NOTICE OF FUNDING OPPORTUNITY

Division of Preservation and Access

Funding Opportunity Title:
Held in Trust: A National Convening on Conservation and Preservation

Funding Opportunity Number: 20191218-PB

Funding Opportunity Type(s): New

Federal Assistance Listing Number: 45.149

Application Due Date: December 18, 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 Preservation and Access
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Executive Summary

The National Endowment for the Humanities (NEH)'s Division of Preservation and Access is offering a cooperative agreement to evaluate current national infrastructure in conservation and make recommendations to strengthen preservation of cultural heritage for present and future generations. The recipient will: 1) plan and host a national convening to foster dialogue surrounding the current state, challenges, and future goals for the field of conservation and preservation, and 2) publish and disseminate a report establishing a national strategic vision for preservation and related resources for conservators, allied professionals, educators, professional organizations, thought leaders, and the general public. This program is aligned with "A More Perfect Union": NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 250th Anniversary.

Funding Opportunity Title:	Held in Trust: A National Convening on Conservation and Preservation
Funding Opportunity Number:	20191218-PB
Federal Assistance Listing Number (CFDA):	45.149
Application Due Date:	December 18, 2019, 11:59 p.m. Eastern Time
Estimated Number and Type of Award(s):	1 cooperative agreement
Estimated Award Amount:	Up to $500,000
Cost Sharing/Match Required:	No
Period of Performance:	Up to three years
Eligible Applicants:	Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See the Eligibility section for additional eligibility criteria.
Program Resource Page:	https://www.neh.gov/grants/preservation/held-in-trust

This program is authorized by 20 USC §956 *et seq.* Awards are subject to 2 CFR Part §200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued December 26, 2014 or later).

Contents

I. Program Description

The National Endowment for the Humanities (NEH)'s Division of Preservation and Access is accepting applications for a three-year cooperative agreement of up to $500,000 to evaluate current national infrastructure in conservation and make recommendations to strengthen preservation of cultural heritage for present and future generations. Project activities will include planning and hosting a national convening for conservation and allied professionals, and publishing and disseminating a report establishing a national strategic vision for preservation and related resources for conservators, allied professionals, educators, professional organizations, thought leaders, and the general public.

This program is aligned with ["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, this cooperative agreement will assess the current state of, and challenges facing the preservation of our nation's cultural heritage. Drawing upon the work of current thought leaders and practitioners, the national convening should establish a forward-looking vision for the field and identify resources necessary to accomplish those goals. This vision will be communicated through a report and related resources recommending strategic actions that can be taken by stakeholders leading up to the Semiquincentennial in 2026. Activities and resources under this cooperative agreement should be developed in connection with the "A More Perfect Union" initiative.

The national convening will bring together leaders in areas of conservation, conservation science, education, historic preservation, material culture, and related fields. Convening participants will include representatives from universities, libraries, historic houses, museums, archives, national professional organizations, regional conservation centers, and private practice. Convening topics should include issues currently facing the field as well as future needs and challenges in the preservation of cultural heritage.

Indicators of successful projects include:

- **National impact**: identify key needs and challenges that face conservators and allied professionals. Proposals should demonstrate the ability to reach a wide range of conservators, allied professionals, educators, professional organizations, thought leaders, and the general public. Proposals should identify a diverse steering committee with representatives who can speak to the geographic, demographic, institutional, economic, and social diversity of cultural heritage throughout the United States.

- **Critical significance**: address issues of critical significance to the field of conservation and preservation, while demonstrating awareness of current strategic initiatives and agendas in these areas. Proposals should be informed by an understanding of the current state of the field and the broader environments (e.g., demographic, social, technological, and economic) that affect practitioners in institutional, private practice, and educational settings, and be able to formulate connections between key topics identified by a steering committee, presented at the national convening, and included in the report establishing a national strategic vision for preservation.

- **Strategic collaborations**: establish strategic collaborations with key stakeholders including thought leaders, researchers, educators, funders, and others who have or can build on national partnerships.

- **Subject matter expertise**: demonstrate a thorough command of subject matter in the area of conservation and preservation. The project team and key participants should possess sufficient expertise in preservation as practiced in a range of institution types, as well as in educational, private practice, and regional center settings. Proposals should demonstrate a thorough understanding of how implementation of strategic goals will impact the preservation of cultural heritage across the country, including in underserved and/or under resourced communities, as well as in a range of institutional settings.

- **Evaluation and analysis:** describe how issues of critical significance will be identified, studied, and analyzed throughout the project. Proposals should include methodology for identifying issues of importance to the field, collecting data, evaluating proposed solutions, and presenting a forward-thinking analysis to a range of stakeholders.

- **Broad dissemination**: include plans for the creation, publication, and dissemination of the report establishing a national vision for conservation and related resources. Proposals should describe how the report and related resources will be made widely available to stakeholders through a robust dissemination strategy, including both traditional and digital media. The report should include a summary of convening outcomes as well as high-level analysis of actions and priorities for the conservation and preservation fields. The report and related resources should include recommendations about strategic actions that can be taken by various stakeholders leading up to the Semiquincentennial in 2026.

Under this cooperative agreement and in collaboration with NEH, the recipient will:

- establish a steering committee for the convening, ensuring that representation is geographically, demographically, and institutionally diverse and representative of the stakeholder base
- facilitate communication with steering committee members through in-person or web-based meetings
- plan, develop, and implement a national convening for approximately 300 participants focused on topics identified by steering committee members. The recipient will work with NEH to plan the agenda, timing, location, and logistics of the convening
- develop all program activities and materials in connection with "A More Perfect Union": NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 250th Anniversary
- provide ongoing logistical support (travel arrangements including lodging and per diem) to speakers and principals participating in the national convening
- offer scholarship support to cover travel and lodging for at least 35 participants from small or under-resourced institutions traveling to the national convening
- analyze and synthesize recommendations from the steering committee and national convening to inform a national strategic vision for preservation
- develop a report establishing a national strategic vision for preservation and related resources for various stakeholder groups
- implement a robust national dissemination strategy - including traditional and digital media - to the conservation and preservation community, national leaders, funders, educators, and the general public

Under this cooperative agreement, NEH will:

- participate in the planning, development, and implementation of steering committee meetings
- plan the agenda, timing, location, and logistics of the convening with the recipient
- coordinate with federal partners
- contribute to the organization and editing of the report establishing a national strategic vision for preservation and related resources
- contribute to the dissemination of the report and related resources through traditional and digital media

NEH funds may not be used for:

- promotion of a particular political, religious, or ideological point of view
- advocacy for a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside the humanities such as the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. For projects that involve the development of Web-based resources, all other considerations being equal, NEH gives preference to those that provide free access to the public.

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

Copyright information

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

Principles of Civility

Recipients are required to adhere to the Principles of Civility for NEH Seminars, Institutes, and Workshops. NEH expects project directors to take responsibility for encouraging an ethos of openness and respect, upholding the basic norms of civil discourse.

Award information

NEH will award one cooperative agreement of up to $500,000.

The period of performance is three years with a start date of May 1, 2020.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs.

The actual amount available will not be determined until enactment of the final FY 2020 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.

Cost sharing

Cost sharing is not required in this program. Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH. Voluntary cost sharing includes cash contributions to a project by the applicant and nonfederal third parties, as well as in-kind contributions, such as donated goods and services. Cost sharing will not be considered in the evaluation of applications.

Eligibility

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

Eligible organizations **must** have proven subject matter expertise in conservation and preservation, and experience in planning and implementing national convenings.

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

An eligible entity may submit only one application.

If for any reason an application is submitted more than once prior to the application due date (including submitting to the wrong funding opportunity number or making corrections/updates), NEH will accept only that applicant's **last** validated online submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

NEH generally does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using award funds from, or sites and materials controlled by, other federal entities in their projects.

Applications must be complete, must observe the specified page limits, and must be received and validated by Grants.gov under the correct funding opportunity number to be considered under this notice.

II. Preparing and Organizing your Application

Review criteria

Proposals will be evaluated according to the following criteria:

Intellectual rationale and significance

The extent to which the proposal:

- addresses national issues of critical significance in the field of conservation and preservation of cultural heritage
- demonstrates an understanding of the field and broader environments (e.g., demographic, social, institutional, technological, and economic) that affect the preservation of cultural heritage in the United States
- demonstrates a thorough command of subject matter in the areas of conservation and preservation, and how these fields support humanities scholarship
- presents multiple viewpoints based on an understanding of the state of the field and the broader environment affecting practitioners working in diverse institutional, geographic, educational, and demographic settings
- demonstrates a thorough understanding of how implementation of strategic actions will impact a diverse range of stakeholders, including practitioners, educators, funders, and the general public
- presents a fully developed argument for the intellectual rationale and the objectives of the national convening in a clear, persuasive manner
- demonstrates a clear connection between the preservation of cultural heritage, humanities scholarship, and [“A More Perfect Union”: NEH Special Initiative Advancing Civic Education and Commemorating the Nation’s 250th Anniversary](#)

Design and feasibility

The extent to which the proposal:

- demonstrates that the applicant institution and collaborating institutions and partners (if any) have relevant experience in designing and implementing meetings of similar scope and reach and the necessary administrative infrastructure to plan and host the national convening
- identifies qualified key personnel with relevant experience
- develops a coherent and detailed design and schedule for assembling a steering committee and planning the convening, emphasizing major issues and objectives, such as the strengths and needs of the audience, project team (including the presenters), organizational partners, and host site
- demonstrates an understanding of levels of engagement, pacing, and logistics, and includes related activities, such as a robust communication plan leading up to, during, and following the convening
- provides specific plans for recruitment and selection criteria for steering committee members, foregrounding strategic collaborations with key stakeholders who have or can build on national partnerships
- establishes a reasonable work plan and schedule to achieve project goals
- describes post-convening analysis and evaluation of topics of critical importance

Impact and dissemination

The extent to which the proposal:

- describes plans for assessment and synthesis of ideas and topics presented by the steering committee, during the convening, and after the convening

- demonstrates that the project will engage the proposed audiences of conservation and preservation professionals, national leaders, educators, and the general public, including plans for publicizing the convening and resulting dissemination materials
- demonstrates a methodology for assembling and evaluating key topics in conservation and preservation that reflects an awareness of current strategic initiatives and agendas in these areas
- develops robust plans for the creation, publication, and dissemination of the report establishing a national strategic vision for preservation and related resources

Application components

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

SF-424 Application for Federal Domestic Assistance – Short Organizational

This form asks for basic information about the project, the project director, and the institution.

1-4. Federal Agency, CFDA number, Date Received, and Funding Opportunity Number

Items 1, 2, and 4 will be automatically filled in; item 3 should be left blank.

5. Applicant Information

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

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

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

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

6. Project Information

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

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

The period of performance start date is May 1, 2020. The period of performance end date is April 30, 2023.

7. Project Director

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

8. Primary Contact/Grants Administrator

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

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

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

Please provide the following information:

1. Project Director

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

2. Institutional Information

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

3. Project Funding

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

Application Information

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

For Type of Application, check "new."

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

Project/Performance Site Location(s) Form

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

Attachments Form

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

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

Visit [Grants.gov's Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form) into PDFs. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

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

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

Please consult the Attachment Table below to learn about the required components for each category, how to name each attachment and the order in which to attach them. You must name and attach your files in the proper order so that we can identify them. All attachments must be

formatted with one-inch margins and with at least an 11-point font. Applications exceeding the stated page limits will not be reviewed.

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.

Attachment Table

Attachment component	Naming convention	Page limits	Requirements
Attachment 1: Narrative	narrative.pdf	15 pages	Required
Attachment 2: Work plan	workplan.pdf		Required
Attachment 3: Budget	budget.pdf		Required
Attachment 4: Budget justification	justification.pdf		Required
Attachment 5: Résumé(s) or brief biographies of key project staff	resumes.pdf		Required
Attachment 6: Letters of commitment	commitmentletters.pdf		Required
Attachment 7: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 8: Certification Regarding Lobbying	certification.pdf		Conditionally required
Attachment 9: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required

Attachment 1: Narrative (required)

Provide an intellectual justification for the assembly of the steering committee, convening, and national report(s). Keep the review criteria in mind as you compose your narrative.

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

The narrative must address the following topics.

Intellectual rationale and overview of program

Outline national issues of critical significance in conservation and preservation, including current and future challenges. Draw out specific topics and themes, including those facing smaller institutions, underrepresented groups, and practitioners in private practice. Discuss how the convening and report establishing a national strategic vision for preservation will address these issues.

Describe themes and topics that will inform conservation and preservation education, practice, leadership, and policy leading up to the U.S. Semiquincentennial. Explain how preservation of cultural heritage in U.S. institutions promotes a deeper understanding of the collections and holdings of American cultural institutions, and how the convening and report establishing a national strategic vision for preservation will support future humanities scholarship.

Discuss how the steering committee and convening would respond to, build upon, and/or challenge previous research on the state of conservation and preservation. Discuss your understanding of the potential impacts of implementation of broad changes in conservation in

areas of education, leadership, and best practices, including such factors as the demographic, social, technological, and economic conditions that affect institutional, private practice, and other preservation professionals.

Outline the scope, organization, and setting of the proposed meeting, the rationale for such choices, and the institutional resources available to support them.

Discuss how topics discussed by the steering committee and at the national convening will be evaluated, analyzed, and compiled into a report establishing a national strategic vision for preservation and related resources.

Design, content, and implementation

The convening is not required to adhere to a particular format or schedule. NEH's intention is to allow applicants to tailor their project design to the strengths and needs of their audience, project team (including the presenters), organizational partners, and proposed host sites. Proposals will be evaluated, in part, on how well these elements cohere.

Describe how steering committee participants will be selected and recruited. Explain how participants and project personnel will communicate and evaluate key topics, including selection criteria. Discuss the roles and responsibilities of the steering committee, including time commitment and resources that will be provided to members before, during, and after the convening. Explain the role, if any, of steering committee members in development of the post-convening strategic vision for preservation.

Describe the specific content and structure of the national convening. Explain how the combination of presentations, break-out sessions, small group discussions, and other scheduled activities will inform the long-term vision and strategic goals for preservation of cultural heritage. Describe how the national convening will be leveraged to launch a robust national dissemination strategy, including traditional and digital media.

Describe proposed outcomes of the convening and the methodology that will be used for evaluating, prioritizing, and promoting a vision for preservation to a national audience.

Project faculty and staff

Identify the project director, relevant institutional support staff, and the individuals who will participate in the steering committee (if known). Provide a brief description of the qualifications and roles of the project director, support staff, and other key personnel, including their subject matter expertise. Note that supporting résumés or brief biographies (not to exceed two single-spaced pages) are required as Attachment 5. Letters of commitment from consultants, speakers, and other key personnel are required as Attachment 6.

Institutional context

Describe the mission and resources of the applicant institution and how they would support the proposed activities. If the project includes collaborations with other institutions, indicate how the mission and resources of those institutions would support the project. Describe the institution's subject matter expertise in conservation and preservation as well as its experience in coordinating national convenings. Provide a letter of commitment from each collaborating institution in Attachment 6, if there are any. (The applicant institution does not need to provide a letter of commitment.)

Impact and dissemination

Describe how the project will inform a national strategic vision for conservation and preservation. Explain how report(s) will reach the proposed audience of national leaders, practitioners, educators, and the general public. Explain your planned methodology for launching the final recommendations, including connections to "A More Perfect Union": NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 250th Anniversary." Describe plans for composing, publishing, and disseminating the report establishing a national strategic vision for preservation and related resources.

Attachment 2: Work plan (required)

Include a detailed work plan for the project. This document could be formatted as a chart or narrative, and must describe the proposed schedule of activities during the period of performance.

Attachment 3: Budget (required)

Using the instructions below and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (Links to the sample budget and budget form are available on the program resource page.)

All costs are subject to audit, record retention and other requirements set forth in 2 CFR 200.

All of the items listed, whether supported by NEH funds or cost-sharing contributions, 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. Also see the property and procurement standards set forth in 2 CFR 200 Subpart D.

When indirect costs are charged to the project, take care to ensure that expenses included in the organization's indirect cost pool are not charged to the project as direct costs. For further information, see the Indirect Costs section below.

1. Salaries and Wages

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

2. Fringe Benefits

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. All fringe benefits claimed must be in compliance with 2 CFR §200.431. List each rate and salary base.

3. Consultant Fees

Include payments for professional and technical consultants and honoraria. All consultant fees claimed must be in compliance with 2 CFR §200.459.

4. Travel Costs

List travel costs for local and long-distance travel. For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. The budget should also reflect the travel expenses (for example, airfare, lodging, parking, per diem, etc.) Name the traveler(s) if possible, describe the purpose of the travel, and provide the number of trips involved, the destinations, and the number of individuals for whom funds are requested. 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. 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.

Travel costs for scholarship recipients should be included under budget item 7. The recipient is not responsible for travel costs associated with general attendance at the national convening.

NEH funds may not be used to cover the costs of traveling to regularly-occurring professional meetings unless attending to disseminate project-related findings.

All trips—both foreign and domestic—must be listed individually.

5. Supplies and Materials

Include supplies and materials 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.

6. Subawards

The costs of project activities to be undertaken by a third-party subrecipient should be included in this category as a single line item charge. (e.g., engaging a convening host in another part of the country). A complete itemization of the cost comprising the charge should be provided in an attachment. If there is more than one subrecipient, each must be budgeted separately on the NEH form and must have an attached itemization. See 2 CFR §§200.330 and 331 for additional information.

7. Other Costs

Include participant stipends and room and board, equipment rental or purchases, duplication, printing, long distance telephone calls, and other items not previously listed under other budget categories or in the indirect cost pool. Please note that "miscellaneous" and "contingency" are not acceptable budget categories.

List equipment costs and provide a justification for the need to purchase the equipment to carry out the program's goals.

Permanent equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing. Permanent equipment is defined as nonexpendable personal property costing $5,000 or more and having a useful life of more than one year. (Also see 2 CFR §§200.313 Equipment and 439 Equipment and other capital expenditures.)

The Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391) states that federally funded meetings and conferences cannot be held in properties that do not comply with the law. The Act

is applicable to all places of public accommodation, and requires that such properties are equipped with:

•   hard-wired, single-station smoke detectors in each guestroom in accordance with the National Fire Protection Association (NFPA) standard 72;
•   an automatic sprinkler system, with a sprinkler head in each guest room in compliance with NFPA standards 13 or 13R. Properties three stories or lower in height are exempt from the sprinkler requirement.

The United States Fire Administration (USFA) is charged with carrying out FEMA's responsibilities with respect to the Hotel and Motel Fire Safety Act of 1990. In addition to compiling, maintaining and publishing the National Master List, USFA is also responsible for taking steps to encourage states to promote the use of automatic sprinkler systems and automatic smoke detection systems.

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.

If a budget includes compensation for the use of equipment or facilities owned by an applicant and allocable to the project, the applicant must 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.

Per 2 CFR §200.432, allowable conference costs may include rental of facilities, 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. Please note: 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.

8. Total Direct Costs per year
Total the sum of items 1-7.

9 a.- c. Indirect Costs (Facilities and Administration or "F&A")
Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. 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 direct costs of the project).

For applicants seeking reimbursement for indirect costs: Please review carefully your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions negotiate multiple rates—for example,

"Research," "Instruction," and "Other Sponsored Activities." With rare exceptions, your institution's "Research" rate will not be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

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

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

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

1) direct cost all expenses;

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

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

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

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

If you choose one of these three options, please indicate on the budget form which option you are choosing.

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

11a-b. Project Funding

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

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

12. Total Project Funding

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

Attachment 4: Budget justification (required)

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

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

Attachment 5: Résumé(s) or brief biographies of key project staff (required)

Include a résumé, not to exceed two pages, for the project director(s), consultants, speakers, and other key personnel.

Attachment 6: Letters of commitment (required)

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

Attachment 7: 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.

Attachment 8: Certification Regarding Lobbying (conditionally required)

Applicants requesting awards greater than $100,000 must complete and submit the Certification Regarding Lobbying. If nonfederal funds have been or will be used for lobbying, also complete and submit Standard Form-LLL, Disclosure of Lobbying Activities. See 2 CFR §200.450 Lobbying for additional information.

These forms are available on the program resource page. Submit the signed and completed document(s) as a PDF. Name the file certification.pdf.

Attachment 9: 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 student loans, delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

Name the file delinquentdebt.pdf.

III. Submitting your Application

All organizations must submit their applications for NEH funding via Grants.gov Workspace. Before using Grants.gov for the first time, each organization must have an Employer Identification Number (EIN) and register with Grants.gov.

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

Dun and Bradstreet (https://fedgov.dnb.com/webform)
System for Award Management (SAM) (https://www.sam.gov/SAM/)
Grants.gov (https://www.grants.gov/)

In order to apply through Grants.gov, the applicant organization must first have or obtain a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number, and register (or have an active registration) in the System for Award Management (SAM).Note: If you are registering in SAM.gov for the first time, you must provide an original, signed notarized letter stating that you are the authorized Entity Administrator for the entity associated with the D-U-N-S® number. Read the SAM update and FAQs to learn more about this process change. **The initial SAM registration can take up to six weeks.**

Organizations must maintain active SAM registration with current information at all times during which they have an active federal award or an application or plan under consideration by a federal agency. You must therefore review and update your information at least annually after the initial registration, and more frequently if required by changes in information. Effective June 29, 2018, when you go to SAM.gov and log in, you will be asked to create a Login.gov user account. Your current SAM.gov username and password will **no longer work.** Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. You can review your organization's SAM registration here. **We strongly**

recommend that you verify the status of your SAM registration at least two weeks before the application deadline.

Applicant organizations with a valid D-U-N-S® number and an active SAM registration must then register with Grants.gov. Visit Grants.gov for complete registration information. **The initial Grants.gov registration process can take up to two weeks**.

If your organization has already registered with Grants.gov, you must verify that your registration is still active and that your Authorized Organization Representative (AOR) is current and has been approved. **We strongly recommend that you do this at least two weeks before the application deadline.** Note: Grants.gov passwords expire every 60 days. Accounts that have been inactive for one year or more result in removal of all account roles.

If you have problems registering or verifying your registration with Grants.gov, call the Grants.gov help desk at 1-800-518-4726 or email support@grants.gov.

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

Confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

Applications must be received and validated by Grants.gov by 11:59 p.m. Eastern Time on December 18, 2019. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

IV. What Happens After the Submission of an Application

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH Chairman. The Chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. Learn more about the NEH review process.

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Administrative Requirements set forth in 2 CFR §200.205. This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in March 2020 The recipient's institutional grants administrators and project director will receive award documents from the NEH Office of Grant Management by e-mail in March 2020. Award documents will identify the relevant terms,

conditions, and administrative requirements that pertain to successful applications. The Grant Management section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to preservation@neh.gov.

Reporting requirements

1.) **Federal Financial Report**. The Recipient must submit the Federal Financial Reports (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). The Recipient 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**. The Recipient 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. The final reports must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action.

4.) **Other reporting requirements**. The recipient must develop a report establishing a national strategic vision for preservation and related resources for various stakeholder groups.

See Performance Reporting Requirements and Financial Reporting Requirements on the NEH website.

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH Office of the Inspector General.

Acknowledging NEH support

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.

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact:

Division of Preservation and Access
National Endowment for the Humanities

400 Seventh Street, SW
Washington, DC 20506
202-606-8337
preservation@neh.gov

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

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

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

Grants.gov: https://www.grants.gov/
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals
Grants.gov support line: 1-800-518-GRANTS (4726)

Privacy policy

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

Application completion time

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

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to grantmanagement@neh.gov. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

Application checklist

☐ **Register your institution or verify its registration with the System for Award Management (SAM).** Begin a new registration at least six weeks before the deadline. Read the SAM update and FAQs to learn more about this process.

☐ **Register your institution or verify its registration with Grants.gov.** Begin a new registration at least two weeks before the deadline.

☐ **Access the application package through Grants.gov Workspace.** The program resource page on NEH's website has a direct link to the package. You can also search

Grants.gov for this program. The program resource page has a direct link to the NEH instructions for completing the package.

☐ **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Domestic Assistance - Short Organizational

2. Supplementary Cover Sheet for NEH Grant Programs

3. Project/Performance Site Location(s) Form

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

☐ **Complete and submit your application through Grants.gov Workspace.** NEH **strongly** suggests that you submit your application no later than noon Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on federal holidays), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

Confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

Timeline

Before December 18, 2019: Contact Division of Preservation and Access program officers (at 202-606-8337 or preservation@neh.gov) with questions and for advice (optional)

November 18, 2019: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date

December 2, 2019: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

December 18, 2019: Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

January-February 2020: Peer review panels take place

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

March 2020: Applicants are notified of the funding decisions

March 2020: The institutional grants administrator and project director of successful application receive award documents by e-mail from the NEH Office of Grant Management

May 1, 2020: The recipient must begin work on their project on this date