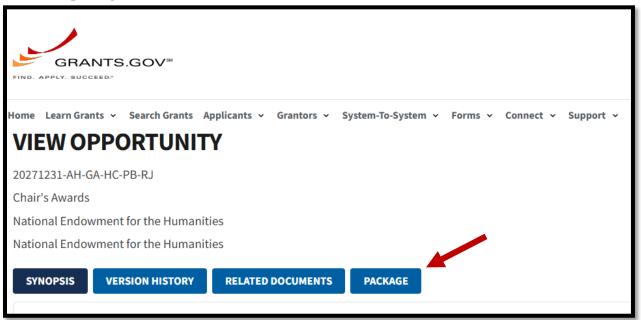
Celebrate America! How to Apply: Step-by-Step Guide

Grants for *Celebrate America!* will be reviewed on a rolling basis and offered as Chairman's Awards. Please refer to the images below to assist you in navigating to the correct application package in Grants.gov.

Log in to your Grants.gov account and follow this link to the opportunity: https://grants.gov/search-results-detail/357263. Note that you must use the direct link; you will not be able to find the package through a traditional search of open opportunities.

Select the "package" button.



Find the second opportunity listed, "Chairman's Awards: Celebrate America!" and click "Apply."



The page that opens should have text describing the **Selected Opportunity Package**. The Opportunity Package ID should be PKG00290515 and the Assistance Listing should be 45.130.



Click on the red "Apply" button on this page.



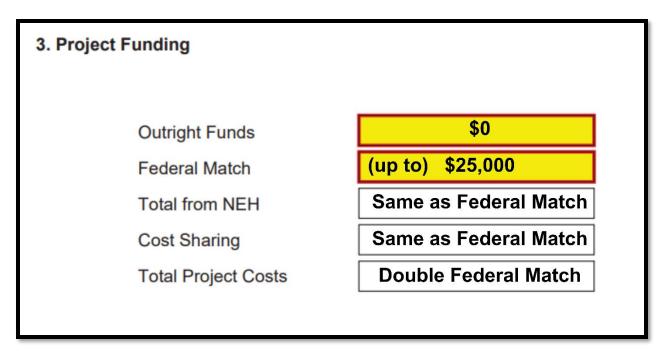
The package forms include both **mandatory** and **optional** forms.

Mandatory Forms (Click to Preview) Application for Federal Domestic Assistance-Short Organizational [V3.0] Supplementary Cover Sheet for NEH Grant Programs [V3.0] Research & Related Budget 10YR [V3.0] Project/Performance Site Location(s) [V4.0] Attachments [V1.2]

Optional Forms (Click to Preview) Disclosure of Lobbying Activities (SF-LLL) [V2.0] Grants.gov Lobbying Form [V1.1]

Refer to the <u>"Chairman's Awards: Celebrate America!" Notice of Funding Opportunity</u> for detailed instructions for filling out each form.

For the **Supplementary Cover Sheet for NEH Grant Programs [V3.0]**, you will be asked to provide information about your project funding in section three. Note that <u>this program ONLY provides Federal Matching funds</u>; therefore, put \$0.00 in the Outright Funds box.



Here is an example of how to complete the form:

3. Project Funding	
Outright Funds	\$0
Federal Match	\$25,000
Total from NEH	\$25,000
Cost Sharing	\$25,000
Total Project Costs	\$50,000

Likewise, when you fill out the **Research & Related Budget 10YR [V3.0]**, note that your budget must total the federal matching funds requested from NEH **plus** the required third-party, nonfederal gifts. See the <u>NEH Federal Matching Funds Guidelines</u> regarding the allowability of gifts for matching purposes.

In the example provided above, the total budget would be \$50,000. This will include direct and indirect costs. You will need to disregard the information in the Notice of Funding Opportunity on the top of page 17. Total project costs should not exceed \$50,000.

Learn about types of funds NEH offers.

RESEARCH & RELATED BUDGET - Cumulative Budget		
Section A, Senior/Key Person		Totals (\$)
Section B, Other Personnel		
Total Number Other Personnel		
Total Salary, Wages and Fringe Benefits (A+B)		J
Section C, Equipment		
Section C, Equipment Section D, Travel		
1. Domestic		
Foreign Section E, Participant/Trainee Support Costs]
Tuition/Fees/Health Insurance		
Stipends		
3. Travel		
Iravei Subsistence		ļ
Subsistence Other		Į
		Į
Number of Participants/Trainees		J
Section F, Other Direct Costs		,
Materials and Supplies Publication Costs		ļ
Publication Costs Consultant Services		
ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
Equipment or Facility Rental/User Fees Alterations and Renovations		
8. Other 1		
9. Other 2		
10. Other 3		
11. Other 4		
12. Other 5		
13. Other 6		
14. Other 7		
15. Other 8		
16. Other 9]
17. Other 10		
Section G, Direct Costs (A thru F)		
Section H, Indirect Costs		
Section I, Total Direct and Indirect Costs (G + H)		
Section J, Fee		
Section K, Total Costs and Fee (I + J)		

Section K. Total Costs and Fee (I +J) should not exceed \$50,000.

Reach out to <a>CelebrateAmerica@neh.gov with any questions.