NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: Digital Projects for the Public

Funding Opportunity Number: 20210609-MD-MN-MT

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

Application Deadline: June 9, 2021

Ensure your SAM.gov and Grants.gov registrations and passwords are current.
NEH will not grant deadline extensions for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to 1 month to complete.

Division of Public Programs
Telephone: 202-202-606-8269
Email: publicpgms@neh.gov
TTY: 800-877-8399

Executive Summary

The National Endowment for the Humanities (NEH) Division of Public Programs is accepting applications for the Digital Projects for the Public program. The purpose of this program is to support projects that interpret and analyze humanities content in primarily digital platforms and formats, such as websites, mobile applications and tours, interactive touch screens and kiosks, games, and virtual environments.

Funding Opportunity Title:	Digital Projects for the Public
Funding Opportunity Number:	20210609-MD-MN-MT
Federal Assistance Listing Number:	45.164
Application Deadline:	June 9, 2021, 11:59 p.m. Eastern Time
Anticipated Announcement:	December 2021
Anticipated FY 22 Funding:	Approximately $1,500,000
Estimated Number and Type of Award:	Approximately 11-16 grants
Award Amount:	Discovery: up to $30,000 Prototyping: up to $100,000 Production: up to $400,000
Cost Sharing/Match Required:	No
Period of Performance:	All projects may have a period of performance of up to three years. Projects may start as early as March 1, 2022 and as late as September 1, 2022.
Eligible Applicants:	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See C. Eligibility Information for additional information.
Program Resource Page:	https://www.neh.gov/grants/public/digital-projects-the-public
Pre-Application Webinar	A pre-recorded webinar will be available on the program resource page after April 16, 2021.

Table of Contents

A. Program Description

1. Purpose

This notice solicits applications for the Digital Projects for the Public program.

The Digital Projects for the Public program supports projects that interpret and analyze humanities content in primarily digital platforms and formats, such as websites, mobile applications and tours, interactive touch screens and kiosks, games, and virtual environments.

All Digital Projects for the Public projects must:

- provide public audiences with structured analysis that deepens public understanding of significant humanities ideas
- incorporate sound humanities scholarship
- involve humanities scholars in all phases of development and production
- include appropriate digital media professionals
- reach a broad public through a realistic plan for development, marketing, and distribution
- demonstrate the capacity to sustain themselves

NEH seeks proposals that explore a range of interpretive possibilities. The most competitive projects are those which include collaboration with multiple scholars offering diverse perspectives. Projects that depend on input from a single scholar are not competitive.

NEH also welcomes applications for non-promotional digital components of a larger project. For these projects, you should explain how the digital platform will enrich the users' learning experience and engagement. For instance, if your request is for a mobile experience that would operate within a museum or would work in conjunction with a film, you should explain how this project element will substantially add to the audience's humanities learning experience.

Applicants may also choose to identify particular communities and groups, including students, to whom a project may have particular appeal.

NEH encourages audience evaluation throughout all stages of a project. Evaluation could include testing of the project's concept, approach, and key components.

Unallowable activities are described in D6. Funding Restrictions.

Funding categories

The Digital Projects for the Public program includes three funding categories: Discovery, Prototyping, and Production. Awards are available to support preliminary research, to design or create prototypes, and to produce the final version of the project.

Applicants are not required to obtain a Discovery grant before applying for a Prototyping grant, or to obtain a Prototyping grant before applying for a Production grant. See C3 Other Eligibility Information.

NEH encourages potential applicants to contact the staff of NEH's Division of Public Programs at 202-606-8269 or publicpgms@neh.gov for advice on choosing the appropriate funding category.

Discovery

The Discovery category (for awards up to $30,000) supports the exploratory stages of a digital project that brings together content experts and digital media experts to determine which approaches a project might take. The Discovery phase should emphasize collaboration between these two sets of expertise to identify the combination of content and platform that can most effectively communicate the humanities ideas to public audiences. To be successful at this level, the project team should have a solid grasp of the content and collections with which they will work and be looking for a platform to engage the content. Alternatively, the team should have chosen a subject and a platform and be looking to assess and interpret the humanities content. In either case, the project team must include both content and media experts.

Activities in the Discovery category may include:

- content research and narrative development
- consultation with humanities scholars
- consultation with digital media experts
- platform research and selection
- identification or digitization of production assets
- preliminary design
- audience evaluation
- user experience mockups
- storyboarding

Discovery awards should culminate in the creation of a written design document that details fundamental aspects of the project such as the content, format, technical specifications, budget, work plan, intended audience, and learning objectives. The design document should serve as a roadmap for further work on the project.

Prototyping

The Prototyping category (for awards up to $100,000) supports the creation of a proof-of-concept prototype. Applicants in this category must submit a design document that describes the platform, user interface, design, and the ways in which the project's central humanities ideas will be conveyed. These awards should result in the testing and creation of a digital prototype that explains the key digital features and humanities content of the project. Completed prototypes should demonstrate the project's technological feasibility and design through screenshots, videos, mockups, or other illustrations.

Activities in the Prototyping category may include:

- refinement of humanities content
- consultation with scholars and digital media experts
- finalization of the platform
- scripting
- creation or digitization of audiovisual assets that will engage public audiences
- user interface and backend development
- testing (including early launches) and de-bugging
- final design
- audience evaluation
- other activities that will advance the project towards the production stage

Production

The Production category (for awards up to $400,000) supports the production and distribution of humanities projects that have a primarily digital format. Applicants must submit a design document and a prototype that demonstrate a solid command of the humanities content and scholarship related to the subject. The prototype must also show how the narrative, audiovisual, and interactive elements function to bolster an audience's understanding of the project's humanities ideas. NEH expects that by the conclusion of the period of performance, the team will have fully produced the project and distributed it for widespread public use.

Activities in the Production category may include:

- ongoing consultation with scholars
- additional research and writing
- fine-tuning the hardware, software, and platform
- the final design, production, and distribution of digital media projects
- finalization of the script and/or audiovisual assets
- rights and licensing fees for audiovisual assets
- production of complementary components such as museum displays
- publication of complementary materials, such as catalogs and curriculum guides
- publicity, outreach activities, and public programs
- project evaluation

2. Background

This program is authorized by 20 U.S.C. §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).

According to the National Foundation on the Arts and the Humanities Act 0f 1965, "The term 'humanities' includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

Examples of NEH-funded projects may be found using the Funded Projects Query Form.

Learn more about NEH.

NEH Areas of Interest

NEH is especially interested in supporting projects that advance humanities-related work in the following areas:

"A More Perfect Union": NEH Special Initiative Advancing Civic Education and Commemorating 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 civic 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 about the contributions of under-represented communities are highly encouraged.

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

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

You may request up to $30,000 in the Discovery category, up to $100,000 in the Prototyping category, and up to $400,000 in the Production category.

Successful applicants will be awarded outright funds.

All awards may have a period of performance of up to three years, with start date as early as March 1, 2022 and as late as September 1, 2022.

Approximately $1,500,000 is expected to be available to fund 11-16 recipients.

NEH will not determine the amount available until Congress has enacted the final FY 2022 budget. This notice is subject to the availability of appropriated funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.

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

2. Cost Sharing

Cost sharing is not required in this program, unless federal matching funds are requested.

Cost sharing or matching is the portion of the project costs not paid by NEH funds. Cost sharing will not be considered in the evaluation of applications.

Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH.

Voluntary cost sharing consists of the cash contributions made to a project by the applicant, including unrecovered indirect costs, and by third parties as well as third-party in-kind contributions. Third-party in-kind contributions are non-cash contributions (such as property or services) that benefit the funded project, and are contributed by non-federal third parties, without charge, to the recipient of the federal award.

Applicants requesting federal matching funds must raise dollar-for-dollar cash contributions from nonfederal third parties and have them certified by NEH before the funds are released (see the NEH 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.

Recipients are responsible for maintaining auditable records of the source and use of cost sharing contributions. See 2 CFR §200.306.

3. Other Eligibility Information

Eligible applicants may submit multiple applications for separate and distinct projects under this notice. An individual may serve as a project director for multiple proposals under this notice. In such cases, applicants should explain how the project director would allocate their time if they received more than one award.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs. However, applicants may seek funding from other NEH programs for **complementary** aspects of the same overall project.

Eligible organizations may partner with independent digital media developers. Under this arrangement, the lead applicant submits the application on behalf of the partnership. Lead applicants must not function solely as fiscal agents, but should make substantive contributions to the success of the project. If the application is funded, the eligible organization is considered the recipient of record and assumes all programmatic, financial, and legal responsibilities associated with the award. See 2 CFR §200.331(a) for information that must be included in subaward agreements with independent developers. Per 2 CFR §200.331, recipients must monitor the activities of their subrecipients as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, program legislative requirements, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Recipients must ensure that subrecipients track, appropriately use, and report program income generated by the subaward.

An applicant whose project has received a prior award from NEH may request support for a new or subsequent stage of that project. Such proposals will be judged by the same criteria as others in the current competition. The applicant must describe how the previously funded project met its goals (see narrative instructions).

NEH 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 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. Such resources may not be used as gifts to release NEH matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. Nevertheless, otherwise eligible American institutions may apply for collaborative projects involving U.S. and

foreign organizations provided they do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in 2 CFR §200.1 and 2 CFR §200.331(a). This limitation does not preclude American institutions from obtaining the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in 2 CFR §200.459; it also does not preclude vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

Applications must be received by the deadline. Late, incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications that exceed specified page limits will not be reviewed. See the Application Components Table.

D. Application and Submission Information

1. Application Package

This funding opportunity is available in Grants.gov under number 20210609-MD-MN-MT. You can also find a link to the funding opportunity on the program resource page.

This funding opportunity includes three application packages, which can be found under the "Package" tab. Select the appropriate one based upon your project type. Each package includes a series of required and conditionally required forms. You will upload additional application components into the Attachments Form.

Discovery: MD2021
Prototyping: MT2021
Production: MN2021

You must apply electronically using Grants.gov Workspace or a Grants.gov system-to-system solution. A multistep registration process is required to submit your application. See D3 Unique Entity Identifier and System for Award Management.

To request a paper copy of this notice, contact publicpgms@neh.gov.

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

Your application will include a narrative, budget, and other required forms and attachments.

Narrative

The narrative provides a comprehensive description of the proposed project. It should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to fifteen single-spaced pages with one-inch margins and a font size no smaller than eleven point.

Use the following section headings for your narrative. NEH has aligned each section of the narrative with a corresponding review criterion. Refer to E1. Review Criteria.

A. Nature of request (corresponds to **all review criteria**)

- In one to two paragraphs, provide a brief overview of the project, its goals and intended outcomes, its format, and the amount of funding requested.

B. Humanities content (corresponds to **review criterion 1**)

- Discuss the significance of the subject and its relevance to the public. Describe the intellectual content of the project, using theme statements to identify the major humanities ideas and questions to be addressed. Illustrate the connection of the themes and analysis to the scholarship on which the project is based.
- Describe the most important resources on which the project will draw, including audio and visual materials, documents, and other archival artifacts.
- If applicable, describe how the project would differ from other projects that explore similar subject matter.

C. Project format (corresponds to **review criteria 1, 2, and 5**)

- Briefly describe the format(s) and design(s) that you plan to implement. Explain how the project, when complete, will engage users.
- Explain how the format would convey the project's central humanities ideas.
- If there are successful models for this type of approach, briefly describe them.
- If applicable, explain how the proposed digital project relates to a larger project, such as a museum exhibit; describe any nondigital components, such as discussion programs.

D. User-generated content (corresponds to **review criterion 1**)

- If the project includes user-generated content, describe how it will add to the humanities content and explain the criteria and process to be used for selecting and monitoring the content that will be made available to the public.
- Describe the policies and process to be used to prevent the dissemination of obscene, libelous, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

E. Audience and distribution (corresponds to **review criterion 5**)

- For **Discovery** proposals, discuss potential audiences for the project and the ways in which you would reach them. Estimate the number of people who will use the completed project and explain the basis for this assessment.
- For **Prototyping** and **Production** proposals, provide distribution and marketing plans and identify partners and targeted audience. Estimate the number of people who will use the completed project and explain the basis for this assessment.

F. Rights, permissions, and licensing (corresponds to **review criteria 2 and 4**)

- Explain how you will determine who controls the rights to the materials and technologies being used.
- For **Production** proposals, describe licensing costs and development fees, if applicable.

G. Humanities advisers (corresponds to **review criteria 1 and 3**)

- List the names of the project's humanities advisers.
- Describe their qualifications and the contributions that each will make to shape the project's content.

H. Project and digital media teams (corresponds to [review criteria 2 and 3](#))

- List the key staff from the applicant organization and the principal members of the digital media team.
- Describe each person's qualifications and their expected contributions to the project.
- If student workers will be employed, explain the selection criteria, supervision plan, and plans for maintaining quality and consistency of work.
- If applicable, describe the programmatic involvement of the sponsoring organization.

I. State of the project (corresponds to [review criterion 4](#))

- Discuss the project's history and the work that has been accomplished to date.
- If the project has received previous NEH funding, describe how it met the goals of the previous award.
- For **Production** proposals, if applicable, provide examples of this earlier work that best illustrate the project's evolution and integration of user feedback and testing. You may include URLs, such as earlier iterations of the project, accompanying education materials, or resources used.
- For **Production** proposals, describe how the production phase will enable the project to fulfill its goals, including reaching its intended audience.

J. Organization profile (corresponds to [review criterion 4](#))

- In one paragraph, describe the applicant organization's current mission, principal activities, and resources. Explain how these elements will enable it to carry out the project successfully. If different, describe the production organization(s) as well.

K. Fundraising plan (corresponds to [review criterion 4](#))

- Specify the source and amount of all funds raised to date, including NEH awards, for all aspects of the project.
- Provide specific plans for raising funds from outside sources to cover costs that will exceed NEH support.

L. Project evaluation (corresponds to [review criteria 1, 2, and 5](#))

- For **Discovery** proposals, explain how you will evaluate the potential appeal and efficacy of the content and platform. Discuss how feedback will be incorporated into your development process.
- For **Prototyping** and **Production** proposals, discuss how you will evaluate the user experience, particularly how effectively the prototype conveys the humanities content.
- For **Prototyping** and **Production** proposals, explain how you plan to test, troubleshoot, and de-bug the project.
- For **Production** proposals, explain any testing and evaluation done to date and explain how you plan to test and evaluate the project moving forward.
- For **Production** proposals, describe how data from audience evaluations will be collected and appraised.

NARRATIVE GUIDANCE

To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.

Narrative Section	Review Criteria
A. Nature of request	All review criteria

B. Humanities content	1: Humanities content
C. Project format	1: Humanities content
	2: Creative approach and technical design
	5: Audience reach
D. User-generated content	1: Humanities content
E. Audience and distribution	5: Audience reach
F. Rights, permissions and licensing	2: Creative approach and technical design
	4: Project feasibility
G. Humanities advisors	1: Humanities content
	3: Project personnel
H. Project and digital media team	2: Creative approach and technical design
	3: Project personnel
I. State of the project	4: Project feasibility
J. Organization profile	4: Project feasibility
K. Fundraising plan	4: Project feasibility
L. Project evaluation	1: Humanities content
	2: Creative approach and technical design
	5: Audience reach

Research and Related Budget

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a budget justification. The budget and budget justification correspond to review criteria 4.

Complete a single detailed budget for the proposed period of performance. The form will generate a cumulative budget for the period of performance.

All costs, whether supported by NEH funds or required cost sharing contributions (if applicable), must be reasonable, necessary to accomplish project objectives, allowable in terms of 2 CFR 200 Subpart E - Cost Principles, auditable, and incurred during the period of performance. All costs are subject to audit, record retention, and other requirements set forth in 2 CFR 200 Subpart F.

If you charge indirect costs to the project, ensure that expenses included in your organization's indirect cost pool are not charged to the project as direct costs. See H. Indirect Costs.

If you are requesting federal matching funds, your budget must reflect total project costs including the one-to-one required cost share for the federal matching funds. As an example, an applicant requesting $100,000 in outright funds and $20,000 in federal matching funds must submit a budget that includes $140,000 in total project costs ($100,000 in outright funds, $20,000 in federal matching funds, and $20,000 in required cost share to unlock the federal matching funds.) Refer to the NEH Federal Matching Funds Guidelines regarding the eligibility of gifts for matching purposes. The total federal matching funds and cost share should be equal to the amounts indicated on the Supplementary Cover Sheet for NEH Grant Programs in the "Federal Matching" and "Cost Sharing" fields.

Introductory Fields

If not pre-populated, indicate your organization's D-U-N-S® number, the name of your organization, and the period of performance start and end dates. This should be the same as the

information provided on your [SF-424 Application for Federal Assistance - Short Organizational](#). Check "project" for budget type.

A. Senior/Key Person

Include the names of the project director and other senior/key persons who are employed by the applicant organization and who are involved in the project. Do not include collaborators at other institutions or consultants here, as they will be included in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) and identify the number of months the senior/key person will devote to the project in the applicable box (i.e., calendar, academic, summer). Use either calendar months or a combination of academic and summer months.

If level of effort will not change throughout the year, you may use only the calendar months column. If effort remains constant, but your institutional business process requires noting academic and summer months separately, you may use both columns. If effort varies between academic and summer months, leave the calendar months column blank and use only the academic and summer months columns. If your institution does not use a 9-month academic year or a 3-month summer period, include your institution's definition of these terms in your [budget justification](#).

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR §200.431](#), 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. The sum of requested salary and fringe benefits will be automatically calculated for each senior/key person.

Salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [.466](#). Fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

The form can accommodate up to eight senior/key persons. If you are requesting funds for additional key personnel, list them in a separate document using the same format as the Research and Related Budget. Save the document as a PDF named additionalpersonnel.pdf and attach it under "Additional/Senior Key Persons" If applicable, enter the total funds requested for personnel listed in the attachment in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

B. Other Personnel

For each project role described below, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in [A. Senior/Key Person](#). Totals will be automatically calculated.

Post-doctoral associates, graduate students, and undergraduate students

In your [budget justification](#), list names, roles, associated months, and requested salary and fringe benefits for post-doctoral associates, graduate students, and undergraduate students.

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. Such costs are subject to the reporting requirements in [2 CFR §200.430](#), and must be treated as direct or indirect costs in accordance with the actual work being performed. Tuition remission may be charged on an average rate basis.

Secretarial/Clerical

In most circumstances, the salaries of administrative, secretarial, or clerical staff are included as part of indirect costs (see H. Indirect Costs). Per 2 CFR §200.413(c), direct charging of salaries for administrative or clerical staff may be appropriate only if **all** of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have prior written approval of the federal awarding agency.
4. The costs are not also recovered as indirect costs.

In your budget justification, document how direct charging for secretarial/clerical personnel (i.e., administrative and clerical staff) meets all four conditions. NEH may request additional information for these positions in order to assess allowability.

Additional Other Personnel

List any additional project role(s). The form can accommodate up to six named roles. If you have more than six, combine project roles here and explain in your budget justification.

Salaries and wages claimed must be in compliance with 2 CFR §§200.430 and .466. Fringe benefits claimed must be in compliance with 2 CFR §200.431.

Do not list details of collaborators at other institutions or consultants here, as they will be included in F. Other Direct Costs.

C. Equipment Description

List each item of equipment to be purchased and its estimated cost, including shipping and maintenance. Justify each in your budget justification.

You may purchase equipment if an analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in F. Other Direct Costs). Equipment is defined as nonexpendable personal property costing $5,000 or more and having a service life of more than one year (unless your organization has established a lower level). See 2 CFR §§200.313 and .439. You may charge depreciation in compliance with 2 CFR §200.436.

Per 2 CFR §200.322, as appropriate and to the extent consistent with law, applicants should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

The form can accommodate up to ten equipment items. If you request funds for additional equipment, list them in a separate document. Save the document as a PDF named additionalpersonnel.pdf and attach it under "Additional Equipment." Enter the total funds requested for the additional equipment in the "Total funds requested for all equipment listed in the attached file" field.

Total equipment costs will be automatically calculated.

D. Travel

Enter the total funds requested for both domestic (local and long-distance) and foreign travel (travel to Canada and Mexico is considered foreign travel). In your budget justification, include

the purpose, destination, travel dates (if known), and the names and number of travelers for each trip. If dates are not known, specify the estimated length of trip (e.g., 3 days). **All trips— both foreign and domestic—must be justified individually.**

For local travel, outline the mileage rate, number of miles, reason for travel, and staff member/consumers completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

Travel costs must comply with 2 CFR §200.475 and foreign travel must comply with article 10 of the General Terms and Conditions for Awards to Organizations. NEH will use the General Services Administration's published per diem rates to assess if proposed travel costs are reasonable.

NEH funds may not be used to support attendance at regularly-occurring professional meetings unless the purpose of attending is directly related to accomplishing project activities.

Include travel costs for participants in E3 and travel costs for consultants in F3.

Total travel costs will be automatically calculated.

E. Participant/Trainee Support Costs

As defined in 2 CFR §200.1, participant support costs are direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

Per 2 CFR §200.432, a conference is defined as a meeting, retreat, seminar, symposium, workshop, or event, the primary purpose of which is the dissemination of technical information beyond the non-federal entity and is necessary and reasonable for successful performance under the federal award.

Justify participant support costs in your budget justification. **Arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.**

Total participant support costs will be automatically calculated.

1. Tuition/Fees/Health Insurance
Leave this field blank.

2. Stipends
Enter the total funds requested for participant stipends.

3. Travel
Enter the total funds requested for participant travel. In your budget justification, name the travelers (if possible) and reflect the travel expenses for each (e.g., roundtrip airfare, mileage or public transportation, related parking, etc.).

4. Subsistence

Enter the total funds requested for participant subsistence. Subsistence expenses include lodging and service charges; meals, including taxes and tips; and incidental expenses (e.g., fees and tips).

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees, bottled water, etc.) and enter the total funds requested for the costs described.

Number of Participants/Trainees

Enter the total number of participants. The value of this field cannot exceed 999.

F. Other Direct Costs

Total other direct costs will be automatically calculated.

1. Materials and Supplies

Enter the total funds requested for materials and supplies costing the lesser of the capitalization level established by the applicant or $5,000, regardless of the length of its useful life. See 2 CFR §§200.314 and .453.

In your budget justification, indicate general categories, including an amount for each category (e.g., personal computers, digital cameras, archival supplies). Itemize categories totaling $1,000 or more.

2. Publication Costs

Enter the total funds requested for publication costs. You may request funds for the costs of documenting, preparing, publishing, or otherwise making available to others, the findings and products of the work conducted under the award. Include supporting information in your budget justification.

3. Consultant Services

Enter the total funds requested for consultant services. In your budget justification, describe each consultant, the services he/she will perform, total number of days, travel costs, and the total estimated costs. If your project includes an external advisory committee, include associated costs here.

Consultant fees must be in compliance with 2 CFR §200.459.

4. Automated Data Processing (ADP)/Computer Services

Enter the total funds requested for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. In your budget justification, include the established computer service rates, if applicable. If such services are provided by a third-party, include them in Subawards/Consortium/Contractual Costs. Personal computers and peripherals should be included in Materials and Supplies.

5. Subawards/Consortium/Contractual Costs

Enter the total funds requested (both direct and indirect costs) for activities to be performed by third-party subrecipients. This includes subawards and other contractual costs. Itemize the costs associated with the subaward or contract in your budget justification, using the same categories on the Research and Related Budget. Justify each subrecipient individually. See 2 CFR §§200.331 and .332.

Per 2 CFR §§200.1 and .331(a), a subaward is an award provided by a pass-through entity to a subrecipient to carry out part of a federal award. Payments to contractors (as defined in 2 CFR §§200.1 and .331(b)) or payments to individuals who are beneficiaries of federal programs are not considered subawards.

A pass-through entity may provide a subaward through any form of legal agreement, including an agreement that the pass-through entity considers a contract. In determining whether an agreement between a pass-through entity and another non-federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. See 2 CFR §200.331(c).

Per 2 CFR §25.300, recipients may only issue subawards with federal funds to organizations that have obtained and provided to the recipient a unique entity identifier. Subrecipients are not required to complete registration with the System for Award Management (SAM) to obtain a unique entity identifier. See D3. Unique Entity Identifier and System for Award Management.

Contractual costs are occasionally sufficiently high enough to warrant a categorical breakdown of costs. When this is the case, provide detailed information in your budget justification. NEH may request additional information in order to assess reasonableness and allowability.

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in Attachment 9.

6. Equipment or Facility Rental/User Fees

Enter the total funds requested for rental/user fees for equipment and facilities. Identify and justify each rental/user fee in your budget justification.

You may charge depreciation in compliance with 2 CFR §200.436. If you will use equipment purchased with federal funds under another award, it may be appropriate to charge user fees consistent with 2 CFR §200.313(c)(2). You may not charge both depreciation and user fees.

Per 2 CFR §200.432, allowable conference costs may include rental of facilities. Rental costs under "less-than-arm's-length" leases are allowable with the condition that they must be consistent with the limitations set forth in 2 CFR §200.465(c).

Federally funded meetings and conferences must be held in properties that comply with the Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391). Consult the U.S. Fire Administration's National Master List for a list of fire code compliant hotels.

7. Alterations and Renovations

Leave this line blank. Per 2 CFR §200.462, costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

List items not previously included in other budget categories or in the indirect cost pool. "Other" project-specific costs may include promotion, acquisition fees, rights, evaluation and assessment fees, and access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). Itemize and justify costs in your budget justification. "Miscellaneous" and "contingency" are not acceptable budget categories.

Per 2 CFR §200.432, allowable conference costs may include speakers' fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts must exercise discretion and judgment in ensuring that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award. If incidental food items and/or meals are provided at

no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Per 2 CFR §200.423, alcoholic beverages are unallowable.

G. Total Direct Costs

Total direct costs will be automatically calculated.

H. Indirect Costs

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvement; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base, usually the project's modified total direct costs (MTDC).

Carefully review your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate for your project. Many institutions of higher education 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.

Except as provided in paragraph (c)(1) of 2 CFR §200.414, 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 will not be adjusted in future years as a result of changes in negotiated rates. Except as provided in 2 CFR §200.414, 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. NEH will restrict payment of indirect costs until a fixed, final, or predetermined indirect cost rate agreement is provided by the recipient.

An organization that wishes to include indirect costs in its budget but does not have a federally negotiated indirect cost rate may choose one of the following options:

- direct cost all expenses;
- submit an indirect cost proposal to their cognizant federal agency to negotiate a rate 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
- charge a de minimis rate of 10% of MTDC (see 2 CFR §200.414(f))

Per 2 CFR §200.1, MTDC are 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 subaward). MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000.

If you choose one of these options, indicate this under Indirect Cost Type.

If applicable, include a copy of your federally negotiated indirect cost rate agreement as Attachment 9.

Indirect Cost Type

Enter the type of indirect cost rate (e.g., other sponsored activities, all programs, instruction, 10% de minimis, etc.) and base (e.g., salaries, salaries & fringe, MTDC, etc.) and whether the activity and rate are onsite or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries. If you do not have a current indirect rate(s) approved by a federal agency but intend to (re)negotiate, indicate "None--will negotiate." If needed, provide additional detail in your budget justification.

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency. Enter your rate as a number without special characters (i.e., 32.5).

Indirect Cost Base ($)

Enter the base for each indirect cost type. Describe any exclusions in your budget justification. If applicable, refer to your federally negotiated indirect cost rate agreement to determine how to calculate your indirect cost base.

Funds Requested ($)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

Total indirect costs will be automatically calculated.

Cognizant Federal Agency

Enter the name of your cognizant federal agency, if applicable.

I. Total Direct and Indirect Costs

Total costs will be automatically calculated.

J. Fee

Leave this field blank.

K. Total Costs and Fee

This field will be automatically calculated. Since there is no fee, this will be the same amount as I. Total Direct and Indirect Costs.

L. Budget Justification

A budget justification is required. Save the document as a PDF named justification.pdf. Attach only one file.

Provide the information requested to support your budget. If applicable, the following categories must be justified: equipment, travel, participant/trainee support, and other direct costs. If your project includes subawards, detail all subaward costs.

Your budget justification must specifically describe how costs have been calculated and how each item will support the proposed objectives. If you have a quote(s), include it here.

Explain any exclusions applied to your indirect costs base calculation.

If your project includes voluntary cost share, describe it here. These costs should not be included on the Research and Related Budget form.

If you have requested federal matching funds, identify the activities supported by your required cost share, and the source(s) of funding. Refer to the NEH Federal Matching Funds Guidelines regarding the eligibility of gifts for matching purposes.

The total federal matching funds and cost share should be equal to the amounts indicated on the Supplementary Cover Sheet for NEH Grant Programs in the "Federal Matching" and "Cost Sharing" fields.

Include other pertinent information, but do not use your budget justification to expand your narrative.

Application Components

Your application consists of a series of forms included in Grants.gov Workspace and other components which you will prepare and upload to the Attachments Form.

Applications missing any required documents or conditionally required documents will be considered incomplete and will be rejected from further consideration.

Applications that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.

Grants.gov form/Attachment	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required
Project/Performance Site(s) Location Form	Grants.gov form		Required
Research and Related Budget	Grants.gov form		Required
Attachments Form	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL, "Disclosure of Lobbying Activities"	Grants.gov form		Conditionally required
Attachment 1: Narrative	narrative.pdf	15	Required
Attachment 2: Bibliography	bibliography.pdf	2	Required
Attachment 3: Résumés and letters of commitment	resumes.pdf	2 each	Required
Attachment 4: Work plan	workplan.pdf		Required
Attachment 5: Description of your work sample	sample.pdf		Required
Attachment 6: Design document	design.pdf	30	Required for Prototyping and Production

Attachment 7: Prototype	letters.pdf		Required for Production
Attachment 8: Images and links to other assets	images.pdf		Optional
Attachment 9: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 10: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required

SF-424 Application for Federal Assistance – Short Organizational

This form includes 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.

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. For example, if your institution is located in the 5th congressional district of your state, put a "5." If your institution does not have a congressional district (for example, it is in a state or U.S. territory that does not have districts, or is in a foreign country), put a "0" (zero).

Select the applicant type that best describes your organization from the drop-down menu.

Institutions applying to federal programs are required to include a unique entity identifier, currently a D-U-N-S® number. If you do not know your identifier, contact your grants administrator or chief financial officer.

6. Project Information

a. Provide the title of your project. It should be brief (no more than 125 characters, including spaces). Successful applications typically have titles that are descriptive of the project and 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.

b. Provide a brief (no more than one thousand characters, including spaces) description of your project. It 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.

c. Your project must start on the first day of a month and end on the last day of a month.

7. Project Director

Provide the project's director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project and is critical to its success. You must notify the NEH Office of Grant Management immediately if the project director named in the application changes.

8. Primary Contact/Grants Administrator

Provide the name, title, and contact information for the official responsible for the administration of the award (e.g., negotiating the budget and ensuring compliance with the terms and conditions of the award).

As a matter of NEH policy, the project director named in item 7 may **not** be the same individual named as the primary contact/grants administrator named in item 8. The role of the project

director must be distinguished from that of the institutional grants administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. 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 grants administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, award documents, an extension, a supplement, or amendment) will be addressed to the institutional grants administrator and copied to the project director.

9. Authorized Representative

Provide the name, title, and 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. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. Consult the Grants.gov Online User Guide.

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director
Select the project director's major field of study from the drop-down menu.

2. Institutional Information
Select the appropriate institution type from the drop-down menu.

3. Project Funding
Enter the amount of each type of funds requested, as well as required cost share to unlock federal matching funds, if applicable. Do not include voluntary cost share.

4. Application Information
Indicate whether the proposal will be submitted to other NEH programs, government agencies, or private entities for funding. If so, specify when and to whom. NEH frequently cosponsors projects with other funders. Providing this information will not prejudice the review of your application.

For type of application, check "new."

Select the project's primary discipline from the drop-down menu. Optionally, select the project's secondary and tertiary disciplines.

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. You may include multiple performance sites. If you need to add more locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Position your cursor over each field to view instructions.

Certification Regarding Lobbying (conditionally required)

If you are requesting an award greater than $100,000, you must submit the Certification Regarding Lobbying. Once selected, this form will autofill based upon information provided on the SF-424 Application for Federal Assistance - Short Organizational.

Standard Form-LLL, "Disclosure of Lobbying Activities" (conditionally required)

If non-federal funds have been or will be used for lobbying, you must submit Standard Form-LLL, "Disclosure of Lobbying Activities." See 2 CFR §200.450.

Attachments Form

This form can accommodate up to fifteen attachments. Consult the Application Components Table to name and sequence your attachments in the proper order so that NEH can easily identify them.

Attachments must be in Portable Document Format (.pdf). Reformat all non-PDF files (i.e., Word, Excel, images, etc.) as PDFs. If an attachment contains multiple documents, merge them into a single file. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten these files before uploading to Grants.gov.

Visit the Grants.gov Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, contact your system administrator.

Limit file names to 50 or fewer characters. Do not attach any documents with the same name. Each attachment should have a unique name. 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. If you do not follow these naming conventions, your application may be rejected.

Grants.gov may accept and validate your submission even if required components are missing or are improperly formatted. This may result in NEH rejecting your application as incomplete. It is your responsibility to ensure that all required components are properly formatted, attached, and submitted.

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your narrative.

Name the file narrative.pdf.

Attachment 2: Bibliography (required)

Provide a bibliography of the humanities scholarship that significantly informs the project (up to two single-spaced pages). This bibliography should also include any collections or libraries in which archival material for the project has been identified.

Name the file bibliography.pdf. The bibliography corresponds to review criterion 1.

Attachment 3: Résumés and letters of commitment (required)

Include résumés (of two pages or less) for all key project personnel employed by the applicant organization, primary persons on the digital media team, and all consultants (including humanities advisers or scholars). In addition, include letters of commitment from digital media team members, humanities advisers, consultants, and all participating organizations. Letters should be signed and dated.

Name the file resumes.pdf. Résumés and letters of commitment correspond to review criteria 1, 2, 3, and 4.

Attachment 4: Work plan (required)

Your work plan should reflect major activities described in your narrative and the project dates identified on the [SF-424 Application for Federal Assistance - Short Organizational](#) and the [Research and Related Budget](#).

Describe the activities that you will use during the period of performance to achieve each of the proposed objectives. Use a timeline that includes each activity and identifies responsible staff. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing all activities.

Provide a month-by-month schedule of the major work to be done during the period of performance and the personnel assigned to accomplish these tasks. Include a schedule of meetings, being especially clear about when meetings with scholars and other consultants will occur.

Name the file workplan.pdf. The work plan corresponds with [review criteria 4](#).

Attachment 5: Description of your work sample (required)

All applicants must submit a sample of a previously completed project (not a version of the proposed project) by members of the project team or digital media team that best represents the approach and format of the proposal under review. You may include a description of the work sample and an explanation of its relevance in this section. This work sample must be included as a URL. If necessary, provide instructions for accessing the sample.

Name the file worksample.pdf. The work sample corresponds with [review criteria 2 and 3](#).

Attachment 6: Design document (required for Prototyping and Production)

All Prototyping and Production applications must include a design document (up to thirty single-spaced pages) that addresses the following:

1) Narrative summary
- Summarize the project's core narrative and/or thematic elements, and explain how they will be communicated to a broad general audience.

2) User experience
- Describe and visually illustrate how a typical user would experience the project, section by section. Use site maps, mockups, wireframes, screenshots, storyboards, or object schematics.
- Explain and provide examples of how the design and user experience will convey the project's central humanities ideas and analysis.
- Describe how the project will present interpretive text and audiovisual materials. You may include small images to clarify the descriptions.
- Provide examples of interpretive text.

3) Technical specifications
- Explain the project's technical architecture(s), platform, and content management system (CMS).
- Document the project's CMS, including all procedures pertaining to creating, managing, storing, and disseminating content.

4) Sustainability plan
- Describe how the project will adapt to technological changes (affecting both hardware and software).
- Estimate future costs and maintenance fees for sustaining the project.
- If a project is designed to function only for a limited time, explain your procedures for shutting it down and which—if any—core aspects of the project will be maintained and/or archived.

Name the file design.pdf. If applicable, the design document corresponds with review criteria 1, 2, 4, and 5.

Attachment 7: Prototype (required for Production)

All Production applications must include a prototype as proof-of-concept for the project and an indicator of its potential success. You must submit your prototype as a URL. If necessary, provide instructions for accessing the sample.

Using screen captures, video walkthroughs, or a working version of the prototype, demonstrate how a typical user would navigate, interact with, and experience the project.

Name the file prototype.pdf. If applicable, the prototype corresponds with review criterion 2.

Attachment 8: Images and links to other assets (optional)

You may include examples (including links) and brief descriptions of images and audio and visual materials.

Name the file images.pdf. If included, this attachment corresponds with review criterion 2.

Attachment 9: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If a subrecipient is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement.

Name the file agreement.pdf.

Attachment 10: Explanation of delinquent federal debt (conditionally required)

If your organization is delinquent in the repayment of any federal debt, provide explanatory information. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

Before submitting an application, your organization must have a current and active D-U-N-S® number (a unique entity identifier), System for Award Management (SAM) registration, and Grants.gov registration. Learn more about this multistep process.

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. If your D-U-N-S® number and SAM registration are not active and current at the time of Grants.gov submission, your application will be rejected.

You should allow several weeks for the registration process. If you fail to allow sufficient time to complete registration with SAM or Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement.

If your SAM registration is not active and current at the time an award is made, NEH may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

D-U-N-S®

Your organization must obtain a unique entity identifier, currently a valid [Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number](). D-U-N-S® numbers are unique nine-digit numbers assigned to all types of business organizations, including nonprofits and government entities.

System for Award Management (SAM)

Your organization must register with the [System for Award Management (SAM)]() and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110(b)]() or [(c),]() or has an exception approved by the agency under [2 CFR §25.110(d)]()).

If you have not already done so, you will be required to create a [Login.gov]() user account. When registering or renewing in SAM, you will be required to review and agree to the Financial Assistance Representations and Certifications, a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations.

Grants.gov

Your organization must register with [Grants.gov]() before submitting an application. Applications must be submitted using [Grants.gov Workspace]() or a Grants.gov system-to-system solution. Workspace is a shared, online environment where team members may simultaneously access and edit forms within a grant application.

After you register with Grants.gov and create an Organizational Applicant Profile, a request will be sent to your E-Business Point of Contact to assign the appropriate Grants.gov roles to individuals within your organization. This includes the authorized organization representative (AOR) who will give permission to complete and submit applications on behalf of your organization.

If you have previously registered with Grants.gov, confirm that your registration is still active and that your authorized organization representative (AOR) is current.

Grants.gov maintains [a library of instructional videos]() which may be helpful resources as you prepare your application.

4. Submission Dates and Times

Program officers will review drafts submitted by May 5, 2021. Drafts submitted after this date will not be reviewed. This optional preliminary review is not part of the formal selection process

and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft, send it as an attachment to publicpgms@neh.gov.

The deadline for applications under this notice is June 9, 2021, at 11:59 p.m. Eastern Time.

Applications must be complete, within the specified page limits, and validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. Check your application status.

When NEH receives your application from Grants.gov, the agency will assign it a tracking number beginning with MD-, MN, or MT. A tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If a technical problem is detected, NEH will notify you via email. It is your responsibility to correct any errors prior to the deadline.

Once you have applied, NEH will not comment on the status of your application except on issues of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under Executive Order 12372.

6. Funding Restrictions

Awards made under this notice may not be used for the following purposes:

- archival efforts, preservation, cataloguing of materials and collections, digitization of archives, databases, and other projects without strong narrative or interpretive elements and a plan to reach broad public audiences (applicants interested in such projects should consider programs offered by the Division of Preservation and Access)
- the purchase of art, artifacts, or collections
- the purchase of hardware and/or software exceeding 20 percent of the total award
- the development of software, platforms, or user experiences that do not directly serve the proposed project (for funding opportunities supporting innovation in digital humanities, consider the Digital Humanities Advancement Grants program)
- general operations, renovation, or construction of production facilities
- fiscal agent and/or fiscal sponsor fees
- obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment)
- 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
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

See also the unallowable costs included in 2 CFR 200 Subpart E - Cost Principles.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications in the Digital Projects for the Public program:

1. **Humanities content**

The likely contribution of the project to public understanding of the humanities; the quality and range of the humanities scholarship and analytical perspectives informing the project.

2. **Creative approach and technical design**

The viability of design, format, and content ideas. At **Prototyping** and **Production** levels, the likelihood of effectively conveying humanities content. The quality of a **Production** proposal's technical design and prototype.

3. **Project personnel**

The qualifications and potential contributions of the advising scholars and key organizational staff. The demonstrated technical skills, experience, and creative approach of the digital team.

4. **Project feasibility**

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

5. **Audience reach**

The potential for broad, general audience appeal. The likely effectiveness of proposed audience reach and impact evaluation. The quality of a **Production** project's distribution plan, including related nondigital project components.

Each review criterion corresponds to specific sections of the narrative and the other application components. See D2. Content and Form of Application Submission.

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness, and then uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the review criteria in this Notice of Funding Opportunity. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff comment on matters of fact or on significant issues that otherwise would be missing from peer reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at least twice annually to advise the NEH Chairman. The Chairman considers the advice provided by the review process and, by law, makes all funding decisions. Learn more about the NEH review process.

3. Assessment of Risk and Other Pre-Award Activities

Applications that have received a favorable review are subsequently reviewed for other considerations, including past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements.

You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, such requests do not guarantee that an award will be made.

After reviewing applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate. NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award (2 CFR §200.206).

Award decisions are discretionary and are not subject to appeal to any NEH official or board.

4. Anticipated Announcement and Award Dates

NEH will notify applicants of funding decisions by email in December 2021. This notification is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting publicpgms@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by email in January 2022.

2. Administrative and National Policy Requirements

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), and the specific terms and conditions in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

You must comply with 2 CFR §§180.335 and .350 with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2) Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.339, including suspension or debarment. See also 2 CFR parts 180 and 3369.
3) If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in Attachment 10.

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. All

other considerations being equal, NEH gives preference to those that provide free access to the public.

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. Consult *Design for Accessibility: A Cultural Administrator's Handbook*.

Labor standards

U.S. Department of Labor regulations require that all professional performers, scriptwriters, and related or supporting professional personnel employed on projects or productions supported in whole or in part by NEH be paid not less than the minimum union or guild rates. Review Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities to familiarize yourself with applicable regulations.

Copyright information

Recipients may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, 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. NEH has typically exercised this right in consultation with recipients to publish an excerpt from resulting grant product(s) in *Humanities* magazine or on the NEH website.

Acknowledging NEH support

All materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult *Acknowledgment and Publicity Requirements for NEH Awards* and *Publicizing Your Project* for guidance.

Program income policy

All program income generated as a result of awarded funds must be used for approved project-related activities. The program income alternative applied to the award(s) under the program will be addition. Post-award requirements for program income can be found at 2 CFR §200.307.

Eliminate waste, fraud, and abuse

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.

3. Reporting

Recipients must comply with the following reporting requirements. Reports must be completed online in eGMS Reach, the NEH online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an annual basis.

2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report to NEH on an annual basis.

3.) **Final Reports**. Recipients must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance. For Production recipients, NEH requires the inclusion of information on the project's reach (size of audience) and impact. NEH particularly wants to know how fully the project met the stated learning goals and how audiences were more deeply engaged in thinking about humanities ideas and questions as a result of the project. The final reports must be submitted online in eGMS Reach.

4.) **Other required reports and/or products**. Discovery recipients must submit a design document. Prototyping recipients must submit a digital prototype. Production recipients must submit a digital product. Design documents, digital prototypes, and digital products within 120 calendar days after the period of performance ends.

Following the period of performance, NEH requests that recipients voluntarily keep the agency informed of new or changing project distribution arrangements.

Learn more about [Performance Reporting Requirements](#) and [Financial Reporting Requirements](#).

G. Agency Contacts

If you have questions about the program, contact:

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

If you have questions about administrative requirements or allowable costs, contact:

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
grantmanagement@neh.gov

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

If you have questions about registering or renewing your registration with login.gov or SAM.gov, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

[Federal Service Desk](#)
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov Applicant Support, 24 hours a day, 7 days a week, excluding federal holidays. at:

Grants.gov Applicant Support
Telephone: 1-800-518-4726
International Calls: 606-545-5035
Email: support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 951, *et seq*. Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice ("SORN") published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in 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.

You may 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 Funding Opportunity Officer at grantmanagement@neh.gov. 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. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date June 30, 2021.