



NATIONAL ENDOWMENT FOR THE HUMANITIES

DIVISION OF PUBLIC PROGRAMS

DIGITAL PROJECTS FOR THE PUBLIC

FREQUENTLY ASKED QUESTIONS

Humanities content and advisers

What are “humanities themes”?

A theme is a brief interpretive assertion about a topic that shows the educational direction that a project will take. More than a topic, a theme considers the relevant humanities scholarship and offers a broad conceptual framework for understanding material. For example, “Women in the Civil War” is a topic. It describes a subject but does not reveal what the interpretive approach to it would be. On the other hand, “Women played important economic roles during the Civil War” is a theme. It identifies a topic and also suggests what audiences might learn about it.

Who is a humanities scholar?

Someone who has an advanced degree in a discipline of the humanities is generally considered a scholar. Scholars can provide context for a project and identify relevant humanities themes and ideas.

When should I start consulting with scholars about a project?

As a general rule, the earlier scholars are involved in a project, the better. Projects recommended for funding are usually ones in which scholars have helped shape the project's conceptual framework. Discovery grants are designed to support scholarly involvement from a project's outset.

Is it okay to rely on a single scholar for a project?

Projects that depend on input from a single scholar are not competitive. Working with a number of scholars allows projects to explore a diverse range of interpretive possibilities.

How do I find the right scholarly advisers for a project?

There are many ways to find scholars for your project. Check with your local college or university to see if any faculty members have relevant expertise or could suggest the names of other scholars. You can also peruse bookstores (either real or online), libraries, and Web resources to see who has published on topics related to your project. [State humanities councils](#) often maintain lists of scholars who have participated in public programs. You can also contact professional associations or consult published directories of scholars.

How much should I pay scholarly advisers?

There is no set fee for scholars and other professionals working on your project. Some projects pay scholars a flat honorarium, others pay a daily rate. Discuss your project with the scholars, including the work that you expect from them, and negotiate a fair rate.

General information on digital grants

What constitutes a good title for my project?

Your title should be brief (not exceeding 125 characters, including spaces and punctuation) and descriptive of the project. It should also be free of specialized language that might not be understood by the general public.

Avoid using a main title that requires clarification by the subtitle. For example, "A History of Counterfeiting in the U.S., 1776-1900" is clearer than "Fakes and Fakers: A History of Counterfeiting in the U.S., 1776-1990."

Use words and phrases that are informative and specific rather than puzzling or intriguing. For example, "A Cultural History of the Telephone and Telecommunications in America, 1950-2015" is clearer than "Ten Digits and a Party Line: A Study of a Number and a Nation."

NEH reserves the right to re-title funded projects that do not follow agency guidelines. Award recipients, however, are permitted to use their preferred title for any award products.

What are the most common mistakes that applicants make?

Applicants often fail to provide as much information as evaluators expect. Applicants must discuss the project in considerable detail, articulating clearly their concept for the project and the humanities issues that the project deals with, even when the proposal is for a Discovery grant. Applicants should have done considerable research on the subject and consulted with scholars about their ideas; they should also explain the scholars' contributions in the proposal.

In addition, applicants sometimes propose projects that fit poorly with the aims of the Digital Projects for the Public program. For example, the program does not fund projects that primarily seek to produce digital archives or online repositories for materials. Applicants must present a clear interpretive framework and analysis that incorporates recent scholarship. They must also present this content so as to interest and attract a general public audience.

What advice do you give applicants who have less digital experience but have worthy humanities projects?

Less experienced applicants frequently find it advantageous to form a partnership with a more seasoned digital team. Discovery grants can help support these partnerships from the earliest stages of a project, whether they are in the form of consultations with well-established digital media teams or collaborations that result in the sharing of platforms or code.

What distinguishes Discovery, Prototyping, and Production grant applications from one another?

Discovery grant applications outline the initial work to be done on a project, ranging from early-stage consultations with humanities scholars and digital experts, to content research and narrative development and platform design, to audience evaluation and platform selection. This is the stage at which the humanities ideas and technology should come together. In order to be successful at the Discovery level, the project team members should have a solid grasp of the content and collections with which they will work (and should be looking for a platform to engage the content). Alternatively, the project team members should have chosen a subject and a platform (and should be looking to interpret the humanities content). In both cases, the project team must include both content experts and media experts. The culmination of a Discovery grant is the production of a design document that describes both the humanities content itself and the technical and creative details of the platform(s) that will support it.

Prototyping grant applications, by contrast, require a full design document as *part of* the application package. Prototyping grant applicants will have already refined and vetted the humanities content of the project with their scholarly team, and chosen a specific digital approach to the content that best suits the audience's needs. Prototyping grants culminate in the testing and creation of a digital prototype that best displays the key features and humanities content of the project.

Production grant applications require a working prototype from the project that best demonstrates how the humanities content will be conveyed to an audience. Production applications also need to detail the steps that the applicants will take to build from the prototype, complete the project, and make it available to the public. Production grant applicants should therefore discuss evaluation, design, audience outreach, public programming, and publicity for the project.

Do we need to use innovative or experimental technology for this program?

Not necessarily. A competitive application in the Digital Projects for the Public grant program will utilize platforms and approaches that best serve the chosen content and reach their targeted audiences in an accessible and engaging manner. Innovative technologies are encouraged only insofar as they serve this goal; we do not fund projects that seek only to develop or produce platforms. (Please see the [Digital Humanities Advancement Grants](#) program if your project primarily involves content-agnostic platform creation.)

Does this program fund resources for students and teachers?

Projects should be geared mainly for public audiences, and the project budget and activities should reflect this focus on producing programs for general public audiences. However, a project can include resources that help students and teachers explore the humanities content and themes central to the project. Such resources might include classroom-specific hands-on activities, lesson plans, scholarly essays, maps, and/or timelines.

Submitting an application

Must we submit our application through Grants.gov?

Yes, you must submit your application through Grants.gov. In order to do so, you must have an active registration in the System for Award Management (SAM) and Grants.gov.

[Confirm that you successfully submitted your application](#). It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have received your application.

If I am an individual producer unaffiliated with a nonprofit organization, may I submit a Digital Projects for the Public application?

No. Digital Projects for the Public grants are awarded only to U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public and 501(c)(3) institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. But many cultural organizations, media arts centers, public radio stations, public television stations, and universities may be interested in partnering with independent producers. Contact a program officer for a list of recent grant recipients, which includes nonprofit organizations.

May the project director also serve as the institutional grant administrator?

No. The project director may not serve as the institutional grant administrator. 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 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. The project director is the person directly in charge of the conduct of the funded project. Because the project director's involvement in the project is normally critical to its success, the replacement of the project director or the co-director or a substantial reduction in the level of their effort (for example, an unanticipated absence for more than three months, or a 25 percent reduction in the time devoted to the project) requires prior written approval from NEH.

May the same project director or producer submit an application for two different projects at the same time?

Yes. In each application clearly explain how you would allocate your time if you were awarded more than one grant. Overlapping project costs between two or more applications for federal funding and/or approved federal award budgets is not permitted.

May the same project director apply for funds two years in a row?

Yes. Applicants may revise and resubmit a proposal that was not recommended for funding. All applicants may request the evaluators' assessments of their proposal. This information is useful as you continue working on the project and decide whether to resubmit.

When we apply through Grants.gov, how should we submit our sample (and, for a Production application, our prototype)?

You must submit your sample (and, for a Production application, your prototype) as a URL. If necessary, provide instructions for accessing the sample.

How do the application deadlines work? Are they receipt or postmark?

All applications must be submitted electronically. ALL materials must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on June 12, 2019.

Budget and grant funds

If we receive NEH funding, may we also accept funding from other sources?

Yes. We encourage applicants to approach a range of funders, as it is unlikely that NEH can support the full costs of a single program or series of programs. As a reminder, overlapping project costs between two or more applications for federal funding and/or approved federal award budgets is not permitted.

Do we need to have already raised money from other sources in order to be competitive for an NEH grant?

No.

Distribution

What expectations does NEH have for the distribution of a project?

NEH-funded projects should be offered for broad distribution to the widest possible audience. For Digital Projects for the Public grants, this means that the project's technologies/ platforms/ approaches should be accessible to a wide audience. Projects that make use of technologies, platforms, or approaches that require significant audience investment are discouraged. Furthermore, 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 projects that provide free access to the public and employ the most accessible technologies.