



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Division of Preservation and Access

Funding Opportunity Title: Preservation Assistance Grants for Smaller Institutions

Funding Opportunity Number: 20200115-PG

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
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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 Preservation Assistance Grants for Smaller Institutions program. The purpose of this program is to help small and mid-sized institutions improve their ability to preserve and care for their significant humanities collections. The program encourages applications from small and mid-sized institutions that have never received an NEH grant.

Funding Opportunity Title:	Preservation Assistance Grants for Smaller Institutions
Funding Opportunity Number:	20200115-PG
Federal Assistance Listing Number (CFDA):	45.149
Application Due Date:	11:59 p.m. Eastern Time on January 15, 2020
Anticipated Announcement	August 2020
Anticipated Total Annual Available FY 20 Funding:	\$400,000
Estimated Number and Type of Award(s):	42
Estimated Award Amount <i>or</i> Funding Range:	Up to \$10,000 Up to \$15,000 for applicants whose proposals respond to “A More Perfect Union”: NEH Special Initiative Advancing Civic Education and Commemorating the Nation’s 250th Anniversary
Cost Sharing/Match Required:	No
Period of Performance:	Up to eighteen months with a start date of September 1, 2020
Eligible Applicants:	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. See Section C. Eligibility Information of this Notice of Funding Opportunity for additional information.
Program Resource Page:	https://www.neh.gov/grants/preservation/preservation-assistance-grants-smaller-institutions

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A. Program Description

1. Purpose

This notice solicits applications for Preservation Assistance Grants for Smaller Institutions.

Preservation Assistance Grants help small and mid-sized institutions—such as libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities—improve their ability to preserve and care for their significant humanities collections. These may include special collections of books and journals, archives and manuscripts, prints and photographs, moving images, sound recordings, architectural and cartographic records, decorative and fine art objects, textiles, archaeological and ethnographic artifacts, furniture, historical objects, and digital materials.

Applicants must draw on the knowledge of consultants whose preservation skills and experience are related to the types of collections and the nature of the activities on which their projects focus. Within the conservation field, for example, conservators usually specialize in the care of specific types of collections, such as objects, paper, or paintings. Applicants should therefore choose a conservator whose specialty is appropriate for the nature of their collections. Similarly, when assessing the preservation needs of library, museum, or archival holdings, applicants should seek a consultant specifically knowledgeable about the preservation of collections in these types of institutions.

The program encourages applications from small and mid-sized institutions that have never received an NEH grant; community colleges, Hispanic-serving institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities; and Native American tribes and Native Alaskan and Native Hawaiian organizations with significant humanities collections.

An institution that has received a Preservation Assistance Grant may apply for another grant to support the next phase of its preservation efforts. For example, after completing a preservation assessment, an institution might apply to purchase storage supplies and cabinets to rehouse a collection identified as a high priority for improved storage. These proposals receive no special consideration and will be judged by the same criteria as others in the competition.

Allowable activities

General preservation assessments

Applicants may engage a conservator or other preservation specialist to conduct a general preservation assessment and to help draft a long-range plan for the care and sustainability of humanities collections. The consultant visits the institution to assess policies, practices, and conditions affecting the care and preservation of humanities collections and prepares a report that summarizes the findings and contains prioritized recommendations for future preservation action. An advanced student or recent graduate from a preservation program may assist the project consultant.

Consultations with preservation professionals to address a specific preservation issue, need, or problem

Applicants may hire a consultant to help address challenges in the stewardship of humanities collections. An advanced student or recent graduate from a preservation program may assist the project consultant.

For example, consultants can provide advice about:

- developing disaster preparedness and response plans
- establishing environmental monitoring programs, instituting integrated pest management programs, and developing plans for improving environmental conditions, security, or fire protection for collections
- studying light levels in exhibition and storage spaces and recommending appropriate methods for controlling light and reducing damage to collections
- developing detailed plans for improving storage or rehousing a collection
- assessing the conservation treatment needs of selected items in a collection
- implementing preventive conservation strategies that pragmatically balance effectiveness, cost, and environmental impact
- planning for capital improvements that would enhance care of collections

Based on preliminary discussions about the proposed assessment, a consultant may be able to anticipate an institution's need for basic preservation supplies. In such cases, the applicant may request funds to purchase the recommended supplies. It is critical to include the consultant's letter of commitment describing the supplies and justifying their use. After the on-site visit, the consultant can refine the list of supplies to be purchased.

Purchase of storage furniture and preservation supplies

Applicants that have completed a preservation assessment or consulted with an appropriate professional may request funds to purchase permanent and durable furniture and supplies (for example, cabinets and shelving units, storage containers, boxes, folders, and sleeves). Additionally, discrete units to improve environment such as dehumidifiers, air conditioning units, or vacuums may be purchased, if recommended in an assessment. Grant funds may also be used to support shipping and installation of storage furniture. If an institution's staff and volunteers have limited experience in rehousing collections, the institution should enlist a consultant to provide guidance and training at the beginning of the project. Applicants requesting preservation or storage supplies should discuss how plans for the organization or arrangement of the collections have informed the selection of supplies and equipment.

Purchase of environmental monitoring equipment for humanities collections

Applicants may purchase environmental monitoring equipment (for example, dataloggers or light meters) and related software. If the institution's staff does not have experience using the equipment, the application should include a request for training in the use and installation of the equipment and/or software and the interpretation of the monitoring data.

Education and training

The Preservation Assistance Grants program focuses on the preservation of collections, but it also recognizes that cultural institutions need to gain better intellectual control of and enhance access to their collections. The program therefore offers support—under its education and training component—for attendance at workshops and training courses that address both preservation and access topics.

Workshops and training sessions may be face-to-face or online. Applicants may hire a consultant to conduct on-site training for staff and volunteers. An advanced student or recent graduate from a preservation program may assist the project consultant. On-site workshops may be tailored to meet an institution's specific needs and holdings. Applicants hosting a

workshop are encouraged to enhance the impact of the training by inviting the participation of staff, students, and volunteers from neighboring organizations or institutions.

Education and training requests may address both preservation and access topics. For example, workshops could focus on topics such as the following:

- preservation and care of humanities collections (often offered by collection type, for example, textiles, paintings, photographs, archival records, manuscripts, and books)
- disaster preparedness and response
- methods and materials for the storage of collections
- environmental monitoring programs
- best practices for cataloging rare books, art, and material culture collections
- proper methods for the arrangement and description of archival collections
- preservation and access challenges for community-based archives
- standards and best practices for digital preservation
- care and handling of collections during digitization

In federally declared disaster areas, Preservation Assistance Grants may also be used for the following disaster-related activities:

- disaster response, recovery, and mitigation
- conservation treatment
- temporary storage and relocation
- the purchase of cleaning supplies and equipment, which may include vacuums, dehumidifiers, and other disaster remediation supplies
- the reformatting of collections when appropriate as a preservation methodology

Per [2 CFR §200.447 \(c\)](#), award funds may not be used for actual losses which could have been covered by permissible insurance (through a self-insurance program or otherwise). However, costs incurred because of losses not covered under nominal deductible insurance coverage provided in keeping with sound management practice, and minor losses not covered by insurance are allowable.

Applicants may combine two or more of the activity types listed above in a single application. For example, an applicant may request funds for a consultant (and an assistant, if applicable) to conduct a preservation assessment and an on-site preservation workshop for the institution's staff. Applicants in a federally declared disaster area may request funds for conservation treatment and the purchase of re-housing supplies. In such cases, the consultant's letter of commitment should fully describe both proposed activities and the associated fees.

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

2. Background

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 support of this initiative, applicants may request up to \$15,000 for **consultations, planning, and pilot work** with one or more humanities professionals (for example, American historians, archivists, librarians, preservation specialists, and/or curators) that would position smaller institutions to preserve and create enhanced access to their humanities collections for use in activities that would address the themes of [“A More Perfect Union.”](#)

Applicants responding to this special initiative may also request support for **consultants who would offer education and training** in staff professional development geared to capacity-building and leadership that would help the institution improve its care of American history collections. Consultants may also help develop plans for activities such as arranging, describing, and digitizing collections.

Applications responding to this initiative must incorporate consultation and planning activities for the 250th anniversary of American independence, but may also include standard PAG activities (see Allowable activities).

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.

NEH will provide funding in the form of grants.

2. Summary of Funding

Approximately \$400,000 is expected to be available to fund about forty-two (42) recipients. You may apply for a ceiling amount of up to \$10,000. Applicants whose projects respond to "[A More Perfect Union](#)": NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 250th Anniversary may request up to \$15,000 for planning activities; up to \$10,000 of that request may be for standard PAG activities.

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 eighteen months, with a start date of September 1, 2020.

Successful applicants will be awarded outright funds.

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

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.

Distinct collecting entities of a larger organization may apply under this announcement, such as the library and museum of a university or two historic sites within a historical society.

Applicants must demonstrate that they:

- care for and have custody of and/or responsibility for the humanities collections that are the focus of the application;
- have at least one staff member or the full-time equivalent, whether paid or unpaid; and
- make their collections open and available for the purpose of education, research, and/or public programming.

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

NEH generally does not award grants 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 grant funds from, or sites and materials controlled by, other federal entities in their projects.

All application materials must be received by the application deadline. Late, incomplete, or ineligible applications 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.

Your narrative must be limited to five single-spaced pages (six single-spaced pages if the request is for disaster-related activities), with one-inch margins and a font size no smaller than eleven points.

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

Successful applications will contain the information below. Use the following section headings for the narrative.

A. What activity (or activities) would the grant support? (corresponds to [Section E1's Review Criterion 2](#))

State the specific activity or activities that the grant would support and the goals of the proposed project. If you are applying for support in response to [“A More Perfect Union”: NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 250th Anniversary](#), declare this both here and in the Project Description (item 6.b. of the [SF-424 Application for Federal Assistance – Short Organizational](#)).

B. What are the content and size of the humanities collections that are the focus of the project? (corresponds to [Section E1's Review Criterion 2](#))

Describe the collections that are the focus of the project, emphasizing their significance to the humanities (keeping in mind that projects funded by NEH should promote public confidence that taxpayer funds in support of the humanities are well spent). The description should be at least one page. It should identify the categories of materials and indicate, where pertinent, the date ranges, quantities, and intellectual content and highlight specific examples of important items in the collections.

For example, a description of an archival collection might begin by stating that the collection comprises two hundred letters written by prominent political figures between 1870 and 1885; twenty-four linear feet of records documenting the environmental impact of a regional coal mining company active from 1940 through 1970; fifty-two maps documenting the history and development of the local transportation system; twelve volumes of birth and death records for local residents from 1860 to 1950; and nine hundred photographs depicting community life during the 1930s and 1940s.

A description of a museum collection might begin by stating that there are ten thousand objects from the early 1800s to the present, including approximately one thousand costumes and items of personal adornment, five hundred Native American baskets, four hundred agricultural implements, and hundreds of household products and furnishings.

The description should then discuss in detail the content of these materials and their significance to the humanities. For example, an applicant might explore topics such as the social, political, or economic development of a community, showing how the collections could illuminate these broader humanities themes in American history and culture.

If the project focuses only on a portion of an institution's collections, briefly describe the overall collections and then provide a detailed account of the portion on which the project focuses. If you are applying for support in response to the [“A More Perfect Union”](#) special initiative, please explain how your collections help to illuminate the themes noted in the description of this initiative.

C. How are these humanities collections used? (corresponds to [Section E1's Review Criterion 1](#))

Explain in detail the use of the collections on which the project focuses and provide evidence of how the collections are or might be used in scholarly publications, educational activities, exhibitions, or media programming. For example, explain how the collections have been or could be used to illuminate specific humanities themes in an exhibition, or how they have been or could be used in educational programs and classroom instructional materials.

If the collections are used for research, describe the range of subjects that have been (or could be) explored and show how these materials could contribute to new interpretations of national or regional history. Provide examples of research projects conducted by students, scholars, or genealogists.

By discussing the use of collections and the ways in which they can increase the understanding of broad humanities themes, you will help evaluators understand their importance to the humanities and to the institution's mission. This section of the application should be at least one page.

D. What is the nature and mission of your institution or institutional unit? (corresponds to [Section E1's Review Criteria 1 and 2](#))

Describe the mission of the institution and discuss specific budget or staffing considerations that characterize it as a small or mid-sized institution. Demonstrate your institutional commitment to making your collection accessible for education, research, and public programming in the humanities, as evidenced by the following information:

- the number of full-time, part-time, and volunteer staff
- the number of days per year on which the institution is open to the public
- the size of the institutional or departmental budget

Libraries, archives, or museums that are part of a larger organization, such as a college or university, should provide this information for their institutional unit.

E. Has your institution ever had a preservation or conservation assessment or consultation? (corresponds to [Section E1's Review Criterion 2](#))

If yes, provide the date of the assessment, the name(s) of the assessor(s), and, if applicable, explain how any previous assessments or consultations relate to or support the proposed project activity.

If your institution has previously engaged a preservation consultant for purposes other than a general preservation or conservation assessment, briefly elaborate.

F. What is the importance of this project to your institution or institutional unit? (corresponds to [Section E1's Review Criterion 2](#))

Discuss how this project fits into the institution's overall preservation needs or plans. Describe the current condition of collections and the environment in which they are stored. Explain how the proposed activities build on previous preservation efforts and how the project fits into future preservation plans. In addition, explain how the project would increase your institution's ability to improve collection care beyond the period of performance. For projects involving preservation assessments or consultations, explain how the findings will be disseminated within your institution.

Applicants proposing to attend workshops or training courses should describe their content and explain how the knowledge gained would be used to improve preservation practices at the institution. Workshops must be attended during the period of performance. If a regularly offered workshop has not been scheduled at the time of application, contact the workshop's provider to confirm that it will be offered. In an attachment, provide information about the workshop (for example, a description, announcement, or program) obtained from the provider.

G. What are the names and qualifications of the consultant(s) and staff involved in the project? (corresponds to [Section E1's Review Criterion 3](#))

Using short paragraphs, provide the name(s) and qualifications of the consultant(s) selected for the project, as well as the names and relevant experiences of the participating staff. Applicants requesting training in the care and preservation of humanities collections must seek a consultant specifically knowledgeable about the collection type or types on which the project focuses. For preservation training projects, identify the staff member(s) who will attend the training and state their positions and responsibilities.

Consultants are required to submit letters of commitment—stating the costs of their services—that guarantee their participation in the project and describe their plan of work. These letters should be included in [Attachment 5](#), along with the consultants' résumés. Consultants should indicate in their letter of commitment if they will work on any of the proposed activities with an advanced student or recent graduate—and if they are requesting funds to cover the costs associated with his or her participation in the project.

H. What is the work plan for the project? (corresponds to [Section E1's Review Criterion 2](#))

Outline the steps of the project, the sequence in which they will occur, the amount of time they will take, and indicate who is responsible for which activities.

If you are applying for support in response to "[A More Perfect Union:](#)" [NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 250th Anniversary](#), describe the activities that you would undertake to plan for further preservation of and access to collections pertaining to American history. In addition, discuss the likely "next steps" that would follow from this planning phase.

I. Additional Information for Applicants in Federally Declared Disaster Areas (corresponds to [Section E1's Review Criterion 2](#))

Applicants in federally declared disaster areas should also provide the following information in their narratives (up to one additional page is permitted for this information):

- Discuss how the disaster (hurricane, wildfire, mudslide, etc.) affected your institution and the steps that you have taken toward recovery.
- If your collections were placed at risk or damaged, describe the risks or the extent of the damage and any steps that you have taken to salvage and protect collections. A few photographs may be included in [Attachment 8](#).
- If you are requesting support for disaster planning, response, recovery, or mitigation (or education and training related to these activities), describe the current status of your planning or response, the steps that would be taken to create a plan or to train staff, and the name(s) and qualifications of any consultant(s) selected to assist you in developing a plan or training staff. Provide in [Attachment 5](#) a letter (or letters) of commitment and résumé(s) of the consultant(s).

- If you are requesting support for conservation treatment, provide in [Attachment 8](#) a treatment proposal with cost estimates that have been prepared by a qualified conservator. Include images of the items or a representative selection. If you are proposing treatment of a group of items of similar material and condition, you may submit a conservator’s proposal for the group of items. Include the résumé(s) of the conservator(s) who will perform the treatments.
- If you are requesting support for the temporary relocation and storage of collections, describe the temporary facility, its environment, and the manner in which collections are or will be housed. Discuss your longer-term plans for housing the collection and providing access to it. Include in [Attachment 8](#) any further information, such as quotes.
- If you are requesting support for reformatting, demonstrate that reformatting is an accepted preservation methodology for the materials and that, your project would adhere to existing best practices and standards.

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>
A. What activity (or activities) would the grant support?	(2) Proposed activities, adequacy of plan of work, and the justification of their importance to the institution
B. What are the content and size of the humanities collections that are the focus of the project?	(1) Collections and their use in education, research, or public programming in the humanities
C. How are these humanities collections used?	(1) Collections and their use in education, research, or public programming in the humanities
D. What is the nature and mission of your institution?	(1) Collections and their use in education, research, or public programming in the humanities (2) Proposed activities, adequacy of plan of work, and the justification of their importance to the institution
E. Has your institution ever had a preservation or conservation assessment or consultation?	(2) Proposed activities, adequacy of plan of work, and the justification of their importance to the institution
F. What is the importance of this project to your institution?	(2) Proposed activities, adequacy of plan of work, and the justification of their importance to the institution
G. What are the names and qualifications of the consultant(s) and staff involved in the project?	(3) Appropriateness of the experience and the qualifications of consultants and staff
H. What is the work plan for the project?	(2) Proposed activities, adequacy of plan of work, and the justification of their importance to the institution
I. Additional information for applicants in federally declared disaster areas	(2) Proposed activities, adequacy of plan of work, and the justification of their importance to the institution

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](#).

Travel to regularly occurring professional meetings hosted by museum, library, archives, or preservation organizations 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.

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.

The Preservation Assistance Grants program does not support the following activities:

- capital improvements to buildings and building systems, including the purchase of equipment such as air conditioning systems, lighting systems, and security and fire protection systems
- the purchase of furniture and display cases intended for rotating and temporary displays of collection items
- development or purchase of software, including but not limited to content and digital asset management systems, except for software related to monitoring the preservation environment
- purchase of computers

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 Application for Federal Assistance – Short Organizational	Not applicable (Grants.gov form)		Required

Supplementary Cover Sheet for NEH Grant Programs	Not applicable (Grants.gov form)		Required
Project/Performance Site Location(s) Form	Not applicable (Grants.gov form)		Required
Institutional Profile Form	Not applicable (Grants.gov form)		Required
Attachments Form	Not applicable (Grants.gov form)		Required
Attachment 1: Project Narrative	narrative.pdf	5 pages; 6 pages for disaster-related activities	Required
Attachment 2: Budget	budget.pdf		Required
Attachment 3: Budget justification	justification.pdf		Required
Attachment 4: Résumés	resumes.pdf	2 pages per resume	Required
Attachment 5: Letters of commitment from consultants	consultants.pdf		Encouraged
Attachment 6: Previous conservation assessment or executive summary for purchase of furniture & supplies	assessment.pdf		Encouraged
Attachment 7: Workshop descriptions for training projects	workshop.pdf		Encouraged
Attachment 8: Supporting materials for disaster-related activities	disaster.pdf		Encouraged
Attachment 9: Other supporting documentation	other.pdf	10 pages	Optional
Attachment 10: Federally negotiated indirect cost rate agreement, if applicable	indirect.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 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.

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. Program-Specific Form

Institutional Profile Form

Select choose the appropriate response to each of the six questions on the form.

vi. 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: Résumés (required)

Include brief résumés (no longer than two pages) for the project director and other key staff. Name the file resumes.pdf.

Attachment 5: Letters of commitment from consultants (encouraged)

For projects that involve hiring a consultant, attach a two-page résumé for and letter of commitment from the consultant(s). The letter of commitment should describe the proposed activity or activities; a detailed plan of work and budget; and, if relevant, a preliminary list of supplies that the consultant recommends for purchase. The letter also should indicate what the consultant would provide to the applicant, such as training, an assessment, or a planning report.

If the consultant is working with an advanced student or recent graduate, the letter should identify the academic program from which the student or graduate would be selected and discuss the practical experience that the student or graduate would gain from the project. Name the file consultants.pdf.

Attachment 6: Previous conservation assessment or executive summary for purchase of furniture & supplies (encouraged)

For projects based on a previous preservation assessment, attach a copy of the executive summary of the assessment and the relevant sections of the report. Name the file assessment.pdf.

Attachment 7: Workshop descriptions for training projects (encouraged)

For preservation training projects, attach workshop descriptions, announcements, or programs. Name the file workshop.pdf.

Attachment 8: Supporting materials for disaster-related activities (encouraged)

For projects that involve disaster-related activities, see the bulleted list in [Section I](#) of the narrative instructions for the necessary supporting documentation. Depending on the proposed activities, this could include images, treatment proposals, and quotes for storage. Name the file disaster.pdf.

Attachment 9: Other supporting documentation (optional)

This optional attachment may include information not relevant in the previous categories that helps to illustrate the applicant's purposes and preparedness for the grant project. Examples include quotes for supplies and equipment, images, details on collections that are the focus of a project, planning documents, or other information that supports points made in the narrative. Limit this attachment to 10 pages. Name this file other.pdf.

Attachment 10: 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.

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

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

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

- projects focusing on collections that fall outside the humanities
- projects focusing on collections or materials that are the responsibility of an agency of the federal government

- appraisals of collections to determine their financial value
- courses leading to a degree, including graduate-level conservation training or training related to advanced conservation treatment
- projects that focus on preserving or restoring buildings or other structures
- capital improvements to buildings and building systems, including the purchase of equipment such as air conditioning systems, lighting systems, and security and fire protection systems
- the purchase of furniture and display cases intended for rotating and temporary displays of collection items
- development or purchase of software, including but not limited to content and digital asset management systems, except for software related to monitoring the preservation environment
- purchase of computers
- attendance at regular meetings of museum, library, archives, or preservation organizations;
- the purchase of equipment for reformatting (for example, computers, scanners, digital cameras, cassette decks, and CD-ROM drives)
- consultations that focus solely on preparing exhibits or other interpretive products
- 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)

The following activities are unallowable for all applications, except those proposing planning and pilot activities in response to [“A More Perfect Union”: NEH Special Initiative Advancing Civic Education and Commemorating the Nation’s 250th Anniversary](#):

- cataloging, indexing, arranging, and describing collections
- reformatting of collections (for example, digitizing, photocopying, microfilming, or copying to another medium)

The following activities are unallowable for all applications, except those from applicants located in federally declared disaster areas:

- reformatting of collections (for example, digitizing, photocopying, microfilming, or copying to another medium) or the purchase of equipment for reformatting (for example, computers, scanners, digital cameras, cassette decks, and CD-ROM drives)
- conservation or restoration treatments, or the purchase of conservation or restoration treatment equipment and supplies (for example, mending tape, erasers, and cleaning supplies)

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 Preservation Assistance Grants for Smaller Institutions Program:

1. The significance of the collections and their use in education, research, or public programming in the humanities (corresponds to narrative sections [B](#), [C](#), and [D](#))

- The humanities significance of the content and use of collections that are the focus of the project.
- The extent to which the applicant demonstrates a sufficient commitment to making its collections accessible, as evidenced by the number of days on which the institution is open to the public, the institutional capacity to support access and use, and the availability of staff for this purpose.
- For projects that address the special encouragement for [“A More Perfect Union”: NEH Special Initiative Advancing Civic Education and Commemorating the Nation’s 250th Anniversary](#), the extent to which the applicant has described the relevance of the collections to the special initiative.

2. The strength of the proposed activities, the adequacy of the plan of work, and the justification of their importance to the institution (corresponds to narrative sections [A](#), [D](#), [E](#), [F](#), [H](#), and [I](#))

- The feasibility and importance of the proposed activities, and the strength of the plan of work, timetable, and budget.
- The extent to which the project contributes to the institution’s capacity to preserve its collections and make them accessible.
- If applicable, the extent to which the proposed supplies and equipment meet preservation standards.
- If applicable, the appropriateness of the workshop topics in relation to the applicant’s needs.

3. The appropriateness of the experience and the qualifications of consultants and staff (corresponds to narrative section [G](#))

- The extent to which the roles of the consultants and staff are well explained.
- The extent to which the experience and qualifications of the consultants and staff are appropriate to the project’s goals and implementation.
- For projects that address the special encouragement for [“A More Perfect Union”: NEH Special Initiative Advancing Civic Education and Commemorating the Nation’s 250th Anniversary](#), the extent to which the experience and qualifications of the consultants are appropriate to the proposed planning activities

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 9 Other Supporting Documentation](#).

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.

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

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

Consultation with NEH Staff

After reading this notice of funding opportunity, applicants may find it helpful to review sample narratives and frequently asked questions on the program resource page.

While program officers do not read application drafts for this program, you are encouraged to contact NEH staff, who can offer technical assistance on preparing your application. See [Section G Agency Contacts](#).

Timeline

Until January 15, 2020: Contact Division of Preservation and Access program officers (at 202-606-8570 or preservation@neh.gov) with questions and for advice (optional).

November 22, 2019: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date.

December 27, 2019: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date.

January 15, 2020: Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date.

March 2020: Peer review panels take place.

July 2020: Meeting of the National Council on the Humanities, followed by funding decisions.

August 2020: Applicants are notified of the funding decisions.

August 2020: Institutional grants administrators and project directors of successful applications receive award documents by e-mail from the NEH Office of Grant Management.

September 1, 2020: Successful applicants may begin work on their projects.

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.