



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title:
Digital Projects for the Public

Funding Opportunity Number: 20200610-MD-MN-MT

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

Application Due Date: June 10, 2020

**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

OMB control number 3136-0134, expiration date June 30, 2021

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:	20200610-MD-MN-MT
Federal Assistance Listing Number (CFDA):	45.164
Application Due Date:	June 10, 2020, 11:59 p.m. Eastern Time
Anticipated Announcement:	December 2020
Anticipated Total Annual Available FY 21 Funding:	\$1,500,000
Estimated Number and Type of Awards:	Between 11 and 16 grants
Funding Range:	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 one to three years. Projects may start as early as March 1, 2021.
Eligible Applicants:	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. See Section C for additional information.
Program Resource Page:	https://www.neh.gov/grants/public/digital-projects-the-public
Pre-Application Webinar:	Wednesday, May 6, 2020 1:00 p.m. Eastern Time (415) 930-5321, Participant Code: 871-904-547 https://attendee.gotowebinar.com/register/4677624135949691661

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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 should:

- 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
- create appealing digital formats for the general public
- demonstrate the capacity to sustain themselves

NEH seeks projects that explore a diverse range of interpretive possibilities; therefore, the most competitive projects are those which collaborate with multiple scholars offering a range of 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 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.

Funding categories

There are three categories of funding in the Digital Projects for the Public program: Discovery, Prototyping, and Production. Awards are available to support research, to design or create prototypes of digital projects, and to produce the actual projects.

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.

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 bring together experts on the project's content and digital media experts to assess the approaches that the project might take. This is the stage at which the humanities ideas and technology should come together. To be successful in this category, the project team 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 should have chosen a subject and a platform (and should be looking to assess and interpret the humanities content). In both cases, the project team must include both content experts and media experts. 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.

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 project's platform, user interface, design, and the ways in which the project's central humanities ideas will be conveyed. Prototyping awards should result in the testing and creation of a digital prototype that explains the key digital features and humanities content of the project. These 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 ideas 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 project team will have fully produced the project and distributed it for widespread public audience 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

Examples of previously funded projects may be found by using the NEH's Funded Projects Query Form available online at <https://securegrants.neh.gov/publicquery/main.aspx>

Unallowable activities are described in section [D6. Funding Restrictions](#).

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 1965 National Foundation on the Arts and the Humanities Act, "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."

To learn more about the National Endowment for the Humanities, visit <https://www.neh.gov/about>.

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

Type of applications sought: new.

NEH will provide funding in the form of grants.

2. Summary of Funding

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

You may apply for 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.

The actual amount available will not be determined until enactment of the final FY 2021 federal budget. This program notice is subject to the appropriation of 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.

The period of performance for all awards is one to three years, with a start date no earlier than March 1, 2021.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants include 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.

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

2. Cost Sharing

Cost sharing is not required in this program, unless matching funds are requested. Applicants may, however, use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH.

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.

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 means the value of non-cash contributions (such as property or services) that benefit the funded project, and are contributed by nonfederal third parties, without charge, to the recipient of the federal award.

When federal matching funds are requested, the recipient must raise dollar for dollar cash contributions from nonfederal third parties and have them certified by NEH before the funds are released (see NEH's [Federal Matching Funds Guidelines](#)). The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Federal matching funds are typically distributed on an annual basis over the life of the award.

Recipients are responsible for maintaining auditable records of cost sharing contributions. See [2 CFR §200.306](#) for additional information.

3. Other Eligibility Information

Eligible applicants may submit multiple applications for separate and distinct projects under this announcement. Project directors may submit applications for two different projects under this announcement. If so, project directors should explain in the applications how they 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.

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 institution whose project has received NEH support may apply for an award for a new or subsequent stage of that project. These applications receive no special consideration and will be judged by the same criteria as others in the competition. Like all applications, they must include a description of the new activities and a justification of the new budget. The applicant must also describe how the previously funded project met its goals (see the instructions for preparing your [narrative](#)).

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, however, 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 by [2 CFR §200.92](#) and [2 CFR §200.330\(a\)](#). 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 beforehand with the division staff.

All application materials must be received by the application deadline. Late, incomplete, 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

You must apply electronically, using either [Grants.gov Workspace](#) or your organization's system-to-system software. Use the Standard Form 424 - Short Organizational (SF-424 Short) application package associated with the funding opportunity, and follow the instructions provided by Grants.gov unless otherwise noted below.

This funding opportunity has three application packages available in Grants.gov. Select the appropriate package based upon your project type.

Discovery: MD2020
Prototyping: MT2020
Production: MN2020

To request a paper copy of this announcement, contact publicpgms@neh.gov. Applicants who are deaf or hard of hearing (TTY users) can contact NEH via Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

Your application will consist of a narrative, budget, and other required forms and components described below.

i. Project Narrative

The narrative provides a comprehensive framework and description of all aspects of the proposed project. It must present a clear interpretive framework and analysis that incorporates recent scholarship. It should be succinct, self-explanatory, 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 points.

NEH has aligned each section of the narrative with a corresponding review criterion. Refer to [Section E1. Review Criteria](#) for full descriptions.

Successful applications will contain the information below. Use the following section headings for the narrative.

A. Nature of request (corresponds to all [Review Criteria](#))

- In one to two paragraphs, provide a brief overview of the project, its intended goals and 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, and 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 those audiences. Estimate the number of people who will use the completed project and explain the basis for this estimate.
- 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 estimate.

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.
- Describe licensing costs or development fees. (Production only)

G. Humanities advisers (corresponds to [Review Criteria 1 and 3](#))

- List the names of the project's humanities advisers.
- Discuss the rationale for their choice 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.
- Briefly 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 the previously funded project met its goals
- 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 for these examples, 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 the organization 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 the costs that will exceed NEH support.

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

- For **Discovery** proposals explain how you intend to evaluate the potential appeal and efficacy of the content and platform. Discuss how feedback on these elements 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 to users.
- 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

ii. Research and Related Budget Form

Applicants must submit a project budget using the Research and Related Budget Form found in the Grants.gov application package, and attach a [budget justification](#) in section L of this form. The budget and budget justification correspond to [review criteria 4](#).

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

Required fields are indicated in yellow. If no funds are requested for a required field, enter "0." You must round to the nearest whole dollar amount in all dollar fields.

All of the items listed, whether supported by NEH funds or voluntary cost share, 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 E](#).

The inclusion of a cost category on the Research and Related Budget Form does not automatically indicate that an expense is allowable in this program. See section [D6. Funding Restrictions](#) for a list of unallowable costs. Carefully review these instructions to ensure that costs are not disallowed.

When indirect costs are charged to the project, ensure that expenses included in the organization's indirect cost pool are not charged to the project as direct costs. For further information, see [Section H. Indirect Costs](#) of this form.

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. The period of performance start and end dates should be the same as on your [SF-424 – Application for Federal Assistance - Short Organizational](#). Check "Project" for budget type.

Section A. Senior/Key Person

Include the names of the project director and other senior/key persons employed by the applicant organization who are involved in the project.

Indicate the name and project role of each senior/key person. Enter the 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 effort does not change throughout the year, you may use only the calendar months column. You may use both the academic and summer months columns if your institutional business process requires noting each separately even if effort remains constant. 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, indicate your institution's definition of these in [section L. Budget Justification](#).

Regardless of the number of months being devoted to the project, indicate the salary and amount of fringe benefits being requested for the 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 automatically calculate for each senior/key person.

The form can accommodate up to eight senior/key persons. If you are requesting funds for more senior/key persons than the form allows, you must include an attachment listing the additional senior/key person(s) in the "Additional Senior/Key Persons" field. Use the same format as the budget form and include all the information identified in this section. If you have attached a file with additional senior/key persons, enter the total funds requested for everyone listed in the attachment in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

All salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [466](#). All 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 [Section F. Other Direct Costs](#).

Section B. Other Personnel

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

Post-doctoral associates, graduate students, and undergraduate students

For all post-doctoral associates, graduate students, and undergraduate students, individually list names, roles, associated months, and requested salary and fringe benefits in [Section L. Budget Justification](#).

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 cost 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 at educational institutions and nonprofit organizations are included as part of indirect costs. However, examples of situations where direct charging of administrative or clerical staff salaries may be appropriate may be found at [2 CFR §200.413 \(c\)](#).

Inclusion of such costs may be appropriate only if **all** of the following conditions are met:

1. Administrative or clerical services are directly involved in a project or activity (for example, a project coordinator)
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

Requests for direct charging for secretarial/clerical personnel (i.e., administrative and clerical staff) must be appropriately justified in [Section L. Budget Justification](#). For all individuals classified as secretarial/clerical, provide a justification documenting how they meet all four conditions. NEH may request additional information for these positions in order to assess allowability.

Other Project Roles

List any additional project role(s) in the blank(s) provided. Identify the number of each personnel proposed.

You may include up to six named roles. If you have more than six, you must combine project roles here and add an explanation about the named roles in [Section L. Budget Justification](#).

All salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [466](#). All 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 [Section F. Other Direct Costs](#).

Section C. Equipment Description

List each item of equipment to be purchased with Federal funds and its estimated cost (including shipping and maintenance), and justify each in [Section L. Budget Justification](#).

Equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing (equipment rental/user fees should be included in the budget in [Section 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 the organization has established a lower level). See [2 CFR §§200.313](#) and [439](#).

Consistent with [Executive Order 13788](#) (“Buy American and Hire American”), recipients and subrecipients who purchase equipment and products costing \$10,000 or more per unit with grant funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

You may add up to ten equipment items to this list. If you request funds for more equipment than the form allows, you must include an attachment listing the additional equipment items in this "Additional Equipment" field. Enter the information in a separate file and attach it as a PDF. List each additional item and the funds requested for each individual item. If you have attached a file with additional equipment, enter the total funds requested for all the equipment listed in the attachment.

Total equipment costs will be automatically calculated based on the sum of the "Funds Requested" column and the "Total funds requested for all equipment listed in the attached file" field.

The total cost of the purchase of hardware and/or software may not exceed 20 percent of the requested award amount.

Section D. Travel

Enter the total funds requested for both domestic (both local and long-distance) and foreign travel. In [Section L. Budget Justification](#), include the purpose, destination, dates of travel (if known), and the names and number of travelers for each trip. If the dates of travel 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 using written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. Any arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason. All travel costs claimed must be in compliance with [2 CFR §200.474](#), and foreign travel must comply with article 10 of the [General Terms and Conditions for Awards to Organizations](#).

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

Total travel costs will automatically calculate based on domestic and foreign travel costs. Travel to Canada and Mexico should be considered foreign travel.

Section E. Participant/Trainee Support Costs

Per [2 CFR §200.75](#), 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 or trainees (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 whose primary purpose 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/trainee support costs in [Section L. Budget Justification](#).

Total participant support costs will be automatically calculated based on the sum of the Funds Requested column.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

List the total funds requested for Participant/Trainee stipends.

3. Travel

List the total funds requested for Participant/Trainee travel. In [Section L. 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.). Any 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

4. Subsistence

List the total funds requested for Participant/Trainee subsistence. Subsistence expenses include:

- (a) Lodging and service charges;
- (b) Meals, including taxes and tips; and
- (c) Incidental expenses (fees and tips given to porters, baggage carriers, hotel staff, and staff on ships).

5. Other

Describe any other Participant/Trainee support costs (e.g., local ground transportation to various venues, admission fees, bottled water, etc.) and list the total funds requested for all other Participant/Trainee costs described.

Number of Participants/Trainees

List the total number of proposed Participants/Trainees. The value of this field cannot exceed 999.

Section F. Other Direct Costs

Total Other Direct Costs will be automatically calculated based on the sum of the Funds Requested column.

1. Materials and Supplies

List the total funds requested for materials and supplies. Include the total funds requested for materials and supplies to be used in the project 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](#).

The total cost of the purchase of hardware and/or software may not exceed 20 percent of the requested award amount.

In [Section L. Budget Justification](#), indicate general categories, including an amount for each category. Categories with amounts less than \$1,000 are not required to be itemized.

2. Publication Costs

List the total funds requested for publication costs. The proposal budget 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 [Section L. Budget Justification](#).

3. Consultant Services

List the total funds requested for all consultant services. Identify the following items in [Section L. Budget Justification](#), as applicable:

- each consultant, the services he/she will perform, total number of days, travel costs, and the total estimated costs; and
- persons who are confirmed to serve on external advisory committees to the project. Describe the services to be performed.

All consultant fees claimed must be in compliance with [2 CFR §200.459](#).

4. Automated Data Processing (ADP)/Computer Services

List the total funds requested for ADP/computer services. The cost of the applicant's computer services, including computer-based retrieval of scientific, technical, and education information may be requested. In [Section L. Budget Justification](#), include the established computer service rates at the proposing organization, if applicable. If such services are provided by a third-party, include them in line 5 Subawards/Consortium/Contractual Costs.

5. Subawards/Consortium/Contractual Costs

List the total funds requested for project activities to be undertaken by third-party subrecipients. This includes subawards and other contractual costs proposed for the project. A complete itemization of the cost comprising the charge should be provided in [Section L. Budget Justification](#), organized using the same categories present on the Research and Related budget. If there is more than one subrecipient, each must be justified separately in the budget justification. See [2 CFR §§200.330 and 331](#) for additional information.

Per [2 CFR §§200.92](#) and [330\(a\)](#), *subaward* means an award provided by a pass-through entity (the recipient) to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor (as defined in [2 CFR §200.23](#)) or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

This line item should include both direct and indirect costs for all subrecipients. If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement as part of [Attachment 9: Federally negotiated indirect cost rate agreement](#).

Contractual costs, as defined in [2 CFR §§200.22](#) and [330\(b\)](#), are occasionally sufficiently high to warrant a categorical breakdown of costs. When this is the case, provide detailed information as part of [Section L. Budget Justification](#).

6. Equipment or Facility Rental/User Fees

List the total funds requested for equipment or facility rental/user fees. In [Section L. Budget Justification](#), identify and justify each rental/user fee.

Applicants may charge depreciation in compliance with [2 CFR §200.436](#). If the equipment was purchased with federal funds under another award, user fees may be appropriate (see [2 CFR §200.313 \(c\)\(2\)](#)). The applicant may not charge both depreciation and user fees.

7. Alterations and Renovations

Do not include any expenses under 7. Alterations and Renovations. Per [2 CFR §200.462](#), costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

Include items not previously listed under other budget categories or in the indirect cost pool in lines 8-10. Use [Section L. Budget Justification](#) to further itemize and justify. “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/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the NEH 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. Alcoholic beverages are unallowable and may not be included in your budget.

Section G. Total Direct Costs

This total will be automatically calculated based on the sum of the Total funds requested for all direct costs (sections A-F).

Section H. Indirect Costs

Indirect costs (sometimes referred to as Facilities and Administration or “F&A”) 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. Items that would typically be regarded as indirect costs include the depreciation on buildings, equipment and capital improvement, operations and maintenance expenses, salaries of executive officers, accounting, and legal services.

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

For applicants seeking reimbursement for indirect costs: carefully review your institution’s negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your application budget. 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.

Note: 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 may 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.

Organizations that wish to include indirect costs in the budget but have **never** had 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 with the federal government within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR §200.414](#)); or
- per [2 CFR §200.414\(f\)](#), the applicant may charge a de minimis rate of 10 percent of modified total direct costs (MTDC).

Per [2 CFR §200.68](#), modified total direct costs 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 subawards under the award). Modified total direct costs excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. If you choose one of these three options, indicate on the budget form which option you are choosing.

Indirect Cost Type

Enter the type of indirect cost (e.g., Other Sponsored Activities (OSA), All Programs, Instruction, 10% de minimis, etc.) and base (e.g., Salaries, Salaries & Fringe, MTDC, etc.) and whether the activity and rate are off-site or onsite. If more than one rate or base is involved for a given type of indirect cost, then 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." Use [Section L. Budget Justification](#) if additional space is needed.

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with the cognizant federal agency. This field should be entered using a rate such as "32.5."

Indirect Cost Base (\$)

Enter the amount of the base for each indirect cost type. Use [Section L. Budget Justification](#) to explain any exclusions applied to the F&A base calculation.

Funds Requested (\$)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

This total will be automatically calculated from the "Funds Requested" column in Section H. Indirect Costs.

Cognizant Federal Agency

Enter the name of the cognizant Federal Agency.

Section I. Total Direct and Indirect Costs

This total will be automatically populated from the sum of Total Direct Costs (from [Section G. Direct Costs](#)) and the Total Indirect Costs (from [Section H. Indirect Costs](#)).

Section J. Fee

Do not include any expenses under Section J. Fee.

Section K. Total Costs and Fee

This total will be automatically calculated from the sum of Total Direct Costs and Fee (from sections "I. Total Direct and Indirect Costs" and "J. Fee"). Since there is no fee, this should be the same amount as in [Section I. Total Direct and Indirect Costs](#).

Section L. Budget Justification

The "Budget Justification" attachment is required. Attach only one PDF file named justification.pdf.

Use the Budget Justification to provide the additional information requested in each budget category identified above and any other information the applicant wishes to submit to support the budget request. The budget justification must specifically describe how each item will support the achievement of proposed objectives. If you have a quote(s), you may include it here. The following budget categories must be justified, where applicable: equipment, travel, participant/trainee support, and other direct cost categories.

Also use the Budget Justification to explain any exclusions applied to the base calculation.

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

Do not use the budget justification to expand the project narrative.

iii. Application Components

In addition to the standard forms included in the Grants.gov application package, your application also consists of a narrative, budget, budget justification, and other required attachments. You will upload these components into the [Attachments Form](#).

The Application Components Table below will help you prepare a complete application. Applications missing any required documents or conditionally required documents from this list will be considered incomplete and will be rejected from further consideration.

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

Application component	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance – Short Organizational	Not applicable (Grants.gov form)		Required
Supplementary Cover Sheet for NEH Grant Programs	Not applicable (Grants.gov form)		Required
Project/Performance Site Location(s) Form	Not applicable (Grants.gov form)		Required
Research and Related Budget	Not applicable (Grants.gov form)		Required
Certification Regarding Lobbying	Not applicable (Grants.gov form)		Conditionally required
Standard Form-LLL, Disclosure of Lobbying Activities	Not applicable (Grants.gov form)		Conditionally required

Attachments Form	Not applicable (Grants.gov form)		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 asks for basic information about the project, the project director, and the institution. Items **1**, **2**, and **4** will be automatically filled in; item **3** should be left blank. Provide the following information:

5. Applicant Information

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

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

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

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

6. Project Information

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

- b. Provide a brief (no more than one thousand characters, including spaces) description of your project. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities.
- c. List the starting and ending dates for your project. Projects may start as early as March 1, 2021. All ending dates are on the last day of a month.

7. Project Director

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

8. Primary Contact/Grants Administrator

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

As a matter of NEH policy, the Project Director listed in section 7 may **not** be the same individual listed as the Primary Contact/Grants Administrator listed in section 8. The role of the project director must be distinguished from that of the institutional grant administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. All financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grant administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, the award document, an extension, a supplement or amendment) is addressed to the institutional grant administrator and copied to the project director.

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

Provide the following information:

1. Project Director

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

2. Institutional Information

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

3. Project Funding

Enter your project funding information. [Learn more about different funding types.](#)

4. Application Information

Indicate whether the proposal will be submitted to other NEH programs, government agencies, or private entities for funding. If so, indicate 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.”

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

Project/Performance Site Location(s) Form

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

Certification Regarding Lobbying

Applicants requesting awards greater than \$100,000 must complete and submit the Certification Regarding Lobbying.

Standard Form-LLL, “Disclosure of Lobbying Activities”

If non-federal funds have been or will be used for lobbying, you must also complete and submit Standard Form-LLL, “Disclosure of Lobbying Activities.” See [2 CFR §200.450](#) for additional information.

Attachments Form

Attach your narrative, budget, and the other application components to this form. Consult the [Application Components Table](#) to learn about the required application components, how to name each attachment, and the order in which to attach them. You must name and attach your files in the proper order so that NEH can identify them.

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple documents, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

Visit [Grants.gov’s Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

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

Note the following Grants.gov file naming conventions: limit file names to 50 or fewer characters. Do not attach any documents with the same name. All attachments 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. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

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

iv. Attachments

Provide the following items in the order specified below to complete the content of the application. Each attachment must be saved as a PDF and named in accordance with naming conventions outlined in the [Application Components Table](#).

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#). Name the file narrative.pdf. The narrative corresponds with all [review criteria](#).

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. Letters from elected officials and members of the National Council on the Humanities should not be included.

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

Attachment 4: Work plan (required)

Describe the activities or steps that you will use during the period of performance to achieve each of the objectives proposed. 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, including development of the application.

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 the project's plan to deal with technological changes (affecting both hardware and software).
- Include estimated future costs and maintenance fees for 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 the applicant institution 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, include their federally negotiated indirect cost rate agreement. Name the file agreement.pdf.

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

If you are delinquent in the repayment of any federal debt, provide explanatory information on a separate page or pages. Also 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

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

The Grants.gov registration process requires completing information in three separate systems:

1. Dun and Bradstreet (<https://fedgov.dnb.com/webform>)
2. System for Award Management (SAM) (<https://www.sam.gov/SAM/>)
3. Grants.gov (<https://www.grants.gov/web/grants/applicants/organization-registration.html>)

Organizations must obtain a Unique Entity Identifier, currently a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number. Organizations must also 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, SAM.gov will require entities to create a Login.gov user account. Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. As of February 2, 2019, you will be required to review and agree to the Financial Assistance Representations and Certifications when registering or renewing in SAM.gov. These are a common set of certifications and representations required by federal

statutes or regulations in accordance with Title 2 of the Code of Federal Regulations. You can review your organization's SAM registration [here](#).

NEH may not make an award to an applicant until the applicant has complied with all applicable D-U-N-S® and SAM requirements and, if an applicant has not fully complied with the requirements by the time NEH is ready to make an award, NEH may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

If you have already completed Grants.gov registration for NEH or another federal agency, confirm that the registration is still active and that the Authorized Organization Representative (AOR) has been approved.

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.

4. Submission Dates and Times

Program officers will review draft proposals submitted by May 6, 2020. It is not necessary for drafts to include all application elements. Program staff will not review drafts submitted after this deadline. Although this optional preliminary review is not part of the formal review process and has no bearing on the final outcome of the proposal, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft proposal, send it as an attachment to publicpgms@neh.gov.

The due date for applications under this announcement is June 10, 2020 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 number prior to the deadline to be considered under this notice.

[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.

NEH will assign a tracking number beginning with MD-, MN-, or MT to your application when it has been received by the agency. The assignment of 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 NEH's system detects a technical problem with your application after retrieving it from Grants.gov, NEH will send you an email notification.

Once an applicant formally submits an application, NEH will not comment on its status except with respect to issues of completeness and eligibility.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12373](#).

6. Funding Restrictions

Funds 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 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 (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies)

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](#).

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 criteria corresponds to specific sections of the narrative and the other application components. See [Section D2 Content and Form of Application Submission](#) for additional information.

2. Review and Selection Process

NEH staff review applications for eligibility and completeness. NEH 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 outlined in this notice of funding opportunity. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff comments 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 NEH's review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

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 §200.205](#)).

Applications that have received a favorable objective review are reviewed for other considerations that include 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, even at this point in the process, such requests do not guarantee that an award will be made. Following review of all 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.

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

4. Anticipated Announcement and Award Dates

Applicants will be notified of funding decisions by e-mail in December 2020. For successful applicants, this notification is not an authorization to begin performance or incur related costs. Applicants may request evaluations of their applications by emailing publicpgms@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grant administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by e-mail in January 2021.

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 Award.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

You must comply with [2 CFR §§180.335](#) and [180.350](#) 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 §200.338](#), including suspension or debarment. (See also 2 CFR parts [180](#) and [3369](#)).
- 3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 10: Explanation of delinquent federal debt](#).

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.

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.

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

Copyright information

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was 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 the [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) pages on the NEH website for guidance on acknowledging NEH support and promotion.

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 and review activities:

- 1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an **annual** basis. It must be completed online in eGMS Reach. Further information will be provided in the Notice of Action.
- 2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report to NEH on an **annual** basis. It must be completed online in eGMS Reach. Further information will be provided in the Notice of Action.
- 3.) **Final Reports**. Recipients must submit a final financial report and a final performance report within 90 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, goal 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 grants, 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. Further information will be provided in the Notice of Action.
- 4.) **Other required products**. Discovery recipients must submit a design document. Prototyping recipients must submit a digital prototype. Production recipients must submit a digital product. Further information will be included in the Notice of Action.

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

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

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov 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
[Grants.gov Support](#)
[Self-Service Knowledge Base](#)

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 956 et seq.](#) The principal purpose for which the information will be used is to process the application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes fifteen hours to complete this application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

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.