



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

**Funding Opportunity Title:
National Digital Newspaper Program**

Funding Opportunity Number: **20220113-PJ**

Funding Opportunity Type(s): New, Supplement

Federal Assistance Listing Number: 45.149

Application Deadline: January 13, 2022

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 one month to complete.

Division of Preservation and Access
Telephone: 202-606-8570
Email: preservation@neh.gov
Federal Relay: 800-877-8399

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

Executive Summary

The National Endowment for the Humanities (NEH) Division of Preservation and Access is accepting applications for the National Digital Newspaper Program. The purpose of this program is to create a national digital resource of historically significant newspapers published between 1690 and 1963 from all 56 states and U.S. jurisdictions. This searchable database will be permanently maintained at the Library of Congress (LC) and will be freely accessible online.

Funding Opportunity Title	National Digital Newspaper Program
Funding Opportunity Number	20220113-PJ
Federal Assistance Listing Number	45.149
Application Deadline	January 13, 2022, 11:59 p.m. Eastern Time
Anticipated Announcement	August 2022
Anticipated FY 22 Funding	Approximately \$2,000,0000
Estimated Number and Type of Awards	Approximately 10 cooperative agreements
Award Amounts	Up to \$325,000
Cost Sharing/Match Required	No, unless federal matching funds are requested
Period of Performance	The period of performance is two years with a start date of September 1, 2022.
Eligible Applicants	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/grants/preservation/national-digital-newspaper-program
Published	September 27, 2021

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A. Program Description

1. Purpose

This notice solicits applications for the National Digital Newspaper Program (NDNP).

NDNP is a partnership between NEH and the Library of Congress (LC) to create a national digital resource of historically significant newspapers published between 1690 and 1963, from all 56 states and U.S. jurisdictions. This searchable database will be permanently maintained by LC and will be freely accessible online (see [Chronicling America: Historic American Newspapers](#)). An accompanying national newspaper directory of bibliographic and holdings information on the website directs users to newspaper titles available in all types of formats. During the course of its partnership with NEH, LC will also digitize and contribute a significant number of newspaper pages drawn from its own collections to the NDNP database.

Successful applicants will select newspapers—**published in their state or jurisdiction between 1690 and 1963**—and over a period of two years, convert approximately 100,000 pages into digital files (preferably from microfilm), according to the [technical guidelines](#) outlined by LC. Recipients may select titles published in any language with a valid ISO 639-2 language code (or ISO 630-3, if appropriate). For newspapers published after 1926, only those published without copyright or for which the copyright was not registered or renewed by 1963—in other words, only those considered to be in the public domain—are eligible for selection. Recipients wishing to select titles for digitization that were published after 1926 must indemnify LC and NEH.

NEH welcomes applications that involve collaboration between prior NDNP recipients and new partners. Such collaborations might involve arranging with experienced recipients to manage the creation and delivery of digital files; offering regular and ongoing consultation on managing aspects of the project; or providing formal training for project staff at an onsite institute or workshop. NDNP has supported such collaborations between the following partners: Arkansas and Mississippi; Florida and Puerto Rico; Louisiana and Mississippi; Minnesota and Iowa; Minnesota and North Dakota; Minnesota and South Dakota; Montana and Idaho; Texas and New Mexico; Texas and Oklahoma; and Virginia and West Virginia.

NDNP supports dissemination activities that engage the wider public in exploring the digitized content, within appropriate limits. Your budget may include staff time, consultation with outside experts, and other eligible expenses related to disseminating the NEH-funded products, but keep in mind that the primary purpose of this program is to create a national digital resource of historically significant newspapers.

Prior recipients may apply for subsequent NDNP awards to further newspaper digitization efforts. Depending on how many NDNP awards an applicant has previously received, NEH has distinct programmatic expectations as outlined in this NOFO.

During their first three awards, recipients will become proficient in newspaper digitization production workflows and standards through their partnerships with NEH and LC. Applications at this stage must ensure that they or their partner institutions have access to large quantities of master negative microfilms of the state's or jurisdiction's newspapers for the period from 1690 through 1963.

Applicants seeking their first, second, or third NDNP awards should develop selection criteria with the following principles in mind:

- Titles should reflect the political, economic, and cultural history of the state or jurisdiction.
- Preference should be given to titles that are recognized as “papers of record” at the state or county level and that contain published legal notices, news of state and regional governmental affairs, and announcements of community news and events.
- Selected titles should provide state, or at least multi-county, coverage of the majority of the population areas.
- Newspapers with a broad chronological span are preferred to those with short runs or those that published sporadically.

Applicants seeking subsequent NDNP awards, with the help of a carefully selected advisory board, should develop selection criteria that move beyond the newspapers of record with the following considerations in mind:

- titles with underrepresented perspectives and histories
- titles that have ceased publication and/or lack ownership, and therefore would be less likely to be digitized by other sources
- previously digitized newspapers that applicants can justify as good candidates for inclusion

In addition to more nuanced considerations of title selection, applicants at this phase might also advance the technological reaches of newspaper digitization through development of content platforms; innovative uses of their NDNP data and metadata; and collaborations with educators, scholars, and/or technical experts.

See [D6. Funding Restrictions](#) for unallowable activities.

See [E1. Review Criteria](#) for review criteria.

2. Background

NDNP builds on the foundation established by an earlier NEH initiative conducted from 1982 to 2011: the United States Newspaper Program (USNP). The USNP was a cooperative national effort to locate, catalog, and preserve on microfilm American newspapers published from the eighteenth century to the present. Projects in all fifty states, the District of Columbia, Puerto Rico, and the Virgin Islands collaborated to provide bibliographic control to widely scattered newspapers and preserved on microfilm (to consistent national standards) selected titles from this vulnerable corpus. LC provided technical assistance for USNP throughout its existence.

NEH has funded NDNP projects in 49 states and two jurisdictions. [Previous award recipients](#) have represented Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, the Virgin Islands of the United States, Virginia, Washington, West Virginia, Wisconsin, and Wyoming.

NEH intends to support projects in all states and U.S. territories. **Awards are made to an organization within each U.S. state or jurisdiction, which typically collaborates with relevant state partners in this effort.** After their initial NDNP awards, state partners are encouraged to seek second and third awards, to produce a total of approximately 300,000 pages of digitized newspapers per state. Recipients may receive support for continued work beyond the third award, but the program gives priority to applications from those states and territories that have not received NDNP funding—as well as applications from states and territories that have received fewer than three awards.

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

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

Examples of NEH-funded projects may be found using the [Funded Projects Query Form](#).

[Learn more about NEH.](#)

NEH Areas of Interest

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

A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary

The task of building a more perfect Union rooted in the ideal of human equality falls to every generation of Americans, ours no less than our predecessors. The basic goals of life, liberty, and the pursuit of happiness endure over time, even as the challenges change: from founding a nation out of colonies; to dismantling the institution of slavery; to prevailing through times of economic depression and war; to advancing civil rights for all; to strengthening our democratic institutions; to building a more inclusive and sustainable society.

NEH’s [A More Perfect Union](#) initiative encourages projects that explore, reflect on, and tell the stories of our quest for a more just, inclusive, and sustainable society throughout our history. NEH especially welcomes projects that bring the perspective of the humanities to questions of racial justice, gender equality, the evolution of the American landscape, as well as America’s place in the world. Projects that strengthen Americans’ knowledge of our principles of constitutional governance and democracy are strongly encouraged, as are projects that address the experiences of Native Americans and other under-represented communities. In addition, NEH welcomes projects that develop innovative approaches to sustaining the nation’s humanities infrastructure and preserving its historical record.

B. Federal Award Information

1. Type of Application and Award

NEH seeks new and supplemental applications in response to this notice.

NEH will provide funding in the form of cooperative agreements. A cooperative agreement is a financial assistance mechanism where substantial programmatic involvement is anticipated between NEH and the recipient during the period of performance.

In collaboration with the recipients, and in partnership with technical advisors at LC, **NEH responsibilities will include the following:**

- a. convening an initial workshop for recipients as well as subsequent program meetings or workshops
- b. consultation regarding the final selection of titles
- c. consultation regarding the production schedule for sample and final files
- d. consultation (TIFF, OCR output, PDF, JP2, and metadata) to ensure the required sample of digital assets is in compliance with the LC's technical specifications for the program
- e. ensuring LC review of all updated bibliographic records of digitized titles in WorldCat to ensure CONSER authentication and conformity with current cataloging practices for US newspapers
- f. reviewing and editing newspaper title essays

In collaboration with NEH staff, who will be assisted by LC technical advisors, the recipient will perform all tasks needed for the continued development of *Chronicling America*. **Recipient responsibilities will include the following:**

- a. establishing an advisory board responsible for applying selection criteria for digitization to state newspaper titles published from 1690 through 1963 now in the public domain
- b. compiling a list of newspapers selected for the project containing information about each title, its geographic and chronological coverage, its LCCN (Library of Congress Control Number) identifying number, estimated number of pages to be digitized, number of reels (LC to supply barcode for each reel), and confirmed public domain status
- c. evaluating and documenting copyright status for any material not currently in the public domain (only material published without copyright or with a copyright not registered or renewed before 1964, and therefore considered to be in the public domain, is eligible for selection)
- d. technical analysis of available microfilm for optimal scanning of the selected titles (the format of analysis must follow the technical specifications provided in the [guidelines](#))
- e. development of a production schedule with an agreed-upon timetable for sample and final files

- f. submission of an agreed upon number of pages, established in the [work plan](#), and following NDNP technical specifications (approximately 100,000 pages of digitized newsprint and associated files)
- g. creation of a summary description (a maximum of 500 words each) of the scope, content, and significance of each digitized newspaper title; title descriptions should be delivered simultaneously with the associated assets
- h. surveying digital newspapers in the state in order to identify open-access (free) digital titles that are not included in NDNP (a spreadsheet format to conduct this survey to be provided by LC)
- i. updating bibliographic records of digitized titles in WorldCat to ensure CONSER authentication and conformity with current cataloging practices for US newspapers
- j. submitting all deliverables to LC for review of conformance with the program's [technical guidelines](#) and subsequent NEH review (instructions for delivery will be provided)
- k. indemnity for the United States (and its licenses and assigns) to the extent permitted by law, for projects that involve digitizing newspapers not held in the public domain based on published date, against all claims, damages, liabilities, losses, costs, and expenses (including reasonable attorney's fees) arising out of or caused by recipient's breach of any warranty or agreement contained in this cooperative agreement
- l. attendance at an initial workshop and annual program meetings or workshops in the Washington, DC area (or the virtual equivalent)
- m. research, write, and revise newspaper title essays
- n. quarterly data deliveries throughout the period of performance

2. Summary of Funding

You may request up to \$325,000.

The period of performance is two years with a start date of September 1, 2022.

Award amounts and periods of performance apply to both new awards and supplements. Prior recipients should request supplements during the second year of an award. For example, a recipient who received an NDNP award in 2020 should apply for a supplement in 2022.

NEH expects to have approximately \$2,000,000 to fund an estimated ten recipients.

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

C. Eligibility Information

1. Eligible Applicants

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

An eligible entity may apply on behalf of a consortium of collaborating organizations. The lead applicant would be programmatically, legally, and fiscally responsible for the award. **Fiscal agents or fiscal sponsors may not apply on behalf of ineligible applicants.**

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

2. Cost Sharing

Cost sharing is not required in this program, unless federal matching funds are requested. Learn about different [type of funds offered 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.

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

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

Required cost sharing includes third-party non-federal gift money that must be raised to release federal matching funds.

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

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

3. Other Eligibility Information

An applicant may not submit multiple applications under this notice.

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

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

An applicant whose project has received a prior award from NEH may request support for a new or subsequent stage of that project. Such proposals will be judged by the same criteria as others in the current competition. Previously rejected applications may be revised and resubmitted.

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

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

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

D. Application and Submission Information

1. Application Package

This funding opportunity is available in Grants.gov under number 20220113-PJ. You can also find a link to the funding opportunity on the [program resource page](#).

The application package for this funding opportunity can be found under the "Package" tab. It includes a series of required and conditionally required forms. You will upload additional application components into the [Attachments Form](#).

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

Contact preservation@neh.gov to request a paper copy of this notice.

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

2. Content and Form of Application Submission

Your application will include a [narrative](#), [budget](#), and other [forms](#) and [attachments](#). As indicated in the Application Components Table, forms will be completed within Grants.gov Workspace and other components will be uploaded into the [Attachments Form](#).

You must submit all required attachments and conditionally required attachments relevant to your proposal. **Applications missing any required documents or relevant conditionally required documents will be considered incomplete and will be rejected from further consideration.**

Take note of the page limits and formatting instructions for each attachment. **Applications that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.**

Unless otherwise stipulated in specific instructions, attachments must conform to the following formatting requirements:

- paper size no larger than standard letter paper size (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font size no smaller than 11-point
- single-spacing
- recommended fonts: Arial, Georgia, Helvetica, or Palatino Linotype
- any standard citation style is acceptable; citations are included in page counts

Grants.gov form/Attachment	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required
Project/Performance Site(s) Location Form	Grants.gov form		Required
Research and Related Budget Attachments Form	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL "Disclosure of Lobbying Activities"	Grants.gov form		Conditionally required
Attachment 1: Narrative	narrative.pdf	10/15; see narrative instructions	Required
Attachment 2: Work plan	workplan.pdf		Required
Attachment 3: Résumés for key personnel	resumes.pdf	2 pages per résumé	Required
Attachment 4: Consultants and advisory board members	consultants.pdf		Required
Error! Reference source not found. Attachment 5: Letters of commitment	letters.pdf		Optional
Attachment 6: Additional supporting documentation	documentation.pdf		Optional
Attachment 7: History of awards	history.pdf		Optional

Attachment 8: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 9: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required

Narrative

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

Applicants seeking their first, second, or third NDNP award must limit the narrative to ten pages.

Applicants seeking subsequent NDNP awards must limit the narrative to fifteen pages.

Applicants should note the differentiated narrative instructions depending on their project’s phase.

If relevant, include sample materials (such as URLs or screen shots) and statistics (the number of projects undertaken and of digitized materials) that illustrate the experience of the project staff in doing comparable digital conversion projects.

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

History and scope of the project (corresponds to [review criterion 1](#))

Provide a concise summary of how the state’s or jurisdiction’s newspapers add new perspectives or insights into regional and national history. How do the newspapers’ chronological or geographical reach, their voicing of either popular or underrepresented perspectives, or their unique publishing history illuminate major historical events and/or uncover lesser-known events?

All but first round applicants should describe the project’s work to date, including specific information about deliverables in comparison with projected goals.

Applicants seeking their first, second, or third NDNP award should describe newspaper collections within the state or jurisdiction and the extent to which they have been cataloged and microfilmed. Discuss past or current efforts to digitize these collections. You may opt to provide additional supporting documentation regarding newspaper collections in [Attachment 6: Additional supporting documentation](#).

Applicants seeking a subsequent NDNP award should describe the themes guiding the next round of title selection. Provide evidence of user interest in and need for this thematic direction.

Methodology and standards (corresponds to [review criteria 1, 2, 3, 4, and 5](#))

Indicate whether the applicant institution or its partners have access to large quantities of master negative microfilms of the state’s or jurisdiction’s newspapers for the period from 1690 through 1963 and whether the film was produced to [USNP microfilming guidelines](#). If you propose including microfilm that was not created to USNP standards, describe the overall

quality of the microfilm and its suitability for digitization, including general information about such factors as its density, resolution, reduction ratio, focus, and physical condition.

Discuss your plan for selecting newspapers published between 1690 and 1963 and ensuring that those selected are in the public domain.

If relevant, discuss your capacity to administer a project that involves multiple partners. Explain the role of any proposed partners and include letters from those institutions that indicate their commitment to the project in [Attachment 5](#).

Explain the process used to evaluate and document copyright registration and/or renewal for all material not held in the public domain based on published date. The inability to locate the copyright holder for titles with registered or renewed copyrights does **not** mean that the titles are in the public domain. Explain how you will ensure that “orphaned works” of this sort will not be selected for digitization.

All applicants should describe their selection criteria, keeping in mind the principles described in [Section A1. Purpose](#).

Applicants seeking their first, second, or third NDNP award should describe the institution’s existing infrastructure for undertaking digital projects. Discuss the institution’s experience with large digital conversion projects, especially from microfilm, and with projects that involve serials or newspapers. Discuss any initiatives and/or partnerships to advance technological capacities—such as platforms, IIIF, or OCR—for digital newspapers.

Applicants seeking a subsequent NDNP award should explain what kind of information about individual titles would be made available to the advisory committee members to allow them to select papers that reflect diverse coverage—differences in readership, editorial stance, or political orientation—as well as linguistic, geographical, ethnic, and racial representation.

Dissemination (corresponds to [review criterion 6](#))

Describe your plans to bring the project's products to the attention of the relevant communities of users, such as scholars, students, educators, and the broader public. NDNP can support outreach activities within appropriate limits, such as development of lesson plans, Wiki-thons, and social media promotion; it cannot support large-scale exhibits or conferences. Your budget may include staff time and other eligible expenses related to disseminating the NEH-funded product.

Work plan (corresponds to [review criterion 7](#))

Summarize your work plan, providing an overview of what will be accomplished during each stage of the project. Describe a set of activities for each stage and specify the project team members involved. For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution. Provide a detailed version of your work plan in [Attachment 2: Work plan](#).

Staff (corresponds to [review criterion 8](#))

Identify the project staff, including consultants, advisory board members, and other technical and production staff hired for the project. Describe their duties and qualifications for the specific responsibilities assigned to them. Applicants proposing to digitize titles in languages other than English must include staff with the relevant language expertise to review the quality of the converted content and related metadata. Indicate the amount of time that the principal members of the project staff will devote to the project.

Describe the advisory board of scholars (including experts on the history of print journalism), teachers, librarians, and archivists involved in the selection process. Advisory boards should consist of members who hold diverse professional roles and work at a variety of different institutions. In addition to providing advice on content, the advisory board should help disseminate the project’s progress and *Chronicling America* more generally.

Applicants seeking a subsequent NDNP award should describe how new or existing members of the advisory board are particularly well suited to address the proposed selection criteria.

Narrative Guidance	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative sections and the review criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
History and scope of the project	1
Methodology and standards	1, 2, 3, 4, and 5
Dissemination	6
Work plan	7
Staff	8

Research and Related Budget

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a [budget justification](#).

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

If you are exclusively requesting outright funds, your budget should reflect only funding requested from NEH. If you are requesting federal matching funds, your budget must equal total funding requested from NEH (outright and federal matching funds) and the one-to-one required third party cost share for the federal matching funds.) Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes. The total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields.

Required fields are indicated in yellow. Round to the nearest whole dollar amount in all dollar fields. The inclusion of a cost category on the Research and Related Budget 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.

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

Your budget may not include any costs to support federal agencies or employees in any capacity (for example, fees paid to or travel expenses for NEH or Library of Congress staff).

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

Introductory Fields

If not pre-populated, indicate your organization's unique entity identifier-D-U-N-S® number, the name of your organization, and the period of performance start and end dates. This should be the same as the information provided on your [SF-424 Application for Federal Assistance - Short Organizational](#). Check "project" for budget type.

A. Senior/Key Person

Only key project personnel **employed by the applicant institution** should be included in sections A and B of the Research and Related Budget form. Project team members who are playing a leadership role should be included under A. Senior/Key Person while additional project team members should be included under [B. Other Personnel](#). Depending on their role on the project, costs for other project team members who are not employed by the applicant institution may be included on the budget under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#).

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

Enter the base salary (annual compensation) and identify the number of months each 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. Failure to include base salaries can result in a delay of the issuance of awards.

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

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR §200.431](#), fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. The sum of requested salary and fringe benefits will be automatically calculated for each senior/key person.

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

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

B. Other Personnel

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

Post-doctoral associates, graduate students, and undergraduate students

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

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

Secretarial/Clerical

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

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

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

Additional Other Personnel

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

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

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

C. Equipment Description

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

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

Per [2 CFR §200.322](#), as appropriate and to the extent consistent with law, applicants should, to the greatest extent practicable under a federal award, provide a preference for the purchase,

acquisition, or use of goods, products, or materials produced in the United States. The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

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

Total equipment costs will be automatically calculated.

D. Travel

Enter the total funds requested for both domestic (local and long-distance) and foreign travel (travel to Canada and Mexico is considered foreign travel). In your [budget justification](#), include the purpose, destination, travel dates (if known), and the names travelers (if known) for each trip. If dates are not known, specify the estimated length of trip (e.g., 3 days). If travelers are unknown, provide a count. **All trips—both foreign and domestic—must be justified individually.**

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

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

Include funds for two members of the project team with major responsibility to attend two-day meetings at NEH's offices in Washington, D.C. in September 2022 and September 2023. One should be knowledgeable about the state's or jurisdiction's newspaper collections; the other should have technical experience with digitization projects. Recent meetings have been held virtually due to travel restrictions, but attendance at an annual program meeting or workshop, whether held in Washington, D.C., or online, is mandatory. See [B1. Type of Application and Award](#).

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. s.

Include travel costs for participants in [E3](#) and travel costs for consultants in [E3](#).

Total travel costs will be automatically calculated.

E. Participant/Trainee Support Costs

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

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

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

Total participant support costs will be automatically calculated.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the total funds requested for participant stipends.

3. Travel

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

4. Subsistence

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

5. Other

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

Number of Participants/Trainees

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

F. Other Direct Costs

Total other direct costs will be automatically calculated.

1. Materials and Supplies

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

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

2. Publication Costs

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

3. Consultant Services

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

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

4. Automated Data Processing (ADP)/Computer Services

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

5. Subawards/Consortium/Contractual Costs

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

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

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

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

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

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in [Attachment 8: Federally negotiated indirect cost rate agreement](#).

6. Equipment or Facility Rental/User Fees

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

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

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

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

7. Alterations and Renovations

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

8-10. Other

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

Per [2 CFR §200.432](#), allowable conference costs may include speakers’ fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts must exercise discretion and judgment in ensuring that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award. If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Per [2 CFR §200.423](#), alcoholic beverages are unallowable.

G. Total Direct Costs

Total direct costs will be automatically calculated.

H. Indirect Costs

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

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

Carefully review your institution’s negotiated indirect cost rate(s) to make sure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates—for example, “research,” “instruction,” and “other sponsored activities.” With rare exceptions, your institution’s “research” rate will **not** be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in paragraph (c)(1) of [2 CFR §200.414](#), federal agencies must use the negotiated rate(s) in effect at the time of the initial award throughout the life of the federal award. Award levels will not be adjusted in future years as a result of changes in negotiated rates. Except as provided in [2 CFR §200.414](#), when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate used at the time of the award must be adjusted once a rate is negotiated and approved by

the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed.

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

- direct cost all expenses;
- submit an indirect cost proposal to their cognizant federal agency to negotiate a rate within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR §200.414](#)); or
- charge a de minimis rate of 10% of MTDC (see [2 CFR §200.414\(f\)](#))

Per [2 CFR §200.1](#), MTDC are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subaward). MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.

If you choose one of these options, indicate this under [Indirect Cost Type](#).

If applicable, include a copy of your federally negotiated indirect cost rate agreement as [Attachment 8: Federally negotiated indirect cost rate agreement](#).

Indirect Cost Type

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

Indirect Cost Rate (%)

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

Indirect Cost Base (\$)

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

Funds Requested (\$)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

Total indirect costs will be automatically calculated.

Cognizant Federal Agency

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

I. Total Direct and Indirect Costs

Total costs will be automatically calculated.

J. Fee

Leave this field blank.

K. Total Costs and Fee

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

L. Budget Justification

A budget justification is required. Save the document as a PDF named justification.pdf. Attach only one file. Do not use your budget justification to expand your narrative.

Provide the information requested to support your budget. If applicable, the following categories must be justified: [equipment](#), [travel](#), [participant/trainee support](#), and [other direct costs](#).

Your budget justification must specifically describe how costs have been calculated and how each item will support the proposed objectives. If you have a quote(s), include it here. If your project includes subawards, detail and quantify all subaward costs.

Explain any exclusions applied to your indirect costs base calculation.

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

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

The total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields.

Other Application Components

SF-424 Application for Federal Assistance – Short Organizational

This form includes basic information about the project, the project director, and the institution. Items **1**, **2**, and **4** will be automatically filled in; item **3** should be left blank.

5. Applicant Information

Provide your organization’s legal name, address, employer/taxpayer identification number (EIN/TIN), unique entity identifier (assigned by the [System for Award Management](#)), website address, and [congressional district](#). For example, if your institution is located in the 5th congressional district of your state, put a “5.” If your institution does not have a congressional district (for example, it is in a state or U.S. jurisdiction that does not have districts, or is in a foreign country), put a “0” (zero).

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

Institutions applying to federal programs are required to include a unique entity identifier. If you do not know your identifier, contact your grants administrator or chief financial officer.

6. Project Information

- a. Provide the title of your project. It should be brief (no more than 125 characters, including spaces). Successful applications typically have titles that are descriptive of the project and easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.
- b. Provide a brief (no more than one thousand characters, including spaces) description of your project. It should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities.
- c. List the start and end dates for your project. Your project must start on the first day of a month and end on the last day of a month. See [B2. Summary of Funding](#) for information regarding allowable periods of performance.

7. Project Director

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

If the project director is not an employee of the recipient organization, the recipient must have a formal written agreement with the project director that specifies an official relationship between the parties even if the relationship does not involve a salary or other form of remuneration.

8. Primary Contact/Grants Administrator

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

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

9. Authorized Representative

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "authorizing official," is typically the president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. Consult the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

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

2. Institutional Information

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

3. Project Funding

Enter the amount of each [type of funds](#) requested, as well as required cost share to unlock federal matching funds, if applicable. Do not include voluntary cost share.

4. Application Information

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

For type of application, check “new” or “supplement.”

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

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur during the period of performance. You may include multiple performance sites. If you need to add more locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Position your cursor over each field to view instructions.

Certification Regarding Lobbying (conditionally required)

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

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

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

Attachments Form

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

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

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

Limit file names to 50 or fewer characters. Do not attach any documents with the same name. Each attachment should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly

braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. If you do not follow these naming conventions, your application may be rejected.

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

Occasionally, converting a document to PDF may alter its length. It is your responsibility to ensure that all attachments are within the stated page limits.

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#). Name the file narrative.pdf.

Attachment 2: Work plan (required)

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

Attach the work plan for the project that includes all information detailed in the [Project Narrative](#). If funds will be sub-awarded or expended on contracts, describe how your organization will ensure the funds are properly documented.

Applicants seeking their first, second, or third NDNP award should provide only a schedule for milestones and deliverables with deadlines. An approximation of pages of digital content should be included.

Applicants seeking a subsequent NDNP awards should provide a full work plan, including detailed information on the following: selection of titles and evaluation of microfilm, conversion processes, metadata creation, OCR text conversion, quality review procedures, approximation of pages of digital content created, and data delivery mechanisms. Propose a schedule for project milestones and deliverables that includes deadlines for the various stages.

Name the file workplan.pdf.

Attachment 3: Résumés for key personnel (required)

Include résumés of two pages or fewer per person for staff with major responsibilities for the project's implementation and for consultants to the project. Include job descriptions for any additional staff who will be hired specifically to work on the project.

Résumés must not exceed two pages per person. Name the file resumes.pdf.

Attachment 4: Consultants and advisory board members (required)

List consultants to the project and members of the project's advisory board.

Name the file consultants.pdf.

Attachment 5: Letters of commitment (optional)

Provide any documents that describe working relationships between your organization and other individuals, entities, and programs cited in the proposal. Letters of commitment must be signed and dated.

Name the file letters.pdf.

Attachment 6: Additional supporting documentation (optional)

You may provide supplemental information for state or territorial newspaper titles on microfilm and letters of cooperation from their holding institutions. You may also include up to three letters of support. Elected government officials, current NEH staff, and current members of NEH'S [National Council on the Humanities](#) may not serve as letter writers.

Name the file documentation.pdf.

Attachment 7: History of awards (optional)

If your organization has received previous support from any federal or nonfederal sources, including NEH, for digital conversion activities similar to those to be undertaken in the project for which funding is being sought, list on one page the sources, dates, and amounts of these funds. If the project has a long history of support, the sources and contributions may be grouped and summarized.

Name the file history.pdf.

Attachment 8: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If a subrecipient is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If you are requesting the de minimis rate, this attachment is not required.

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. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

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

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

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

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

D-U-N-S®

Your organization must obtain a [Dun and Bradstreet Data Universal Numbering System \(D-U-N-S®\) number](#). D-U-N-S® numbers are unique nine-digit numbers assigned to all types of business organizations, including nonprofits and government entities. A D-U-N-S® number will be required to register with the System for Award Management until April 2022.

System for Award Management (SAM)

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

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

Grants.gov

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

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

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

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

4. Submission Dates and Times

Drafts

Program officers will review drafts submitted by December 3, 2021, at 11:59 p.m. Eastern Time. Drafts submitted after this date will not be reviewed. This optional preliminary review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft, send it as a Word attachment to preservation@neh.gov.

Applications

The deadline for applications under this notice is January 13, 2022, at 11:59 p.m. Eastern Time.

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

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your application status](#).

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

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

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

6. Funding Restrictions

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

- the digitization of serials that do not fit the definition of “newspaper” used by the Library of Congress (“A newspaper is a serial publication, appearing usually at least weekly, which serves as a primary source of information on current events of general interest.”), and of serials that are not described as newspapers in associated CONSER (Cooperative Online Serials) bibliographic records
- the digitization of newspapers that fall outside the 1690-1963 chronological span
- the digitization of newspapers that are not confirmed to be in the public domain
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

See also the unallowable costs included in [2 CFR 200 Subpart E - Cost Principles](#).

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review NDNP applications:

1. the applicant’s **understanding** of how the state’s or jurisdiction’s newspapers add new perspectives or insights into regional and national history, and how that understanding

informs selection criteria (corresponds to narrative sections [History and scope of project](#) and [Methodology and standards](#))

2. the applicant's **access** to master negative microfilm of state or territorial newspapers for titles published between 1690 and 1963 (corresponds to narrative section [Methodology and standards](#))
3. the institution's **infrastructure** for undertaking digital projects and its experience with digital conversion activities, particularly with microfilm conversion or with conversion of serials and newspapers, as well as initiatives and/or partnerships to advance technological capacities (corresponds to narrative section [Methodology and standards](#))
4. the institution's **experience** in collaborative digital conversion and development projects (corresponds to narrative section [Methodology and standards](#))
5. the **ability** of a previously funded project to produce acceptable NDNP digital content within the period of performance (corresponds to narrative section [Methodology and standards](#))
6. the **effectiveness** of the project's plans for disseminating information about the project's products to intended audiences (corresponds to narrative section, [Dissemination](#))
7. the **viability** of the work plan and proposed schedule to meet the technical specifications defined by LC for selection, conversion, metadata creation, and OCR text conversion (corresponds to narrative section [Work plan](#))
8. the **professional training** and experience of the staff and advisory board in relation to the activities for which support is requested, including language expertise; knowledge of state and national history and culture; and the ability to ensure that the titles are in the public domain (corresponds to narrative section [Staff](#))
9. the **reasonableness** of the proposed budget, including documentation of third-party quotations for specific types of services (corresponds to the [budget](#) and [budget justification](#))

2. Review and Selection Process

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

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

3. Assessment of Risk and Other Pre-Award Activities

Applications that have received a favorable review are subsequently reviewed for other considerations, including past performance, as applicable; cost analysis of the project budget;

assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements.

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

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

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

4. Anticipated Announcement and Award Dates

NEH will notify applicants of funding decisions by email in August 2022. This notification is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting preservation@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

The NEH Office of Grant Management will send award documents to the institutional grants administrators and project directors of successful applications via eGMS Reach in August 2022.

2. Administrative and National Policy Requirements

Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#), and the specific terms and conditions in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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

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

Copyright information

Recipients may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under an award. In accordance with [2 CFR §200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish an excerpt from resulting grant product(s) in [Humanities](#) magazine or on the NEH website.

Acknowledging NEH support

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

Program income policy

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

Eliminate waste, fraud, and abuse

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

Termination

NEH reserves the right to terminate awards consistent with [2 CFR §200.340](#).

3. Reporting

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

- 1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an annual basis.
- 2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report to NEH on an annual basis.
- 3.) **Final Reports**. Recipients must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and

progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance.

Learn more about [performance reporting requirements](#) and [financial reporting requirements](#).

G. Agency Contacts

If you have questions about the program, contact:

Division of Preservation and Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8570
preservation@neh.gov

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

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

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

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

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

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

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

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

A number of activities related to, but not directly involved in, newspaper digitization can be funded by other NEH grant programs. Projects primarily directed at enhancing the preservation of and access to a *specific* collection or the holdings of a specific institution or projects intending to arrange and describe, digitize, or reformat a humanities collection other than newspaper

collections (or to create a reference resource such as an encyclopedia or atlas) should apply to the [Humanities Collections and Reference Resources](#) program. Projects that focus on serving the preservation and access field more generally by developing new standards, practices, methodologies, and workflows for humanities collections should apply to the [Research and Development program](#). Both of these programs are administered by the [Division of Preservation and Access](#).

Applicants seeking to disseminate project results through major exhibits or other large-scale public humanities programs should consider programs offered by the [Division of Public Programs](#).

Applicants seeking primarily to create or enhance experimental, computationally-based methods, techniques, or infrastructure that contribute to the humanities; pursue scholarship that examines the history, criticism, and philosophy of digital culture or technology and its impact on society; or conduct evaluative studies that investigate the practices and the impact of digital scholarship on research, pedagogy, scholarly communication, and public engagement should consider the [Digital Humanities Advancement Grants program](#) in the [Office of Digital Humanities](#).

Applicants seeking to upgrade and improve a mature digital project to enhance its long-term functionality, sustainability, and/or accessibility, you should consider applying for the [Infrastructure and Capacity Building Challenge Grants: Digital Infrastructure program](#) in the [Office of Challenge Programs](#).

Privacy policy

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

Application completion time

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

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date September 30, 2021.