NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **EDUCATION PROGRAMS**

Dialogues on the Experience of War

DEADLINE: October 15, 2019 (for projects beginning May 1, 2020)

If after reading this document you have questions about this program, contact the staff of NEH's Division of Education Programs at dew@neh.gov and 202-606-8337. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

Executive Summary

The National Endowment for the Humanities Division of Education Programs is accepting application for the Dialogues on the Experience of War program. NEH offers the Dialogues on the Experience of War (Dialogues) program as part of its current initiative, Standing Together: The Humanities and the Experience of War. The program supports the study and discussion of important humanities sources about war, in the belief that these sources can help U.S. military veterans and others think more deeply about the issues raised by war and military service. Dialogues is primarily designed to reach military veterans; however, men and women in active service, military families, and interested members of the public may also participate.

Funding Opportunity Title:	Dialogues on the Experience of War
Funding Opportunity Number:	20191015-AV
Federal Assistance Listing Number (CFDA):	45.163
Application Due Date:	October 15, 2019, 11:59 p.m. Eastern Time
Estimated Number and Type of Award(s):	15 grants
Estimated Award Amount *or* Funding Range:	Up to $100,000
Cost Sharing/Match Required:	No
Period of Performance:	Twelve to twenty-four months
Eligible Applicants:	Any U.S. nonprofit organization with 501(c)(3) status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Eligible organizations include institutions of higher education. Individuals are not eligible to apply.
Program Resource Page:	https://www.neh.gov/grants/education/dialogues-the-experience-war

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, and the General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued December 26, 2014 or later).

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Contents

I. Program Description

The National Endowment for the Humanities is soliciting applications for the Dialogues on the Experience of War (Dialogues) program as part of its current initiative, Standing Together: The Humanities and the Experience of War. The program supports the study and discussion of important humanities sources about war, in the belief that these sources can help U.S. military veterans and others think more deeply about the issues raised by war and military service. Dialogues is primarily designed to reach military veterans; however, men and women in active service, military families, and interested members of the public may also participate.

Awards of up to $100,000 will support:

- the convening of at least two sustained discussion programs for no fewer than fifteen participants
- the creation of a preparatory program to recruit and train discussion leaders

Preparatory training and discussion programs may take place in veterans' centers, at public libraries or cultural centers, on college and university campuses, and at other community venues.

Discussion programs

The discussion programs must:

- treat at least two historically distinct conflicts in depth: one from the earliest wars through World War I, and a second from the wars after World War I
- focus on the close study of sources drawn from at least two distinct genres (such as historical writings, memoirs, military biographies, speeches and letters, philosophical writings, documentaries, fiction, and artworks)
- engage participants in deep discussion of the selected humanities sources and the issues that they raise
- convene participants for multiple sessions to foster sustained and inclusive dialogue

Humanities sources eligible for discussion can be drawn from history, philosophy, literature, film, and the visual and performing arts—and may be complemented by veterans' testimonials. Discussions should engage the participants in serious exploration of important questions about war and military service, such as the ethics of war, the nature of service, the place of veterans in society, heroism, suffering, loyalty, and patriotism. Examples are listed on the program resource page.

Preparatory training programs

Applicants must assemble a team to develop a preparatory training program. The preparatory program should be designed to train discussion facilitators, referred to as discussion leaders. The program should include the following:

- close study of the humanities sources at the heart of the discussions
- modeling and practice in leading humanities discussions (for example, posing questions designed to explore texts and elicit discussion of the texts' contemporary relevance; articulating rules of civil discourse; encouraging group inquiry; moderating disagreements)

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- developing the discussion leaders' knowledge and awareness of the diverse backgrounds and perspectives of military veterans and service members
- building a virtual or actual network of discussion leaders and resources for future versions of the program and/or new programs

The application must explain how the preparatory and discussion program design will support a commitment to thorough and sustained discussion, and provide a specific plan for recruiting, training, selecting, and mentoring the discussion leaders.

The format of and methodology behind the preparatory program might include elements such as: lectures with breakout discussion groups; how-to demonstrations on the art of close reading; modeling how to conduct fruitful conversations or moderate online forums; the creation of videos; and practice in facilitating sample discussion sessions.

NEH funds may not be used for:

- development of curricular or pedagogical methods or theories
- preparation of courses for high school students, undergraduates, or graduate students (other than those designed to train students—in particular, veterans who are undergraduates or graduate students—as discussion leaders)
- commercial, for-profit, or proprietary textbook research or revision
- doctoral dissertations, theses, or research pertaining to a graduate degree program
- promotion of a particular political, religious, or ideological point of view
- advocacy for a particular program of social or political action
- support of specific public policies or legislation
- psychological therapy, medical treatment, and career counseling
- lobbying
- projects that fall outside the humanities such as the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies

Prior Dialogues award recipients applying at the 2019 deadline must include new, extended, or revised plans that enhance their project significantly and that indicate how lessons learned in the implementation of their previous project(s) inform their current application. They must indicate how their proposed project will develop, strengthen, and expand project partnerships between the recipient and other programs, institutions, or community organizations to:

- develop or extend a current local, regional, or national network of Dialogues programs
- create and disseminate shared and/or shareable project resources for preparatory and discussion programs, such as training videos, facilitator resources, reading and resource lists, source materials, and evaluation forms and guidance
- scale up their own preparatory and discussion programs, or build capacity for smaller organizations or remote communities to offer Dialogues programs

To these ends, project teams could use award funds for activities and resources that support program evaluation, revision, and expansion such as: meetings and workshops; technological and infrastructural consultants, additional travel expenses for regional or national meetings; or other means of sharing resources and best practices across a wider programming community.

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"A More Perfect Union:" NEH Special Initiative Advancing Civic Education and Celebrating the Nation's 250th Anniversary

As our nation approaches its 250th anniversary in 2026, NEH encourages projects that promote a deeper understanding of American history and culture and that advance civics education and knowledge of our core principles of government. The agency-wide "A More Perfect Union" initiative will help Americans better understand the world's oldest constitutional democracy and how our founding ideals are met in a modern, pluralistic society.

NEH welcomes consideration of diverse topics in American history, from Native American culture to rural life to the rise of the industrial city, from the Civil War to the Cold War to the Civil Rights movement, etc. We also seek projects that examine foundational documents in U.S. history, as well as projects that examine historical objects, places, traditions, events, and individuals who collectively shaped our states and nation. Applications that focus on the contributions of under-represented communities are highly encouraged.

Providing access to NEH-funded 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. For projects that involve the development of Web-based resources, all other considerations being equal, NEH gives preference to those that provide free access to the public.

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

Copyright information

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was produced, under an award. In accordance with 2 CFR §200.315 (b), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so.

Award information

Dialogues awards are up to $100,000 for a period of performance of twelve to twenty-four months. Awards will typically support preparatory programs and the convening of at least two discussion groups.

Recipients may begin their period of performance as early as May 1, 2020, but they must begin no later than September 1, 2020.

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

At the time of posting, federal appropriations have not been made for fiscal year 2020. This notice of funding opportunity has been issued to ensure that, should funds become available for this purpose, NEH can process applications and award funds in a timely manner.

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Successful applicants will receive an award in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds.

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

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 cash contributions from nonfederal third parties and have them certified by NEH before the funds are released to the award recipient (see NEH's Federal Matching Funds Guidelines). The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Federal matching funds are typically distributed on an annual basis over the life of the award. 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 is not required in this program. Applicants may, however, use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH. Voluntary cost sharing includes cash contributions to a project by the applicant and nonfederal third parties, as well as in-kind contributions, such as donated goods and services.

Eligibility

Any U.S. nonprofit organization with 501(c)(3) status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Eligible organizations include institutions of higher education.

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

An eligible institution may submit multiple applications for distinct projects. An individual may only be named as project director on one application.

Prior recipients with closed Dialogues awards will need to respond to additional review criteria. See Review criteria for additional information. Prior recipients with open Dialogues awards may not apply.

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

Individuals may not simultaneously hold a NEH award for individuals and serve as a project director in this program.

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.

NEH generally does not make awards 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

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federal entity's own authorized activities. This does not preclude applicants from using award funds from, or sites and materials controlled by, other federal entities in their projects.

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
- review the **sample narratives**, which are available on the [program resource page](#)
- consult 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 202-606-8337 or [dew@neh.gov](#)) to discuss your project and raise any questions you may have about the application
- submit an optional **preliminary sketch** (the form to use is available on the [program resource page](#)) or **draft proposal**

While not required as part of your application, the preliminary sketch form may be a helpful tool as you develop your project ideas. You are encouraged to submit an optional preliminary sketch or draft of your proposal to get advice from NEH staff before you submit an application. The preliminary sketch template is available on the [program resource page](#). Please send your preliminary sketch or draft proposal to [dew@neh.gov](#) before **September 10, 2019**. Staff may be unable to respond to sketches or drafts submitted after this date.

Staff comments on preliminary sketches and drafts are not part of the formal review process and have no bearing on the final outcome of the proposal.

Review criteria

Applicants should read the program's review criteria and ensure that their applications respond to them.

Intellectual quality

The extent to which the proposal:

- addresses significant themes and draws on intellectually rich humanities sources relating to war and military service
- presents multiple viewpoints and manifests an intellectual balance in its chosen themes, questions, and sources
- covers at least two wars from the designated time periods and includes humanities sources from at least two distinct genres
- grounds activities for discussion leaders in themes and sources that support the discussion programs
- incorporates appropriate and high-quality resources and preparation tailored to the backgrounds, needs, and strengths of the proposed discussion leaders
- incorporates resources to develop discussion leaders' understanding of the diverse backgrounds and experiences of veterans and other members of the military

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Design Quality

The extent to which the proposal:

- demonstrates that the applicant institution and collaborating institutions and partners (if any) have relevant experience and the necessary administrative infrastructure
- includes qualified key personnel with the knowledge and experience to lead and carry out each stage of the project
- provides plans for recruitment and selection of discussion leaders
- exhibits a well-defined structure and syllabus for the preparatory program that incorporates relevant activities and resources for modeling and practicing discussions of humanities sources
- provides clear plans for the mentorship of the discussion group leaders and participants throughout the project
- demonstrates effective organization of discussion groups in terms of the number, length, and content of the sessions, and the suitability of their facilities and locations.

Impact

The extent to which the proposal:

- demonstrates that the discussion program will engage the proposed audience
- incorporates effective plans for publicizing the program to the intended audience
- clearly indicates how planned evaluations will address whether the project has met its stated goals

For prior Dialogues award recipients:

The extent to which the proposal:

- clearly reflects on and evaluates the implementation of previous iteration(s) of the project
- indicates plans for developing, strengthening, and expanding project partnership(s) and outreach
- demonstrates the project's capacity to scale up participation and disseminate its resources

All applications will be given equal consideration in accordance with the program's review criteria. All other considerations being equal, NEH gives preference to those that provide free access to the public.

Application components

Your application will consist of four forms that are available with the Grants.gov application package on the [program resource page](#). You will then upload the remaining application components in to the Attachment Form.

SF-424 Application for Federal Domestic Assistance – Short Organizational

This form asks for basic information about the project, the project director, and the institution. Items 1, 2, and 4 will be automatically filled in; item 3 should be left blank. Please provide the

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following information:

5. Applicant Information

Provide your organization's legal name, address, employer/taxpayer identification number (EIN/TIN), D-U-N-S® number, website address, and congressional district of the institution.

If your institution is located, for example, in the 5th Congressional District of your state, put a "5." If your institution doesn't have a congressional district (for example, it is in a state or U.S. territory that doesn't have districts or is in a foreign country), put a "0" (zero).

Also choose the "type" that best describes your institution (you only need to select one).

All institutions applying to federal programs are required to provide a D-U-N-S® number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution's grants administrator or chief financial officer to obtain their institution's D-U-N-S® number.

6. Project Information

Provide the title of your project. Your title should be brief (no more than 125 characters), descriptive, and substantive. Successful applications will typically have titles that are descriptive of the project, substantive, and free of specialized language. Most importantly, your title should be easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

Provide a brief (no more than one thousand characters) description of your project. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities.

List the starting and ending dates for your project. All starting dates are on the first day of a month. All ending dates are on the last day of a month.

7. Project Director

Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. Because the project director's involvement in the proposed project is critical to its success, applicants must notify the NEH immediately if the project director listed in the application changes.

8. Primary Contact/Grants Administrator

Provide the contact information for the official responsible for the administration of the NEH award (that is, negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants administrator or sponsored programs official.

As a matter of NEH policy, the Project Director listed in section 7 may **not** be the same individual listed as the Primary Contact/Grants Administrator listed in section 8. The role of the project director must be distinguished from that of the institutional grant administrator, who functions as the representative of the recipient organization with authority to act on the

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organization's behalf in matters related to the administration of the award. All financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grant administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, the award document, an extension, a supplement or amendment) is addressed to the institutional grant administrator and copied to the project director.

9. Authorized Representative

Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, please consult the Grants.gov Online User Guide.

Supplementary Cover Sheet for NEH Grant Programs

Please provide the following information:

1. Project Director

Use the pull-down menu to select the major field of study for the project director.

2. Institutional Information

Select the appropriate institution type from the drop-down menu.

3. Project Funding

Enter your project funding information. Learn more about different funding types.

Application Information

Indicate whether the proposal will be submitted to other NEH programs, government agencies, or private entities for funding. If so, please indicate where and when. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the review of your application.

For Type of Application, check "new."

Enter the primary project discipline (and, if you like, the project's secondary and tertiary disciplines as well).

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur during the period of performance. This form allows for the collection of multiple performance sites. If you need to add more project/performance site locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

Attachments Form

Attach your narrative, budget, and the other application components to this form.

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in

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formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple PDFs, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version. 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) 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.

When you open the Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach.

Note the following Grants.gov file naming conventions: Please limit file names to 50 or fewer characters. Do not attach any documents with the same name. All attachments should have a unique name. Please use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

Please consult the Attachment Table below to learn about the required components for each category, how to name each attachment and the order in which to attach them. You must name and attach your files in the proper order so that we can identify them. All attachments must be formatted with one-inch margins and with at least an 11-point font. Applications exceeding the stated page limits will not be reviewed.

Attachment Table

Attachment component	Naming convention	Page limits	Requirements
Attachment 1: Narrative	narrative.pdf	15 pages	Required
Attachment 2: Preparatory program schedule and syllabus (for discussion leaders)	prepprogram.pdf	2 pages	Required
Attachment 3: Discussion program schedule and syllabus (for veteran and public participants)	discprogram.pdf	2 pages	Required
Attachment 4: Budget	budget.pdf		Required
Attachment 5: Budget Justification	justification.pdf		Required
Attachment 6: Résumé(s) or brief biographies of key project staff	resumes.pdf		Required
Attachment 7: Letters of reference	referenceletters.pdf		Required

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Attachment 8: Letters of commitment	committmentletters.pdf		Required
Attachment 9: Federally negotiated indirect-cost rate agreement	agreement.pdf		Conditionally required

Attachment 1: Narrative

Provide an intellectual justification for the discussion programs and the design of the preparatory program. Keep the review criteria in mind as you compose your narrative.

Limit the narrative to fifteen double spaced pages in twelve-point type. It should not assume specialized knowledge and should be free of technical terms and jargon.

The narrative must address the following topics.

Intellectual rationale and overview of program

Outline the scope, organization, and setting of the proposed preparatory and discussion programs. Describe the rationale for such choices, and the personnel and institutional resources available to support them. Outline the resources and preparation that would enhance discussion leaders understanding of the diversity of veteran and military experience.

Describe the significance of the readings and how they will inform the preparatory and discussion programs. Discuss the wars to be covered, the topics and themes to be addressed, and the genres of humanities sources to be considered (such as historical writings, memoirs, military biographies, speeches and letters, philosophical writings, documentaries, fiction, and artworks).

Design, content, and implementation

The Dialogues on the Experience of War program does not prescribe a particular format or schedule for either the preparatory or discussion programs. NEH's intention is to allow applicants to tailor their program design to the strengths and needs of their audience, project team (including the discussion leaders to be trained), organizational partners, and host sites. Proposals will be evaluated, however, on the strength of these various elements and how well they cohere.

Preparatory program for discussion leaders
Describe the specific content and structure of the proposed preparatory program and its length. Discuss how the practice of facilitating discussion will be modeled, using proposed sources for the discussion programs. Describe plans for developing discussion leaders' understanding of the diverse backgrounds and experiences of veterans and other members of the military. Discuss study guides or other resources that will be made available to preparatory program participants. Describe the recruitment and selection process for the persons who will be trained as discussion leaders and other project personnel, if any, who will receive the training. Plans for the selection and training of discussion leaders should include specific selection criteria, activities, and resources to ensure they are well-prepared to guide deep and sustained discussion of the proposed themes and sources.

As Attachment 2, provide a detailed schedule and syllabus for the preparatory program (see instructions below).

Discussion groups for military veterans and others

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Describe the intended participants of the discussion groups (for example, veterans, men and women in active service, military families, members of the general public, etc.). Describe the structure of the discussion groups, including their number, the length of the sessions, and their size. Discuss the readings and other resources to be made available to the leaders and participants in the discussion groups. Describe specifically how the readings and other humanities sources will be used to address the central themes of the discussion programs. Indicate how multiple viewpoints and approaches will enrich the discussions. Include examples of the open-ended questions that will be used to spur discussion.

Discuss the proposed location(s) for the discussion groups and the facilities available. Describe how the discussion groups will be publicized and how the participants will be recruited. Describe planned accommodations to address participants' needs (such as mobility, child care, etc.).

As Attachment 3, provide a schedule and syllabus for the discussion groups (see instructions below).

Project faculty and staff

Identify the project director, relevant institutional support staff, and the individuals who will lead the preparatory program. Provide a brief description of the qualifications and roles of the project personnel who will carry out each stage of the project. Note that supporting résumés or brief biographies (not to exceed two single-spaced pages) are required as Attachment 5. Letters of reference for the project director(s) (two for each director), and letters of commitment from consultants and leaders of the preparatory program are required as Attachments 6 and 7. If the project has an advisory board, identify the humanities scholars, veterans, and other individuals who serve on the board and describe how they would support the project.

Institutional context

Describe the mission and resources of the applicant institution and its capacity to support the proposed activities. If the project includes collaborations with other organizations, indicate how the mission and resources of those organizations would support the project. As Attachment 7, provide a letter of commitment from each collaborating institution, if there are any. (The applicant institution does not need to provide a letter of commitment.)

Evaluation

Describe the project's evaluation plans. Each project must include two basic survey evaluations:

- The first will be completed by participants at the end of the preparatory program for discussion leaders.
- The second will survey the participants in the discussion groups. Best practices have shown that surveys at the beginning and at the end of the program are most effective.

Describe how repeated discussion sessions may be altered, based on feedback incorporated from the surveys.

Attachment 2: Preparatory program schedule and syllabus (for discussion leaders)

This document could be formatted as a chart or narrative, and must describe the schedule (duration of the program and its sessions), activities, and readings/resources for the preparatory program. The preparatory program schedule should include activities and resources for

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modeling and practicing discussions of humanities sources. Limit the preparatory program schedule and syllabus to two double spaced pages in twelve-point type.

Attachment 3: Discussion program schedule and syllabus for the discussion programs (for veteran and public participants)

This document could be formatted as a chart or narrative, and must outline the number, duration, location, themes, and content of the discussion sessions. Please indicate the specific themes and humanities sources to be discussed and any guiding questions for each session. Limit the discussion program schedule and syllabus to two double spaced pages in twelve-point type.

Attachment 4: Budget

Using the budget information below and the sample budget, complete the budget form or a format of your own that includes all the required information. Links to the budget form and the sample budget are available on the program resource page. Budgets should be completed in compliance with 2 CFR 200 Subpart E – Cost Principles.

Items listed in the budget must be reasonable and necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the period of performance. When indirect costs are charged to a project, ensure that the expenses included in the organization's indirect-cost pool are not charged to the project as direct costs. For further information, see the indirect costs section of the budget (item 9) below.

In preparing the budget, note that the period of performance encompasses the entire period for which NEH support is requested in the application. All project activities and the expenditure of project funds must occur during the period of performance. The period of performance for projects can run for twelve to twenty-four months. It may not begin before May 1, 2020, but it must begin no later than September 1, 2020. The period of performance begins on the first day of the month and ends on the last day of the month.

•Item 1: Salaries and wages

Staff costs should include the position title, name (if possible), percent of full-time equivalent or total number of hours charged to the project. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year. All salaries and wages claimed must be in compliance with 2 CFR §§200.430 and 466.

Commonly, the budget includes a percentage of annual salary for persons participating in the project. Such amounts may be used to release staff members from normal duties for a specified amount of time or, alternatively, to pay them for time that they devote to the project over and above their normal duties. Compensation for support staff may be calculated as a percentage of salary or based on an hourly rate.

Item 2: Fringe benefits

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. See 2 CFR §200.431 for additional information.

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Item 3: Consultant fees

List individuals contributing to the project as visiting lecturers or leaders of study and training sessions. The honoraria for visiting consultants typically range from $350 to $750 per person per day, not including travel and subsistence costs. Travel and subsistence costs for visiting consultants should be entered under item 4 of the budget.

Honoraria for discussion leaders as participants in the preparatory program and leaders of the discussion groups typically range from $250 to $500 per person per day.

All consultant fees claimed must be in compliance with 2 CFR §200.459.

Item 4: Travel

List travel costs according to local and long-distance travel. For local travel, outline the mileage rate, number of miles, reason for travel, and the name of the individual(s) completing the travel.

Calculate travel and subsistence costs, including participant travel, in conformity with 2 CFR §200.474 and institutional policy.

All air travel that is paid in whole or in part with NEH funds must be undertaken on U.S. flag air carriers. For further information on travel requirements, please see the articles on Travel Costs and Foreign Travel in the General Terms and Conditions for Awards.

Include funds for the project director(s) to attend a two-day meeting to be held at NEH's offices in Washington, D.C. in June 2020. Other project leaders or administrators may wish to attend the meeting; if so, their expenses should also be detailed here.

Please note: if incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on travel, the per diem charged to the award must be reduced accordingly. Alcoholic beverages are unallowable and may not be charged to the award.

Item 5: Supplies and materials

List all purchases of consumable supplies and materials to be used in the project. Eligible items include supplies, such as books, course packages, computer and instructional materials, educational software, etc. Please note that costs for these items may be included only if they are not part of the indirect-cost pool (discussed in item 9 of the budget below). See also the list of "Inadmissible budget items" below.

Item 6: Services

Services include third-party technical support and transportation services for site visits.

The costs of project activities to be undertaken by a third-party subrecipient (such as a collaborating institution) and contractors (such as a transportation company) should be included in this category as a single line item charge. Attach a clear explanation of the purpose of each contract or subaward, how the costs were estimated, and the specific contract or subaward deliverables. Please do not provide line item details on proposed contracts. Instead you should explain the basis for your cost estimate for the contract. Grant recipients are responsible for ensuring that their organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and

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monitoring all contracts or subawards. Grant recipients must notify potential subrecipients that entities receiving subawards must be registered in the System for Award Management (SAM). Potential subrecipients must provide the grant recipient with their D-U-N-S® number.

Recipients and subrecipients must adhere to the procurement standards set forth in 2 CFR §§200.317 – 326.

Item 7: Other costs

Include the cost of duplication and printing, long-distance telephone charges and postage, rental of films and equipment, technical support, rental of buses and vans for site visits, and equipment purchase (items costing more than $5,000 per unit with a useful life of more than one year, and subject to 2 CFR §200.313) or rental.

Consistent with Executive Order 13788 ("Buy American and Hire American"), grant recipients and subrecipients who purchase equipment and products with NEH funds should purchase only American-made equipment and products.

Item 8. Total Direct Costs

The sum of items 1 through 7.

Item 9: 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 their federal grant applications.

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 direct-cost all expenses or use the de minimis rate of 10 percent of modified total direct costs (MTDC). The chosen 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: 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

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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 your institution has a current federally negotiated indirect cost rate, please indicate on the budget form the appropriate rate, the base, the name of the agency with which you negotiated, and the date of that agreement.

Note: Except as provided in paragraph (c)(1) of 2 CFR §200.414 Indirect (F&A) costs, federal agencies must use the negotiated rates in effect at the time of the initial award throughout the life of the federal award. Award levels may not be adjusted in future years as a result of changes in negotiated rates. Except as provided in 2 CFR §200.414 Indirect (F&A) costs, when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate used at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed.

Organizations that wish to include indirect (F&A) charges in the budget but have never had a federally negotiated indirect cost rate may choose one of the following options:

1) direct cost all expenses;

2) submit an indirect cost proposal to their cognizant federal agency to negotiate a rate with the federal government within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in 2 CFR §200.414); or

3) per 2 CFR §200.414(f), the applicant may charge a de minimis rate of 10 percent of modified total direct costs (MTDC)

Per 2 CFR §200.68, MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000.

Per 2 CFR §200.75, participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

Item 10. Total Project Costs
The sum of items 8. and 9.

Item 11. Project Funding
11a Requested from NEH: Indicate the amount of outright and/or federal matching funds that is requested from NEH.

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11b Cost sharing: Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under "Third-party contributions." When a project will generate income that will be used during the period of performance to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.

Item 12. Project Funding

The sum of 11.a. and 11.b.

Unallowable costs

The following costs are not allowable and may not appear in project budgets:

- Costs related to social events such as banquets, receptions, and entertainment;
- Tuition or enrollment fees for participants (participation in the discussion groups must be made available free of charge); and
- The cost of travel associated with scholarly research and conference attendance unrelated to the project

Attachment 5: Budget Justification

Briefly describe the amounts requested for each line item of the budget. The budget justification should specifically describe how each item will support the achievement of the proposed objectives.

Provide a clear explanation as to the purpose of each contract/subaward, how the costs were estimated, and the specific contract/subaward deliverables. You should not provide line item details on proposed contracts, rather you should provide the basis for your cost estimate for the contract. You are responsible for ensuring that your organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts/subawards. Recipients must notify potential subrecipients that entities receiving subawards must be registered in SAM and provide the recipient with their D-U-N-S® number (see 2 CFR part 25). For consultant services, identify each consultant, the services he/she will perform, total number of days, travel costs, and total estimated costs

Attachment 6: Résumé(s) or brief biographies of key project staff

Include a resume, not to exceed two pages, for the project director(s), consultants, and leaders of the preparatory program. Include the following information, as relevant:

- Experience organizing and/or leading humanities-based discussion groups
- Experience working with veterans and members of the military
- Other relevant professional activities and publications

Attachment 7: Letters of reference

Include two letters of reference for the project director (or two letters for each project director).

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Attachment 8: Letters of commitment

Include letters of commitment from consultants, leaders of the preparatory program, and collaborating institutions (if any). (The applicant institution does not need to provide a letter of commitment.)

Attachment 9: Federally negotiated indirect-cost rate agreement

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

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:

Dun and Bradstreet (https://fedgov.dnb.com/webform)
System for Award Management (SAM) (https://www.sam.gov)
Grants.gov (https://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 (D-U-N-S®) 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 D-U-N-S® number. 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.
Effective June 29, 2018, when you go to SAM.gov and log in, you will be asked to create a Login.gov user account. Your current SAM.gov username and password will **no longer work.** Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. You can review your organization's SAM registration here. **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 D-U-N-S® number and an active SAM registration must then register with Grants.gov. Visit Grants.gov at 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**

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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 must submit your application to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the program resource page.

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

Deadlines for submitting optional preliminary sketches, draft proposals, and applications

Preliminary sketch and draft proposal (optional): You are encouraged to submit a preliminary sketch or draft proposal to get advice from NEH staff before you submit an application. The form to use for the sketch is available on the program resource page. Please send it as an attachment to dew@neh.gov before **September 10, 2019**. The staff may be unable to respond to sketches submitted after that date.

Applications must be received and validated by Grants.gov by 11:59 p.m. Eastern Time on October 15, 2019. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

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. Learn more about the NEH review process.

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Administrative Requirements set forth in 2 CFR §200.205. 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

Applicants will be notified of the decision by e-mail in March 2020. Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by e-mail in April 2020. 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

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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 dew@neh.gov.

Reporting requirements

Award recipients are required to submit progress and financial reports annually during the period of performance. A final financial report and final performance report are also required no later than 90 days after the period of performance end date. See Performance Reporting Requirements and Financial Reporting Requirements on the NEH website.

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.

Acknowledging NEH support

NEH expects recipients to provide broad access to all grant products, insofar as the conditions of the materials and intellectual property rights allow. In particular, NEH expects recipients to make program reading list(s) or course syllabi (accompanied by the NEH logo) accessible to the public, and it reserves the right to disseminate information (such as links to program or course websites) on its own website. Consult the Acknowledgment and Publicity Requirements for NEH Awards and Publicizing Your Project pages on the NEH website for guidance on credits and promotion.

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact:

Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8337
dew@neh.gov

If you have questions about registering or renewing your registration with SAM.gov, contact the Federal Service Desk Monday – Friday 8 a.m. to 8 p.m. Eastern Time at:

The Federal Service Desk: FSD.gov
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

If you need technical assistance in submitting your application to Grants.gov, contact Grants.gov 24 hours a day, seven days a week (excluding federal holidays).

Grants.gov: https://www.grants.gov/
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals

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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 *et seq.* 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 on average it takes fifteen hours to complete this application. 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 grantmanagement@neh.gov, 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

☐ **Create a login.gov account and 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. Read the SAM update and FAQs to learn more about this process.

☐ **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

2. Supplementary Cover Sheet for NEH Grant Programs

3. Project/Performance Site Location(s) Form

4. Attachments Form: using this form, attach the application components as described in the Attachment Table, noting the stated order and naming conventions.

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☐   **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

Before the October 15, 2019 deadline: Contact Division of Education Programs program officers (at 202-606-8337 or dew@neh.gov) with questions and for advice (optional)

September 3, 2019: Applicants that have not registered in login.gov, the System for Award Management (SAM), and Grants.gov should begin the process by this date

September 10, 2019: Submit preliminary sketches or draft proposals by this date (optional)

October 1, 2019: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

October 15, 2019: Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

December 2019: Peer review panels take place

March 2020: Meeting of the National Council on the Humanities, followed by funding decisions

March 2020: Applicants are notified of the funding decisions

April 2020: Institutional grants administrators and project directors of successful applications receive award documents by e-mail from the NEH Office of Grant Management

May 1, 2020: Successful applicants may begin work on their projects as early as this date

June 2020: anticipated project directors meeting in Washington, DC

September 1, 2020: Successful applicants must begin work on their projects no later than this date