



NATIONAL ENDOWMENT FOR THE  
**Humanities**

DIVISION OF **PUBLIC PROGRAMS**

## **Public Humanities Projects**

**Community Conversations**

**Exhibitions**

**Historic Places**

Deadline: August 9, 2017 (for projects beginning April 2018)

The Division of Public Programs accepts applications for the Public Humanities Projects program at two deadlines a year: in January and August.

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.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

If after reading this document you have questions about this grant program, contact the staff of NEH's Division of Public Programs at 202-606-8269 or [publicpgms@neh.gov](mailto:publicpgms@neh.gov). Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

## Contents

I. Program Description .....	4
Consultation with NEH staff .....	5
Types of Public Humanities Projects awards.....	7
Additional opportunities for Implementation applicants .....	8
Positions in Public Humanities .....	8
Chairman’s Special Award (only for applicants for Exhibitions Implementation grants) .....	9
NEH areas of interest .....	9
The Common Good: The Humanities in the Public Square .....	9
Protecting our Cultural Heritage .....	9
Humanities and science and technology.....	9
Reaching underserved audiences.....	10
EDSITEment .....	10
Providing access to grant products .....	10
Indemnity: The Arts and Artifacts Indemnity Act.....	11
Award information .....	11
Outright funds .....	11
Matching funds.....	11
Cost sharing.....	11
Other award information .....	12
Eligibility .....	12
II. Preparing and Organizing your Application .....	12
Resources for preparing a strong application .....	12

Evaluation criteria .....	13
III. Submitting your Application .....	14
Submitting digital samples and/or supplementary material .....	15
Deadlines for submitting optional draft proposals and applications .....	16
IV. What Happens After the Submission of an Application .....	16
Review and selection process .....	16
Information for all applicants and for successful applicants (including information about notification) .....	16
V. Additional Information .....	17
Contact information for the program and Grants.gov .....	17
Privacy policy .....	17
Application completion time .....	17
APPLICATION CHECKLIST .....	18
TIMELINE .....	20

## I. Program Description

Public Humanities Projects grants support projects that bring the ideas and insights of the humanities to life for general audiences. Projects must engage humanities scholarship to analyze significant themes in disciplines such as history, literature, ethics, and art history, or to address challenging issues in contemporary life. NEH encourages projects that involve members of the public in collaboration with humanities scholars or that invite contributions from the community in the development and delivery of humanities programming.

This grant program supports a variety of forms of audience engagement. Applications should follow the parameters set out below for one of the following three formats:

- **Community Conversations** (instructions for preparing your application can be found [here](#), in a PDF):  
This format supports one- to two-year-long series of community-wide public discussions that bring together a diverse group of residents to address important topics relevant to their town or city, guided by the perspectives of the humanities. Applicants must demonstrate prior experience conducting public and nonpartisan dialogues about important topics.
- **Exhibitions** (instructions for preparing your application can be found [here](#), in a PDF):  
This format supports permanent exhibitions that will be on view for at least three years, or travelling exhibitions that will be available to public audiences in at least two venues in the United States (including the originating location).
- **Historic Places** (instructions for preparing your application can be found [here](#), in a PDF):  
This format supports the interpretation of historic sites, houses, neighborhoods, and regions, which might include living history presentations, guided tours, exhibitions, and public programs.

NEH encourages projects that explore humanities ideas through multiple formats. Proposed projects may include complementary components: for example, a museum exhibition might be accompanied by a website, mobile app, or discussion programs. Your application must identify one primary format for your project and follow the application instructions for that format.

For a list of humanities fields, please see the quotation from NEH's founding legislation, available [here](#) (at the bottom of the page).

NEH is a national funding agency, so the projects that we support must demonstrate the potential to attract a broad public audience. We welcome humanities projects tailored to particular groups, such as families, youth (including K-12 students in informal educational settings), teachers, seniors, at-risk communities, and veterans. In addition, we encourage projects with community-focused subjects, as well as large national and regional projects. To be competitive for funding, locally focused projects should address topics that are of regional

or national relevance by drawing connections to broad themes or historical trends. Projects that don't address issues of concern to wider regional or national audiences might consider local sources of funding, such as their state humanities councils. (More information on state humanities councils is available [here](#).) The size of a grant offered to a successful application may reflect the project's scope and the size of its intended audiences.

Applicants are advised to consider forging partnerships with other institutions, particularly organizations such as local cultural alliances, broadcast media stations, cultural heritage centers, state humanities councils, veterans' centers, and libraries.

### **Consultation with NEH staff**

The Division of Public Programs encourages applicants to work with [program officers](#). You can submit drafts or contact us with questions. Drafts, which are optional, must be submitted at least six weeks before the deadline, so that staff will have adequate time to respond. A response cannot be guaranteed if drafts arrive after this date.

While staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, previous applicants have found them helpful in strengthening their applications. If you choose to submit a draft proposal, send it as an attachment to [publicpgms@neh.gov](mailto:publicpgms@neh.gov).

### **All projects must**

- be grounded in sound humanities scholarship;
- provide analytical interpretation to deepen public understanding of significant humanities questions;
- involve a team of humanities scholars who contribute to all phases of the project;
- attract a broad public audience or target a particular group underserved by the humanities;
- offer engaging content approached through an appropriate variety of perspectives; and
- encourage dialogue and the exchange of ideas.

### **Public Humanities Projects grants may be used for**

- meetings with scholars and other content advisers, program partners, and audience representatives;
- research into the topic;
- travel to archives, collections, sites, or other resources;

- development and production of program or discussion guides, exhibition labels, brochures, digital assets, publications, or other interpretive material;
- design of any of the interpretive formats to be used;
- planning and presentation of public programs and publicity materials;
- evaluation of the project's impact;
- planning and conducting project-specific training for docents, discussion coordinators, or other interpretive leaders;
- development and production of curriculum guides and other materials for teachers and students;
- exhibition design and fabrication, as well as crating and shipping;
- development and construction of interactive program components;
- publication costs for complementary materials, including catalogs and curriculum guides; and
- publicity expenses.

**Public Humanities Projects grants may not be used for**

- single-site or temporary exhibitions (that is, those lasting less than three years);
- expenses for venues in foreign countries;
- projects that are exclusively or primarily digital (applicants should apply instead to the [Digital Projects for the Public](#) grant program);
- purchase of art, artifacts, or equipment;
- the creation of encyclopedias, or projects for preservation, cataloging, or archiving that do not include significant interpretive components;
- print or digital publications that are not an integral part of the larger project for which funding is requested;
- professional development or new staff hires (except for new hires resulting from the creation of a Position in Public Humanities, described below);
- general operations, renovation, restoration, rehabilitation, or construction;
- strategic planning or feasibility studies;

- projects intended primarily for students in formal learning environments or that satisfy requirements for educational degrees or formal professional training (though projects may include components that can be used in classrooms);
- projects primarily devoted to research rather than interpretation for the general public;
- dramatic adaptations of literary works;
- projects that seek to persuade participants of a particular political, religious, or ideological point of view; and
- projects that advocate a particular program of social action.

NEH funds may not be used to support obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

## Types of Public Humanities Projects awards

There are two levels of funding for Exhibitions and Historic Places: planning and implementation. For Community Conversations, there is only **one level** of funding: implementation.

**Planning grants** (up to \$40,000) are used to refine the content, format, and interpretive approach of a humanities project; develop the project's preliminary design; test project components; and conduct an evaluation of the project's likely impact.

Awards up to \$75,000 are available for the planning of exceptionally ambitious and complex projects with the potential to reach very wide audiences through any of the following:

- collaboration with multiple institutional partners;
- a wide-ranging combination of diverse formats (for example, exhibitions, book/film discussion programs, digital formats, lecture series, symposia, neighborhood tours, curriculum guides, publications, and broadcast media); or
- programming at a large number of venues.

All applicants for planning grants should be able to

- clearly articulate the humanities themes that they plan to develop (see the question about themes in the [Frequently Asked Questions](#) document, which is available on the [program resource page](#));
- identify humanities scholars and other consultants who are committed to working with the project; and

- describe in detail the general format (for example, exhibition, discussion program, or site interpretation) that the project will use to convey humanities content to the public.

**Implementation grants** (\$50,000 to \$400,000) are for projects that are in the final stages of preparation to “go live” before the public. Grants support final scholarly research and consultation, design, production, and installation of a project for presentation to the public.

All applicants for implementation grants should be able to demonstrate that they have

- clearly defined the project’s themes (themes are brief interpretive assertions about a topic) and developed project content to an advanced stage;
- consulted with humanities scholars throughout the development of project content and identified key scholars who will collaborate through the implementation phase;
- produced documents illustrating the project’s format (such as exhibition designs, sample text, interpretive plans, or program scripts); and
- for travelling exhibitions, secured at least two venues within the United States (including the original location of the exhibition).

**Applicants whose projects have received prior NEH implementation 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 addition, such applicants must substantially update their proposals and must include a description of the new activities and a justification of the new budget. Such applicants must also describe how the previously funded project met its goals.**

## Additional opportunities for Implementation applicants

### Positions in Public Humanities

If you are applying for an implementation grant, you may apply for a \$60,000 funding supplement to create a two-year staff position within your institution to work on the proposed project. (The maximum total grant request then becomes \$460,000.) These additional funds support opportunities for recent graduates with an MA or PhD in the humanities (including public history or museum studies). More information is available [here](#) (PDF).

## Chairman's Special Award (only for applicants for Exhibitions Implementation grants)

Applicants with ambitious Exhibitions Implementation projects of exceptional significance and impact may apply for a Chairman's Special Award of up to \$1 million. These projects must show the promise of addressing important humanities ideas in new ways, and must be likely to reach very large national audiences. Successful proposals typically feature collaboration between multiple partners and a broad combination of diverse formats. Chairman's Special Awards are rare: NEH typically awards no more than **one** Chairman's Special Award per year.

## NEH areas of interest

NEH is interested in the advancement of humanities-related work in the following areas. All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they respond to the following initiatives and encouragements.

### The Common Good: The Humanities in the Public Square

An agency-wide initiative, [The Common Good: The Humanities in the Public Square](#), 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.

### 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. For more information click [here](#).

### Humanities and science and technology

The humanities offer significant insight into scientific discovery, scientific thinking, and the historical, cultural, and ethical implications of various technologies. The Division of Public Programs encourages projects that illuminate connections between the humanities and sciences. Projects might, for example, examine the historical contexts for scientific developments; analyze how technological innovation helps reshape cultures and understandings of our place in the world; or discuss the ethical and political implications of

scientific and technological developments. Proposals must demonstrate sound humanities and science scholarship, and must involve collaboration with advisers drawn from the humanities and the sciences.

## Reaching underserved audiences

Many NEH-funded projects have made a profound difference in vulnerable communities—for example, discussion programs for incarcerated teens; family reading programs that help break the cycle of illiteracy by encouraging parents and children to read together; and museum exhibits that involve senior citizens in cross-generational dialogues. The Division of Public Programs invites proposals for programs at museums, libraries, and cultural organizations that reach underserved groups and engage them in a thoughtful consideration of humanities ideas.

In addition, NEH especially encourages projects that include Native American organizations and communities as lead applicants and project partners.

## EDSITEment

NEH's [EDSITEment website](#) is a respected source of educational materials for the classroom. We encourage applicants to create resources accompanying their projects that would be appropriate for publishing on EDSITEment or promotion through EDSITEment.

## Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards 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 award products. Such products may include traveling exhibitions, reading and discussion groups, long-term museum installations, historic site interpretations, community programs in the humanities, digital tools, websites, and the like.

All other considerations being equal, NEH gives preference to those projects that provide free access to the public. Institutions that charge admission must provide at least twenty hours of free access each month to NEH-supported projects, which may be accomplished through programs such as free admission hours, free access to specifically targeted groups, or free school programs.

NEH grantees must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of handicap in any program or activity receiving federal financial assistance. For more information consult *Design for Accessibility: A Cultural Administrator's Handbook* [here](#).

## Indemnity: The Arts and Artifacts Indemnity Act

The Arts and Artifacts Indemnity Act authorizes the Federal Council on the Arts and the Humanities to enter into indemnity agreements with U.S. nonprofit tax-exempt organizations and government units. Institutions that are organizing an exhibition with internationally loaned objects are encouraged to apply for indemnity. Indemnity can significantly lower the overall cost of insuring an exhibition with internationally loaned objects. The indemnity program is administered by the National Endowment for the Arts. Further information on this program can be [found here](#).

## Award information

**Planning:** Grants are usually made for a period of twelve months. Most awards are made for up to \$40,000, with a maximum of \$75,000 for complex projects that will reach large national audiences.

**Implementation:** Grants for Historic Places and Exhibitions projects are usually made for a period of twelve to thirty-six months. Grants for Community Conversations projects are made for a period of twelve to twenty-four months. Awards typically do not exceed \$400,000 (\$460,000 for projects requesting a Position in Public Humanities). Awards of up to \$1,000,000 are available for Chairman's Special Awards (only for applicants for Exhibitions Implementation grants).

Successful applicants will be awarded a grant in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds.

## Outright funds

Outright funds awarded by NEH are not contingent on additional funding from other sources.

## Matching funds

When matching funds are requested, the applicant must raise contributions from nonfederal third parties and have them certified before the grant funds are released to the grantee (see NEH's [Federal Matching Funds Guidelines](#)). Funds raised to satisfy a match count toward an institution's cost share for a project (see the discussion of cost sharing below).

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

## Cost sharing

Cost sharing consists of the cash contributions made to a project by the applicant, nonfederal third parties, and other federal agencies, as well as third party in-kind contributions, such as donated services and goods. Cost sharing also includes nonfederal gift money 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.

## Other award information

A grant from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

## Eligibility

Any U.S. nonprofit organization with 501(c)(3) tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Eligible institutions include but are not limited to public, school, academic, and research libraries; museums; disciplinary and professional associations; cultural institutions; state humanities councils; and institutions of higher learning. 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.

Applicants are not required to obtain a planning grant before applying for an implementation grant. Applicants may not, however, submit multiple applications for the same project at the same deadline. If an application for a project is already under review, another application for the same project will not be accepted.

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:

- follow the instructions for applying to the appropriate funding category, which are available at the following links:

[Community Conversations \(PDF\)](#)  
[Exhibitions \(PDF\)](#)  
[Historic Places \(PDF\)](#);

- review the **sample narratives**, which are available on the [program resource page](#);
- read the **Frequently Asked Questions**, which are available on the [program resource page](#);
- consult the program's **evaluation criteria**, which are listed immediately below;

- contact the **program staff** (at 202-606-8269 or [publicpgms@neh.gov](mailto:publicpgms@neh.gov)) to discuss your project and ask any questions you may have about the application; and
- submit an optional **draft proposal**, to which program staff will respond with suggestions and advice (a response from staff can be guaranteed only for drafts submitted at least six weeks before the deadline).

## Evaluation criteria

Applicants should read the program's evaluation criteria (listed below) and ensure that their applications respond to them.

### **1. Intellectual content and humanities significance**

The significance of the subject and the humanities ideas; the quality and relevance of the humanities scholarship informing the project; the extent to which the project offers an analytical perspective on the themes and ideas that underlie it.

### **2. Format and program resources**

The appropriateness, quality, and creativity of the concept for organizing and presenting the material to effectively convey the humanities content to the audience; and the appropriateness of the materials and resources that support the project's interpretive themes and ideas.

### **3. Audience**

The appeal of the subject and the accessibility of the ideas to the intended audience. The likely effectiveness of any proposed evaluation of the project's impact.

### **4. Walkthrough (if applicable)**

The appeal of the subject and the accessibility of the ideas to the intended audience. The likely effectiveness of any proposed evaluation of the project's impact. The clarity and significance of the take-away ideas that are conveyed; the appeal of the content to audiences.

### **5. Project team**

The experience and technical skills of the project team; the quality of the project team's previous work; and the likelihood that the institutional partners (if any) will collaborate effectively.

### **6. Humanities advisers**

The qualifications and potential contributions of the advising scholars.

## 7. Work plan and budget

The likelihood that the applicant will achieve the project's goals in a timely and efficient manner; the appropriateness and reasonability of the project costs.

## 8. Justification for Chairman's Special Award

If the application (only for an Exhibitions Implementation grant) requests a **Chairman's Special Award**, the strength of the case for the significance of the project topic, the involvement of multiple institutional partners, the combination of several different program formats, and the breadth of the project's public appeal and reach.

## 9. Justification for a Position in Public Humanities

If the application requests funding for a Position in Public Humanities, the quality of the vetting process, and the extent to which the new employee will contribute to the larger public humanities project.

## 10. Overall evaluation

All other considerations being equal, the program will give preference to projects that provide free access to materials produced with grant funds.

Competitive applications will go beyond the mere presentation of factual information to examine the larger significance of a subject and stimulate critical reflection. Applications must convey a solid grasp of the project's subject and the related scholarship, indicate why the proposed subject matters, and clearly demonstrate how the chosen formats will effectively communicate an analytical interpretation of the subject matter to general audiences.

## III. Submitting your Application

To be able to submit an application, applicants must have registered with Grants.gov and must have an updated Entity record in the System for Award Management (SAM). More detailed information is immediately below.

**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.

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 SAM Entity record. 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 System for Award Management (SAM) Entity record at least four weeks before the application deadline.**

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 to Grants.gov. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.**

### Submitting digital samples and/or supplementary material

As applicable, you may submit the following two items by mail (if they cannot be submitted as URLs or PDFs):

1. one DVD with a digital work sample; and
2. one supplementary item.

Provide **eight** copies of each submitted item and describe it in the proper section of the application. Each item must be labeled with the name of the project director, the name of the applicant institution, and the title of the project.

Send the materials to

Public Humanities Projects  
Division of Public Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8269

NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that supplementary materials be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline.

Samples and supplementary items will not be retained by NEH, and they will not be returned to the applicant.

## Deadlines for submitting optional draft proposals and applications

Draft proposals, which are optional, must be submitted at least six weeks before the deadline so that staff will have adequate time to respond. A response cannot be guaranteed if drafts arrive after this date. If you choose to submit a draft proposal, send it as an attachment to [publicpgms@neh.gov](mailto:publicpgms@neh.gov).

**Applications must be received by Grants.gov on or before August 9, 2017**, for projects beginning in April 2018. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after August 9, 2017, will not be accepted. Supplementary materials must also arrive at NEH on or before August 9, 2017, to be considered as part of the application.

## IV. What Happens After the Submission of an Application

### 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, and 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 the second paragraph below the next heading 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.

### Information for all applicants and for successful applicants (including information about notification)

Applicants will be notified of award decisions by e-mail in April 2018. Institutional grant administrators and project directors of successful applications will receive award documents by e-mail in April 2018. 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 Public Programs, 400 Seventh Street, S.W., Washington, D.C. 20506, or an e-mail message to [publicpgms@neh.gov](mailto:publicpgms@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 to organizations 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 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

Division of Public Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8269  
[publicpgms@neh.gov](mailto:publicpgms@neh.gov)

Grants.gov: <http://www.grants.gov>  
Grants.gov help desk: [support@grants.gov](mailto: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)

### 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](mailto:guidelines@neh.gov); the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

## APPLICATION CHECKLIST

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

### **For Planning (Exhibitions or Historic Places):**

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

ATTACHMENT 2: Abstract (name the file “abstract.pdf”)

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

ATTACHMENT 4: Résumés and letters of commitment (name the file “resumesandlettersofcommitment.pdf”)

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

ATTACHMENT 6: Bibliography (name the file “bibliography.pdf”)

ATTACHMENT 7: Additional information, if applicable (name the file “additionalinformation.pdf”)

ATTACHMENT 8: Supplementary material, if applicable (name the file “supplementarymaterial.pdf”)

**For Implementation (Community Conversations, Exhibitions, or Historic Places):**

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

ATTACHMENT 2: Abstract (name the file “abstract.pdf”)

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

ATTACHMENT 4: Project walkthrough (name the file “walkthrough.pdf”)

ATTACHMENT 5: Résumés and letters of commitment (name the file “resumesandlettersofcommitment.pdf”)

ATTACHMENT 6: Budget (name the file “budget.pdf”)

ATTACHMENT 7: Bibliography (name the file “bibliography.pdf”)

ATTACHMENT 8: Additional information, if applicable (name the file “additionalinformation.pdf”)

ATTACHMENT 9: Supplementary material, if applicable (name the file “supplementarymaterial.pdf”)

ATTACHMENT 10: **For Community Conversations**, Information about a requested Position in Public Humanities, for applicants seeking support for one (name the file “publicpositions.pdf”). **For Exhibitions or Historic Places** Object list and illustrations, if applicable (name the file “objects.pdf”)

ATTACHMENT 11: **For Exhibitions or Historic Places**, Information about a requested Position in Public Humanities, for applicants seeking support for one (name the file “publicpositions.pdf”). There is no attachment 11 **for Community Conversations**

5. 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). (See the Grants.gov instructions for institutional applicants, which are available on the program resource page, for additional information.)

**Do not attach your application budget to the Budget Narrative Attachment Form; instead you must attach it to the Attachments Form (see above in the Application Checklist), as attachment 5 (for Planning applications) or attachment 6 (for Implementation applications).**

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](#). Be sure to test all links that you include in the application in both MAC and PC environments, after you have converted the documents that you will submit to PDFs.

**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](mailto:support@grants.gov).

**Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application to Grants.gov. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.**

## TIMELINE

**Before the August 9, 2017 deadline:** Contact Division of Public Programs program officers (at 202-606-8269 or [publicpgms@neh.gov](mailto:publicpgms@neh.gov)) with questions and for advice (optional)

**June 28, 2017:** Submit draft application by this date (optional)

**July 12, 2017:** Create or verify your institution's Entity record at the System for Award Management by this date

**July 26, 2017:** Register your institution (or verify its registration) with Grants.gov by this date

**August 9, 2017:** Submit application through Grants.gov (and, if appropriate, digital samples and/or supplementary material) by this date

**October-December 2017:** peer review panels take place

**March 2018:** meeting of the National Council on the Humanities, followed by funding decisions

**April 2018:** applicants are notified of the funding decisions

**April 2018:** institutional grants administrators and project directors of successful applications receive award documents by e-mail

**April 2018:** successful applicants begin work on their projects