NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: Media Projects

Funding Opportunity Number: 20200812-TD-TR

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

Application Due Dates:
August 12, 2020
January 6, 2021

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

Division of Public Programs
Telephone: 202-606-8269
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 Media Projects program. The purpose of this program is to support collaboration between media producers and scholars to develop humanities content and to prepare documentary film, television, radio, and podcast projects that engage public audiences with humanities ideas in creative and appealing ways. All projects must be grounded in humanities scholarship. Media Projects makes awards at two levels: Development and Production.

Funding Opportunity Title:	Media Projects
Funding Opportunity Number:	20200812-TD-TR
Federal Assistance Listing Number (CFDA):	45.164
Application Due Dates:	August 12, 2020, 11:59 p.m. Eastern Time January 6, 2021, 11:59 p.m. Eastern Time
Anticipated Announcements:	April 2021 (for applications submitted August 12, 2020) August 2021 (for application submitted January 6, 2021)
Anticipated Total Annual Available FY 21 Funding:	$3,500,000 per deadline
Estimated Number and Type of Awards:	Up to 12 grants per deadline
Funding Range:	Development: up to $75,000 Production: up to $700,000 (up to $1,000,000 for Chairman's Special Awards) See Section B for additional information.
Cost Sharing/Match Required:	No
Period of Performance:	Development: six months to twelve months Production: one year to three years
Eligible Applicants:	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See Section C for additional information.
Program Resource Page:	https://www.neh.gov/program/media-projects
Pre-Application Webinar	Day and Date: Wednesday, July 8, 2020 Time: 1:00-2:00 p.m. Eastern Time Call-In Number: 1-914-614-3221 Participant Code: 117-337-360 Weblink: https://attendee.gotowebinar.com/register/149847348721745420

Table of Contents

A. Program Description

1. Purpose

This notice solicits applications for Media Projects.

The Media Projects program supports the development, production, and distribution of radio, podcast, television, and long-form documentary film projects that engage general audiences with humanities ideas in creative and appealing ways. All projects must be grounded in humanities scholarship and demonstrate an approach that is thoughtful, balanced, and analytical. The approach to the subject matter must go beyond the mere presentation of factual information to explore its larger significance and stimulate reflection. NEH is a federal funding agency, so the projects that we support must demonstrate the potential to attract a broad general audience.

The Division of Public Programs encourages media projects that promote a deeper understanding of American history and culture and advance civic education. The Division of Public Programs also supports media projects that examine international themes and subjects in the humanities.

Film and television projects may be single programs or a series addressing significant figures, events, or ideas. Programs may be intended for regional or national distribution, via traditional carriage or online distribution. Films must be longer than thirty minutes.

Radio and podcast projects may involve single programs, limited series, or segments within an ongoing program. Production awards may be either broadcast or disseminated online. They may be intended for national or regional distribution.

NEH encourages projects that engage public audiences through multiple formats. Proposed projects might include supplementary components to a film, television, radio, or podcast project: for example, book/film discussion programs, supplemental educational websites, or museum exhibitions.

All projects applying to the Media Projects program must:

- build on sound humanities scholarship
- deepen public understanding of significant humanities questions
- approach a subject analytically, presenting a variety of perspectives
- involve humanities scholars in all phases of development and production
- involve appropriate media professionals
- employ appealing and accessible program formats that will actively engage the general public in learning

Proposed programs must be guided by clear central ideas, and applicants must have a solid command of the major humanities scholarship on their subject. Applicants must have consulted with a team of scholarly advisers to develop the intellectual content that the program will explore. The scholars must represent major fields relevant to the subject matter, have a strong record of research and scholarship in the humanities, and offer diverse perspectives and approaches.

Unallowable activities are described in section D6. Funding Restrictions.

Funding levels

Media Projects offers two levels of funding: Development and Production.

Development

Development awards of up to $75,000 enable media producers to collaborate with scholars to develop humanities content and to prepare programs for production. Awards should result in a script (for documentary film and television programs) or detailed treatment(s) (for radio programs and podcasts). They may also yield a detailed plan for outreach and public engagement in collaboration with a partner organization or organizations.

To be ready to apply for a Development award, you must already have settled on a subject, an approach, and a project team. In particular, you should have:

- selected your humanities subject and assessed the major scholarship related to it
- reached out to scholars and experts who work in the relevant subject area(s) to assemble a group of humanities advisers
- consulted with the humanities advisers to clarify the interpretive ideas that the project will consider
- formed a media team to see the project through its development period
- considered how your content will appeal to public audiences and will convey what they should learn from the project
- chosen the project's format(s)
- identified project resources (such as archival materials and potential interviewees)

Media Projects: Development awards may support activities such as:

- meetings with scholars
- research and preliminary interviews (including scholarly research and development of humanities themes)
- preparation of program treatments and/or scripts
- production of a work-in-progress or trailer
- creation of partnerships for outreach activities and public engagement

Production

Production awards (up to $700,000) should result in the production and distribution of radio, podcast, television, and long-form documentary film projects.

To be ready to apply for a Production award, you should have:

- completed research on your subject, including archival work and preliminary interviews
- involved scholars in creating and interpreting the project's content
- completed the project's script (for film or television projects) or detailed treatment(s) (for radio or podcast projects)
- designed your plans for distribution, outreach, and partnerships

Media Projects: Production awards may support activities such as:

- meeting with scholars
- script refinement
- production and distribution of films, television programs, radio programs, and podcasts
- resources related to the proposed media project that help students and teachers explore the humanities content and themes central to the project
- outreach activities and public engagement related to the proposed media project

Chairman's Special Awards

Within the Production level, NEH will occasionally make Chairman's Special Awards (up to $1,000,000) for projects of exceptional significance, audience reach, and complexity. A Chairman's Special Award project should examine important humanities ideas in new ways and demonstrate the potential to reach especially large audiences. These goals can often be accomplished through combining a variety of program formats, forming creative collaborations among diverse institutions, and significantly expanding the scope and reach of the project. Chairman's Special Awards are rare; NEH typically awards no more than one Chairman's Special Award per year.

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."

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]().

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.

Standing Together

In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life, NEH has launched a special initiative titled Standing Together: The Humanities and the Experience of War. This special initiative draws on the power of the humanities 1) to support advanced research in the humanities that explores war and its aftermath; 2) to promote discussion and deepened understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans; and 3) to support returning veterans and their families.

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 $3,500,000 is expected to be available to fund twelve recipients per deadline.

You may apply for a ceiling amount of up to $75,000 for Development and up to $700,000 for Production. In rare circumstances, Chairman's Special Awards of up to $1,000,000 are available for projects that will reach an exceptionally large audience.

NEH will not determine the amount available until Congress has enacted the final FY 2021 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 is six to twelve months for Development awards, and one to three years for Production awards.

The earliest period of performance start date for applications submitted for the August 12, 2020 deadline is May 1, 2021.

The earliest period of performance start date for applications submitted for the January 6, 2021 deadline is October 1, 2021.

Successful applicants will be awarded outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds. Outright funds awarded by NEH are not contingent on additional funding from other sources. When federal matching funds are requested, the recipient must raise dollar-for-dollar cash contributions from non-federal 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. Funds raised to satisfy a match count toward an institution's required cost share for a project (see C2. Cost Sharing).

For Production awards, NEH programmatic policy requires that commitments for full funding for the project from all sources must be in place prior to the release of NEH funds.

C. Eligibility Information

1. Eligible Applicants

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

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

Fiscal agent applying on behalf of ineligible applicants are not eligible to apply.

2. 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.

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 non-federal third parties, without charge, to the recipient of the federal award.

Recipients are responsible for maintaining auditable records of cost sharing contributions. See 2 CFR §200.306 for additional information.

NEH expects that commitments for full funding for this project from all sources will be in place prior to the release of NEH funds.

3. Other Eligibility Information

Eligible applicants may submit multiple applications for separate and distinct projects under this announcement.

An institution whose project has received NEH support may apply for an award for a new or subsequent stage of that project. Such proposals receive no special consideration and will be judged by the same criteria as others in the competition. The applicant institution must describe how the previously funded project met its goals in narrative section J Progress.

Applicants are not required to obtain a Development award before applying for a Production award. Applicants may not submit multiple applications for the same project on the same deadline. If an application for a project is already under review by the Division of Public Programs, another application for the same project cannot be accepted by this or any other funding opportunity offered by the Division of Public Programs.

If your project received a previous NEH award and you would like to be considered for a subsequent stage of the same project, ensure that you submit all required reports on time through the end of the review period.

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

Eligible organizations are encouraged to partner with independent producers. 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 producers. 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, 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.

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, please consult beforehand with the division staff.

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

D. Application and Submission Information

1. Application Package

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 two application packages available in Grants.gov for each deadline. Please select the appropriate package based upon your project type,

August 12, 2020 deadline
TD82020: Media Projects: Development
TR82020: Media Projects: Production

January 6, 2021 deadline

TD12021: Media Projects: Development
TR12021: Media Projects: Production

To request a paper copy of this announcement, please 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 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 twenty single spaced pages with one-inch margins and at least eleven-point type.

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 the request (corresponds to **all review criteria**)

In one or two paragraphs, state the subject and format of the production project, the intended outcome of the award, and the amount of funding requested from NEH.

If you are requesting support for a radio, podcast, or television series, indicate the number and length of programs planned for the series.

If you are requesting a Chairman's Special Award, describe the aspects of your project that merit this higher funding level.

B. Program synopsis (Production only) (corresponds to **review criterion 1**)

Provide a brief synopsis that describes how the program will unfold from beginning to end.

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

Describe the project's intellectual content, humanities scholarship, and significance to the humanities. Identify and develop the specific humanities themes that the project will address. A humanities theme is a brief interpretive assertion about a topic that shows the educational direction that a project will take.

D. Creative approach (corresponds to **review criteria 2 and 6**)

Describe the program's audiovisual style and approach. For example, from what perspective will the program tell its story? Will it use narration, on-camera interviews, dramatic re-creations, dramatizations, animation, or other techniques?

Identify and describe the most important resources available for the project, including interviews, archival materials, and other audio and visual materials. (You will describe these materials in depth in narrative section F.)

If there are other productions on similar or related subjects, explain how the project will make a new contribution.

Applicants may provide visuals, including screenshots for digital components, in Attachment 10: Images.

E. Digital component (if applicable) (corresponds to review criteria 2 and 6)

If your request includes funding for a digital component such as a website that would complement the film or audio project, describe the digital component's design and humanities content.

F. Collections to be used by the project (corresponds to review criteria 1 and 2)

Describe audio or visual resources, including archival collections, that you plan to use in your project.

G. Rights and permissions (corresponds to review criteria 1, 2, and 5)

Describe the potential for obtaining permissions and clearing rights to use the proposed materials.

H. Humanities advisers (corresponds to review criterion 3)

Identify the humanities advisers and describe the contributions that each adviser will make to the project's scholarly content. Include résumés and letters of commitment from each humanities adviser in Attachment 6: Résumés and letters of interest or commitment.

I. Media team (corresponds to review criteria 3 and 4)

Provide information about the principal members of the media team, including, at a minimum, the director and writer. It is also helpful to identify the director of photography, editor, and, if applicable, the lead digital designer. In a paragraph, summarize each person's qualifications, suitability for the proposed project, and expected contributions to the project. If applicable, describe the programmatic involvement of the sponsoring organization. Include résumés and letters of commitment from each member of the media team in Attachment 6: Résumés and letters of interest or commitment.

J. Progress (corresponds to review criterion 5)

Describe the work that has been accomplished to date on the project, including research and pre-interviews (if applicable). Indicate the additional or remaining work that will be done during the NEH period of performance.

K. Distribution plan and audiences (corresponds to review criterion 5)

Provide distribution and marketing plans. The distribution plan should detail how the NEH-funded product might be broadcast, distributed through theaters/festivals, and/or streamed on the Internet. Discuss partnerships that would help publicize the project. If you have received letters of interest or commitment from broadcasters or distributors, include the letters in application Attachment 6: Résumés and letters of interest or commitment.

Identify targeted audiences. If possible, estimate the size of the audience, across different platforms, for the completed project. Explain the basis for this estimate.

Although NEH does not require Development applicants to have distribution commitments, it is helpful to establish distribution goals and a plan.

L. Project evaluation (Production only) (corresponds to <u>review criteria 1, 2, and 6</u>)

Explain how you will evaluate the reach and impact of your project upon completion. NEH particularly wants to know how fully the project will meet its stated learning goals and how audiences can become more deeply engaged in thinking about humanities ideas and questions as a result of the project.

M. Fundraising plan and project costs (corresponds to <u>review criterion 5</u>)

Describe the total budget for project activities that will be conducted during the period of performance, including those costs that will not be covered by NEH funds. Specify the source and amount of all funds raised to date for all aspects of the project. Provide plans for raising additional funds from other sources, and/or securing in-kind support, to cover the costs that will exceed NEH support.

For Production awards, NEH programmatic policy requires that commitments for full funding for the project from all sources must be in place prior to the release of NEH funds.

N. Work plan (corresponds to <u>review criterion 5</u>)

Include a narrative summary of the scope of your work plan, highlighting significant milestones. You will provide a provide a detailed, month-by-month schedule of the major work to be done during the period of performance, including the specific people involved and the role of humanities advisers in <u>Attachment 4: Work plan</u>.

O. Organization profile (corresponds to <u>review criteria 3 and 5</u>)

Describe briefly the mission and typical activities of the applicant institution and, if different, the production organization. Each profile should be only one paragraph. Describe the anticipated programmatic contributions of the applicant institution to the project. **Applicant institutions must not function solely as fiscal agents, but should make substantive contributions to the success of the project.**

P. Social media and audience-generated content (if applicable) (corresponds to <u>review criteria 1 and 6</u>)

If the project includes a social media and/or an audience-generated component (for either the main media product or any ancillary digital components), describe how this component will add to the humanities content and explain the criteria and process to be used for selecting and monitoring the content. Describe the policies and process to be used to prevent the dissemination of obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks or material constituting harassment).

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**
<u>A. Nature of the request</u>	<u>All review criteria</u>
<u>B. Program synopsis</u> (Production only)	<u>1. Humanities content</u>
<u>C. Humanities content</u>	<u>1. Humanities content</u>
<u>D. Creative approach</u>	<u>2. Creative approach, script, and resources</u> <u>6. Audience reach</u>
<u>E. Digital component</u> (if applicable)	<u>2. Creative approach, script, and resources</u> <u>6. Audience reach</u>

F. Collections to be used by the project	1. Humanities content
	2. Creative approach, script, and resources
G. Rights and permissions	1. Humanities content
	2. Creative approach, script, and resources
	5. Project feasibility and distribution plan
H. Humanities advisors	3. Project personnel
I. Media team	3. Project personnel
	4. Work sample
J. Progress	5. Project feasibility and distribution plan
K. Distribution plan and audiences	5. Project feasibility and distribution plan
	6. Audience reach
L. Project evaluation (Production only)	1. Humanities content
	2. Creative approach
	6. Audience reach
M. Fundraising plan and project costs	5. Project feasibility and distribution plan
N. Work plan	5. Project feasibility and distribution plan
O. Organizational profile	3. Project personnel
	5. Project feasibility and distribution plan
P. Social media and audience generated content	1. Humanities content
	6. Audience reach

ii. Research and Related Budget

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.

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

Required fields are indicated in yellow. You must round to the nearest whole dollar amount in all dollar fields.

All of the items listed, whether supported by NEH funds or required 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. All costs are subject to audit, record retention and other requirements set forth in 2 CFR 200 Subpart F.

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 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.

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 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 level of 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. Attach only one PDF file named additionalpersonnel.pdf. 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 (Section H. 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 (in the budget 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. Attach only one PDF file named additionalequipment.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.

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 to disseminate project-related findings.

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. 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.

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.).

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, etc.).

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.

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 8: 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.
Per 2 CFR §200.432, allowable conference costs may include rental of facilities.

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 affecting commerce, 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.

Note: 'place of public accommodation affecting commerce' means any inn, hotel, or other establishment not owned by the Federal Government that provides lodging to transient guests, except that such term does not include an establishment treated as an apartment building for purposes of any State or local law or regulation or an establishment located within a building that contains not more than five rooms for rent or hire and that is actually occupied as a residence by the proprietor of such establishment.

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.

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.

As a reminder, **fiscal agent fees are unallowable**.

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.

If you are claiming indirect costs, include a copy of your federally negotiated indirect cost rate agreement as Attachment 8: Federally negotiated indirect cost rate agreement.

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.

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 this section.

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 F&A 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.

If you are requesting federal matching funds, required cost share must be included on the Research and Related budget form. Identify the activities to be covered by such funds in the budget justification, describe your contributions to the project here. The total federal matching funds and cost share should be equal to the amounts indicated on the Supplementary Cover Sheet for NEH Grant Programs in the "Federal Matching" and "Cost Sharing" fields.

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 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
Assurances as to Labor Standards	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	20	Required
Attachment 2: Script or detailed treatment	script.pdf or detailedtreatment.pdf	See instructions	Required
Attachment 3: Description of work sample	worksample.pdf		Required
Attachment 4: Work plan	workplan.pdf		Required
Attachment 5: Bibliography	bibliography.pdf		Required
Attachment 6: Résumés and letters of interest or commitment	resumes.pdf	2 pages per résumé	Required
Attachment 7: Digital design	digitadesign.pdf		Conditionally required
Attachment 8: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 9: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required
Attachment 10: Images	images.pdf		Optional

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) 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. All starting dates are on the first day of a month. All ending dates are on the last day of a month.

7. Project Director

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

Assurances as to Labor Standards

U.S. Department of Labor regulations set forth in 29 CFR Part 505 require recipients to provide written assurance that all professional performers, scriptwriters, and related or supporting professional personnel employed on projects or productions supported in whole or in part by NEH will be paid not less than the minimum union or guild rates, and that no part of any project or production will be performed or engaged in under working conditions which are unsanitary, hazardous, or dangerous to the health and safety of such individuals. Applicants must submit the Assurances as to Labor Standards Under Section 5(i) and Section 7(g)of the National Foundation on the Arts and Humanities Act of 1965, as Amended. 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.

Certification Regarding Lobbying

Applicants requesting awards greater than $100,000 must complete and submit the Certification Regarding Lobbying. Once selected, this form will autofill based upon information provided on the SF-424 Application for Federal Assistance - Short Organizational.

Standard Form-LLL, "Disclosure of Lobbying Activities"

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.

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.

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 PDF portfolios containing multiple PDFs. In addition, NEH cannot accept PDFs to which security has been added (password-protection, encryption, digital signatures, etc.). Flatten any such files before uploading to Grants.gov.

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.

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 or are improperly formatted. This may result in NEH rejecting your application as incomplete. It is your responsibility to ensure that all required components are properly formatted, attached, and submitted.

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.

Attachment 2: Script or detailed treatment (required)

Development: Include a preliminary treatment of no more than five pages per hour of film that describes how the program would unfold from beginning to end, including the story structure, audio-visual approach, and humanities themes. If you are requesting funding for a series of programs, submit a longer preliminary treatment of one episode and synopses of the other episodes. You may use published humanities scholarship, archival resources, and preliminary interviews that you have conducted as the foundation for your treatment.

Production: Include a script or a detailed treatment (for film and television programs) that describes how the program will unfold, from start to finish. The script or treatment should present a clear narrative, provide examples of specific audio and visual materials, and illustrate how the film would integrate the humanities analysis and interpretive content. The script or treatment should not exceed **fifteen pages per hour** of the proposed program and it may be shorter.

You may use published humanities scholarship, archival resources, footage that you have shot, preliminary interviews, and other research that you have conducted as the foundation for your script or detailed treatment.

If you are applying to produce all or part of a television series, include at least one complete script/detailed treatment and shorter (up to five-page) treatments describing each of the remaining episodes.

If you are applying to produce a radio or podcast series, include two detailed treatments (approximately five pages per treatment) and shorter descriptions of the other programs. You may use published humanities scholarship, archival resources, and preliminary interviews that you have conducted as the foundation for your script or detailed treatment.

Attachment 3: Description of work sample (required)

Submit a sample of a previously completed work that best demonstrates the experience and qualifications of the media team to develop and produce the proposed project successfully. Provide a link to the sample (if possible), describe the sample, and indicate the roles played by members of the media team.

If you have a trailer, rough cut, or work-in-progress for the proposed media project, you may include it, **in addition to** the sample of a completed work as requested above. A trailer, rough cut, or work-in-progress is not considered a "completed work."

If the application requests NEH support for supplementary digital components, include an example of previously completed work from the principal members of the digital team. NEH prefers to have access to digital components online, but will also accept a DVD (eight copies), if that is a more appropriate format. Clearly indicate that this URL is your digital work sample. Identify the project personnel who worked on this sample and include additional information on the audience or distribution of the work sample.

We encourage applicants to submit online samples by providing a link to a video-sharing service, such as Vimeo or YouTube. You are responsible for ensuring that the link to the sample remains active and that the sample will be accessible through April 2021 (for proposals submitted for the August 12, 2020 deadline) or September 2021 (for the January 6, 2021 deadline). If you are linking through a third party, such as a broadcaster or distributor, confirm

that the link will be accessible. Check your links and passwords carefully when you submit your application; periodically check these links after you submit it. An online sample may not be revised after the deadline; however, if you notice that a link is broken after the application is submitted, notify the Division of Public Programs to request permission to fix the link.

Per 2 CFR §200.111, an applicant must submit its application in English. Work samples an applicant submits as part of an application that are in a language other than English must be accompanied by a translation (for documents) or include subtitles (for videos and film clips).

If you cannot submit your sample and, if applicable, a sample of supplementary digital components online, you may instead submit eight copies of the sample(s) on a DVD (standard definition). Samples will not be retained by NEH, and they will not be returned to the applicant. See the additional instructions section D7 Other Submission Requirements.

Attachment 4: Work plan (required)

Provide a detailed, month-by-month schedule of the major work to be done during the period of performance, including the specific people involved. The work plan should clearly show how the humanities advisers will be involved in reviewing and shaping the project.

Attachment 5: Bibliography (required)

Include a short bibliography of the humanities scholarship that significantly informs the project. The bibliography should not exceed two pages.

Attachment 6: Résumés and letters of interest or commitment (required)

List on one page the media team and humanities advisers, using the following format: full name, title, institutional affiliation. Include résumés (of two pages or less) for and letters of commitment from the key persons on the media team and all consultants (including humanities advisers or scholars). Also include letters of commitment from all participating organizations. If you have received a letter of interest or commitment from a broadcaster or distributor regarding your project, include it here.

Elected government officials and current members of NEH'S National Council on the Humanities may not serve as letter writers.

Attachment 7: Digital design (conditionally required)

If you are requesting support for an ancillary digital component (such as a website or an app), describe the user experience. Describe and visually illustrate how users would experience the component, using mockups, wireframes, screenshots, or storyboards; include specific examples of how the project's central humanities ideas would be conveyed by this design.

Attachment 8: 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, submit a copy of its federally negotiated indirect cost rate agreement. Name the file agreement.pdf.

Attachment 9: Explanation of delinquent federal debt (conditionally required)

If your organization is 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.

Attachment 10: Images (optional)

You may include images with your application as a single PDF attachment. Include a list of the images.

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 July 8, 2020 for the August 12, 2020 deadline and by December 2, 2020 for the January 6, 2021 deadline. Program officers cannot 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.

There will be two application due dates under this announcement:

August 12, 2020 at 11:59 p.m. Eastern Time
January 6, 2021 at 11:59 p.m. Eastern Time

Applications must be complete, within the specified page limits, and validated by Grants.gov under the correct funding opportunity 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 TD- or TR- 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:

- development or production of a single short film (under 30 minutes)
- fictional films, including dramatic adaptations of literary works
- projects that will satisfy requirements for educational degrees or formal professional training
- projects intended primarily for students in a formal learning environment (though projects may include components that can be used in classrooms)
- general operations, renovation, restoration, rehabilitation, or construction of station or production facilities
- preservation or cataloging of materials and collections
- obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment)
- fiscal agents and fiscal agent fees
- 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)

Recipients are required to report income directly generated by NEH-funded activities or earned by the recipient or subrecipient as a result of the award during the period of performance and for seven years following the end of the period of performance. When NEH funding of a project amounts to $50,000 or more, and the total program income earned after the period of performance exceeds $50,000, NEH reserves the right to make a claim to or to restrict the use of the federal share of income earned during the seven years following the period of performance. The federal share is a percentage based upon the proportion of NEH support of the total project costs. For further information, see the NEH Program Income Policy.

7. Other Submission Requirements

If you are submitting your work sample on a DVD instead of through a URL, send eight copies and label each copy (both the case and the disk) with the name of the project director, the name of the applicant institution, the title of the project, and the title of the work sample. Send the work sample to:

Media Projects
Division of Public Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8269

Work samples must arrive at NEH on or before the deadline to be considered as part of the application.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications in the Media Projects program:

1. **Humanities content and significance**

   The likely contribution of the project to public understanding of the humanities, including the significance of the topic and the humanities ideas; the quality of the humanities scholarship and analytical perspectives informing the project.

2. **Creative approach, script, and resources**

   The audiovisual approach, and the likelihood that the program will effectively convey humanities content to a general audience in an engaging manner; the treatment, archival materials, and other resources that the applicant would use in the program (Development); the script and treatment(s), archival materials, and other resources that the applicant would use in the program (Production).

3. **Project personnel**

   The qualifications and potential contributions of the advising scholars and key organizational staff. The experience of the media team, and the quality of the team's previous work.

4. **Work sample**

    The quality of the work sample, and its demonstration of the qualifications of the media team to produce the proposed project successfully

5. **Project feasibility and distribution plan**

    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. The quality of a project's distribution plan, including quality and distribution plan for related program or outreach components (Production).

6. **Audience reach**

    The estimated size of the audience, the potential for broad, general audience appeal, and accessibility of ideas. The likely effectiveness of the proposed audience reach and the impact of evaluation (Production).

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.

NEH is required to review and consider any information about your organization that is in the Federal Awardee Performance and Integrity Information System (FAPIIS). You may review and

comment on any information about your organization that a federal awarding agency previously entered. NEH will consider any of your comments, in addition to other information in [FAPIIS](#) in making a judgment about your organization's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed as described in [2 CFR §200.205](#). A determination that an applicant is not qualified will be reported by NEH to FAPIIS ([2 CFR §200.212](#)).

4. Anticipated Announcement and Award Dates

Applicants will be notified of funding decisions by e-mail in April 2021 (for applications submitted for the August 12, 2020 deadline) or August 2021 (for applications submitted for the January 6, 2021 deadline). 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 begin to receive award documents from the NEH Office of Grant Management by e-mail in April 2021 (for applications submitted for the August 12, 2020 deadline) or August 2021 (for applications submitted for the January 6, 2021 deadline).

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 9: Explanation of delinquent federal debt](#).

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. The final reports must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action.

4.) **Other required products**. Development recipients must submit either a script (for documentary film or television programs) or a detailed treatment (for radio programs or podcasts) within 90 calendar days after the period of performance ends. Production recipients must submit rough cuts on a semiannual basis during the period of performance. Production recipients must submit copy of the completed product(s) (e.g., film(s), radio shows(s), podcast(s), television episodes, etc.) are also required within 90

calendar days after the period of performance ends. NEH requires recipients producing a film or television program to submit a trailer along with the finished film or program. Further information will be included in the Notice of Action.

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
202-606-8269
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

Related funding opportunities

The Division of Public Programs supports the production and distribution of documentary films up to 30 minutes that engage audiences with humanities ideas through a separate program, [Short Documentaries](#).

The Division of Public Programs supports standalone digital projects through a separate program, [Digital Projects for the Public](#).

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.