NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF **PUBLIC PROGRAMS**

Digital Projects for the Public

Deadline: June 6, 2018 (for projects beginning January 1, 2019)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

Funding Opportunity Number: 20180606-MD

If after reading this document you have questions about this program, contact the staff of NEH's Division of Public Programs at 202-606-8269 or publicpgms@neh.gov. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

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I. Program Description

The Digital Projects for the Public program supports projects that interpret and analyze humanities content in primarily digital platforms and formats, such as websites, mobile applications and tours, interactive touch screens and kiosks, games, and virtual environments. The projects must be designed to attract broad public audiences. (You can find a more detailed description of the humanities here.)

All Digital Projects for the Public projects should

- present analysis that deepens public understanding of significant humanities ideas;
- incorporate sound humanities scholarship;
- involve humanities scholars in all phases of development and production;
- include appropriate digital media professionals;
- reach a broad public through a realistic plan for development, marketing, and distribution;
- create appealing digital formats for the general public; and
- demonstrate the capacity to sustain themselves.

All projects should demonstrate the potential to attract a broad, general, nonspecialist audience, either online or in person at venues such as museums, libraries, or other cultural institutions. Applicants may also choose to identify particular communities and groups, including students, to whom a project may have particular appeal.

NEH also welcomes applications for non-promotional digital components of a larger project. For these projects, you should explain how the digital platform will enrich the users' learning experience and engagement. For instance, if your request is for a mobile experience that would operate within a museum or would work in conjunction with a film, you should explain how this project element will substantially add to the audience's learning experience.

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.

Levels of Funding

Grants are available to support research, to design or create prototypes of digital projects, and to produce the actual projects. Three levels of support are available: Discovery, Prototyping, and Production. Applicants are not required to obtain a Discovery grant before applying for a Prototyping grant, or to obtain a Prototyping grant before applying for a Production grant.

NEH encourages potential applicants to contact the staff of NEH's Division of Public Programs at 202-606-8269 or publicpgms@neh.gov for advice on choosing the appropriate level of support.

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Discovery grants (for up to $30,000) are designed to fund the exploratory stages of a digital project that bring together experts on the project's content and digital media experts to assess the approaches that the project might take. Activities should include consultation with scholars, consultation with designers, refinement of the humanities themes, analysis of potential platforms, and initial design activities. In order to be successful at the Discovery level, the project team members should have a solid grasp of the content and collections with which they will work (and should be looking for a platform to engage the content). Alternatively, the project team members should have chosen a subject and a platform (and should be looking to assess and interpret the humanities content). In both cases, the project team must include both content experts and media experts.

Discovery grants may be used for

- content research and narrative development;
- consultation with humanities scholars;
- consultation with digital media experts;
- platform research and selection;
- identification or digitization of production assets;
- preliminary design;
- audience evaluation;
- user experience mockups; and
- storyboarding.

Discovery grants should culminate in the creation of a written design document that details fundamental aspects of the project such as the content, format, technical specifications, budget, work plan, intended audience, and learning objectives. The design document should serve as a roadmap for further work on the project.

Instructions for completing a Discovery grant application are available [here](#) (PDF).

Prototyping grants (for up to $100,000) support the creation of a proof-of-concept prototype. Proposals for Prototyping grants must include a [design document](#) (PDF) that describes the project's platform, user interface, design, and the ways in which the project's central humanities ideas will be conveyed. Prototyping grants should result in the testing and creation of a digital prototype that explains the key digital features and humanities content of the project. These completed prototypes should demonstrate the project's technological feasibility and design through screenshots, videos, mockups, or other illustrations.

Prototyping grants may be used for

- refinement of humanities content;
- consultation with scholars and digital media experts;
- finalization of the platform;
- scripting;
- creation or digitization of audiovisual assets that will engage public audiences;
- user interface and backend development;

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- testing (including early launches) and de-bugging;
- final design;
- audience evaluation; and
- other activities that will advance the project towards the production stage.

Instructions for completing a Prototyping grant application are available [here](#) (PDF).

Production grants (for up to $400,000) support the production and distribution of humanities projects that have a primarily digital format. Applicants must submit a design document and a prototype that demonstrate a solid command of the humanities ideas and scholarship related to the subject. The prototype must also show how the narrative, audiovisual, and interactive elements function to bolster an audience's experience of the project's humanities ideas. NEH expects that by the conclusion of the period of performance, the project team will have fully produced the project and distributed it for widespread public audience use.

Production grants may be used for

- ongoing consultation with scholars;
- additional research and writing;
- fine-tuning the hardware, software, and platform;
- the final design, production, and distribution of digital media projects;
- finalization of the script and/or audiovisual assets;
- rights and licensing fees for audiovisual assets;
- production of complementary components such as museum displays;
- publication of complementary materials, such as catalogs and curriculum guides;
- publicity, outreach activities, and public programs; and
- project evaluation.

Instructions for completing a Production grant application are available [here](#) (PDF).

Digital Projects for the Public awards may not be used for

- archival efforts, preservation, cataloguing of materials and collections, digitization of archives, databases, and other projects without strong narrative or interpretive elements and a plan to reach broad public audiences (applicants interested in such projects should consult the Division of Preservation and Access programs [here](#));
- the purchase of art, artifacts, or collections;
- the purchase of hardware or software exceeding 20 percent of the total grant award;
- the development of software, platforms, or user experiences that do not directly serve the proposed project (for funding opportunities supporting innovation in digital humanities, please see the [Digital Humanities Advancement Grants](#) program);
- general operations, renovation, or construction of production facilities;

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- promotion of a particular political, religious, or ideological point of view;
- advocacy for a particular program of social or political action;
- support of specific public policies or legislation; or
- projects that fall outside of the humanities (including the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies).

User-generated content

NEH funds cannot be used to support obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment). Projects receiving NEH funds must demonstrate how user-generated content would be monitored.

Humanities and science and technology

The Division of Public Programs encourages projects that examine connections between the humanities and science and technology. The humanities can offer significant insight into scientific discovery, scientific thinking, and the historical, cultural, and ethical implications of various technologies. Proposals must demonstrate sound humanities and science scholarship. Projects must involve collaboration between the project team and advisers drawn from the humanities and the sciences.

Standing Together

NEH invites projects related to its [Standing Together](#) initiative, which encourages projects related to war and military service.

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

All applications will be given equal consideration in accordance with the program's review criteria, whether or not they examine connections between the humanities and science and technology, respond to the Standing Together initiative, or include Native American organizations and communities as lead applicants and project partners.

EDSITEment

NEH's [EDSITEment website](#) is a respected source of educational materials for the classroom. NEH encourages applicants to create resources that would be appropriate for publishing on EDSITEment or promotion through EDSITEment.

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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. NEH gives preference to those projects that provide free access to the public, when possible. You can find detailed guidance on access and dissemination matters in the "Distribution expectations and rights" section below.

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 here.

Evaluation

NEH encourages audience evaluation throughout all stages of a project.

Evaluation could include testing of the project's concept, approach, and key components.

NEH requires a final performance report that assesses how well the finished project met its goals. If the project is produced, the final report must include information on the project's reach (size of audience) and impact. NEH particularly wants to know how fully the project met its stated learning goals and how audiences were more deeply engaged in thinking about humanities ideas and questions as a result of the project.

Acknowledgment of NEH support

NEH requires crediting for any program based on or incorporating the materials created with these awards, including any works derived from those materials. All grant recipients are expected to comply with NEH's credit requirements. For digital projects, grant recipients are required to include an acknowledgement of NEH support in any promotional descriptions of the project.

Distribution expectations and rights

Once production is completed, NEH expects that projects will be offered for distribution to broad public audiences, so that the American public will have ready and easy access to the products of NEH awards. NEH must approve all distribution arrangements before they are finalized.

Title to materials produced and intangible property acquired under an award vests with the recipient. NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, 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.

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Program income

Award recipients are required to report income earned from products created during the period of performance and for seven years following the end of the period of performance. In addition, a percentage of income earned during this period must be returned to NEH. The percentage is based upon the proportion of the total project costs that NEH supported. For further information, please see the NEH Program Income Policy.

Award information

Awards are made for a period of performance of one to three years and may be up to $30,000 for Discovery grants, up to $100,000 for Prototyping grants, and up to $400,000 for Production grants.

Successful applicants will be awarded a grant in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds.

(Learn more about different types of grant funding.)

Cost sharing

Cost sharing consists of the cash contributions made to a project by nonfederal third parties raised to release federal matching funds.

Applicants are also welcome to use voluntary cost sharing for projects in which the total costs exceed the amount provided by NEH. Voluntary cost sharing includes cash contributions to a project by the applicant and nonfederal third parties, as well as in-kind contributions, such as donated goods and services.

Although cost sharing is not required, this program is rarely able to support the full costs of projects approved for funding.

Other award information

An award from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

Eligibility

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

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

Eligible applicant institutions may submit multiple applications for separate and distinct projects under this announcement. Project directors may also submit applications for two different projects at the same time. If so, project directors should explain in the applications how they would allocate their time if they were awarded more than one grant.

Overlapping project costs between two or more applications for federal funding and/or approved federal award budgets is not permitted.

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

NEH generally does not issue 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.

Applicants may not submit multiple applications for the same project at the same deadline. If an application for a project is already under review, another application for the same project cannot be accepted. Applicants drawing substantially on a previous project should demonstrate how the proposed project will reach new audiences and expand on existing content.

All application materials must be received by the application deadline. Late, incomplete, or ineligible applications will not be reviewed.

II. Preparing and Organizing your Application

Resources for preparing a strong application

To prepare a strong application, applicants are encouraged to take the following steps:

- read these **guidelines** carefully, noting what information needs to be provided in the application;

- review the **sample narratives**, which are available on the [program resource page](#);

- consult the program's **review criteria**, which are listed immediately below;

- read the **Frequently Asked Questions**, which are available on the [program resource page](#);

- contact the **program staff** (at 202-606-8269 or [publicpgms@neh.gov](#)) to discuss your project and raise any questions you may have about the application; and

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- submit an optional **draft proposal**, to which program staff will respond with suggestions and advice.

Applicants whose projects have received NEH support may apply for a grant for a new or subsequent stage of that project. These proposals receive no special consideration and will be judged by the same criteria as others in the competition. In addition, such applicants must substantially update their proposals and must include a description of the new activities and a justification of the new budget. Such applicants must also describe how the previously funded project met its goals.

Review criteria

Applications are reviewed according to the following criteria:

1. **Humanities content**

   The likely contribution of the project to public understanding of the humanities, including the significance of the subject and the humanities ideas; the quality and relevance of the humanities scholarship informing the project; and the extent to which the project offers an analytical perspective on its subject.

2. **Humanities advisers**

   The qualifications and potential contributions of the advising scholars.

3. **Creative approach, format, technical design, and sustainability**

   For Discovery applications: the potential quality and viability of the approach, including the preliminary ideas about design, format, and content.

   For Prototyping applications: the likelihood that the chosen format(s) will effectively convey the humanities content to a broad, general audience in an engaging and thoughtful manner; the quality of the project's technical design.

   For Production applications: the likelihood that the chosen format(s) will effectively convey the humanities content to a broad, general audience in an engaging and thoughtful manner; the quality of the project's technical design; the quality of the prototype in demonstrating the potential for creative and technical success; the sustainability of the project (as demonstrated by the proposed lifecycle of the project and any plans for its future use).

4. **Project resources**

   The quality of the materials and resources that support the project's interpretive themes, ideas, and formats.

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5. **Digital team**

   The demonstrated technical skills and creative approach of the digital team, the quality of the team's previous work, and the likelihood of successful completion of the proposed project.

6. **Work plan**

   The likelihood that the applicant will achieve the project's goals in a timely and efficient manner.

7. **Budget**

   The appropriateness and reasonability of the project's costs.

8. **Audience, distribution, and evaluation**

   The quality of the project's distribution plan—including related nondigital project components—and the likelihood that the proposed project would appeal to a broad, general audience. For Prototyping and Production applications, the likely effectiveness of the proposed audience evaluation for measuring the project's reach and impact.

As noted above, applicants are encouraged to contact program officers, who can answer questions about the review process and review preliminary drafts. NEH recommends that drafts be submitted at least five weeks before the deadline, so that staff will have adequate time to respond. Although staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, applicants have found them helpful in strengthening their applications. Draft proposals are optional; if you choose to submit a draft, send it as an attachment to an e-mail message to publicpgms@neh.gov or to an individual program officer.

Links to instructions for preparing your application

The Discovery (PDF), Prototyping (PDF), and Production (PDF) categories have different application requirements. Please click on the appropriate instructions for details on preparing your application. If you have questions about which category is appropriate for your project, please contact the staff of NEH's Division of Public Programs at 202-606-8269 or publicpgms@neh.gov.

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III. Submitting your Application

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 (http://www.dnb.com/duns-number.html)
2. System for Award Management (SAM) (https://www.sam.gov)
3. Grants.gov (http://www.grants.gov/)

In order to apply through Grants.gov, the applicant organization must first have or obtain a
valid Dun and Bradstreet Data Universal Numbering System (DUNS) number, and register (or
have an active registration) in the System for Award Management (SAM). Note: If you are
registering in SAM.gov for the first time, you must provide an original, signed notarized letter
stating that you are the authorized Entity Administrator before your registration will be
activated. Read the SAM update and FAQs to learn more about this process change. **The initial
SAM registration can take up to six weeks.**

Organizations must maintain active SAM registration with current information at all times
during which they have an active federal award or an application or plan under consideration by
a federal agency. You must therefore review and update your information at least annually after
the initial registration, and more frequently if required by changes in information. You can
review your organization's SAM registration here. You must provide an original, signed
notarized letter stating that you are the authorized Entity Administrator in order to renew your
registration or change your banking information. **We strongly recommend that you verify
the status of your SAM registration at least two weeks before the application
deadline.**

Applicant organizations with a valid DUNS number and an active SAM registration must then
register with Grants.gov. Visit Grants.gov at
https://grants.gov/web/grants/applicants/organization-registration.html for complete
registration information. **The initial Grants.gov registration process can take up to
two weeks**.

If your organization has already registered with Grants.gov, you must verify that your
registration is still active and that your Authorized Organization Representative (AOR) is
current and has been approved. **We strongly recommend that you do this at least two
weeks before the application deadline.** Note: Grants.gov passwords expire every 60 days.
Accounts that have been inactive for one year or more result in removal of all account roles.

If you have problems registering or verifying your registration with Grants.gov, call the
Grants.gov help desk at 1-800-518-4726 or email support@grants.gov.

Links to the Grants.gov application package and instructions for preparing and submitting the
package can be found on the program resource page.

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Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

How to submit samples (and, for Production applications, prototypes)

Work samples (and, for production applications, prototypes) must be submitted as hyperlinks. **Please ensure that your URL is working, and that it will continue to work through the duration of the review process (that is, through November 2018).**

Deadlines for submitting optional draft proposals and applications

Draft proposals, which are optional, must be submitted at least five weeks before the deadline so that staff will have adequate time to respond. A response cannot be guaranteed if drafts arrive after this date. If you choose to submit a draft proposal, send it as an attachment to publicpgms@neh.gov.

Applications must be received by Grants.gov by 11:59 PM Eastern Time on June 6, 2018, for projects beginning in January 2019. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

IV. What Happens After the Submission of an Application

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Administrative Requirements [§200.205](#). (See below the next heading for more information about the Office of Management and Budget's Administrative Requirements, which NEH has implemented.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH may include in the award documents specific conditions designed to mitigate the effects of the risk.

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Information for all applicants and for successful applicants

Applicants will be notified of decisions by e-mail in December 2018. Institutional grant administrators and project directors of successful applications will receive award documents by e-mail in January 2019. Award documents will identify the relevant terms, conditions, and reporting requirements that pertain to successful applications. The Grant Management section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending a letter to NEH, Division of Public Programs, 400 Seventh Street, S.W., Washington, D.C. 20506, or an e-mail message to publicpgms@neh.gov.

In December 2014 NEH adopted without exception 2 CFR Part 200: *UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS*. 2 CFR 200 applies to all NEH awards to organizations and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers.

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 performance, to the NEH Office of the Inspector General. You can find details on how to report such allegations and suspicions here.

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact:

Division of Public Programs
National Endowment for the Humanities
400 Seventh Street, S.W.
Washington, DC 20506
202-606-8269
publicpgms@neh.gov

Grants.gov: http://www.grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov training resources and videos:
https://www.grants.gov/web/grants/applicants/applicant-training.html
Grants.gov support line: 1-800-518-GRANTS (4726)

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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. 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 the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please 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 Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. 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.

APPLICATION CHECKLIST

☐ **Register your institution or verify your institution's registration with the System for Award Management (SAM).** Begin a new registration at least six weeks before the deadline.

☐ **Register your institution or verify your institution's registration with Grants.gov.** Begin a new registration at least two weeks before deadline.

☐ **Access the application package through Grants.gov Workspace.** The program resource page on NEH's website has a direct link to the package. You can also search Grants.gov for this program. The program resource page includes a direct link to the instructions for completing the package.

☐ **Complete the following forms contained in the Grants.gov application package.**

1. SF-424 Application for Federal Domestic Assistance - Short Organizational

The title that you assign to your project should be brief (not more than 125 characters), descriptive, and informative to a nonspecialist audience.

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Provide a one-paragraph abstract (up to one thousand characters, including spaces) written for a nonspecialist audience, clearly explaining the project's principal activities and its expected results. You should place the paragraph in the Project Information field in the Application for Federal Domestic Assistance - Short Organizational form. (Information about this form is available in the Grants.gov Instructions for Applicant Organizations document. You can find a link to that document on the [program resource page](#).) Do not attach an abstract to the Attachments Form, a form that is explained in the Grants.gov Instructions for Applicant Organizations document.

2. Supplementary Cover Sheet for NEH Grant Programs

3. Project/Performance Site Location(s) Form

4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

   ATTACHMENT 1: Table of contents (name the file "contents.pdf")

   ATTACHMENT 2: Application narrative (name the file "narrative.pdf")

   ATTACHMENT 3: Bibliography (name the file "bibliography.pdf.")

   ATTACHMENT 4: Résumés and letters of commitment (name the file "resumes.pdf")

   ATTACHMENT 5: Description of your work sample (name the file "sample.pdf")

   ATTACHMENT 6: Budget (name the file "budget.pdf")

   ATTACHMENT 7: Images, if applicable (name the file "images.pdf")

   ATTACHMENT 8: Design document, required only for Prototyping and Production grants (name the file "design.pdf")

   ATTACHMENT 9: Prototype, required only for Production grants (name the file "prototype.pdf")

5. Budget Narrative Attachment Form (also known as the Budget Narrative File)— Using this form, attach **only** a copy of the applicant institution's current federally negotiated indirect-cost rate agreement. Alternatively, you must attach a statement to the form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; or c) that the applicant institution has never received a negotiated indirect-cost rate and is using the government-wide de minimis rate of 10 percent of the total direct costs, less distorting items (including equipment, capital expenditures, rental costs, tuition remission, participant support costs, scholarships and fellowships, and the portion of each subaward in excess of $25,000). See 2 CFR §200.414 (f) for additional information regarding the de minimis rate. (See the

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Grants.gov instructions for applicant organizations, which are available on the program resource page, for additional information.)

Do not attach your application budget to the Budget Narrative Attachment Form; instead you must attach it to the Attachments Form (see above in the Application Checklist), as attachment 6.

Your attachments must be in Portable Document Format (.pdf). NEH cannot accept attachments in their original word processing or spreadsheet formats. Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. 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 and the Budget Narrative Attachment 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.

Upload your application to Grants.gov. NEH *strongly* suggests that you submit your application no later than noon Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on federal holidays), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

Be sure to read the document (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

TIMELINE

Before the June 6, 2018 deadline: Contact Division of Public Programs program officers (at 202-606-8269 or publicpgms@neh.gov) with questions and for advice (optional)

April 25, 2018: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date

May 2, 2018: Submit draft application by this date (optional)

May 23, 2018: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

June 6, 2018: Submit application through Grants.gov by 11:59 PM Eastern Time on this date.

August-September 2018: Peer review panels take place

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November 2018: Meeting of the National Council on the Humanities, followed by funding decisions

December 2018: Applicants are notified of the funding decisions

December 2018: Institutional grants administrators and project directors of successful applications receive award documents by e-mail

January 2019: Successful applicants begin work on their projects