NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **PRESERVATION AND ACCESS**

INFRASTRUCTURE AND CAPACITY BUILDING CHALLENGE GRANTS

Deadline: August 9, 2018 (for projects beginning May 1, 2019)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.130

Funding Opportunity Number: 20180809-CHA

If after reading this document you have questions about this program, contact the staff of NEH's Division of Preservation and Access at 202-606-8309 or at challenge@neh.gov. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

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I. Program Description

The mission of this Challenge Grants program is to strengthen the institutional base of the humanities by enabling infrastructure development and capacity building. Awards aim to help institutions secure long-term support for their core activities and expand efforts to preserve and create access to outstanding humanities materials. Applications are welcome from colleges and universities, museums, public libraries, research institutions, historical societies and historic sites, scholarly associations, state humanities councils, and other public and nonprofit humanities entities. Programs that involve collaboration among multiple institutions are eligible as well, but one institution must serve as the lead agent and formal applicant of record.

Through these awards organizations can increase their humanities capacity with funds invested in a restricted, short-term endowment or other investment fund (or spend-down funds) that generate expendable earnings to support and enhance ongoing program activities. Eligible activities include the documentation of cultural heritage materials that are lost or imperiled; the preservation and conservation of humanities materials; and the sustaining of digital scholarly infrastructure.

Challenge grants may also support the purchase of equipment and software; the design, purchase, construction, restoration, or renovation of facilities needed for humanities activities; and collections sharing. Such expenditures bring long-term benefits to the institution and to the humanities more broadly.

Up to 10 percent of total grant funds (federal matching funds plus certified gifts) may be used for fundraising costs during the period of performance.

Challenge funds (both federal matching funds and required nonfederal gifts) must enhance the humanities in the long term. Challenge grants should not merely replace funds already being expended, but instead should reflect careful strategic planning to strengthen and enrich an institution's humanities activities. Institutions may use challenge funds to meet both ongoing and one-time humanities-related costs, provided that the long-term benefit of the expenditure can be demonstrated.

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.

Activities supported

Activities supported by the Challenge Grant program include

> **I. capital expenditures such as the design, purchase, construction, restoration, or renovation of facilities and historic landscapes; and the purchase of equipment and software;**

II.   the sharing of collections;

III.   investment in a restricted, short-term endowment or other investment fund to support the following activities:

- the documentation of cultural heritage materials that are lost or imperiled;
- the sustaining of digital scholarly infrastructure; and
- the preservation and conservation of collections.

I. Capital expenditures:

The design, purchase, construction, restoration, or renovation of facilities and historic landscapes.

All NEH-funded projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with federal regulations and requirements resulting from the Davis-Bacon Act, the Americans with Disabilities Act of 1990 (ADA), the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA). Applicants should familiarize themselves with Section 106 of the NHPA and its implementing regulations (PDF) and include in the application any materials prepared to be submitted to the State Historic Preservation Officer or Tribal Historic Preservation Officer. (See below, beneath the "Special requirements for construction and renovation projects" heading, for additional information.)

Important note: To protect the federal interest in real property that has been constructed or has undergone major renovation with NEH funds, recipients must record a notice of federal interest (NFI) in the appropriate official records of the jurisdiction in which the property is located. Recordation must occur when construction or renovation begins. Fees charged for recording or modifying the NFI may be charged to the award. A copy of the NFI must be provided to NEH's Office of Grant Management.

Indirect costs are unallowable for construction, restoration, or renovation of facilities and historic landscapes.

- **The purchase of equipment and software and intellectual property (including software)**.

II. The sharing of collections.

NEH is committed to supporting the sharing of collections by all categories of institutions with collections. Museums, libraries, and other institutions devoted to history, art, and the humanistic study of science are encouraged to make parts of their **physical** holdings available to other institutions and if possible to underserved populations.

Awards are available to individual institutions and consortia for the sharing of collections through single exhibitions as well as through exhibition series. If a

consortium application is submitted, one institution must serve as the lead agent and formal applicant of record.

For budget information for sharing of collections projects, see the first sample budget, on the bottom of p. 15 below.

III. Investment in a restricted, short-term endowment or other investment fund (or spend-down funds) that will generate income to support the following activities:

- **Documenting cultural heritage materials that are lost or imperiled.**

  Funds may be used for long-term (five- to ten-year) projects that conduct research and develop resources for the study, documentation, and presentation of lost or imperiled cultural heritage materials.

- **Preserving and conserving collections.**

  Funds may be used for long-term (five- to ten-year) preservation and conservation projects and programs centered on humanities materials, including examining and treating objects and creating or enhancing conservation treatment and facilities.

- **Sustaining digital scholarly infrastructure.**

  Funds may be used for long-term (five- to ten-year) support for ongoing costs for digital scholarly infrastructure projects and programs, including the sustaining of scholarly projects in digital form. The program supports items such as paying hosting fees, upgrading software to modern versions, and adding new or updated content. Costs related to marketing services to users as well as providing support and training for users can also be included in the request.

Applicants may combine activity types in a single project. Challenge funds invested in an endowment (spend-down funds) must, however, be used to support only the activities detailed in the bullets immediately above. Up to 10 percent of all challenge funds (federal matching funds plus certified gifts) may be used for fundraising costs incurred during the period of performance.

Applicants seeking support for short-term projects intending to digitize or reformat a humanities collection should apply to the [Humanities Collections and Reference Resources](#) program.

Applicants seeking support for short-term projects that focus on purchasing storage furniture and rehousing collections; improving environmental conditions (including the installation of climate control systems); and installing security, lighting, and fire-prevention systems may also consult the [Sustaining Cultural Heritage Collections](#) program.

Recipients are encouraged to comply with the Buy American Act, 41 USC 8301 – 8305, when purchasing equipment and other products.

Activities not supported

Challenge grant funds (federal matching funds plus certified gifts) may not be used for

- one-time or operating expenditures with minimal long-term impact;
- start-up or initial digitization projects;
- fellowships, scholarships, or stipends;
- 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;
- lobbying; or
- projects that fall outside of the humanities (including the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies). A proposal for a "Center for the Arts," for example, must clearly demonstrate how the facility serves the humanities as well as the arts. Components of projects that deal with the visual or performing arts are eligible for NEH challenge grant funding only if they enhance the interpretation or analysis of the artistic form in question, using critical, historical, theoretical, or other humanities-oriented perspectives. Similarly, proposals in the social sciences must explain their significance for the humanities.

Special encouragement

In accordance with Executive Order 13779 on Historically Black Colleges and Universities (HBCUs), Executive Order 13592 on Tribal Colleges and Universities (TCUs), and Executive Order 13555 on Educational Excellence for Hispanics, NEH especially welcomes challenge grant applications from HBCUs, TCUs, and Hispanic-serving institutions (HSIs), as well as from two-year community colleges. Potential applicants from these institutions are urged to discuss with program staff ways in which challenge grant funding can help them meet their institutions' particular needs and capacities in the humanities.

Certain requirements of regular challenge grants are modified for HBCUs, Tribal Colleges and Universities, Hispanic-serving institutions, and two-year community colleges. The required matching ratio is one-to-one (instead of three-to-one), and the schedule for meeting the required match may be spread over six years instead of five.

Award amounts and matching funds requirements

NEH will offer successful applicants federal matching funds. The requested grant amount should be appropriate to the humanities needs and the fundraising capacity of the institution. Applicants may request up to $750,000. Recipients must raise—from nonfederal third-party

donors—three times the amount of federal funds offered for grants up to $500,000, and four times the amount of federal funds offered for grants in excess of $500,000. For example, a $500,000 grant requires a $1.5 million match; a $600,000 grant requires a $2.4 million match. HBCUs, Tribal Colleges and Universities, Hispanic-serving institutions, and two-year community colleges are required only to match the federal funds offered on a one-to-one basis.

Fundraising

NEH challenge grants assist institutions in developing sources of support for humanities programs, and fundraising is an integral part of the long-term planning that challenge grants require. Persons raising the funds, as well as those who will be directly responsible for the humanities programs, should be fully involved in the planning from the outset. As noted above, up to 10 percent of all challenge funds (federal matching funds plus certified gifts) may be used for fundraising costs incurred during the period of performance.

Release of federal funds

All NEH challenge grants are matching funds awarded on an annual basis and released when the recipient has certified the required matching gifts. The period of performance for regular challenge grants is May 1, 2019 through April 30, 2024. Funding beyond the first year is dependent on the availability of appropriated funds in subsequent fiscal years, satisfactory recipient performance, and a decision that continued funding is in the best interest of the federal government. As illustrated in the sample release schedule below, NEH typically offers the federal portion of the challenge funds in four annual installments, but the recipient may take up to seventy-four months to raise funds for matching. NEH releases federal funds according to a pattern that permits donations in anticipation of a challenge grant from as early as five months prior to the application deadline. The grant schedule also allows donations that count toward the match in the grant's fifth year, after all the offered federal funds have been released.

NEH releases federal funds in the first three annual installments only when matched in accord with the required three-to-one (or, in some cases, four-to-one) ratio. (Challenge grants to HBCUs, Tribal Colleges and Universities, Hispanic-serving institutions, and two-year community colleges have a one-to-one ratio; see below.)

In a regular challenge grant's fourth year NEH can release the offered federal funds when matched only one-to-one, leaving the remaining two parts of the required three-to-one match (or, in some cases, the remaining three parts of the required four-to-one match) to be raised in the fifth and final year. This pattern allows time at the end of the grant to finish the match and collect outstanding pledges.

The following chart illustrates a typical match and release schedule:

Sample match and release schedule for a regular challenge grant

EXAMPLE ONLY: NEH Challenge offer of $300,000, with a three-to-one matching ratio

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
NEH funds (federal) offered	$25,000	$100,000	$100,000	$75,000	n/a	$300,000
Nonfederal funds to be raised	$75,000	$300,000	$300,000	$75,000	$150,000	$900,000
Total challenge funds (federal + nonfederal)	$100,000	$400,000	$400,000	$150,000	$150,000	$1,200,000

Variations on a typical match and release schedule are possible, and applicants should discuss with NEH staff the schedule that best reflects the institution's plans and fundraising capacity. NEH, however, makes the final determination of the match and release schedule.

With a matching ratio of one-to-one, HBCUs, Tribal Colleges and Universities, Hispanic-serving institutions, and two-year community colleges follow a match and release schedule that differs somewhat from that of regular challenge grants. The federal portion of a challenge grant is offered over six rather than four years. Furthermore, HBCU, Tribal College and University, Hispanic-serving institution, and two-year community college recipients may take up to eighty-six (instead of seventy-four) months to raise funds for matching. As with regular challenge grants, NEH allows donations from as early as five months prior to the application deadline.

The period of performance for challenge grants to HBCUs, Tribal Colleges and Universities, Hispanic-serving institutions, and two-year community colleges is May 1, 2019 through April 30, 2025. Funding beyond the first year is dependent on the availability of appropriated funds in subsequent fiscal years, satisfactory recipient performance, and a decision that continued funding is in the best interest of the federal government. NEH releases funds in all six years of the grant when completely matched according to the required one-to-one ratio.

The following chart illustrates a typical match and release schedule for these four sorts of institutions:

Sample match and release schedule for a challenge grant to an HBCU, a Tribal College or University, a Hispanic-serving institution, or a two-year community college

EXAMPLE ONLY: NEH Challenge offer of $300,000, with a one-to-one matching ratio

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
NEH funds (federal) offered	$25,000	$75,000	$100,000	$50,000	$25,000	$25,000	$300,000
Nonfederal	$25,000	$75,000	$100,000	$50,000	$25,000	$25,000	$300,000

funds to be raised							
Total challenge funds (federal + nonfederal)	$50,000	$150,000	$200,000	$100,000	$50,000	$50,000	$600,000

The fundraising period for all challenge grants begins five months before the application deadline, and the period of performance for most challenge grants ends seventy-four months later. Thus the fundraising period for applications submitted at the August 2018 deadline begins March 1, 2018, and ends April 30, 2024. (Grants to HBCUs, Tribal Colleges and Universities, Hispanic-serving institutions, and two-year community colleges would end April 30, 2025.)

OPTIONAL: You may certify gifts at the time of application if eligible gifts or pledges are in place at that time. (Complete the Certification of Matching Gifts for NEH Challenge Grants form (PDF). In addition, provide donor documentation for all gifts $5,000 and more and for all pledged gifts.)

When funds have been released, funds to be invested in a restricted short-term endowment or other investment fund may be immediately drawn down and deposited. Released funds that support capital expenditures or sharing of collections may be drawn down in accordance with 2 CFR §200.305 Payment.

Eligibility of gifts

To be eligible for matching, gifts may not derive from the grantee institution itself. It is inappropriate for an institution to shift internal budgets or reallocate internal funds for matching purposes. All matching pledges and gifts must be new—that is, given (and pledges fulfilled) from five months prior to the application deadline through the challenge grant period of performance. The majority of gifts eligible for matching must be *restricted*—that is, donations made explicitly in response to or in anticipation of the challenge grant. Donors of *restricted* gifts must be aware that their gifts will be used to fulfill the match of an NEH challenge grant and that their gifts will be used to support the purposes outlined in the approved challenge grant application. *Unrestricted* gifts—that is, gifts donated without limitations on their use—may be eligible for matching, but the donor must have made the gift within the grant period, and the total of such unrestricted gifts may not exceed the federal portion of the challenge grant. Some types of gifts, such as real estate, earned income, planned giving, and in-kind gifts, are subject to special limitations. Discounts on contracted goods and services, as well as contributions from federal sources, are not eligible for matching.

NOTE: More detailed information on eligible gifts and the mechanics of challenge grant administration can be found in the booklet Administration of NEH Challenge Grants. Program staff strongly encourages applicants to consult this booklet if they plan to solicit and collect eligible matching gifts in anticipation of receiving an NEH challenge grant.

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, provided that they work wholly or in part with the humanities: they must support research, education, preservation, or public programming in the humanities. Eligible organizations include institutions of higher education. Affiliated institutions (for example, a university museum) should consult with NEH staff on questions of separate eligibility.

In addition, the following entities are eligible to apply and are subject to the one-to-one matching requirement:

- public and 501(c)(3) nonprofit community colleges and post-secondary two-year institutions of higher education;

- public and nonprofit 501(c)(3) U.S. historically black colleges or universities, as defined by Executive Order 13532. Eligible institutions are those included in the Department of Education's list of HBCUs (click on "Accredited HBCU listing," available at the link);

- public and nonprofit 501(c)(3) Hispanic-serving institutions --

    o To determine whether your institution is eligible, begin by consulting the most recent Eligibility Matrix, compiled by the Department of Education and available here. (Scroll down to the middle of the webpage; then click on "Eligibility Matrix 2018." The Eligibility Matrix typically appears as the second item under "Tips and Assistance.")

    o The Eligibility Matrix is a read-only Excel worksheet that lists data for all potentially eligible postsecondary institutions. First, locate your institution's name in column A ("Institution Name"). Next, scroll across to look at column AV ("HSI Elig"). If the row for your institution in that column appears green and has a number 5 or 6, you are affiliated with an eligible institution.

    o Another way to establish the institution's eligibility is by visiting the U.S. Department of Education's Office of Postsecondary Education Institutional Service website, available here: https://hepis.ed.gov/title3and5/. Click on "Application for Designation as an Eligible Institution." Then click on "Check Main Campus Eligibility." Enter the name of your institution or OPE ID number. Select your institution and click on "View Eligibility."

- any U.S. tribal college or university, as defined by Executive Order 13270 and included in the Department of Education's list of Tribal Colleges and Universities.

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

Overlapping project costs between two or more applications for federal funding and/or approved federal award budgets is not permitted.

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

Degree candidates may not be project directors or co-directors. Degree candidates may, however, serve in other project roles.

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 funds from, or sites and materials controlled by, other federal entities in their projects. **Challenge grant recipients may not use funds from other federal entities to match NEH challenge grants.**

Institutions may apply for only one NEH challenge grant per calendar year. An institution is eligible to apply for a subsequent challenge beginning in the third year after the closing date of its most recent NEH challenge grant. For example, if a grant closed in 2017, the institution that received the grant would not be able to apply for a subsequent challenge grant until 2020.

NEH will not review late, incomplete, or ineligible applications.

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;
- be sure to address the program's **review criteria**, which are listed immediately below;
- read the **Frequently Asked Questions**, which are available on the program resource page;
- contact the **program staff** (at 202-606-8309 or at challenge@neh.gov) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal**, to which program staff will respond with suggestions and advice (you can find additional information below, beneath the review criteria).

Review criteria

Applications are evaluated according to the five criteria listed below.

- **The significance of humanities activities**

  To what extent are the current and planned **humanities** programs, activities, and/or holdings—particularly those that will be affected by the challenge grant funds—significant? To what extent is their intellectual quality high? To what extent are these activities important, and to whom?

- **The audience served**

  What is the intended audience, and what is its estimated size? To what extent will the audience benefit from the activities resulting from the award?

- **The appropriateness of plans and resources**

  To what extent is there evidence of realistic long-range institutional **planning** to advance and/or disseminate humanistic knowledge? To what extent is the institution, through its mission, personnel, governance, facilities, and resources, **capable of sustaining** outstanding activities in the humanities? To what extent is there evidence (such as letters of support) of sufficient institutional and community commitment to the long-range plans? To what extent is the work plan appropriate to the humanities-related costs and to the nature of the activities to be supported?

- **The impact of challenge grant funds**

  To what extent will grant funds have an impact on strengthening and improving the understanding of the humanities? To what extent will the NEH challenge grant funds sustain and enhance significant humanities activities over the long term? To what extent are the planned sources and use of challenge grant funds (federal matching and certified gifts combined) described clearly and in detail? To what extent will the institution effectively assess the impact of the challenge grant?

- **The feasibility of fundraising**

  To what extent does the institution provide evidence or promise of long-term financial stability? To what extent do the applicant's resources, leadership, staff, and experience suggest that it will be able to conduct a successful campaign to meet the NEH matching requirement? To what extent does the applicant offer evidence that the fundraising plan is feasible? To what extent will the fundraising strategy broaden the base of institutional support?

As noted above, before they submit a proposal applicants are strongly encouraged to contact program officers, who can offer advice about preparing the proposal and the review process. Program officers can also review draft proposals, which are optional. Program officers' 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.

Prospective applicants who wish to submit a preliminary draft proposal should do so at least five weeks before the application deadline. The preliminary draft should include the full narrative section of the application and the proposed budget. Drafts should not be submitted through Grants.gov, but directly to NEH by e-mail attachment (the preferred method) to challenge@neh.gov.

Application elements

Your narrative should include a project title not to exceed 125 characters (including spaces and punctuation). Your title should be descriptive of the project, substantive, and free of specialized language. It should match the title provided in section 6.a. of the SF-424 Application for Federal

Domestic Assistance – Short Organizational (part of the Grants.gov application package). Most importantly, your title should be easily understood by the general public. NEH reserves the right to retitle funded projects for clarity.

The font size for the entire application should be no smaller than eleven point.

An application should consist of the following parts.

1. **Table of contents**

   List all parts of the application, with page numbers, beginning with the table of contents. Please use one set of page numbers for the entire document, including the appendices.

2. **Abstract**

   Summarize the proposal, including the activities to be supported and the plans for raising funds for matching. Applicants should describe the significance to the humanities of what they are proposing. This summary may be single-spaced but should not exceed one page. In addition, provide an abridged version of the abstract, limited to a thousand characters, including spaces) to include in the Project Description field (6.b.) of the SF-424 Application for Federal Domestic Assistance – Short Organizational (part of the application package that must be submitted to Grants.gov).

3. **Narrative**

   Narrative descriptions are limited to **ten double-spaced pages**. All pages should have at least one-inch margins, be collated, and numbered consecutively throughout. Statistical and other supporting materials may be relegated to appendices. The narrative should provide a clear, logical, and concise description of the activities that the challenge grant funds will support.

   In the narrative, the applicant should do the following:

   - Describe the **significance and intellectual quality** of the **humanities** activities, programs, and/or holdings that the challenge grant funds would support. Explain why these activities, programs, and/or holdings are important, and to whom. Describe or provide evidence of the quality of the humanities activities, programs, and/or holdings to be supported, such as letters from outside experts in the field. (The letters should be provided in an appendix.)

   - Applications to sustain existing scholarly infrastructure must make a strong case for why their ongoing project should be sustained. For example, applicants might describe in detail the number of users of their project on a monthly or annual basis. They might also provide evidence of the impact of their project (in an appendix) via letters of support, citations from books or articles, or other means.

   - Applications to share collections should explain how the humanities will be advanced as a result of the project (including, where relevant, the provision of ancillary materials or programming to participating

institutions).

o   Describe the **audience** to be served (including its estimated size) and how it will benefit from the project.

o   Describe the institution's **long-range plans** for advancing and/or disseminating humanistic knowledge. Explain how the institution, through its mission, personnel, governance, facilities, and resources, is capable of sustaining outstanding humanities activities. Identify collaborators, partners, and specialists involved in challenge grant activities. Provide in an appendix evidence, such as letters indicating individual and institutional commitment to the long-range plans, including the challenge grant outcomes, such as hired personnel, facilities, and other resources.

o   Discuss the **impact** of the challenge grant. Explain how challenge grant funds will strengthen and improve knowledge and understanding of the humanities. Explain how the NEH challenge grant will sustain and enhance significant humanities activities over the long term. Delineate clearly and in detail the planned challenge grant fund expenditures (federal and nonfederal combined). Provide a plan for assessing, in both qualitative and quantitative terms as appropriate, the impact of the grant.

o   Describe the **plans for raising funds** to meet the NEH matching requirement. Offer evidence of long-term financial stability at the institution. Explain how the institution's resources, leadership, staff, and experience will enable it to conduct a successful campaign. Give details of the fundraising strategy; explain its feasibility and how it will broaden the base of institutional support.

Applicants should also briefly describe any recent NEH or state humanities council awards received by the institution, as well as any pending NEH applications related to the activities that the challenge grant funds would support. If the applicant holds or is currently applying for any NEH awards that include a matching component, describe these (including the amount of the match) in the section of the narrative that discusses the feasibility of fundraising.

NOTE: Applicants who have held prior NEH challenge grants must describe and assess the impact of their prior award(s), especially in cases where the new grant would support humanities activities similar to those supported by the prior grant(s).

4. **Challenge grant budget**

Do **not** use the standard NEH budget form. Instead, provide a carefully itemized one- or two-page budget describing all challenge grant funds and indicate

- o the portions of the total NEH federal funds being requested in years 1, 2, 3, and 4 of the grant period (and, for HBCUs, Tribal Colleges and Universities, Hispanic-serving institutions, and two-year community colleges, years 5 and 6 of the grant period as well); and
- o how all challenge grant funds—federal and nonfederal combined—will be expended.

For purposes of expenditure, there is no distinction between federal funds and nonfederal donations. Even if part of a larger campaign, the challenge grant budget should be limited to requested NEH funds plus the minimum required nonfederal funds for each year of the period of performance.

Capital expenditure budgets should include the following cost classifications, as applicable: administrative and legal expenses (including compliance costs); land, structures, rights-of-way, appraisals; relocation expenses and payments; architectural and engineering fees; other architectural and engineering fees; project inspection fees; site work; demolition and removal; construction; equipment; miscellaneous; and contingency (see 2 CFR §200.433). Indirect costs are unallowable for construction, restoration, or renovation of facilities and historic landscapes.

Sharing of collections budgets and planned annual expenditures from spend-down yield should be broken down by specific cost categories as follows: 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, reason for travel and staff member/consumers completing the travel. 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 trainings or workshops. Name the traveler(s) if possible, describe the purpose of the travel, 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 as to the purpose of each contract/subaward, how the costs were estimated, and the specific contract/subaward deliverables.

The budget should clearly indicate what the expenditures are for, and the proposal narrative should provide detailed information about these expenditures and should justify the amounts allotted to the various items in terms of the plans for the humanities.

In the following **sample** budgets, only one mode of expenditure is included for purposes of illustration only; applicants should propose only the mode of expenditure appropriate to their planned humanities activities.

<u>1. Sample</u> challenge grant budget for a capital expenditure project (building renovation) or for a sharing of collections project: all figures and categories of expenditure are for illustrative purposes only.

Total NEH funds requested: $300,000
Year 1: $25,000
Year 2: $100,000
Year 3: $100,000
Year 4: $75,000

Total nonfederal contributions $900,000

Total grant funds (NEH plus match)   **$1,200,000**

Planned Expenditures:

Direct costs
Renovation (itemize details of the $1,200,000
planned renovation as noted above)

2. Sample challenge grant budget for a spend-down project: all figures and categories of match and release and planned expenditures are for illustrative purposes only.

Total NEH funds requested: $300,000
Year 1: $25,000
Year 2: $100,000
Year 3: $100,000
Year 4: $75,000

Total nonfederal contributions $900,000

Total grant funds (NEH plus match)   **$1,200,000**
Planned Expenditures:

Short-term endowment (or spend-down fund)
Principal $1,200,000
Rate of expendable return   5%
Number of years   10
Annual expenditure (income + principal) $155,404
Uses of spend-down funds (itemize all costs per instructions above)
     Direct and indirect costs:
   Treatment of objects to be conserved $55,404
   Enhancement of treatment facilities $100,000

3. **Sample** **challenge grant budget for applications submitted by an HBCU,**
Tribal College or University, Hispanic-serving institution, or two-year community college for a spend-down fund: all figures and categories of expenditure are for illustrative purposes only.

Total NEH funds requested:		$300,000
Year 1:	$70,000	
Year 2:	$80,000	
Year 3:	$80,000	
Year 4:	$70,000	
Total nonfederal contributions		$300,000
Total grant funds (NEH plus match)		**$600,000**

Planned Expenditures:

Short-term endowment (or spend-down fund)	
Principal	$600,000
Rate of expendable return	5%
Number of years	10
Annual expenditure (income + principal)	$77,202
Uses of spend-down funds (itemize all costs per instructions above)	
Direct and indirect costs:	
Treatment of objects to be conserved	$27,702
Enhancement of treatment facilities	$50,000

BUDGETARY NOTES

Calculating a spend-down fund

The amount needed for a spend-down fund depends upon the projected rate of return on investment, the length of the fund's existence, and the amount to be spent each year. Spend-down funds must last for at least five years but not more than ten years.

The amount needed can be calculated using a tool—such as the PV financial function in Microsoft Excel—that calculates the "present value" of funds needed to allow the desired expenditure over the specified number of future years. To calculate the expendable annual income over the life of the fund, use Excel's PMT financial function.

Indirect costs

Indirect costs (also known as "facilities and administrative" or F & A costs) are those costs that are not readily identified with a specific project or organizational activity. "Facilities" is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. "Administration" is defined as general administration and general expenses such as the director's office, accounting, personnel, and all other types of expenditures not listed specifically under one of the subcategories of "Facilities" (including cross-allocations from other pools, where applicable).

An indirect-cost rate is simply a device for determining the proportion of general (indirect) expenses that each federally funded project may include as part of its overall budget request. Indirect costs are computed by applying a negotiated indirect-cost rate to a distribution base. For administrative convenience, applicant organizations negotiate rates with a single federal agency (referred to as the "cognizant agency"), and then the organization can use that negotiated rate in any of its federal grant applications.

Indirect costs are not allowed for construction, restoration, or renovation of facilities and historical landscapes.

For non-construction projects: Governmental departments or agency units receiving more than $35M in federal funds from all sources during a given fiscal year must have a federally negotiated indirect cost rate agreement. Any other applicant organization that has never had a negotiated indirect-cost rate may use the de minimis rate of 10 percent of modified total direct costs (MTDC). If chosen, this method must be used consistently for all federal awards until the organization chooses to negotiate a rate. This can be done at any time. See 2 CFR §200.414 for additional information.

For applicants seeking reimbursement for indirect costs on non-construction projects: Please review carefully your institution's negotiated indirect-cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions negotiate multiple rates—for example, "Research," "Instruction," and "Other Sponsored Activities." With rare exceptions, your institution's "Research" rate will not be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

If the applicant institution is claiming indirect costs for a non-construction project 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). If the applicant institution does not have a federally negotiated indirect-cost rate agreement, you must instead attach a statement to the Budget Narrative Attachment 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.

5. **Institutional fact summary**

   For applications involving multiple institutional partners, only the applicant of record must provide an institutional fact summary. Partner institutions, however, are welcome to submit fact summaries to document their institutional character and humanities capacities.

   Provide the following in an outline **limited to one page**:

   a. Relevant facts and statistics about the institution or organization, such as its
      i. history;
      ii. mission;
      iii. governance and administration;
      iv. physical facilities (including whether structures are owned or leased);
      v. humanities staff size and composition (including the percentage of all staff who are in the humanities);
      vi. humanities collections (including the percentage of all collections that are in the humanities); and
      vii. accreditation or affiliation (if applicable).

   b. Data on recent humanities activities, such as the
      i. types and numbers of enrollments, programs, exhibitions, courses, and degrees awarded in the past two years;
      ii. percentage of total offerings that are in the humanities;
      iii. size and nature of audience or population served;
      iv. cost to participants (if any);
      v. number of publications produced (if applicable); and
      vi. evidence for the success of these humanities activities.

6. **Financial summary**

   Include a one or two-page summary of the applicant institution's finances. For a suggested format, please refer to the Challenge Grants Sample Financial Summary Form; a link to it is available on the program resource page. Where the application concerns a sub-unit of a larger whole (for example, a library on a university campus), include summaries for both the larger and smaller units. The purpose of the summary is to give a clear picture of the financial status of the institution during the most recent three-year period. Provide information about annual operating budgets, exclusive of capital campaigns or other special income and exclusive of current or recent capital project expenditures. Figures should be compatible with figures cited elsewhere in the proposal.

Applicants should explain significant operating surpluses or deficits in accompanying notes.

7. **Lists of trustees and staff**

Provide a list of the institution's board of governors or trustees with their professional affiliations and a list of staff and faculty members principally involved with the challenge grant, indicating their professional qualifications.

8. **Résumés and job descriptions**

The project director is the person primarily responsible for implementing the humanities activities described in the narrative proposal. Attach a two-page version of this person's résumé as an appendix to the application. Résumés or job descriptions for any position being supported by challenge funds should also be attached.

9. **Letters of commitment and support**

Include in an appendix letters of commitment or support from appropriate institutional officials, confirming the institution's commitment to the humanities activities and to meeting the NEH challenge. Other letters of support, such as from partners, scholars in the field, staff involved in carrying out the humanities activities, and participants in or beneficiaries of the humanities activities, should be included as appropriate. Letters from the applicant's Congressional Representatives or Senators are not needed for a challenge grant application.

10. **Planning and design documentation**

Include in an appendix planning, design, and evaluation documents, such as architectural schematics, collections assessment reports, and other pertinent materials that inform and guide the proposed activities.

11. **Special requirements for construction and renovation projects**

Please include materials that respond to federal requirements and regulations regarding Section 106 of the National Historic Preservation Act. All NEH-funded projects involving construction, renovation, repair, rehabilitation, or ground and visual disturbances must comply with federal laws on wage rates, disability rights, environmental policy, and historic preservation. Such projects may therefore require extra documentation as well as an extra review before NEH can release any federal funds. Applicants should familiarize themselves with the requirements described below; **NEH cannot release any funds until these federal requirements are met.**

Below you will find a brief description of the federal laws with which recipients for construction projects must comply.

I. Davis-Bacon Requirements

Institutions using NEH challenge funds—federal matching funds or nonfederal gifts certified to meet the required cost share—for construction and renovation projects must comply with the Davis-Bacon Act. If the challenge grant includes support for any part of a construction or renovation project, the entire project is subject to Davis-Bacon requirements, and applicants must take into account the effect of the Davis-Bacon Act on costs. For purposes of compliance with the Davis-Bacon Act, there is no distinction between federal funds and nonfederal donations raised for matching. Additional information is available here. Applicants for construction projects should affirm in the proposal that they will meet the requirements of the Davis-Bacon Act.

II. Americans with Disabilities Act

Article 26 (e) of NEH's General Terms and Conditions for Awards requires grant recipients and subrecipients to adhere to the Americans with Disabilities Act of 1990 (ADA). Title III of the ADA covers places of public accommodation (such as museums, libraries, and educational institutions) and includes a specific section regarding new construction and alterations in public accommodations. The website www.ada.gov provides comprehensive information that grantees can consult concerning compliance with the ADA, including the text of the legislation, the revised regulations implementing Title II and Title III of the ADA, and the 2010 ADA Standards for Accessible Design.

III. National Environmental Policy Act and the National Historic Preservation Act

All NEH-funded projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA).

In accordance with the National Environmental Policy Act (NEPA, at 42 U.S.C. 4321, *et seq*.), successful challenge grant applicants engaging in construction and major alterations and renovations must identify the impact the project may have on the quality of the human environment and assist the NEH to comply with NEPA and to prepare Environmental Impact Statements or other required environmental documentation. In such cases, the recipient agrees to take no action that will have an adverse environmental impact (for example, physical disturbance of a site such as breaking of ground) until the agency provides written notification of compliance with the environmental impact analysis process.

Applicants should familiarize themselves with Section 106 of the NHPA and its implementing regulations (PDF).

Section 106 of the NHPA: **Prior to the expenditure of any federal funds**, Section 106 requires NEH to review the effects of projects offered NEH funding on historic properties that are listed or eligible for listing in the National Register of Historic Places.

When applicable, NEH must also provide the Advisory Council on Historic Preservation (ACHP) an opportunity to comment on such projects **prior to the expenditure of any federal funds**.

To understand and navigate the Section 106 review process, applicants should familiarize themselves with the Section 106 materials available [here](#). There is no formula for how long a given Section 106 review may take, so applicants should build sufficient time into their project plans to allow for a potentially lengthy review. NEH does not formally initiate a Section 106 review until it offers support for a project. However, applicants should know that **a recipient of a challenge grant cannot begin any work involving construction, renovation, repair, rehabilitation, or ground or visual disturbances—and that NEH cannot release any federal funds— until NEH concludes its Section 106 and NEPA reviews.**

Applications for projects involving the construction, renovation, or restoration of facilities must demonstrate readiness to move forward with the Section 106 and NEPA review. NOTE: NEH will initiate the process after the challenge grant offer is made. Please provide the following materials as part of element 11. (Applications for such projects that do not include these materials will automatically be disqualified).

1. **A written** description of **the project**, including the proposed use(s) for the property and the scope of the proposed construction, renovation, repair, rehabilitation, ground (square footage), or visual disturbance. Include as well the age of the building;

2. A map, photograph, or drawing clearly demarcating the project's Area of Potential Effects (APE). The APE is the geographic area(s) within which a project may directly or indirectly affect historic properties. To determine the APE, applicants should consider all locations where the project may result in ground, visible, or audible disturbances, or changes in public access, traffic patterns, or land use;

3. Descriptions of all known properties in the APE that are listed in or eligible for listing in the National Register, and descriptions and evaluations of all other properties in the APE (regardless of age) to determine their eligibility for the National Register when the National Register criteria are taken into account.

12. **Certification of Matching Gifts Form (optional)**

Applicants have the option of certifying gifts at the time of application. If you wish to certify gifts at this time, please fill out the Certification of Matching Gifts form, which is available on the [program resource page](#). You must also provide donor documentation for all gifts of $5,000 or more and for all pledged gifts.

13. **Assurances**

- Applicants applying for construction and major alteration and renovation projects must complete the SF-424D Assurances for Construction Programs form.

- Applicants applying for sharing of collections or spend-down projects must complete and submit the SF-424B Assurances for Non-Construction Programs form.

- Lobbying Assurances:

    All applicants for (and recipients of) NEH grants and cooperative agreements are prohibited by the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," from using appropriated NEH funds to pay any person for influencing or attempting to influence any officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress with respect to the award, extension, continuation, renewal, amendment, or modification of any of these instruments. While non-federal funds may be used for such activities, they may not be included in your project budget, and their use must be disclosed to the awarding Federal agency (NEH). These requirements are implemented by NEH in 45 CFR part 1168. Also see 2 CFR §200.450 Lobbying, which describes types of activities, such as legislative liaison activities and professional and technical services that are not subject to this prohibition.

All applicants for Challenge grants expected to exceed $100,000 in Federal/NEH funds must complete and submit the required Grants.gov Lobbying Form (Certification Regarding Lobbying) and, if applicable, the SF-LLL Disclosure of Lobbying Activities Form.

All of the forms mentioned above are available on the [program resource page](#). Please download to your computer the forms that you will be submitting; you should then view and edit them in Adobe Acrobat.

14. **Optional appendices**

Applicants may include PDF versions of printed brochures, flyers, or other descriptive materials and may refer to them in the text of the narrative.

III. Submitting your Application

All organizations must submit their applications for NEH funding via [Grants.gov Workspace](#). Before using Grants.gov for the first time, each organization must have an Employer Identification Number (EIN) and register with Grants.gov.

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

3. 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 for the entity associated with the DUNS number before your registration will be activated. Read the SAM update and FAQs to learn more about this process change. **The initial SAM registration can take up to six weeks.**

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 your information at least annually after the initial registration, and more frequently if required by changes in information. You can review your organization's SAM registration here. You must provide an original, signed notarized letter stating that you are the authorized Entity Administrator for the entity associated with the DUNS number in order to renew your registration or change your banking information. **We strongly recommend that you verify the status of your SAM registration at least two weeks before the application deadline.**

Applicant organizations with a valid DUNS number and an active SAM registration must then register with Grants.gov. Visit Grants.gov at https://grants.gov/web/grants/applicants/organization-registration.html for complete registration information. **The initial Grants.gov registration process can take up to two weeks**.

If your organization has already registered with Grants.gov, you must verify that your registration is still active and that your Authorized Organization Representative (AOR) is current and has been approved. **We strongly recommend that you do this at least two weeks before the application deadline.** Note: Grants.gov passwords expire every 60 days. Accounts that have been inactive for one year or more result in removal of all account roles.

If you have problems registering or verifying your registration with Grants.gov, call the Grants.gov help desk at 1-800-518-4726 or email support@grants.gov.

You can find links to the Grants.gov application package and the NEH instructions for preparing and submitting the forms included in the package on the program resource page.

In filling out item 3. (Project Funding) of the Supplementary Cover Sheet for NEH Grant Programs, put a zero (0) in the Outright Funds row. In the Federal Match row provide the amount that you are requesting from NEH. That amount will then be replicated in the Total from NEH row. Depending on the nature of the organizational applicant, the amount for Cost Sharing will either equal the amount in the Federal Match row (for applications from HBCUs, Tribal Colleges and Universities, Hispanic-serving institutions, and two-year community colleges), will be three times the amount in the Federal Match row (for applications for grants of $500,000 or less from all other organizations), or four times the amount in the Federal Match row (for applications for grants of more than $500,000 from all other organizations).

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.

Deadlines for submitting optional draft proposals and applications

Draft proposals (optional): The staff recommends that draft proposals be submitted no later than five weeks before the application deadline, if not earlier. Time constraints may prevent staff from reviewing drafts submitted after that date. Draft proposals may be submitted by e-mail attachment (challenge@neh.gov).

Grants.gov must receive and validate applications by 11:59 p.m. Eastern Time on August 9, 2018. Grants.gov will date- and time-stamp applications after they are fully uploaded. Grants.gov will not accept applications submitted after that date.

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, 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. 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 Administrative Requirements 2 CFR [§200.205](#). (See below the next heading for more information about the Office of Management and Budget's Administrative Requirements, which NEH has implemented.) 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

In early April 2019 NEH will notify applicants by e-mail whether they will be offered a challenge grant. Institutional grants administrators and project directors of successful applications will receive offer letters in May 2019, accompanied by documents explaining the terms of the offer, matching instructions, and the matching schedule. Once an award is made (after the

certification of the first funds raised from nonfederal third parties), awardees will receive additional documents identifying 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 challenge@neh.gov.

More detailed information on eligible gifts and the mechanics of challenge grant administration can be found in the booklet Administration of NEH Challenge Grants. Applicants should download this document if they plan to solicit and collect eligible matching gifts in anticipation of receiving an NEH challenge grant. For a brief overview of important issues involved in administering an NEH challenge grant, see Challenge Grants Do's and Don'ts.

The requirements for awards are contained in the Administration of NEH Challenge Grants, the General Terms and Conditions for Awards (see exclusions in Appendix 4 of the Administration of NEH Challenge Grants), the audit requirements discussed in Subpart F of the Office of Management and Budget Uniform Administrative Guidance document, the Program-Specific Audit Guide for Recipients of an NEH Challenge Grant, and in any specific terms and conditions contained in the offer letter.

In December 2014 NEH adopted without exception 2 CFR 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:

Division of Preservation and Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8309
challenge@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 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 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 your institution or verify its registration with the System for Award Management (SAM).** Begin a new registration at least six weeks before the deadline.

☐ **Register your institution or verify its registration with Grants.gov.** Begin a new registration at least two weeks before the deadline.

☐ **Access the application package 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. The program resource page has a direct link to the NEH instructions for completing the package.

☐ **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 (6.b.) a one-paragraph description—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. 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: Table of contents (name the file "contents.pdf")

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

   ATTACHMENT 3: Narrative (name the file "narrative.pdf")

   ATTACHMENT 4: Budget (name the file "budget.pdf")

   ATTACHMENT 5: One-page institutional fact summary (name the file "institutionalsummary.pdf")

   ATTACHMENT 6: Financial summary (name the file "financialsummary.pdf")

   ATTACHMENT 7: Lists of trustees and staff (name the file "trusteesstaff.pdf")

   ATTACHMENT 8: Project director's résumé, and the job descriptions or résumés for any positions being supported (name the file "resume.pdf")

   ATTACHMENT 9: Letters of commitment and support (name the file "letters.pdf")

   ATTACHMENT 10: Planning and design documentation (name the file "planning.pdf")

   ATTACHMENT 11: Materials to be provided by applicants for construction and renovation projects (if necessary) (name the file "construction.pdf")

   ATTACHMENT 12: Certification of Matching Gifts for NEH Challenge Grants form, and donor documentation for all gifts of $5,000 and more and for all pledged gifts (optional) (name the file "certification.pdf")

   ATTACHMENT 13: Assurances (SF-424D Construction Assurances, SF-424B Non-Construction Assurances), Grants.gov Lobbying Form (Certification Regarding

Lobbying) and SF-LLL Disclosure of Lobbying Activities form, as applicable (name the file "assurances.pdf")

ATTACHMENT 14: Optional appendices (name the file "appendices.pdf")

5. Budget Narrative Attachment Form— 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 NEH's Grants.gov instructions for 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 4.

Your attachments must be in Portable Document Format (.pdf). 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.

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

March 1, 2018: Date prior to the August 9, 2018 deadline from which third-party nonfederal gifts earned through advance fundraising may count toward the matching requirement.

Until August 9, 2018: Contact Preservation & Access staff at 202-606-8309 or at challenge@neh.gov with questions and for advice (optional)

June 28, 2018: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date

July 5, 2018: Submit draft application (optional) by this date

July 26, 2018: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

August 9, 2018: Application must be submitted through and validated by Grants.gov by 11:59 p.m. Eastern Time on this date

September-October 2018: Peer review panels take place

March 2019: Meeting of the National Council on the Humanities, followed by funding decisions

April 2019: Applicants are notified of the funding decisions

April 2019: Institutional grants administrators and project directors of successful applications receive offer letters by e-mail through eGMS Reach, accompanied by <u>documents explaining the terms of the offer, matching instructions, and the matching schedule</u>. Once an award is made (after the certification of the first funds raised from nonfederal third parties), recipients will receive <u>additional documents identifying the relevant terms, conditions</u>, and administrative requirements that pertain to successful applications.

May 1, 2019: Start date of the period of performance.

July 31: Annual date after notification by which the grantee must submit certification of the gifts required to claim the year's installment of federal funds