Compliance Supplement Form Points of Emphasis:

Council staff should complete the data entry portion of the Compliance Supplement Form, but the board chair **must review and certify all compliance materials**. Certification occurs through the cover sheet, which must contain the board chair's typed name and certification date.

Once data entry and board chair certification are complete, please save the Compliance Supplement Form, including the cover sheet, as a single PDF file. NEH will reject your application if all attachments are not submitted as PDFs.

Part 1: Governance

Section 1: Board of Directors

A1. List the total number of board members as per council by-laws. If the by-laws allow for a range, please list the range of members allowed.

A3. Please list the current number of gubernatorial appointees allowed for in the council by-laws. NEH legislation provides in 20 U.S.C. Sec. 956(f)(2)(B)(i) that six members of the board should be appointed "by an appropriate officer or agency" of the state, "except that in no event may the number of such members exceed 25 per centum of the total membership of such governing body."

B & C. Please note that NEH legislation at 20 U.S.C. Sec. 956(f)(3)(E) requires councils to have a membership rotation process "which assures the regular rotation of the membership and officers."

D. NEH legislation at 20 U.S.C. Sec. 956(f)(3)(D) requires councils to have a nomination process that ensures "opportunities for nomination to membership from various groups" within each state and from "a variety of segments of the population" of each state. Nominees must include "individuals who by reason of their achievement, scholarship, or creativity in the humanities, are especially qualified to serve." Describe your nomination process and how your council solicits nominations for board members.

E. Please include any additional information relevant to the council's board of directors, terms, nomination process, or by-laws.

Section 2: Council Funding

Please list what percentage of your funding you received in your most recently completed fiscal year prior to the May 1, 2018 application deadline from NEH, other federal sources, state government, foundations, private donations, and other sources.

Section 3: Public Access, Operations, and By-laws

Please note that the governor must be kept informed of the council's activities. In addition, councils must let the public know about their activities and enable the people of the state to comment on council activities.

Section 4: Overview of Grants and Projects

A1 & A2. Please include only the total number of applications received for subawards, and the total number of subawards funded. Please include all subawards made, including those that the council awarded with non-NEH funds.

A3. NEH legislation at 20 U.S.C. Sec. 956(f)(3)(J) requires councils to report information about the "level of participation during the most recent preceding [calendar] year for which information is available by scholars and scholarly organizations" in council-funded activities and programs.

Part 2: Statistics

All event numbers and statistics should reflect projects held in the previous calendar year.

Numbers should include events supported by subawards (regrants) as well as council-conducted projects. Any planning grants should be placed within a programmatic category.

Do not add categories to the list provided.

Counting events and projects:

Please count the number of events and projects, not the number of subawards. Large, multi-component projects can usually be broken down into their constituent elements. For example, one speaker does a speaker's bureau presentation twelve times. Count this as twelve events. A particular reading and discussion program, which consists of five weekly sessions, is held at five libraries throughout the state. Count this as twenty-five events. A one-week teacher's seminar could have many events during the week; therefore, each event occurring during the course of the seminar should be counted individually.

Please put events/projects into only ONE category. Do not double count events. If an event fits into more than one programmatic category, use your discretion to place it into the category that provides the best fit. If you have questions or need advice, Fed/State staff is happy to help discuss program categories.

Please count media projects (television, film, and radio) with virtual (as opposed to live) audiences only in the Media category. Do not count them in any of the other programmatic categories. Digital projects (web, social media, CD-ROMs) should likewise be counted only in the Digital projects category.

Audience statistics:

These statistics should reflect audience figures for the previous calendar year and should correspond to the events held within your council's previous calendar year. The general rule is to count the numbers in attendance per event. For example, in the reading and discussion example mentioned above, each of the five sessions of the program would generally have the same people participating, with a few new ones coming in and some regular ones dropping out. Count the total number for each session. If ten people showed up for each of the five sessions, the number would be fifty.

Every event or project must have at least one "audience" member or "beneficiary" (for example, a fellowship).

The number of publications should exclude regular council newsletters, e-newsletters, grant guidelines, and other promotional materials. Council-produced magazines should be included.

Congressional districts: The statistic should reflect where the events were held, not the location of the grantee or the home district of the participants.