



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **PRESERVATION AND ACCESS**

Common Heritage

Deadline: May 12, 2016 (for projects beginning January 2017)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.149

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

- Sample budget
- Grants.gov application package and instructions

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

Questions?

For questions about this program, contact the staff of NEH's Division of Preservation and Access at preservation@neh.gov and 202-606-8570. Applicants who are deaf or hard of hearing 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. NEH strongly recommends that you complete or verify your Grants.gov registration at least two weeks before the application deadline, since it takes time to process your registration.

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, the applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your organization's Entity record at least annually after the initial registration, and more frequently if required by changes in your

organization's information or another award term. In order for your organization to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in its Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register your organization or update its Entity record. NEH strongly recommends that applicants update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

I. Program Description

America's cultural heritage is preserved not only in libraries, museums, archives, and other community organizations, but also in all of our homes, family histories, and life stories. The Common Heritage program aims to capture this vitally important part of our country's heritage and preserve it for future generations. Common Heritage will support both the digitization of cultural heritage materials and the organization of public programming at community events that explore these materials as a window on a community's history and culture.

The Common Heritage program recognizes that members of the public—in partnership with libraries, museums, archives, and historical organizations—have much to contribute to the understanding of our cultural mosaic. Together, such institutions and the public can be effective partners in the appreciation and stewardship of our common heritage.

The program supports day-long events organized by community cultural institutions, which members of the public will be invited to attend. At these events experienced staff will digitize the community historical materials brought in by the public. Project staff will also record descriptive information—provided by community attendees—about the historical materials. Contributors will be given a free digital copy of their items to take home, along with the original materials. With the owner's permission, digital copies of these materials would be included in the institutions' collections. Historical photographs, artifacts, documents, family letters, art works, and audiovisual recordings are among the many items eligible for digitization and public commemoration.

Projects must also present public programming that would expand knowledge of the community's heritage. Public programs could include lectures, panels, reading and discussion, special gallery tours, screening and discussion of relevant films, presentations by a historian, special initiatives for families and children, or comments by curators about items brought in by the public, workshops on preserving heritage materials, or other activities that bring humanities perspectives on heritage materials to wide public audiences. These public programs should provide a framework for a deeper understanding of the community members' shared or divergent heritage. The programs may take place before, during, and/or after the day of the digitization event. Applicants may but need not include in their proposals a topic around which the event and the public programming would be organized. Topics proposed for the public programming may also be proposed for the digitization event.

The applicant institution must plan, promote, and organize the event and ensure that a wide range of historical materials can be digitized and also contextualized through public programming. Since the help of additional institutions and organizations in the community may be needed to accomplish this work, the applicant must take responsibility for enlisting

appropriate organizations or institutions, such as local libraries and museums, to contribute to the project, as needed.

NEH especially welcomes applications from small and medium-sized institutions that have not previously received NEH support.

Applicant institutions should

- plan the event with community input (and recruit partner institutions, if desired);
- secure a venue for the day-long community event;
- identify the roles of partner institutions (if any); and
- make preparations to announce and promote the event and its programs.

Applicant and/or partner institutions should

- arrange for the purchase or loan of the necessary equipment, such as scanners, digital cameras, and computers, to handle the expected materials;
- identify experienced staff, who would perform the digitization and obtain information from members of the public on their materials, in order to create metadata for digital files;
- coordinate community participation and create a plan to enhance the community heritage day with programming that may be scheduled before, during, and/or after the digitization event, and to identify staff, who would plan and present the public programming;
- select historical or cultural topics, if desired, to be explored in the public programming; and
- identify appropriate humanities scholars, if desired, to advise on the public programming.

Common Heritage grants may not be used for

- projects digitizing materials unrelated to family and cultural heritage;
- appraisal of collections to determine their financial value;
- events not open to the general public or events charging a fee for admission;
- digitization of materials held by the applicant institution or other cultural heritage repositories (applicants seeking support for such projects should consult [Humanities Collections and Reference Resources](#));
- projects that seek to promote a particular political, religious, or ideological point of view or that advocate a particular program of social action; or

- projects that support obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

The Common Good: The Humanities in the Public Square

NEH invites projects related to its new initiative, The Common Good: The Humanities in the Public Square. This initiative seeks to connect the study of the humanities to the current conditions of national life. Many of today's challenges require more than ever the forms of understanding and knowledge represented by the humanities. They require the broadest possible engagement of scholars and the public with the resources of the humanities, including but not limited to the study of language, literature, history, philosophy, comparative religion, and ethics. The study of the humanities can help illuminate the complexity of many contemporary challenges while enriching our understanding of the common good.

Note that the Common Good initiative incorporates the [Standing Together](#) initiative, which encourages projects related to war and military service.

More information about the Common Good initiative is available [here](#).

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

II. Award Information

Grants of up to \$12,000 will be awarded.

All grants are awarded for a period of eighteen months, although a grantee may complete a project in a shorter period of time.

Cost sharing

Cost sharing is not required in this program. If eligible expenses are more than \$12,000, an applicant may cover the difference and show this as cost sharing in the project's budget.

III. Eligibility

U.S. nonprofit organizations are eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

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

HOW TO PREPARE YOUR APPLICATION

Application advice

Prior to preparing and submitting a proposal, applicants are encouraged to check the websites of state humanities councils (contact information for the councils is available [here](#)) for resources related to community-based projects, to consult with their state humanities council, and to review the Frequently Asked Questions document, which they can access through a link on the [program resource page](#). Although program staff is not able to review draft applications, it will provide consultation by phone and e-mail. You may send questions regarding prospective applications to the Division of Preservation and Access, at 202-606-8570 or preservation@neh.gov.

How to Prepare Your Application

Your application consists of the following parts:

1. **Project abstract**

Provide a one-paragraph abstract (up to one thousand characters) describing the project, both the digitization of historical materials brought in by the public and the programs created to provide insight and knowledge about cultural heritage. Explain the importance of the project to the community, and outline any historical or cultural topics to be explored in the public programming. Applicants should copy this paragraph into the Project Information field in the Application for Federal Domestic Assistance—Short Organizational form. (See below, in the instructions for submitting an application to Grants.gov.)

2. **Narrative**

Project narratives are limited to five single-spaced pages. The font size should be no smaller than eleven point, and all pages should have one-inch margins. Applicants should keep the application review criteria (see below, in Section V of these guidelines) in mind when writing their narratives.

Answer the following questions in order. State each question as the heading for the answer to that question.

- A. What is the significance of this event to the community's members and its cultural institutions?**

Describe the town or community and the range of cultural heritage materials held by members of the public and cultural institutions. If appropriate, describe any historical topics to be explored in the public programs to be presented. (Note that applicants may but need not propose specific topics to be explored in the public programs.) What goals would the organizing institutions like the event to accomplish? What will be the appeal of the event to members of the community?

What central ideas should community members take away after participating in the event?

B. What arrangements need to be made to digitize the public's cultural heritage materials, to get information for the metadata describing each item, and to provide access to the digital copies?

Identify the staff who would organize the digitization and those who would take responsibility for the digitization and creation of metadata. Describe the experience that they bring to this work. What range of cultural heritage items and formats will the event be equipped to digitize? If audiovisual media may be digitized (presumably offsite), what arrangements will the organizers of the event make for the safe handling, digitization, and return to the owners of their recorded sound and moving image materials? What standards and best practices would be followed for the safe handling of the public's collections and for conducting the scanning and creation of metadata? Describe the community's choice of a repository, or repositories, to hold digital copies of items for which it has received permission from members of the public. Are there plans for making these digitized items easily accessible to researchers and to the public?

See the Frequently Asked Questions document (available on the [program resource page](#)) for information and links to online resources on standards and best practices for digitizing and creating metadata, and for guidance on the care and handling of original materials and the use of preservation supplies to protect collection items.

Applicants should describe their plans for nonprofit re-use of any equipment purchased with grant funds.

C. In digitizing and providing access to the public's historical materials, what plans will be in place to deal with intellectual property rights and the permissions process?

What plans would be made to secure permission from members of the public for deposit of digital copies of their items in an acceptable online repository of historical collections, and to explain to them the permissions process? What precautions will be taken to identify any items that cannot be digitized without infringing intellectual property rights? Will members of the public be able to eliminate public access to items that they provided for digitization, if they subsequently change their minds about permitting online access to them?

D. What kind or kinds of public programming are proposed?

Describe the program formats that you plan to use: an exhibition of historical materials, a film screening, a presentation by a historian, a curator's commentary on items brought in by the public, a workshop on preserving heritage materials, and/or other programs that could promote the event and provide interpretive context for a better understanding of the community's cultural heritage. If you have chosen to organize the event around a topic, describe how the proposed public programs will illuminate that topic. Identify staff members who would organize these programs, and indicate the relevant experience that equips them

for this task, as well as their background and training in the humanities. If you plan on bringing in people from outside your organization, such as historians, curators, or other speakers, please identify them, too. When will public programming take place (before, during, and/or after the digitization event) and how would the events be connected?

E. What is the plan of work for the project?

Outline the steps of the project, the sequence in which they will occur, the amount of time they will take, and indicate who is responsible for each task.

3. Budget

Allowable expenses include the cost of flatbed and overhead scanners, digital cameras, preservation supplies for protecting cultural heritage items, and computers to assist the digitization and creation of metadata. Preservation enclosures may be purchased and given to members of the public to help them protect photographs and documents. Grant funds will also cover fees for the staff of libraries, museums, and other collecting institutions to conduct the digitization. Because of the cost of equipment and staffing, applicants should work with local institutions to put together a combination of purchased and borrowed or donated equipment and staff time that meets their needs and stays within the maximum award amount of \$12,000. Equipment for public events, such as projectors and amplification systems, may not be purchased with grant funds; however, costs for renting such equipment, as well as rental of space for the heritage event, are allowed. Grant funds may also be used for honoraria for humanities advisors and public programs presenters.

Provide an itemized budget showing the project's expenses. To illustrate the format that you should follow, please consult the sample budget, which is available (along with the budget form) on the [program resource page](#).

If the applicant is claiming indirect costs and has a current federally negotiated indirect-cost rate agreement, submit a copy of this agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Budget Narrative Attachment Form (also known as the Budget Narrative File). (See the instructions for this form in the Application Checklist at the end of this document.) Alternatively, you must attach a statement to the form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; or c) that the applicant institution is using the government-wide rate of up to 10 percent of the total direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each subgrant or subcontract in excess of \$25,000).

Indirect costs are computed by applying a negotiated indirect-cost rate to a distribution base (typically a portion of the direct costs of the project). If the applicant institution is claiming indirect costs and has a current federally negotiated indirect-cost rate agreement, include on the budget form the following information:

a) the indirect-cost rate; b) the federal agency with which the agreement was negotiated; and c) the date of the agreement.

Organizations that wish to include overhead charges in the budget but do not have a current federally negotiated indirect-cost rate or have not submitted a pending indirect-cost proposal to a federal agency may choose one of the following options:

1. NEH will not require the formal negotiation of an indirect-cost rate, provided that the charge for indirect costs does not exceed the government-wide rate of up to 10 percent of direct costs, less distorting items (including, but not limited to, capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of \$25,000). This option is not available to a sponsorship or umbrella organization—that is, an organization that applies for a grant on behalf of an organization that may not be eligible to apply directly to NEH for a grant. Applicants choosing this option should understand that they must maintain documentation to support overhead charges claimed as part of project costs.
2. If your organization wishes to use a rate higher than 10 percent, provide on the budget form an estimate of the indirect-cost rate and the charges. If the application is approved for funding, the award document will provide instructions on how to negotiate an indirect-cost rate with NEH.

Applicants may (but need not) explain any of the budget items in more detail in notes accompanying the budget (as in the sample budget).

Cost sharing is not required for Common Heritage grants. However, if eligible expenses are greater than \$12,000, the applicant will need to cover the difference and should enter the amount in excess of \$12,000 on the cost-sharing line of the Supplementary Cover Sheet (discussed below, in the instructions for submitting the proposal to Grants.gov) and in the budget. For example, if a project costs \$13,500, the applicant may request \$12,000 from NEH and provide cost sharing in the amount of \$1,500.

4. Appendices (letters of commitment, supporting documentation, and résumés)

Each participating institution or organization must submit a letter of commitment, signed by the head of that institution or organization, stating its commitment to its role in the project. If the project team includes advisers, consultants, or contractors, submit letters of commitment from them as well.

For projects that involve purchasing supplies and equipment, provide supporting documentation: a list that identifies each item, quantity, unit cost, and the name of the vendor.

All projects must include brief résumés (no longer than two pages) for the project director and other key staff.

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](https://www.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 Grants.gov guides you through the registration process [here](#). **We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, since it takes time to process your registration.** 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 [System for Award Management](#) (SAM). You can find additional details near the start of these guidelines, beneath the “System for Award Management Entity records” heading.

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 for use with PCs and Macintosh computers, is available at no charge from [Adobe](#).

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.) You can also find a link to the application package on the [program resource page](#).

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. **Attachments Form**— this form allows you to attach your narrative, budget, and the other parts of your application.
4. **Budget Narrative Attachment Form**—Attach to this form **only** a copy of your institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement).

When you fill out the forms, use normal punctuation and do not type using only capital letters.

HOW TO FILL OUT THE APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE—SHORT ORGANIZATIONAL

Select the form from the menu and double click to open it.

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 (for example, 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. Applicants should copy their project abstracts into this field.
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 (that is, ensuring compliance with the terms and conditions of the award). This person is often a grants administrator, research officer, or 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 Applicant Overview](#) (PDF), which is available along with other resources for applicants [here](#).

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.
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. If you are requesting a supplement, provide the current grant number. Before submitting an application for a supplement, applicants should discuss their request with an NEH program officer.

Enter the primary project discipline (and, if you like, the project’s secondary and tertiary disciplines as well).

HOW TO USE THE ATTACHMENTS FORM

You will use this form to attach the files that makes 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. ([Learn more](#) about creating 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: Attach your **project abstract** to this button. Name the file “abstract.pdf”.

ATTACHMENT 2: Attach your **narrative** to this button. Name the file “narrative.pdf”.

ATTACHMENT 3: Attach your **budget** to this button. Name the file “budget.pdf”.

ATTACHMENT 4: Attach your **appendices** (letters of commitment, supporting documentation, and résumés) to this button. Name the file “appendices.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.

HOW TO USE THE BUDGET NARRATIVE ATTACHMENT FORM (ALSO KNOWN AS THE BUDGET NARRATIVE FILE)

The only thing that you should attach to this form is a copy of your institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement).

If you are not attaching an indirect-cost rate agreement, you must instead attach a brief statement explaining why. As appropriate, use one of the following explanations:

1. The applicant institution is not claiming indirect costs.
2. The applicant institution does not currently have a federally negotiated indirect-cost rate agreement.
3. The applicant institution's charge for indirect costs will not exceed the government-wide rate of up to 10 percent of direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of \$25,000).

Note that you may not leave the Budget Narrative Attachment Form blank. Instead you must attach either the applicant institution's indirect-cost rate agreement or one of the three explanations provided above.

UPLOADING YOUR APPLICATION TO GRANTS.GOV

When you have completed all three 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. For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application.

Deadlines

Applications must be received by Grants.gov by May 12, 2016. 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

NEH asks evaluators knowledgeable about the preservation of cultural heritage materials and the creation of public programs on historical and cultural topics to assess applications according to the following criteria:

The significance of the event for public understanding and enjoyment of family and community heritage, and its significance for appreciation of the humanities:

- Has the applicant shown how the community event will provide participants with a deeper understanding of their own historical collections and those of other community members?
- If the applicant proposed a historical topic as the focus of the digitization event and/or the public programming, was it convincingly described?
- Has the applicant presented a strong vision for making the planned event important to the life of the community?

The quality of the public programs to be presented, and the process of digitization and creation of metadata:

- Does the applicant describe in detail the public programs to be presented and how they relate to the project overall? Are any topics selected for the event appropriately addressed and explored through the public programs to be offered? Will the public programming provide a deeper understanding of the community's history?
- How well has the applicant described the range of cultural heritage materials that the planned event will be equipped to digitize? Will project staff be prepared to digitize family letters, documents, and photographs? Will staff be equipped to digitize historical artifacts and other 3D objects? Will staff be able to digitize bound volumes, such as scrapbooks and journals? Are there certain formats, such as recorded sound and moving image materials, that cannot be reformatted in conjunction with the event?
- What standards and best practices will guide the technical work to be performed in digitizing collection items and creating metadata?

The selection of experienced project staff to plan, promote, and carry out the community heritage event:

- Are the roles of the applicant institution and any partner institutions clearly explained? Have the planning, promotion, and implementation of the event been thoroughly described?

- Have the applicant and/or partner institutions identified project staff with the education, training, and experience necessary to carry out the proposed digitization and creation of metadata in a professional manner?
- Does the project staff that will create and present public programming have the education, training, and experience to make the event a meaningful exploration of cultural heritage?

The adequacy of the plan of work and budget:

- Has the applicant described in detail the substance and sequence of tasks to be performed to organize the event and to conduct it? Is there a timetable and a clearly described budget?
- Have supplies and equipment been adequately described, and do they meet preservation standards?

Review and selection process

All eligible applications receive peer review. 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](#).

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Uniform Guidance [§200.205](#). (See Section VI below for more information about the Uniform Guidance provided by the Office of Management and Budget.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

VI. Award Administration Information

Applicants will be notified of decisions by e-mail in December 2016. Institutional grant administrators and project directors of successful applications will receive award documents by e-mail in January 2017. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending a letter to NEH, Division of Preservation and Access, 400 Seventh Street, S.W., Washington, D.C. 20506, or an e-mail message to preservation@neh.gov.

In September 2015 NEH adopted without exception a new government-wide regulation for federal awards, referred to as the "Uniform Guidance." The Uniform Guidance applies to all NEH awards and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers (See 2 C.F.R. Part 200:

[UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS.](#)) NEH will identify in each grantee's award documents the relevant terms, conditions, and administrative requirements from the Uniform Guidance with which the grantee must comply.

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH's Office Inspector General. You can find details on how to report such allegations and suspicions [here](#).

VII. Points of Contact

If you have questions about the program, contact:

Common Heritage
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8570 or preservation@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: <http://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-tools-and-tips.html>
Grants.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, DC 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 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 the deadline.
- **Download the application package from Grants.gov.** The [program resource page](#) on NEH’s website has a direct link to the package. (Note that Grants.gov tells you to download the “application instruction” as well as the “application package.” The “application instruction” is this document, so there’s no need to download it.) 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. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:
 - ATTACHMENT 1: Project abstract (name the file “abstract.pdf”)
 - ATTACHMENT 2: Narrative (name the file “narrative.pdf”)
 - ATTACHMENT 3: Budget (name the file “budget.pdf”)
 - ATTACHMENT 4: Appendices (letters of commitment, supporting documentation, and résumés) (name the file “appendices.pdf”)
 4. Budget Narrative Attachment Form (also known as the Budget Narrative File)—Using this form, attach **only** a copy of your institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement).

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.

Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application.