, literature, and culture;
- model faculty development workshops exploring issues in comparative government;
- courses exploring one or more of the world's many and varied religious traditions;
- collaborative research by students, examining ethnic, racial, and religious diversity in the two-year college's own region or in the students' home towns;
- library acquisitions (both print and digital) that focus on particular cultures or nationalities represented in the college's student population;
- renovations to establish and maintain study rooms or honors houses that provide a venue for intensive and collaborative study of a particular nation's language and history;

- stipends for visiting lecturers who would discuss foreign cultures; or
- model programs that help Americans understand their rich cultural heritage while fostering mutual respect for others, both here and abroad.

Expenditures not eligible for support

Challenge grant funds, federal or nonfederal, may not be used for

- one-time or operating expenditures with minimal long-term impact;
- recovery of indirect costs;
- support for projects eligible for grants from other NEH programs;
- scholarships or stipends for students below the graduate level; or
- programs or facilities designed for activities outside the scope of the humanities, such as the performing arts, science education, non-humanistic aspects of the social sciences, or public policy advocacy. A proposal for a “Center for the Arts,” for example, must clearly demonstrate how the facility serves the humanities. Components of projects that deal with the visual or performing arts are eligible for NEH challenge grant funding only if they enhance the interpretation or analysis of the artistic form in question, using critical, historical, theoretical, or other humanities-oriented perspectives.

Mode of expenditure

The financial arrangement by which challenge grant funds are expended should be appropriate to the nature of the humanities-related costs and the long-term impact of the expenditure.

Funds may be

- invested in permanent endowments, the income from which supports ongoing and recurring costs such as salaries, honoraria for visiting scholars, fellowships, and maintenance;
- spent directly on one-time capital costs for items that have inherent longevity, such as facilities (new construction or renovation), equipment, and acquisitions; or
- combined in “spend-down” funds that are invested, with both the income and the principal to be expended over a defined period of years (no less than ten years, no more than twenty-five years). Spend-down funds are particularly appropriate for programs that are long-term but not permanent.

Up to 10 percent of challenge grant funds may be spent directly on fundraising costs. NEH strongly encourages two-year colleges to take full advantage of this provision.

Although applications to support new construction or renovation are eligible, they are not encouraged in this competition. Applications to establish new endowments or enhance existing endowments are strongly encouraged.

II. Award Information

Successful applicants will be offered a matching grant. The requested grant amount should be appropriate to the humanities needs and the fundraising capacity of the institution. The maximum amount an applicant may request is \$500,000. Smaller grants for sharply defined purposes are strongly encouraged. Potential applicants are urged to consult with NEH staff about the size of their requests.

Fundraising

NEH challenge grants assist institutions in developing sources of support for humanities programs, and fundraising is an integral part of the long-term planning required by the program. Grant recipients must raise, from nonfederal donors, two times the amount of federal funds offered. Persons charged with raising the nonfederal gifts and those who will be directly responsible for the humanities programs should both be fully involved in the planning from the outset.

Release of federal funds

All federal challenge grant funds are matching funds that cannot be released unless matched by nonfederal donations. The federal portion of a challenge grant is typically offered over four years, but the grantee may take up to eighty months to raise funds for matching. NEH releases federal funds according to a pattern that allows donations from as early as five months prior to the application deadline and can include donations from as late as two years beyond the last-released federal funds. Funds are released in the first three years when completely matched according to the required two-to-one ratio. In the fourth year federal funds may be released when matched one-to-one, with the remaining parts of the match to be raised in the final two years, so as to allow time at the end of the grant period to finish the match and collect outstanding pledges. The following chart illustrates a typical match and release schedule:

Sample match and release schedule for a challenge grant to a two-year college

NEH Challenge offer of \$300,000, with a two-to-one matching ratio

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
NEH funds (federal) offered	\$60,000	\$75,000	\$75,000	\$90,000	n/a	n/a	\$300,000
Nonfederal funds to	\$120,000	\$150,000	\$150,000	\$90,000	\$45,000	\$45,000	

be raised							\$600,000
Total grant funds (federal + nonfederal)	\$180,000	\$225,000	\$225,000	\$180,000	\$45,000	\$45,000	\$900,000

The grant period for challenge grants to two-year colleges begins five months before the application deadline, and the grant period ends approximately six and one-half years after the application deadline. The beginning and ending dates of the grant period are crucial because donations, to be eligible for matching, must be given within those dates. The annual deadline for certifying gifts is July 31 of each year.

Applicants who, unsuccessful at one deadline, revise and resubmit their applications one year later may use the same starting date in the resubmission as in the original submission. In this way applicants can keep faith with donors whose gifts have been solicited in anticipation of a challenge grant. If the resubmitted application is not successful, however, such an extension is unavailable for subsequent submissions.

Eligibility of gifts

To be eligible for matching, gifts may not derive from the grantee institution itself, and it is inappropriate for an institution to shift internal budgets or reallocate internal funds for matching purposes. All matching pledges and gifts must be new, that is, given (and pledges fulfilled) during the challenge grant period. The majority of gifts eligible for matching must be restricted gifts donated explicitly in response to or in anticipation of the challenge grant. Donors of restricted gifts must be aware that their gifts will be used to match an NEH challenge grant or that their gifts will be used to support the same purposes outlined in the approved challenge grant application. Unrestricted gifts—that is, gifts donated without limitations on their use—may be eligible for matching, but the gifts must have been given within the grant period, and the total of such unrestricted gifts may not exceed the federal portion of the challenge grant. Some types of gifts, such as real estate, earned income, planned giving, and in-kind gifts, are subject to special limitations. Discounts on contracted goods and services, and contributions from federal sources, are not eligible for matching.

NOTE: More detailed information on eligible gifts and the mechanics of challenge grant administration is offered in [Administration of NEH Challenge Grants](#), which may be obtained from the NEH website or the Office of Challenge Grants. Applicants should consult this document if they plan to solicit and collect eligible matching gifts in the five-month period before the application deadline or before notification of an award in August.

III. Eligibility

Institutions eligible to apply in this competition are accredited U.S. two-year colleges and community colleges that predominantly award associate degrees that can be earned in two years of study. Both private, independent colleges and government-supported colleges are eligible. Community-college districts and two-year-college consortia may also apply, in collaboration

with at least one two-year college. Institutions granting associate degrees are encouraged to partner with other institutions to carry out grant-oriented activities, but one two-year college must serve as the applicant of record.

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.

Institutions may apply for only one NEH challenge grant in a calendar year and may have only one application pending in any NEH challenge grant competition at a time. An institution is eligible to apply for a subsequent challenge grant beginning in the third year after the closing date of its most recent NEH challenge grant. For example, if a grant closes in 2017, the institution that received the grant could not apply for a subsequent challenge grant until 2020.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application and Submission Information

Application advice and draft proposals

Prior to submitting a proposal, applicants are strongly encouraged to contact program officers who can offer advice about preparing the proposal, supply samples of funded applications (in addition to the samples available on the [program resource page](#)), and review draft proposals. Although these staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, previous applicants have found them helpful in strengthening their applications.

Program staff recommends that draft proposals be submitted at least four to six weeks before the application deadline. Time constraints may prevent staff from reviewing draft proposals submitted closer to the deadline. Draft proposals, consisting of the narrative, the budget, and a list of persons who will be writing letters of support, should be submitted directly to the Office of Challenge Grants (**not** through Grants.gov) by e-mail attachment (challenge@neh.gov), fax (202-606-8579), or overnight mail (Office of Challenge Grants, NEH, Room 420, 1100 Pennsylvania Avenue N.W., Washington, D.C. 20506, 202-606-8309).

College development staff wishing to submit an NEH Challenge Grant request should collaborate on the application with at least one humanities scholar. According to the [1965 National Foundation on the Arts and the Humanities Act](#), “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

How to Prepare your Application

You will prepare your application for submission via Grants.gov just as you would a paper application. Your application should consist of the following parts.

1. **Table of contents**

Include all the parts of the application with page numbers. Please use one set of page numbers for the entire document, including the appendices.

2. **Abstract**

Summarize the proposal, including the activities to be supported and the plans for raising funds for matching. Describe the significance to the humanities of what you are proposing. This summary may be single-spaced but should not exceed one page.

3. **Challenge grant budget**

Do **not** use the standard NEH budget form. Instead, provide an itemized one- or two-page budget describing all challenge grant funds and indicate

- the portions of the total NEH funds being requested in years 1, 2, 3, and 4 of the grant period; and
- how all challenge grant funds—federal and nonfederal combined—will be expended.

For purposes of expenditure, no distinction is made between federal funds and nonfederal donations. Even if the challenge grant is part of a larger campaign, the budget should be limited to the requested NEH funds plus the minimum required nonfederal funds. Planned annual expenditures from endowment or spend-down yield should be broken down into specific cost categories. Challenge grants do not include indirect-cost recovery.

Direct funds are those not invested in endowments or spend-down funds. Instead they are used only for capital expenditures and fundraising costs (up to 10 percent of grant funds). Operating and program expenses should be paid for with income from endowment and/or spend-down funds.

The budget should clearly indicate what the expenditures are for, and the proposal narrative should provide detailed information about these expenditures and should justify the amounts allotted to the various items in terms of the plans for the humanities. Explain the appropriateness of the chosen mode(s) of expenditure to the activities being supported and the long-term plans for the humanities.

In the following **sample** budget, all three modes of expenditure are included for purposes of illustration; applicants should propose only the mode(s) of expenditure appropriate to the planned humanities activities. All figures and categories of expenditure below are for illustrative purpose only.

Sample challenge grant budget

Total NEH funds requested:	\$200,000
Year 1: \$25,000	
Year 2: \$75,000	
Year 3: \$75,000	
Year 4: \$25,000	

Non-federal funds to be raised	\$400,000
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Total grant funds (NEH plus match)	\$600,000
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Planned Expenditures:

Direct

Payment to fundraising consultant	\$50,000
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Endowed

Principal	\$400,000
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Rate of return to be expended	5%
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Projected annual expendable income	\$20,000
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Uses of annual endowment income (list all)

Staff salaries	\$12,000
Stipends for visiting scholars	\$6,000
Lecture series expenses	\$2,000

Combined (spend-down fund)

Principal	\$150,000
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Rate of return to be expended	5%
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Number of years	10
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Annual expenditure (income + principal)	\$18,494
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Uses of spend-down funds (list all)

Training in digital humanities	\$12,000
Software and equipment	\$6,494

Endowment policy

Endowments created with NEH challenge grants are permanent and should be reported as permanent on [IRS Form 990, Schedule D](#) (PDF), Part V. Endowments created with NEH challenge grants are restricted to the uses defined in the challenge grant application and summarized in the budget as approved. Changes in the purpose of the endowment may be made only in consultation with NEH. NEH is guided by Section 6 of the Uniform Prudent Management of Institutional Funds Act (UPMIFA) in assessing proposed changes in purpose. The text of Section 6 of UPMIFA can be found in [Administration of NEH Challenge Grants](#).

Calculating a “spend-down” fund

The amount needed for a spend-down fund is based on the rate of return on investment, the length of the fund’s projected existence, and the amount to be spent each year. The amount needed to produce the desired annual income can be calculated using a tool, such as the PV financial function in Microsoft Excel, that calculates the “present value” of funds needed to allow the desired expenditure over the specified number of future years. To calculate the expendable annual income over the life of the fund, use Excel’s PMT financial function or its equivalent.

4. Institutional fact summary

For applications involving multiple institutional partners, only the applicant of record must provide an institutional fact summary. Partner institutions may, however, also submit fact summaries to document their institutional character and humanities capacities.

Provide the following in an outline limited to one page:

- Relevant facts and statistics about the institution or organization, such as its
 - history;
 - mission;
 - governance and administration;
 - physical facilities;
 - humanities staff size and composition (including the percentage of all staff who are in the humanities);

- humanities collections (including the percentage of all collections that are in the humanities);
 - accreditation;
 - enrollment and nature of the student population served; and
 - tuition costs.
- Data on recent humanities activities, such as the
 - types and numbers of enrollments, courses, programs, and degrees awarded in the past two years; and
 - percentage of total offerings that are in the humanities;

5. Financial summary

Include a one- or two-page summary of the college's finances. Please refer to the [Challenge Grants Sample Financial Summary Form](#) (PDF) for a suggested format. Where the application concerns a sub-unit of a larger whole (for example, a college library or museum), include summaries for both the larger and smaller units. The purpose of the summary is to give a clear picture of the financial status of the college during the most recent three-year period. Information should be provided about annual operating budgets, exclusive of capital campaigns or other special income and exclusive of capital project expenditures. Significant operating surpluses or deficits should be explained.

6. Narrative

The narrative portion of the proposal is limited to **twenty-five double-spaced pages**. The font size should be no smaller than eleven-point. All pages should have one-inch margins, be collated, and numbered consecutively throughout. Statistical and other supporting materials may be relegated to appendices. The narrative should provide a clear, logical, and concise description of the activities that the challenge grant will support, and it should be carefully proofread.

In the narrative, do the following:

- Describe the **significance and intellectual quality** of the humanities activities, programs, and holdings that the challenge grant would support. Explain why these activities are important, and to whom.
- Describe the college's **long-range plans** for advancing and/or disseminating humanistic knowledge. Explain how the college, through its mission, personnel, governance, facilities, and resources, is capable of sustaining outstanding

humanities activities. Identify any collaborators or partners and provide evidence, such as letters of support, of institutional commitment to the long-range plans and the challenge grant.

- Discuss the **impact** of the challenge grant. Explain how grant funds will strengthen and improve knowledge and understanding of the humanities. Explain how the NEH challenge grant will sustain and enhance significant humanities activities over the long term. List clearly and in detail the planned challenge grant expenditures (federal and nonfederal combined). Provide a plan for assessing, in both qualitative and quantitative terms as appropriate, the impact of the grant. Explain how the program would serve as a model of excellence for other two-year colleges.
- Describe the **plans for raising funds** to meet the NEH matching requirement. Offer evidence of long-term financial stability at the institution, and explain how the college's resources, leadership, staff, and experience will enable it to conduct a successful campaign. Give details of the fundraising strategy; explain its feasibility and how it will broaden the base of institutional support.
- When relevant, briefly describe any recent NEH or state humanities council grants received by the institution, as well as any pending NEH applications related to the activities that the challenge grant would support. If the applicant holds or is currently applying for any NEH grants that include a matching component, describe them (including the amount of the match) in the section of the narrative that discusses the feasibility of fundraising.

7. Lists of trustees and staff

Provide a list of the institution's board of governors or trustees with their professional affiliations and a list of staff and faculty members principally involved with the challenge grant, indicating their professional qualifications.

8. Résumés

The project director is the person primarily responsible for implementing the humanities activities described in the narrative proposal. Attach a two-page version of this person's résumé as an appendix to the application. Résumés or job descriptions for any position(s) being supported by the challenge grant should also be attached.

9. Letters of commitment and support

Include here letters of commitment or support from appropriate institutional officials, confirming the institution's commitment to the humanities activities and to meeting the NEH challenge. As appropriate, you may also include other letters of support, such as from partners, scholars in the field, staff involved in carrying out the humanities activities, and participants in or beneficiaries of the humanities activities.

10. Optional appendices

You may include copies of printed brochures, flyers, or other descriptive materials—especially if you have referred to them in the narrative. References or links to online materials are encouraged.

Single copies of bulky ancillary materials, such as catalogs, journals, or books, may also be submitted but are neither required nor encouraged. See “How to Submit Supplementary Materials.”

Special requirements for renovation and construction projects

Section 106 review process and letter from the State Historic Preservation Office

All NEH-funded projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with federal laws on historic preservation, wage rates, and disability rights. Applicants are expected to familiarize themselves with Section 106 of the [National Historic Preservation Act](#) (16 U.S.C. § 470f) and its [implementing regulations](#) (36 C.F.R. Part 800, PDF), the [Davis-Bacon Act](#) (40 U.S.C. § 3141 et seq, PDF), and the [Americans with Disabilities Act of 1990](#) (42 U.S.C. §§ 12101-12213). Indicate in the narrative your awareness of these special requirements and your plans to meet them.

I. Section 106 of the NHPA: Section 106 requires NEH to review the effects of projects offered NEH funding on historic properties that are listed or eligible for listing in the National Register of Historic Places. When applicable, NEH must also provide the Advisory Council on Historic Preservation (ACHP) an opportunity to comment on such projects **prior to the expenditure of any federal funds.**

To understand and navigate the Section 106 review process, applicants should familiarize themselves with the Section 106 materials available [here](#). There is no formula for how long a given Section 106 review may take, so applicants should build sufficient time into their project plans to allow for a potentially lengthy review. NEH does not formally initiate a Section 106 review until it offers support for a project. However, applicants should know that **an applicant offered a challenge grant cannot begin any work involving construction, renovation, repair, rehabilitation, or ground or visual disturbances—and that NEH cannot release any federal funds—until NEH concludes its Section 106 review.**

To ensure that a Section 106 review of a project proceeds smoothly, take the following steps **before submitting a Challenge Grant application:**

1. Contact your State Historic Preservation Officer (SHPO) and/or your Tribal Historic Preservation Officer (THPO) about your project. Once you have initiated contact, you should then provide the NEH Federal Preservation Officer (FPO@neh.gov) with the name and contact information of the person in the SHPO/THPO office who will be assisting NEH with its review.

2. Request a written determination from the SHPO/THPO, which indicates the following:
 - whether there are any properties near the project site that are listed or eligible for listing in the National Register;
 - if there are historic properties, how the NEH-funded project would affect them; and
 - if the effects would be adverse, how they might be avoided, minimized, or mitigated.

To facilitate this determination, applicants should provide the following to the SHPO/THPO (with copies to NEH):

- *A written description of the project.* The description should include the proposed use(s) for the property and the scope of the proposed construction, renovation, repair, rehabilitation, or ground or visual disturbance.
- *A map, photograph, or drawing clearly demarcating the project's Area of Potential Effects (APE).* The APE is the geographic area within which a project may directly or indirectly affect historic properties. To determine the APE, applicants should consider all locations in which project activities could cause ground, visible, or audible disturbances, or changes in public access, traffic patterns, or land use.
- *Descriptions of all properties in the APE that are listed in the National Register, and descriptions and evaluations of all other properties in the APE that might be eligible for listing (regardless of age), when the National Register criteria are taken into account.* (See [36 C.F.R. Part 60](#) and [36 C.F.R. Part 63](#).) Descriptions should be based on background research on historic properties, oral history interviews, field surveys and/or investigations, and past planning, research, and studies. They should include information such as a property's location, the year of its construction (if a structure), and previous ownership.
- *A description of the NEH-funded project's effects on historic properties.* A project may affect a historic property if it has the potential to alter the characteristics that qualify the property for inclusion in or eligibility for the National Register.
- *An explanation of why the criteria for an adverse effect—listed in [36 C.F.R. § 800.5\(a\)\(1\)](#) (PDF)—were found applicable or inapplicable, including any conditions or future actions that might avoid, minimize, or mitigate adverse effects.* Adverse effects to historic properties include physical destruction, alteration, or removal of a property.

The SHPO/THPO may request additional documents that will assist him or her with the written determination, and applicants should be able and ready to provide the SHPO/THPO with any such information. Applicants must also provide NEH with all information provided to and received from the SHPO/THPO.

NOTE: A letter from the SHPO/THPO that only provides support for an applicant's project will not suffice as a written determination.

3. Submit an archaeological survey for the APE to NEH. If you do not include the survey with your application and later receive a challenge grant offer, NEH's Section 106 review of your project will be delayed until you have submitted the survey to NEH.
4. Submit a list containing the names of all consulting parties and their contact information, including titles, mailing addresses, and e-mail addresses. Consulting parties include federally-recognized tribes, Native Hawaiian organizations, state and local governments, and individuals and organizations with a legal or economic relationship to a project or property (for example, historic societies or commissions).

NOTE: If a project is offered funding, NEH will contact the consulting parties and invite them to consult and comment on the project. NEH will also ask those receiving offers of Challenge Grants to post public notices about their projects through appropriate media (for example, newspapers, local post offices and libraries, the applicant's website, etc.). The comment period generally lasts thirty days, depending on the scope of a project.

NEH's Section 106 review usually results in one of the following findings and actions:

1. No historic properties or No effect on historic properties: If NEH finds that there are either no historic properties or that the project will have no effect on historic properties, it will notify the SHPO/THPO of that finding. If the SHPO/THPO does not object within thirty days after receiving the letter, NEH is generally permitted to release grant funds.
2. Project's effects indeterminable: If NEH cannot fully determine a project's effects on historic properties, NEH will continue consultations, draft a programmatic agreement (PA), and invite the ACHP to consult on the PA. If the SHPO/THPO and other parties accept the PA, NEH is generally permitted to release grant funds (after the PA is filed with the ACHP).
3. No adverse effects to historic properties: If NEH finds that the project will not adversely affect historic properties, it will notify the SHPO/THPO and consulting parties of NEH's findings. If the SHPO/THPO or any of the consulting parties do not object, NEH is generally permitted to release grant funds.
4. Adverse effects to historic properties: If NEH finds that a project will adversely affect historic properties, NEH will continue consultations, seek ways to mitigate or resolve adverse effects, and execute a memorandum of agreement (MOA). If the SHPO/THPO and other parties to the MOA agree to it, NEH is generally permitted to release grant funds (after the MOA is filed with the ACHP).

More information on the Section 106 review process, the required documentation, and the responsibilities of an applicant prior to and during the Section 106 review is available [here](#). You can find answers to frequently asked questions about Section 106 [here](#). You can also contact the NEH FPO by e-mail at FPO@neh.gov, by phone at 202-606-8309, or by mail at Federal Preservation Officer, Office of Challenge Grants, National Endowment for the Humanities, Room 420, 1100 Pennsylvania Ave. N.W., Washington, D.C. 20506.

II. Davis-Bacon Requirements

Institutions using NEH challenge grant funds, federal or nonfederal, for renovation and construction projects must comply with the Davis-Bacon Act. If the challenge grant includes support for any part of a construction or renovation project, the entire project is subject to Davis-Bacon requirements, and applicants must take into account the effect of the Davis-Bacon Act on costs. For purposes of compliance with the Davis-Bacon Act, there is no distinction between federal funds and nonfederal donations raised for matching. Additional information is available [here](#).

III. Americans with Disabilities Act

- A. Article 26 (e) of NEH's General Terms and Conditions for Awards requires grant recipients and subrecipients to adhere to the Americans with Disabilities Act (ADA). Title III of the ADA covers places of public accommodation (such as museums, libraries, and educational institutions) and includes a specific section regarding new construction and alterations in public accommodations.
- B. The website www.ada.gov provide comprehensive information that grantees can consult concerning compliance with the ADA, including the text of the legislation, the revised regulations implementing Title II and Title III of the ADA, and the 2010 ADA Standards for Accessible Design.

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](#).

How to Submit Supplementary Materials

If you are sending supplementary materials, please include in your Grants.gov submission a list of the materials to be sent separately. Send the materials to:

Office of Challenge Grants
National Endowment for the Humanities
Room 420
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8309

Supplementary materials should be sent by a commercial delivery service to ensure that they arrive by the receipt deadline. NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service.

Deadlines

Draft proposals (optional): The staff recommends that draft proposals be submitted at least four to six weeks before the application deadline. Staff may not be able to review drafts submitted closer to the deadline. Draft proposals may be submitted by e-mail attachment (challenge@neh.gov), fax (202-606-8579), or overnight mail (Office of Challenge Grants, NEH, Room 420, 1100 Pennsylvania Avenue N.W., Washington, D.C. 20506, 202-606-8309).

Applications must be received by Grants.gov by February 20, 2013. 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 by February 20, 2013, to be considered as part of the application.**

Challenge grants timetable

<i>September 1, 2012</i>	Date prior to the February deadline after which advance fundraising may count toward the matching requirement.
<i>Four to six weeks before deadline</i>	Target date for submission of draft proposals for comment by NEH staff.
<i>February 20, 2013</i>	Receipt deadline for applications.
<i>August 2013</i>	Notification of awards.
<i>July 31</i>	Annual date after notification by which the grantee must submit certification of the gifts required to claim each year's installment of federal funds.

V. Application Review

Applications are evaluated according to the four criteria listed below.

1. The significance of humanities activities

What is the evidence that the current and planned activities—particularly those that will be affected by the challenge grant—are significant and that their intellectual quality is high? Why are these activities important, and to whom, and how would they serve as models of excellence?

2. The appropriateness of resources and plans

What evidence is there of realistic long-range institutional planning to advance and/or disseminate humanistic knowledge? Is the institution, through its mission, personnel, governance, facilities, and resources, capable of sustaining outstanding activities in the humanities? What evidence (such as letters of support) is there of sufficient institutional and community commitment to the long-range plans?

3. The impact of challenge grant funds

What impact will grant funds have on strengthening and improving the understanding of the humanities? How will the NEH challenge grant sustain and enhance significant humanities activities over the long term? Is the mode of expenditure (endowment, direct, combined) appropriate to the humanities-related costs and to the nature of the activities to be supported? Are the planned challenge grant expenditures (federal and nonfederal combined) described clearly and in detail? How will the college assess the impact of the challenge grant?

4. The feasibility of fundraising

Does the institution provide evidence or promise of long-term financial stability? Do the applicant's resources, leadership, staff, and experience indicate that it will conduct a successful campaign to meet the NEH matching requirement? What evidence is offered that the fundraising plan is feasible? Will the fundraising strategy broaden the base of institutional support?

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 by e-mail in August, approximately six months after the application deadline. Applicants may obtain the evaluations of their applications by sending a letter to the Office of Challenge Grants, Room 420, NEH, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or an e-mail message to challenge@neh.gov.

Administrative requirements

More detailed information on eligible gifts and the mechanics of challenge grant administration can be found in [Administration of NEH Challenge Grants](#), which may be obtained from the NEH

website or the Office of Challenge Grants. Applicants should obtain this document if they plan to solicit and collect eligible matching gifts in anticipation of receiving an NEH challenge grant.

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 [Administration of NEH Challenge Grants](#), the [General Terms and Conditions for Awards](#) (see exclusions in Appendix 4 of Administration of NEH Challenge Grants), the [Addendum](#) to it, the applicable [OMB circulars governing federal grants management](#), the [Challenge Grant Audit Guidelines](#), and in any specific terms and conditions contained in the offer letter.

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 gift certification and performance reports will be required. Further details can be found in [Administration of NEH Challenge Grants](#). Reports must be submitted electronically via [eGMS](#), NEH's online grant management system.

A final [Federal Financial Report](#) (SF-425, PDF) 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:

Office of Challenge Grants
National Endowment for the Humanities
Room 420
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8309
challenge@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/applicants/app_help_reso.jsp
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.

APPLICATION CHECKLIST

- 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. You can also search Grants.gov for this program.
- 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: One-page abstract (name the file “abstract.pdf”)

ATTACHMENT 3: Budget (name the file “budget.pdf”)

ATTACHMENT 4: One-page institutional fact summary (name the file “institutionalsummary.pdf”)

ATTACHMENT 5: Financial summary (name the file “financialsummary.pdf”)

ATTACHMENT 6: Narrative (name the file “narrative.pdf”)

ATTACHMENT 7: Lists of trustees and staff (name the file “trusteesstaff.pdf”)

ATTACHMENT 8: Project director’s résumé, and the job descriptions or résumés for any positions being supported (name the file “resume.pdf”)

ATTACHMENT 9: Letters of commitment and support (name the file “letters.pdf”)

ATTACHMENT 10: Optional 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.