



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **PRESERVATION AND ACCESS**

**PRESERVATION AND
ACCESS EDUCATION AND
TRAINING GRANTS**

Deadline: May 3, 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:

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

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

Questions?

Contact the staff of NEH's Division of 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

The Preservation and Access Education and Training program is central to NEH's efforts to preserve and establish access to cultural heritage collections. Thousands of libraries, archives, museums, and historical organizations across the country maintain important collections of books and manuscripts, photographs, sound recordings and moving images, archaeological and ethnographic artifacts, art and material culture collections, electronic records, and digital objects. The challenge of preserving and making accessible such large and diverse holdings is enormous, and the need for knowledgeable staff is significant and ongoing.

Preservation and Access Education and Training grants are awarded to organizations that offer national or regional education and training programs that reach audiences in more than one state. Grants aim to help the staff of cultural institutions, large and small, obtain the knowledge and skills needed to serve as effective stewards of humanities collections. Grants also support educational programs that prepare the next generation of preservation professionals, as well as projects that introduce the staff of cultural institutions to new information and advances in preservation and access practices.

Preservation and Access Education and Training grants support activities such as these:

- preservation field services that provide a wide range of education and training programs (for example, surveys, workshops, consultations, reference services, and preparation of informational materials about the care of humanities collections), especially for staff at smaller libraries, museums, archives, and other cultural organizations;
- master's degree programs in preservation and conservation; and
- continuing education opportunities and specialized workshops that address topics of national significance and broad impact related to the preservation and access of humanities materials, such as

- preventive conservation and sustainable preservation strategies;
- preservation techniques and access challenges for audio materials and moving image materials;
- digital preservation methods;
- disaster preparedness, response, and recovery; and
- best practices for caring for and enhancing access to humanities materials held across libraries, archives, museums, and other cultural heritage organizations.

New opportunity for preservation field services applicants: postgraduate training fellowships

Preservation field service organizations may now apply for funds enabling them to provide a one-year postgraduate training fellowship in preventive conservation for emerging preservation professionals. These fellowships aim to bridge the gap between completion of graduate training and full-time employment, by offering specialized training in preventive conservation and preservation services. The maximum fellowship stipend is \$45,000 per year.

Preservation and Access Education and Training grants may not be used for

- programs intended primarily for audiences within a single state;
- programs on the care and management of collections that are the responsibility of an agency of the federal government or are not regularly accessible for research, education, or public programming;
- programs about the preservation of buildings or the natural environment;
- doctoral programs; and
- the support of either full-time or permanent faculty positions in graduate programs.

Preservation and Access Education and Training grants are made to institutions and organizations that offer educational programs and services. Museums, libraries, and archives that seek support to send their staff to preservation workshops should apply to [Preservation Assistance Grants for Smaller Institutions](#).

Protecting our cultural heritage

In response to the destruction of cultural heritage materials worldwide, NEH encourages applications for projects that study, document, or create digital representations of lost or imperiled cultural heritage materials. Proposed projects should be based on scholarly work and follow standards and best practices. Project teams must include appropriate methodological specialists and humanities scholars. Projects must demonstrate the capacity to be sustained and must be widely accessible to the public. For more information click [here](#).

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they focus on imperiled cultural heritage materials.

Previously funded projects

An institution whose project has received NEH support may apply for a grant for a new or subsequent stage of that project. These proposals receive no special consideration and will be judged by the same criteria as others in the grant competition. In addition, these proposals must include a description of the new activities and a justification of the new budget. The applicant must also describe how the previously funded project met its goals.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its grants available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. Whenever possible, grantees should make openly available in digital form educational materials (including training materials and curricula) that are created through this program.

II. Award Information

Awards normally are for two years. Grants for preservation field services may not exceed \$175,000 per year. Preservation field service organizations may request an additional \$45,000 per year to support a one-year postgraduate fellowship. For all other activities, the maximum award is \$100,000 per year.

Successful applicants will be awarded a grant in outright funds, federal matching funds, or a combination of the two, depending on the applicant's preference and the availability of NEH funds. Matching funds are released when a grantee secures nonfederal gift funds from eligible third parties.

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

Cost sharing

Cost sharing consists of the cash contributions made to a project by the applicant, third parties, and other federal agencies, as well as third-party in-kind contributions, such as donated services and goods. Cost sharing also includes program registration fees and gift money that will be raised to release federal matching funds. Although cost sharing is not required, this program is rarely able to support the full costs of projects approved for funding. In most cases, grants in this program cover no more than 80 percent of project costs.

III. Eligibility

Any U.S. nonprofit organization is 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 and proposal drafts

Prior to submitting a proposal, you are encouraged to contact program officers who can offer advice about preparing the proposal and read draft proposals. Staff comments on draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Draft proposals should be submitted at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Draft proposals are optional; if you choose to submit one, send it as an attachment to preservation@neh.gov.

To see a list of funded projects, follow the link to recently funded grants on the [program resource page](#). In addition, sample narratives from funded applications are available there.

Your application should consist of the following parts:

- 1. Description of the project and its significance**

Provide a one-page abstract written for a nonspecialist audience, clearly explaining the project's importance to the humanities, its principal activities, and its expected outcomes. This abstract should outline the kinds of humanities collections that would benefit, the project's intended outcomes, and the evaluation of the program.

- 2. Table of contents**

List all parts of the application in sequential order.

- 3. List of participants**

On a separate page, list in alphabetical order, surnames first, all project participants and collaborators and their institutional affiliations. This list should include advisory board members and authors of letters of support, if any. The list is used to ensure that prospective panelists have no conflict of interest with the projects that they will evaluate.

- 4. Narrative**

Limit the narrative to fifteen numbered single-spaced pages. (You need not number the pages in the other parts of the application.) All pages should have one-inch margins and the font size should be no smaller than eleven point. Use appendices to provide supplementary material.

Individuals with a variety of professional backgrounds will read these applications and advise NEH on their merits. Project narratives should therefore be written with a minimum of technical jargon.

Keep the application review criteria (see Section V of these guidelines below) in mind when writing the narrative, which must include the following sections:

- **Significance and impact**

Discuss how the proposed program will support efforts to preserve or improve access to humanities collections. This discussion should describe how the program meets national or regional needs, the breadth of its impact on preservation and access practices, and the kinds of institutions and humanities collections that will benefit. Explain how this program relates to others of a similar nature that currently exist or have existed in the past. Clarify the degree to which this program will build on past work or break new ground. Estimate approximately how many persons would benefit from the proposed educational programs and services. Projects that address the preservation needs of minority communities or underserved groups and their cultural heritage should identify the communities or groups that the project would address and explain how the project will serve demonstrated preservation needs.

- **Educational activities and work plan**

Thoroughly describe the educational activities that the project would support, and provide a work plan. Unless your project will develop new curricula, you should adopt recognized curricular and accepted professional training approaches. Include the following, as appropriate.

Projects for preservation field services

Explain how the service would promote the care of humanities collections or improve the knowledge, skills, and abilities of staff in cultural heritage organizations. Incorporate a detailed account of each type of service or activity that will be implemented during the period of the grant, including staff involved, procedures to be followed, fees to be charged, and number of institutions or participants who would benefit.

Projects to support one-year postgraduate fellowships

If your preservation field service organization is proposing a one-year postgraduate fellowship, you must demonstrate institutional commitment to the program and mentorship support for the fellow; you must also outline the proposed activities that the fellow could undertake.

Projects to support master's degree programs

Explain how the proposed program would educate the next generation of cultural heritage professionals who will care for humanities collections to meet evolving needs. Include the proposed curriculum, learning outcomes, and the structure and duration of the program. Explain the appropriateness of the chosen methods

and program structure, the number of students who would benefit, and the level of funding that would support the students. Outline strategies for monitoring and evaluations project outcomes. Provide course outlines and the structure of the program in appendices.

Projects to offer continuing education programs or to hold workshops

Continuing education opportunities provide extended training for staff responsible for the care of humanities collections. Workshops should offer specialized opportunities for cultural heritage professionals and humanities specialists to enhance understanding of current preservation or access topics of significance to the humanities or to broaden humanities expertise in the cultural heritage professions. Describe the importance of the topic, the content of the curriculum, the intended audience (including prerequisites for attending and the cost of attending); the time and location of the program; and the program's expected outcomes. Explain how the program's structure is appropriate for the topics in question and the educational needs or level of the attendees. Applicants should also list any outcomes of the activities, including specialized training materials. Explain strategies to monitor program outcomes and how you would evaluate the program's impact. Provide detailed outlines and the program curriculum in appendices.

- **Evaluation**

NEH encourages thorough assessment strategies that seek to measure the outcomes of education and training efforts on preservation and access practices. In addition to discussing how participants and the grantee institution will evaluate programs, describe how the evaluation will measure the longer-term impacts of training on collection care and access and the professional expertise of members of collections staffs. You may include detailed descriptions of assessment strategies, including sample survey instruments or other tools, in an appendix. If your project has previously received support, describe the outcomes and impact of the previously funded activities.

- **Staff, faculty, and consultants**

For each person responsible for creating and conducting the programs, courses, symposia, workshops, or events, provide a short paragraph listing the person's name, relevant professional expertise, and a brief description of his or her responsibilities.

5. Budget

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (Links to the instructions, sample budget, and budget form are available on the [program resource page](#).) While all items should be justified by the narrative, further explanation may be included in brief budget notes.

If the applicant is claiming indirect costs and has a federally negotiated indirect-cost rate agreement, submit a copy of the 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 application 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.

For any outsourced work, include third-party contractor costs in the budget category “Services.” Attach a complete itemization of these costs to the budget form. If there is more than one contractor, each one must be listed (as a separate line item under “Services”) on the budget form and the costs must be itemized separately.

To the maximum extent practical, all procurement contracts must be made through an open and free competition. They are to be awarded to the bidder or offeror whose bid or offer is most advantageous, considering price, quality, and other factors. Applicants must justify procurement contracts in excess of \$100,000 that are not awarded by competitive bids or offers.

Permanent equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing. Permanent equipment is defined as nonexpendable personal property costing \$5,000 or more and having a useful life of more than one year.

Consistent with the Buy American Act (41 U.S.C. 10a-c and Public Law 105-277), grantees and subrecipients who purchase equipment and products with grant funds should purchase only American-made equipment and products.

6. Appendices

Appendices should supplement information contained in the narrative. Use them judiciously to provide materials such as

- course syllabi or outlines;
- a profile or brief history of the applicant organization;
- detailed descriptions of evaluation strategies and samples of assessment tools;
- brief résumés (no longer than two pages) for staff with major responsibilities for the project's implementation;
- job descriptions for any additional staff who will be hired specifically to work on the project;
- if applicable, a list of the expected knowledge, skills, and abilities required for the prospective one-year postgraduate fellow, as well as the selection criteria for choosing the fellow;
- letters of commitment from outside faculty, consultants, and cooperating institutions; and
- letters of support for the project (no more than three). Such letters should address the program's evaluation criteria (see below). Authors of letters of support will not participate in the NEH review process.

7. History of grants

If the project has received previous support from any federal or nonfederal sources, including NEH, list on one page the sources, dates, and amounts of these funds. If the project has a long history of support, the sources and contributions may be grouped and summarized.

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#). **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 3, 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

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

- the significance and broad impact of the proposed activities for improving preservation and access practices for humanities collections;
- the soundness of the methodology and the program's structure and educational activities in relation to its educational goals;
- the proposed plans to evaluate project activities and outcomes in relation to its educational goals;
- the training and experience of the staff in relation to the activity for which support is requested; and
- the reasonableness of the project's budget in relation to anticipated results.

Review and selection process

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

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 the decision by e-mail in December 2016. Institutional grants administrators and project directors of successful applications will receive award documents by

e-mail in December 2016. 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 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:

Preservation and Access Education and Training
Division of Preservation and Access
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: 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, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- **Verify and if necessary update your institution’s Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- **Verify your institution’s registration or register your institution with Grants.gov.** Complete at least two weeks before 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. The program resource page has a direct link to the instructions for completing the package.
- **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational
 2. Supplementary Cover Sheet for NEH Grant Programs
 3. Project/Performance Site Location(s) Form
 4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Description of the project and its significance (name the file “projectdescription.pdf”)

ATTACHMENT 2: Table of contents (name the file “contents.pdf”)

ATTACHMENT 3: List of project participants (name the file “participants.pdf”)

ATTACHMENT 4: Narrative (name the file “narrative.pdf”)

ATTACHMENT 5: Budget (name the file “budget.pdf”)

ATTACHMENT 6: Appendices (name the file “appendices.pdf”) If you are submitting a large number of appendices, please bundle them together and send them as a single attachment. If you are concerned about the file size, you can group your appendices into multiple attachments. In this case, name your attachments appendix.pdf, appendix2.pdf, appendix3.pdf, etc. Note that you are limited to a total of fifteen attachments.

ATTACHMENT 7: History of grants (name the file “granthistory.pdf”)

5. Budget Narrative Attachment Form (also known as the Budget Narrative File)— Using this form, attach **only** a copy of the applicant institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the Grants.gov instructions for institutional applicants, which are available on the [program resource page](#), for additional information.)

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.