NOTICE OF FUNDING OPPORTUNITY

Division of Preservation and Access

Funding Opportunity Title:
National Digital Newspaper Program

Funding Opportunity Number: 202001015-PJ

Funding Opportunity Type(s): New

Federal Assistance Listing Number: 45.149

Application Due Date: January 15, 2020

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

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

OMB Control Number :3136-0134, expiration date June 30, 2021

Executive Summary

The National Endowment for the Humanities (NEH) Division of 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.

Funding Opportunity Title:	National Digital Newspaper Program
Funding Opportunity Number:	20200115-PJ
Federal Assistance Listing Number (CFDA):	45.149
Application Due Date:	January 15, 2020, 11:59 p.m. Eastern Time
Anticipated Announcement	August 2020
Anticipated Total Annual Available FY20 Funding:	$2,500,000
Estimated Number and Type of Award(s):	13 cooperative agreements
Estimated Award Amount *or* Funding Range:	Up to $325,000
Cost Sharing/Match Required:	No
Period of Performance:	Two years with a start date of September 1, 2020
Eligible Applicants:	Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public and 501(c)(3) institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. Individuals and foreign and for-profit entities are not eligible to apply. See Section C. Eligibility Information 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.

The National Digital Newspaper Program (NDNP) is a partnership between the National Endowment for the Humanities and the Library of Congress 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 (see the Chronicling America: Historic American Newspapers website). 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 1924, 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 1924 must adhere to a condition of award according to which the recipient will indemnify the Library of Congress 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 Division of Public Programs.

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

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."

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.

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

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

B. Federal Award Information

1. Type of Application and Award

Type(s) of applications sought: new and competing supplements.

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 consultation 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

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 published post-1924. 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 minimum of 100,000 pages of digitized newsprint and associated files according to the NDNP technical specifications

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 the 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 dated after 1924, 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

2. Summary of Funding

Approximately $2,500,000 is expected to be available to fund 13 recipients. You may apply for a ceiling amount of up to $325,000.

The actual amount available will not be determined until enactment of the final FY 2020 federal budget. This program notice is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

The period of performance is up to two years, with a start date of September 1, 2020.

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

C. Eligibility Information

1. Eligible Applicants

Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public and 501(c)(3) institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. Individuals and foreign and for-profit entities are not eligible to apply.

2. Cost Sharing

Cost sharing is not required in this program.

Cost sharing or matching means the portion of the project costs not paid by NEH funds. Cost sharing will not be considered in the evaluation of applications.

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

Recipients are responsible for maintaining auditable records 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.

All application materials must be received by the application deadline. Applications that are late, incomplete, or ineligible, or that violate the format requirements (including page limits) will not be considered for funding under this notice.

D. Application and Submission Information

1. Application Package

You are required to apply online through Grants.gov Workspace using the Standard Form 424 (SF-424) application package associated with the funding opportunity and following the instructions provided by Grants.gov unless otherwise noted below.

To request a paper copy of this announcement, please 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, budget justification, and other required forms and components described below.

i. Project Narrative

The narrative provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to fifteen double-spaced pages with one-inch margins and a font size no smaller than eleven points.

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.

Applicants from states that have not received previous NDNP awards should submit applications providing all of the information requested in the instructions below.

Applicants seeking second or third awards should note the special narrative instructions appearing in bold. They should submit abbreviated applications.

Applicants seeking a fourth award or beyond should note the special narrative instructions appearing in bold. They should submit full applications.

History and scope of the project (corresponds to Section E1's Review Criterion 1)

Provide a concise history of the state's or territory's newspapers, indicating the historical events that have received special attention in the press, particularly from 1690 through 1963. 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.

In this section, previous and current NDNP recipients applying for second or third awards should describe only the project's work to date, including specific information about deliverables in comparison with projected goals. Mention any newspaper titles already identified for digitization during the next phase of the project. Applicants for fourth awards or beyond should explain what sorts of new content they hope to include—for example, new date ranges or titles in languages other than English.

Methodology and standards (corresponds to [Section E1's 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. Describe the advisory board of scholars (including experts on the history of print journalism), teachers, librarians, and archivists involved in the selection process.

Describe the selection criteria that should be developed with the following principles in mind:

- Titles should reflect the political, economic, and cultural history of the state or territory. Such newspapers usually have statewide or regional influence.

- 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 and those that published sporadically.

- In addition, give special consideration to titles meeting these criteria that have ceased publication, 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.

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 geographical and community-size representation.

If relevant, discuss the institution's capacity to administer a project that involves multiple partners. Explain the role of any proposed partners and include in an appendix letters from those institutions that indicate their commitment to the project.

Explain the process used to evaluate and document copyright registration and/or renewal for all material published after 1924 to confirm that the content is in the public domain. The inability to locate the copyright holder for 1925-1963 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.

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.

Previous NDNP recipients applying for second or third awards should provide only new information about their methodology and standards, such as anticipated changes in the selection of titles or recently developed technical projects that would enhance the applicant's participation in NDNP. Applicants for fourth awards or beyond should provide full information about their project's methodology and standards.

Work plan (corresponds to Section E1's Review Criterion 6)

Provide detailed information on the following: selection of titles and evaluation of microfilm, conversion processes, metadata creation, OCR text conversion, quality review procedures, and data delivery mechanisms. Propose a schedule for project milestones and deliverables that includes deadlines for the various stages. Recipients will be expected to make quarterly data deliveries over the course of the period of performance.

Previous NDNP recipients applying for second or third awards should provide only a schedule for milestones and deliverables with deadlines. Applicants for fourth awards or beyond should provide a full work plan.

A meeting of award recipients will be convened shortly after the cooperative agreements are announced. Attendance at an annual program meeting or workshop held in Washington, D.C., will also be 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.

Staff (corresponds to Section E1's 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.

Previous NDNP recipients applying for second or third awards should use this section to discuss relevant staff changes since their last award. Applicants for fourth awards or beyond should provide a full list of staff and descriptions of their responsibilities.

NARRATIVE GUIDANCE
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.

Narrative Section	Review Criteria
History and scope of the project	(1) the applicant's understanding of the history of newspaper publishing in the state or territory
Methodology and standards	(2) the applicant's access to master negative microfilm of state or territorial newspapers for titles published between 1690 and 1963 (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 (4) the institution's experience in collaborative digital conversion projects (5) for prior NDNP recipients, the ability to produce acceptable NDNP digital content within the period of performance
Work plan	(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
Staff	(7) the professional training and experience of the staff in relation to the activities for which support is requested, including language expertise, if relevant, and the ability to ensure that the titles are in the public domain
Budget and Budget justification (see below)	(8) the reasonableness of the proposed budget, including documentation of third-party quotations for specific types of services

ii. Budget

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

All of the items listed, whether supported by NEH funds or cost sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of 2 CFR 200 Subpart E - Cost Principles, auditable, and incurred during the period of performance. See the property and procurement standards set forth in 2 CFR 200 Subpart D. See section D6. Funding Restrictions for a list of unallowable costs. All costs are subject to audit, record retention and other requirements set forth in 2 CFR 200 Subpart F.

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

If you are requesting federal matching funds, include required cost sharing in your application budget.

1. Salaries and Wages

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

2. Fringe Benefits

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

3. Consultant Fees

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

4. Travel Costs

List travel costs for local and long-distance travel. For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. The budget should also reflect the travel expenses (for example, airfare, lodging, parking, per diem, etc.) for each person and trip associated with participating in meetings and other proposed trainings or workshops. Name the traveler(s) if possible, describe the purpose of the travel, and provide the number of trips involved, the destinations, and the number of individuals for whom funds are requested. Calculate per diem amounts for meals and lodging using written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. All travel costs claimed must be in compliance with 2 CFR §200.474, and foreign travel must comply with article 10 of the General Terms and Conditions for Awards to Organizations.

Include funds for the project director(s) to attend a two-day meeting at NEH's offices in Washington, D.C. in September 2020. Other project leaders or administrators may wish to attend the meeting; if so, their expenses should also be detailed here.

Travel to regularly occurring professional meetings is not supported with NEH funds. **All trips—both foreign and domestic—must be listed individually.**

5. Supplies and Materials

Include supplies and materials to be used in the project costing the lesser of the capitalization level established by the applicant or $5,000, regardless of the length of its useful life. See 2 CFR §§200.314 and 453.

6. Subawards

The costs of project activities to be undertaken by a third-party subrecipient should be included in this category as a single line item charge. A complete itemization of the cost comprising the charge should be provided in the budget justification. If there is more than one subrecipient, each must be listed separately in the budget and justified in the budget justification. See 2 CFR §§200.330 and 331 for additional information.

7. Other Costs

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

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

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

Consistent with [Executive Order 13788](#) ("Buy American and Hire American"), recipients and subrecipients who purchase equipment and products costing $10.000 or more per unit with grant funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

If a budget includes compensation for the use of equipment or facilities owned by an applicant and allocable to the project, the applicant must charge depreciation in compliance with [2 CFR §200.436](#). If the equipment was purchased with federal funds under another award, user fees may be appropriate (see [2 CFR §200.313 (c)(2)](#)). The applicant may not charge both depreciation and user fees.

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

8. Total Direct Costs per year

Total the sum of items 1-7.

9 a.- c. Indirect Costs (Facilities and Administration or "F&A")

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

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

For applicants seeking reimbursement for indirect costs: 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 negotiate multiple rates—for example, "Research," "Instruction," and "Other Sponsored Activities." With rare exceptions, your institution's "Research" rate will not be the appropriate rate for inclusion in your NEH project budget, as the

use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

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

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

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

- direct cost all expenses;
- submit an indirect cost proposal to their cognizant federal agency to negotiate a rate with the federal government within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in 2 CFR §200.414); or
- per 2 CFR §200.414(f), the applicant may charge a de minimis rate of 10 percent of modified total direct costs (MTDC)

Per 2 CFR §200.68, modified total direct costs are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. If you choose one of these three options, indicate on the budget form which option you are choosing.

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

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

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

12. Total Project Funding

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

iii. Budget justification

Provide a budget justification that explains the amounts requested for each line object class category of the budget (such as salaries, fringes, consultant fees, travel, supplies, subawards, other). The budget justification should specifically describe how each item will support the achievement of proposed objectives. Be very careful to justify each item in the "Other Costs" category. For subsequent budget years, the justification should highlight the changes from year 1 or clearly indicate that there are no substantive budget changes during the period of performance. Do not use the budget justification to expand the project narrative.

iv. Application Components

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

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

Application component	Naming convention	Page limits	Notes
SF-424 Short Organizational	Not applicable (Grants.gov form)		Required
NEH Supplemental Cover Sheet	Not applicable (Grants.gov form)		Required
Project/Performance Site Location Form	Not applicable (Grants.gov form)		Required
Attachments Form	Not applicable (Grants.gov form)		Required
Attachment 1: Project narrative	narrative.pdf	15	Required
Attachment 2: Budget	budget.pdf		Required
Attachment 3: Budget justification	justification.pdf		Required
Attachment 4: Appendices	appendices.pdf		Optional
Attachment 5: History of awards	history.pdf		Optional
Attachment 6: Consultants and advisory board members	consultants.pdf		Optional
Attachment 7: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 8: Certificate regarding lobbying	certification.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 starting dates are on the first day of a month. All ending dates are on the last day of a month.

7. Project Director

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

8. Primary Contact/Grants Administrator

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

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

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

Provide the following information:

1. Project Director

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

2. Institutional Information

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

3. Project Funding

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

4. Application Information

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

For Type of Application, check "new."

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

Project/Performance Site Location(s) Form

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

Attachments Form

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

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

Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version. Even if you choose to complete the online

webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form) into PDFs. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

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

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

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

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

Attachment 2: Budget (required)

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

Attachment 3: Budget justification (required)

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

Attachment 4: Appendices (optional)

Use the appendices to provide the following:

- a comprehensive list of state or territorial newspaper titles on microfilm for the targeted dates (1690 through 1963), showing the institutions that hold the master microfilm, an indication of the relative completeness of the film files, and letters of cooperation from holding institutions

- representative samples (screen shots and/or URLs) of historical collections, preferably newspapers, already converted by the institution into digital form, and statistics indicating the number of materials converted

- brief résumés (no longer than two pages) for staff with major responsibilities for the project's implementation and for consultants to the project

- job descriptions for any additional staff who will be hired specifically to work on the project

- letters of commitment from outside participants and cooperating institutions

Previous NDNP recipients applying for second or third awards should include only appendices that provide updated information, such as new titles, résumés for new staff, or letters from new participants. Applicants for fourth awards or beyond should submit all of the appendices listed above.

Name the file appendices.pdf

Attachment 5: 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 6: Consultants and advisory board members (optional)

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

Attachment 7: Federally negotiated indirect cost rate agreement (conditionally required)

If the applicant institution is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. Name the file agreement.pdf.

Attachment 8: Certification Regarding Lobbying (conditionally required)

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

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

3. Unique Entity Identifier and System for Award Management

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

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

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

Organizations must obtain a Unique Entity Identifier, currently a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number. Organizations must also register with the

System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under 2 CFR §25.110(b) or (c), or has an exception approved by the agency under 2 CFR §25.110(d)).

If you have not already done so, SAM.gov will require entities to create a Login.gov user account. Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. As of February 2, 2019, you will be required to review and agree to the Financial Assistance Representations and Certifications when registering or renewing in SAM.gov. These are a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations. You can review your organization's SAM registration here.

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

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

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

4. Submission Dates and Times

Program officers will review draft proposals submitted by December 4, 2019. NEH cannot guarantee that staff will respond to 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, 15, 2020. at 11:59 p.m. Eastern Time.

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

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

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

The National Digital Newspaper Program will not support:

- 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

- the costs of repurposing the newspapers created through NDNP, including enhancement of the files, creation of an interface, and preservation of the digital assets

- promotion of a particular political, religious, or ideological point of view

- advocacy of a particular program of social or political action

- support of specific public policies or legislation

- lobbying

- projects that fall outside of the humanities (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies)

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

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to rank and review applications in the National Digital Newspaper Program:

1. the applicant's **understanding** of the history of newspaper publishing in the state or territory (corresponds to narrative section ["History and scope of project"](#))

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 (corresponds to narrative section ["Methodology and standards"](#))

4. the institution's **experience** in collaborative digital conversion 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 in relation to the activities for which support is requested, including language expertise, if relevant, 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 and 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 comments on matters of fact or on significant issues that otherwise would be missing from peer reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at least twice annually to advise the NEH Chairman. The Chairman considers the advice provided by the review process and, by law, makes all funding decisions. Learn more about NEH's review process.

3. Assessment of Risk and Other Pre-Award Activities

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

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

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

4. Anticipated Announcement and Award Dates

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

F. Federal Award Administration Information

1. Federal Award Notices

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

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

You must comply with [2 CFR §§180.335](#) and [180.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.338](#), including suspension or debarment. (See also 2 CFR parts [180](#) and [3369](#)).
3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 4 Appendices](#).

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

Acknowledging NEH support

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

Eliminate Waste, Fraud, and Abuse

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

3. Reporting

Recipients must comply with the following reporting and review activities:

1.) **Federal Financial Report**. Recipients must submit the Federal Financial Reports (SF-425) on an **annual** basis. It must be completed online in eGMS Reach. Further information will be provided in the Notice of Action.

1. **Performance Progress Report**(s). Recipients must submit a performance progress report to NEH on an **annual** basis. It must be completed online in eGMS Reach. Further information will be provided in the Notice of Action.

2.) **Final Reports**. Recipients must submit a final financial report and a final performance report within 90 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goal and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance. The final reports must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action.

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

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

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov 24 hours a day, 7 days a week, excluding federal holidays at:

Grants.gov Applicant Support
Telephone: 1-800-518-4726

International Calls: 606-545-5035
Email: support@grants.gov
Grants.gov Support
Self-Service Knowledge Base

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

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

Application completion time

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

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