DIVISION OF **PRESERVATION AND ACCESS**

Common Heritage

Deadline: May 31, 2018 (for projects beginning January 1, 2019)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.149

Funding Opportunity Number: 20180531-PY

If after reading this document you have 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 Federal Relay (TTY users) at 800-877-8399.

Contents

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 outreach through community events that explore and interpret these materials as a window on the community's history and culture.

The Common Heritage program considers a community to be a city or town (or a part of a city or town) that has been strongly shaped by geographical and historical forces. Members of the public in that community may have diverse family histories and heritage, or they may share a historical, cultural, or linguistic heritage. The 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 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 provide community outreach via public events that would expand understanding of the community's history or heritage. Public programs could include lectures, panels, reading and discussion groups, special gallery tours, screening and discussion of relevant films, presentations by a historian, special initiatives for families and children, interpretation 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 community audiences. These activities must be rooted in the analysis of and engagement with humanities questions. The programs may take place before, during, and/or after the day of the digitization event. Applicants must include in their proposals a humanities topic around which the event and the programs would be organized. Topics proposed for the public programs 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. The program also encourages applications from presidentially designated institutions (Hispanic-serving institutions, Historically Black Colleges and

Universities, and Tribal Colleges and Universities), and from Native American tribes and Native Alaskan and Native Hawaiian organizations.

This program is authorized by 20 USC §956 *et seq.* Awards are subject to 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NEH grantees must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against people with disabilities in programs that receive federal financial assistance. For more information consult Design for Accessibility: A Cultural Administrator's Handbook here.

Applicant institutions should

- plan the event with community input (and recruit partner institutions, if desired);

- secure a venue for the 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 about 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 the historical, cultural, or preservation topics to be explored in the public programming; and

- identify the appropriate humanities scholars or cultural heritage professionals 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;

- genealogy workshops;

- events not open to the general public or events charging a fee for admission;

- the purchase of equipment for public events, such as projectors and amplification systems;

- food and beverages at events;

- 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);

- promotion of a particular political, religious, or ideological point of view;

- advocacy of a particular program of social or political action;

- support of specific public policies or legislation;

- projects that fall outside of the humanities (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies); and

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

Standing Together

NEH invites projects related to its Standing Together initiative, which encourages projects related to war and military service.

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

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.

Eligibility

U.S. nonprofit organizations with 501(c)(3) tax-exempt status, state and local governmental agencies, and federally recognized Native American tribal governments are eligible to apply. Eligible organizations include institutions of higher education.

Individuals and foreign and for-profit entities are not eligible to apply.

Eligible applicants may submit multiple applications for separate and distinct projects under this announcement.

Applications must be complete, must observe the specified page limits, and must be validated by Grants.gov under the correct funding opportunity number to be considered under this notice.

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.

II. Preparing and Organizing your Application

Resources for preparing a strong application

To prepare a strong application, applicants are encouraged to take the following steps:

- read these **guidelines** carefully, noting what information needs to be provided in the application;
- review the **sample narratives**, which are available on the program resource page;
- consult the program's **evaluation criteria**, which are listed immediately below;
- read the **Frequently Asked Questions**, which are available on the program resource page; and
- contact the **program staff** (at 202-606-8570 or preservation@neh.gov) to discuss your project and raise any questions you may have about the application.

Evaluation criteria

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 the appreciation of the humanities:

- To what extent has the applicant established why the community's cultural heritage is important to its members and identified the kinds of items that the public may want to have digitized?
- To what extent has the applicant shown how the community event will provide participants with a deeper understanding of significant humanities questions relating to their own historical collections and those of other community members?
- To what extent was the historical, cultural, or preservation topic proposed as the focus of the digitization event and/or the public programming convincingly described?
- To what extent 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:

- To what extent does the applicant describe in detail the public programs to be presented and how they relate to the project overall? To what extent do the topics selected for the event(s) explore humanities themes? To what extent do the public programs incorporate substantive analysis of and engagement with significant humanities questions?

- To what extent 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:

- To what extent are the roles of the applicant institution and any partner institutions explained? Is it clear who is responsible for planning, promoting, and implementing the event?

- To what extent 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?

- To what extent does the project staff that will create and present public programming have the requisite education, training, and experience in the humanities to make the event(s) a meaningful exploration of cultural heritage?

The adequacy of the plan of work and budget:

- To what extent 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?

- How feasible is the timetable?

- How reasonable is the budget in relation to the scope of the work?

- To what extent have supplies and equipment been adequately described, and do they meet preservation standards?

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. Applicants should also 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.

Application elements

Your application consists of the following parts:

Provide a one-paragraph abstract (up to one thousand characters, including spaces) describing the project, both the digitization of historical materials brought in by the public and the programs to provide insight and knowledge about cultural heritage. Explain the importance of the project to the community, and outline the historical or cultural topics to be explored in the public programming. You should place the paragraph in the Project Information field in the Application for Federal Domestic Assistance - Short Organizational form. (See below, in the instructions for submitting your application to Grants.gov, for information about this form.) Do not attach the abstract to the Attachments Form, a form that is also explained in the instructions for submitting your application to Grants.gov.

1. **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 above) 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 community and the range of cultural heritage materials held by members of the public and cultural institutions. Explain the meaning of family and cultural heritage to the community. Describe the historical, cultural, or preservation topics to be explored in the public programs to be presented. How will the proposed project improve the understanding and appreciation of the community's heritage? What would motivate the community to participate? What humanities questions will be explored and 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, 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? Identify 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. What plans are in place for making these digitized items accessible to the community, researchers, and the public?

See the Frequently Asked Questions document (available on the program resource page) for information and links to 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 will you make to secure permission from members of the public for use of their digitized materials, including publication in an online repository of historical collections? What plans will you make to explain the permissions process to members of the public? (Note that grant recipients may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. In accordance with 2 CFR 200.315(b), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so.)

What precautions will you take to identify any items that cannot be digitized without infringing intellectual property or privacy rights?

D. What kind or kinds of outreach programs 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. Describe how the proposed public programs will illuminate the topic around which you are organizing the event. Identify staff members who would organize these programs, and indicate the relevant experience that equips them for this task, as well as their educational background and training in the humanities or in a related cultural heritage field. 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. Identify staff who will manage the project and any specialists who will aid in the digitization and outreach programs.

2. 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 may 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, followed by budget notes. Staff costs should include the position title, name (if possible), percent of full-time equivalent or total number of hours charged to the project. List travel costs according to local and long distance travel. For local travel, outline the mileage rate, number of miles, and reason for travel. If possible, provide the names of the travelers. The budget should also reflect the travel expenses (for example, airfare, lodging, parking, per diem, etc.) for each person and trip associated with participating in meetings and

other proposed training or workshops. Explain the purpose of the travel and provide the number of trips involved, the destinations, and the number of individuals for whom funds are requested. List equipment costs and provide a justification for the need to purchase the equipment to carry out the program's goals. Provide a clear explanation of the purpose of each contract/subaward that shows how the costs were estimated and what the specific contract/subaward deliverables will be. 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). 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 has never received a negotiated indirect-cost rate and is using the government-wide de minimis rate of 10 percent of the total direct costs, less distorting items (including equipment, capital expenditures, rental costs, tuition remission, participant support costs, scholarships and fellowships, and the portion of each subaward in excess of $25,000). See 2 CFR §200.414 (f) for additional information regarding the de minimis rate.

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).

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 must cover the difference and 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.

3. **Results of past support**

   If you have previously received a Common Heritage grant, briefly describe the funded project(s) and the impact of the previous award(s) on the community. Explain how this new request either builds on or is distinct from any previously funded project.

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.

III. Submitting your Application

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

The Grants.gov registration process requires completing information in three separate systems:
- Dun and Bradstreet (https://fedgov.dnb.com/webform)
- System for Award Management (SAM) (https://www.sam.gov)
- Grants.gov (http://www.grants.gov/)

In order to apply through Grants.gov, the applicant organization must first have or obtain a valid Dun and Bradstreet Data Universal Numbering System (DUNS) number and register (or have an active registration) in the System for Award Management (SAM). Note: If you are registering in SAM.gov for the first time, you must provide an original, signed notarized letter stating that you are the authorized Entity Administrator before your registration will be activated. Read the SAM update and FAQs to learn more about this process change. Organizations must maintain active SAM registration with current information at all times during which they have an active federal award or an application or plan under consideration by a federal agency. 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. You can update your organization's Entity record in SAM here.

Applicant organizations with a valid DUNS number and an active SAM registration must then register (or verify their registration) with Grants.gov. If you have problems registering with Grants.gov, contact the Grants.gov help desk at 1-800-518-4726 or email support@grants.gov. NEH strongly recommends that applicants register or update their registrations in SAM at least six weeks before the application deadline, and in Grants.gov at least two weeks before the application deadline.

How to submit your application via Grants.gov

Access the application forms online or download the forms as PDFs

Using Grants.gov Workspace, you may either complete the application forms online or download the forms as PDFs. Information about Workspace is available here. The NEH website provides a link to the application package on the program resource page. You can access the forms online or download the PDFs at any time. (You do not have to wait for your Grants.gov registration to be complete.)

NOTE: Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html**.** Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form and the Budget Narrative Attachment Form) into PDFs. 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.

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

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.

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 Online User Guide.

How to fill out the Supplementary Cover Sheet for NEH Grant Programs

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. You can find information about different kinds of funding [here](#).

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). NEH cannot accept attachments in their original word processing or spreadsheet formats. Please see [Grants.gov's Adobe Software Tip Sheet](#) to verify the compatibility of your Adobe software and for information on how to download the latest Adobe Reader version.

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: If necessary, attach your statement describing the **results of past support** here. Name the file "results.pdf".

ATTACHMENT 5: 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. Note the following Grants.gov file naming conventions: Please limit file names to 50 or fewer characters. Do not attach any documents with the same name. All attachments should have a unique name. Please use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

How to fill out 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 has never had an indirect-cost rate and its charge for indirect costs will not exceed the government-wide de minimis rate of 10 percent of modified total direct costs.

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.

Submitting your application to Grants.gov

When you have completed all four forms, perform validation checks on the application as needed, and fix any errors. After you have done so, you are ready to submit your application 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 noon 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. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

Deadline for submitting applications

Applications must be received by Grants.gov by 11:59 PM Eastern Time on May 31, 2018. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

IV. What Happens After the Submission of an Application

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 Administrative Requirements §200.205. (See the second paragraph

below the next heading for more information about the Uniform Administrative Requirements provided by the Office of Management and Budget and implemented as regulation by NEH.) 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.

Information for all applicants and for successful applicants

Applicants will be notified of decisions by e-mail in December 2018. Institutional grant administrators and project directors of successful applications will receive award documents by e-mail in January 2019. 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 December 2014 NEH adopted without exception 2 C.F.R. Part 200: *UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS*. 2 CFR 200 applies to all NEH awards to organizations and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers. NEH will identify in each award document the relevant programmatic terms, conditions, and reporting requirements with which the grant recipient 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 Office of the Inspector General. You can find details on how to report such allegations and suspicions here.

V. Additional Information

Contact information for the program and Grants.gov

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

Grants.gov: http://www.grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov training documents and videos:
https://www.grants.gov/web/grants/applicants/applicant-training.html
Grants.gov support line: 1-800-518-GRANTS (4726)

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

☐ **Register or verify your registration with SAM.** Complete at least six 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, or access it through Grants.gov Workspace.** 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 (in which you must include in the Project Information field a one-paragraph abstract—up to one

thousand characters, including spaces—written for a nonspecialist audience, clearly explaining the project's principal activities and its expected results)

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: Narrative (name the file "narrative.pdf")

   ATTACHMENT 2: Budget (name the file "budget.pdf")

   ATTACHMENT 3: Statement of results of past support (if necessary) (name the file "results.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). **Do not attach your application budget here; instead you must attach it to the Attachments Form (see above in the Application Checklist), as attachment 2.**

Your attachments must be in Portable Document Format (.pdf). NEH cannot accept attachments in their original word processing or spreadsheet formats. Visit Grants.gov's Adobe Software Compatibility page to verify compatibility or to download the appropriate version of the software at https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html**.** 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.

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than noon 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. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

TIMELINE

Until May 31, 2018: Contact Division of Preservation and Access program officers (at 202-606-8570 or preservation@neh.gov) with questions and for advice (optional)

April 19, 2018: Register or verify your institution's SAM registration by this date

May 3, 2018: Obtain (or verify) your DUNS number by this date

May 17, 2018: Register your institution (or verify its registration) with Grants.gov by this date

May 31, 2018: Submit application through Grants.gov by 11:59 p.m. Eastern Time on this date

July 2018: Peer review panels take place

November 2018: Meeting of the National Council on the Humanities, followed by funding decisions

December 2018: Applicants are notified of the funding decisions

December 2018: Institutional grants administrators and project directors of successful applications receive award documents by e-mail

January 2019: Successful applicants may begin work on their projects