



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

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

Funding Opportunity Number: 20210114-PJ

Funding Opportunity Types: New, Supplement

Federal Assistance Listing Number: 45.149

Application Due Date: January 14, 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 Preservation and Access
Telephone: 202-606-8570
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OMB control number 3136-0134, expiration date June 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 the states and U.S. territories. This searchable database will be permanently maintained at the Library of Congress (LC) and will be freely accessible online.

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|---|---|
| Funding Opportunity Title: | National Digital Newspaper Program |
| Funding Opportunity Number: | 20210114-PJ |
| Federal Assistance Listing Number (CFDA): | 45.149 |
| Application Due Date: | January 14, 2021, 11:59 p.m. Eastern Time |
| Anticipated Announcement: | August 2021 |
| Anticipated Total Annual Available FY 21 Funding: | Approximately \$2,000,000 |
| Estimated Number and Type of Awards: | Approximately 10 cooperative agreements |
| Funding Range: | Up to \$325,000 |
| Cost Sharing/Match Required: | No |
| Period of Performance: | Two years with a start date of September 1, 2021. |
| 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/grants/preservation/national-digital-newspaper-program |

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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 the states and U.S. territories. 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 to the NDNP database a significant number of newspaper pages drawn from its own collections.

Over a period of two years, successful applicants will select newspapers—**published in their state or territory between 1690 and 1963**—and convert approximately 100,000 pages into digital files (preferably from microfilm), according to the [technical guidelines](#) outlined by the Library of Congress. Applicants may select titles published in any language with a valid ISO 639-2 language code. For languages that are not represented in the ISO 639-2 specification, the ISO 639-3 code may be used if appropriate. For newspapers published after 1925, 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 1925 must adhere to a condition of award according to which the recipient will indemnify LC and NEH.

NEH welcomes applications that involve collaboration between prior NDNP recipients and new partners. Such collaborations might involve arranging with current 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 can support dissemination activities that engage the wider public in exploring the digitized content, within appropriate limits. Your budget may include staff time 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. Applicants seeking to disseminate project results through major exhibits or other large-scale public humanities programs should consider programs offered by the [NEH Division of Public Programs](#).

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

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 territory'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 territory.
- 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 their fourth, fifth, or sixth NDNP awards should develop selection criteria with the following principles in mind:

- Title selection should develop selection criteria that moves beyond the newspapers of record in their state or territory.
- With the help of a carefully selected advisory board, title selection should focus on including titles with underrepresented perspectives and histories. Special consideration should be given to titles that have ceased publication and/or lack ownership, and therefore would be less likely to be digitized by other sources. While a previously digitized newspaper normally would not be a good candidate for inclusion, applicants may justify selecting such a paper in special circumstances.

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.

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

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 48 states and two territories. [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, 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 territory, which typically collaborates with relevant state partners in this effort.** After their initial NDNF 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 NDNF 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 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 NEH, visit <https://www.neh.gov/about>.

NEH Areas of Interest

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

“A More Perfect Union”: NEH Special Initiative Advancing Civic Education and Commemorating the Nation’s 250th Anniversary

As our nation approaches its 250th anniversary in 2026, NEH encourages projects that promote a deeper understanding of American history and culture and that advance civic education and knowledge of our core principles of government. The agency-wide “[A More Perfect Union](#)” initiative will help Americans better understand the world’s oldest constitutional democracy and how our founding ideals are met in a modern, pluralistic society.

NEH welcomes consideration of diverse topics in American history, from Native American culture to rural life to the rise of the industrial city, from the Civil War to the Cold War to the Civil Rights movement, etc. We also seek projects that examine foundational documents in U.S. history, as well as projects that examine historical objects, places, traditions, events, and individuals who collectively shaped our states and nation. Applications about the contributions of under-represented communities are highly encouraged.

In addition, NEH especially encourages projects that include Native American organizations and communities as lead applicants and project partners.

B. Federal Award Information

1. Type of Application and Award

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 performance of the contemplated project.

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 and 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 regarding the required sample of digital assets (TIFF, OCR output, PDF, JP2, and metadata) to ensure 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. establishment of 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. compilation of 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. evaluation and documentation of 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 that was provided in the technical specifications of the guidelines)
- e. development of a production schedule with an agreed-upon timetable for sample and final files

- f. submission of a mutually agreeable number of pages, established in the [work plan](#), and according to 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. for projects that involve digitizing newspapers not held in the public domain based on published date, and to the extent permitted by law, the recipient will indemnify the United States (and its licensees and assigns) 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

Approximately \$2,000,000 is expected to be available to fund 10 recipients. You may apply for a ceiling amount of up to \$325,000.

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 two years, with a start date of September 1, 2021.

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.

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. 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.

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

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

3. Other Eligibility Information

An applicant may not submit multiple applications under this announcement.

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

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

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 through [Grants.gov](#), using either [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. The Grants.gov registration process is described in [Section D3](#).

The application package is available in Grants.gov. A link to the application package can be found on the [program resource page](#).

To request a paper copy of this announcement, contact preservation@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.

Applicants seeking their first, second, or third NDNP award must limit the narrative to ten double-spaced pages with one-inch margins and a font size no smaller than eleven points.

Applicants seeking their fourth, fifth, or sixth NDNP award must limit the narrative to fifteen double-spaced pages with one-inch margins and a font size no smaller than eleven points.

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.

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.

History and scope of the project (corresponds to [Review Criterion 1](#))

Provide a concise summary of how the state's or territory'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 territory 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: Appendices](#).

Applicants seeking their fourth, fifth, or sixth 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 2, 3, 4, and 5](#))

Indicate whether the applicant institution or its partner institutions have access to large quantities of master negative microfilms of the state's or territory's newspapers for the period from 1690 through 1963 and whether the film was produced to [USNP microfilming guidelines](#). If microfilm that was not created to USNP standards is being proposed for inclusion in the project, describe the overall quality of the microfilm and its suitability for digitization, including general information about such factors as the density, resolution, reduction ratio, focus, and physical condition of the film.

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

If relevant, discuss the institution's 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, IIF, or OCR—for digital newspapers.

Applicants seeking their fourth, fifth, or sixth 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—owing to differences in readership, editorial stance, or political orientation—as well as linguistic, geographical, ethnic, and racial representation.

Work plan (corresponds to [Review Criterion 6](#))

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 7](#))

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. Because advisory board members should hold a number of different professional roles, they should come from a variety of different institutions.

Applicants seeking their fourth, fifth, or sixth 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 language and where each section falls within the review criteria. | |
| <u>Narrative Section</u> | <u>Review Criteria</u> |
| History and scope of the project | Review Criterion 1 |
| Methodology and standards | Review Criteria 2, 3, 4, and 5 |
| Work plan | Review Criterion 6 |
| Staff | Review Criterion 7 |

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.

Applicants requesting federal matching funds must submit a budget reflecting total project costs that include the one-to-one required cost share for the federal matching funds. As an example, an applicant requesting \$100,000 in outright funds and \$20,000 in federal matching funds must submit a budget that includes \$140,000 in total project costs. See [Section C2 Cost Sharing](#).

All of the items listed, 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).

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 who are employed by the applicant organization who are involved in the project.

For each senior/key person list their name and project role. 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 terms 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 be automatically calculated 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 benefits 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 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 at educational institutions and nonprofit organizations are included as part of indirect costs (see [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`. In this attachment, specify 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 (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](#).

Include funds for two members of the project team to attend two-day meetings at NEH's offices in Washington, D.C. in September 2021 and September 2022. Attendance at an annual program meeting or workshop held in Washington, D.C., is mandatory. Two representatives with major responsibility for the project should attend these meetings. One should be knowledgeable about the state's or territory's newspaper collections; the other should have technical experience with digitization projects.

NEH funds may not be used to support attendance at regularly-occurring professional meetings.

Total travel costs will be automatically calculated based on domestic and foreign travel costs. Travel to Canada and Mexico is 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, 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 [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 stipends.

3. Travel

List the total funds requested for participant travel. In [Section L. Budget Justification](#), name the travelers (if possible) and reflect the travel expenses for each (e.g., roundtrip airfare, mileage or public transportation, related parking, etc.). **Any arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.**

4. Subsistence

List the total funds requested for participant 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 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 costs described.

Number of Participants/Trainees

List the total number of proposed participants. 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](#).

Per [§2 CFR 200.421\(e\)\(3\)](#), promotional items and memorabilia, including gifts, and souvenirs, are not allowed.

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 proposed 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 they will perform.

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. 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 §200.330\(c\)](#).

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: 'places of public accommodation affecting commerce' are any inns, hotels, or other establishments not owned by the Federal Government that provide 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. "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). Use [Section](#)

[L. Budget Justification](#) to further itemize and justify. “Miscellaneous” and “contingency” are not acceptable budget categories.

Per [2 CFR §200.432](#), allowable conference costs may include speakers’ fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the NEH award. If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Alcoholic beverages are unallowable and may not be included in your budget.

Section G. Total Direct Costs

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

Section H. Indirect Costs

Indirect costs (sometimes referred to as Facilities and Administration or “F&A”) are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Items that would typically be regarded as indirect costs include the depreciation on buildings, equipment and capital improvement, operations and maintenance expenses, salaries of executive officers, accounting, and legal services.

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

For applicants seeking reimbursement for indirect costs: carefully review your institution’s negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions of higher education negotiate multiple rates—for example, “Research,” “Instruction,” and “Other Sponsored Activities.” With rare exceptions, your institution’s “Research” rate will **not** be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

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

Organizations that wish to include indirect costs in the budget but do 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 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](#), 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 subawards under the award). MTDC exclude 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 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 | 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 | Grants.gov form | | Required |
| 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 |
| Attachment 5: Letters of commitment | letters.pdf | | Optional |
| Attachment 6: Appendices | appendices.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 |

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 projects must begin on September 1, 2021.

7. Project Director

Provide the name, title, mailing address, email address, and telephone and fax numbers for the project director. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. Because the project director's involvement in the proposed project is critical to its success, applicants must notify the NEH Office of Grant Management 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 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. 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 grants 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 grants administrator and copied to the project director.

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

Provide the following information:

1. Project Director

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

2. Institutional Information

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

3. Project Funding

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

4. Application Information

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

For Type of Application, check “new.”

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

Project/Performance Site Location(s) Form

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

Certification Regarding Lobbying

Applicants requesting awards greater than \$100,000 must complete and submit the Certification Regarding Lobbying. 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: Work plan (required)

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 their fourth, fifth, or sixth NDNP award 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 brief résumés (no longer than two pages) for staff with major responsibilities for the project's implementation and for consultants to the project. Also include job descriptions for any additional staff who will be hired specifically to work on the project. 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: Appendices (optional)

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

Name the file appendices.pdf

Attachment 7: History of awards (optional)

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

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

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

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

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

Organizations must obtain a Unique Entity Identifier, currently a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number. Organizations must also register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110\(b\) or \(c\)](#), or has an exception approved by the agency under [2 CFR §25.110\(d\)](#)).

If you have not already done so, SAM.gov will require entities to create a Login.gov user account. Applicants renewing or updating their registrations are strongly advised to know the email address associated with their current SAM.gov user account. Using the same email address allows SAM.gov to automatically migrate your roles. If a different email 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 December 1, 2020. 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 preservation@neh.gov.

The due date for applications under this announcement is January 14, 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 PJ- 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:

- 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
- travel to regularly occurring professional meetings
- 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)

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

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

E. Application Review Information

1. Review Criteria

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

1. the applicant's **understanding** of how the state's or territory'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 **viability** of the 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](#)")
7. 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](#)")
8. the **reasonableness** of the proposed budget, including documentation of third-party quotations for specific types of services (corresponds to the [budget](#), including the [budget justification](#))

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 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 NEH's review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR §200.205](#)).

Applications that have received a favorable objective review are reviewed for other considerations that include past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements. You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, even at this point in the process, such requests do not guarantee that an award will be made. Following review of all applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate.

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

4. Anticipated Announcement and Award Dates

Applicants will be notified of funding decisions by email in August 2021. 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 preservation@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by email in August 2020.

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 [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 reporting and review activities described below. All reports must be completed online in eGMS Reach, NEH's online grant management system, unless otherwise instructed.

- 1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an **annual** basis. 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. 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 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, 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. Further information will be provided 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 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
202-606-8494
grantmanagement@neh.gov

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

Federal Service Desk: [FSD.gov](https://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](https://grants.gov), contact [Grants.gov](https://grants.gov) 24 hours a day, 7 days a week, excluding federal holidays at:

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

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

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

Application completion time

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

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