DIVISION OF **PUBLIC PROGRAMS**

# MEDIA PROJECTS: PRODUCTION GRANTS

Deadline: August 29, 2018 (for projects beginning April 1, 2019)

The Division of Public Programs accepts applications for the two Media Projects programs (Development and Production) at two deadlines a year: in January and August.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

Funding Opportunity Number: 20180829-TD

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.

# Contents

# I. Program Description

The Media Projects program supports documentary film, television, radio, and podcast projects that engage general audiences with humanities ideas in creative and appealing ways. All projects must be grounded in humanities scholarship in disciplines such as history, art history, film studies, literature, religious studies, philosophy, or anthropology. (You can find a more detailed description of the humanities here.) Projects must also demonstrate an approach that is thoughtful, balanced, and analytical. The approach to the subject matter must go beyond the mere presentation of factual information to explore its larger significance and stimulate reflection. NEH is a national funding agency, so the projects that we support must demonstrate the potential to attract a broad general audience.

**Film and television projects** may be single programs or a series addressing significant figures, events, or ideas. Programs may be intended for regional or national distribution, via traditional carriage or online distribution. The Division of Public Programs welcomes projects that range in length from short-form to broadcast-length video.

The Division of Public Programs encourages film and television projects that promote a deeper understanding of American history and culture and advance civics education. The Division of Public Programs also supports film and television projects that examine international themes and subjects in the humanities.

**Radio and podcast projects** may involve single programs, limited series, or segments within an ongoing series. Programs receiving production grants may be either broadcast or disseminated online. They may be intended for national or regional distribution.

NEH encourages projects that engage public audiences through multiple formats. Proposed projects might include supplementary components to a film, television, radio, or podcast project: for example, book/film discussion programs, supplemental educational websites, or museum exhibitions.

To be competitive, applicants must have clear central ideas and a solid command of the major humanities scholarship on their subject, and they must have consulted with a team of scholarly advisers to work out the intellectual issues that the program will explore. The scholars must represent major fields relevant to the subject matter, have a strong record of research and scholarship in the humanities, and offer diverse perspectives and approaches.

The Division of Public Programs supports standalone digital projects through a separate program, Digital Projects for the Public.

Contact a Division of Public Programs program officer if you have questions as to which program best fits your project.

The Media Projects 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.

**All projects applying to the Media Projects program should**

- build on sound humanities scholarship;

- deepen public understanding of significant humanities questions;

- approach a subject analytically, presenting a variety of perspectives;

- involve humanities scholars in all phases of development and production;

- involve appropriate media professionals; and

- employ appealing and accessible program formats that will actively engage the general public in learning.

## Levels of Funding

**Development grants** ($40,000 to $75,000) enable media producers to collaborate with scholars to develop humanities content and to prepare programs for production. Awards should result in a script (for documentary film and television programs) or detailed treatment(s) (for radio programs and podcasts). They may also yield a detailed plan for outreach and public engagement in collaboration with a partner organization or organizations. See the application guidelines for Development Grants.

**Production grants** (up to $650,000) support the production and distribution of documentary films, television programs, radio programs, and podcasts.

**Chairman's Special Awards** (up to $1 million) are offered for projects of exceptional significance, audience reach, and complexity. A Chairman's Special Award project should examine important humanities ideas in new ways and promise to reach especially large audiences. These goals can often be accomplished through combining a variety of program formats, forming creative collaborations among diverse institutions, and significantly expanding the scope and reach of the project. Note that Chairman's Special Awards are offered only at the production stage—not at the development stage. Chairman's Special Awards are rare: NEH typically awards no more than **one** Chairman's Special Award per year.

To be ready to apply for a production grant, you should have

1. completed research on your subject, including archival work and preliminary interviews;

2. involved scholars in creating and interpreting the project's content;

3. completed the project's script (for film or television projects) or detailed treatment(s) (for radio or podcast projects); and

4. designed your plans for distribution, outreach, and partnerships.

**Media Projects: Production Grants may be used for**

- meeting with scholars;

- script refinement;

- production and distribution of films, television programs, radio programs, and podcasts;

- related resources that help students and teachers explore the humanities content and themes central to the project; and

- outreach activities and public engagement.

**Media Projects: Production Grants may not be used for**

- primarily digital projects that are independent of a film, television, radio program, or podcast;

- dramatic adaptations of literary works;

- projects that will satisfy requirements for educational degrees or formal professional training;

- projects intended primarily for students in formal learning environments (though projects may include components that can be used in classrooms);

- general operations, renovation, restoration, rehabilitation, or construction of station or production facilities;

- preservation or cataloging of materials and collections;

- 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;

- lobbying; 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).

NEH funds may not be used to support obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

## Consultation with NEH staff

The Division of Public Programs encourages applicants to work with program officers from the outset of the application process. You can submit drafts or contact us with questions. Drafts, which are optional, must be submitted at least six weeks before the deadline. A response cannot be guaranteed if drafts arrive after this date.

While staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, previous applicants have found them helpful. If you choose to submit a draft proposal, send it as a Word attachment to publicpgms@neh.gov.

Applicants are also encouraged to examine the sample narratives from previously funded projects, which are available on the program resource page.

NEH welcomes applications in the following areas:

## Standing Together

NEH invites projects related to its Standing Together initiative, which encourages projects related to war and military service.

## Humanities and science and technology

The humanities offer significant insight into scientific discovery, scientific thinking, and the historical, cultural, and ethical implications of various technologies. The Division of Public Programs encourages projects that examine connections between the humanities and science and technology. Projects might, for example, provide the historical and social contexts for scientific developments. They might illuminate how science is produced and scientific information is consumed, analyze how technological innovation helps reshape our understanding of our place in the world, or discuss the ethical and political implications of scientific and technological developments.

In addition, NEH 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 respond to any of these initiatives and encouragements.

## 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 projects that provide free access to the public. Detailed guidance on access and dissemination matters can be found 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.

## 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.

## Evaluation

Once production is completed, NEH requires a final report that assesses how well the project met its goals to educate and engage the public. Information on the project's reach (size of audience) and impact must be part of this final report. 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. Consult the Acknowledgment and Publicity Requirements for NEH Awards and Publicizing Your Project pages on the NEH website for guidance on credits and promotion.

## 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 review all distribution arrangements before they are finalized.

Production recipients are expected to work with their NEH program officers to conduct screenings and other outreach programs in at least seven underserved communities—whose access to the humanities is limited by geography, ethnicity, economics, or disability—across the country. Applicants do not need to identify particular communities, partners, or programs in the application, but they may include funds for this outreach in their budgets.

NEH requires recipients producing a film or television program to submit a trailer along with the finished film or program; the trailer or the complete film may be streamed for a limited time on the NEH website.

Grant recipients are expected to provide upon request copies of NEH-funded films to the Department of State at the cost of reproduction and shipping; no royalties or other fees may be charged. These films will be shown by American embassies to audiences free of charge through the Department of State's "American Spaces" program, which seeks to engage audiences abroad in order to build mutual trust and respect.

For more information on NEH's rights to funded products, please see Article 23 of the General Terms and Conditions for Awards.

## Program income

Recipients are required to report income directly generated by NEH-funded activities or earned by the recipient or subrecipient as a result of the award during the period of performance and for seven years following the end of the period of performance. When NEH funding of a project amounts to $50,000 or more, and the total program income earned after the period of performance exceeds $50,000, NEH reserves the right to make a claim to or to restrict the use of the federal share of income earned during the seven years following the period of performance. The federal share is a percentage based upon the proportion of NEH support of the total project costs. For further information, please see the NEH Program Income Policy.

## Award information

Awards are usually made for a period of performance of twelve to thirty-six months and may range from $100,000 to $650,000. In rare circumstances, Chairman's Special Awards of up to $1 million are available for projects that will reach an exceptionally large audience.

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

## Outright funds

Outright funds awarded by NEH are not contingent on additional funding from other sources.

## Matching funds

When matching funds are requested, the applicant must raise contributions from nonfederal third parties and have them certified before the funds are released to the recipient (see NEH's Federal Matching Funds Guidelines). Funds raised to satisfy a match count toward an institution's cost share for a project (see the discussion of cost sharing below).

(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 that are used to release federal matching funds.

Applicants use voluntary cost sharing for projects in which the total costs exceed the amount awarded 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, the program is rarely able to support the full costs of projects approved for funding.

## Funding commitments

Successful applicants will be required to have commitments for the full funding of the project budget before grant funds are released and production begins.

## 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.

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

Eligible organizations are encouraged to partner with independent producers. Under this arrangement the sponsoring organization submits the application. If the application is funded, the eligible organization is considered the recipient of record and assumes all programmatic, financial, and legal responsibilities of the award.

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 received more than one award.

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 grant funds from, or sites and materials controlled by, other federal entities in their projects.

Applicants are not required to obtain a development grant before applying for a production grant. Applicants may not, however, 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 by this or any other NEH funding opportunity.

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
- 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

Applicants should read the program's review criteria (listed below) and ensure that their applications respond to them.

1. **Humanities significance**

   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 the themes and ideas that underlie it.

2. **Creative approach**

   The quality of the audiovisual approach, and the likelihood that the program will effectively convey the humanities content to the audience in an engaging manner.

3. **Audience and distribution plan**

   The appeal of the subject to a general audience, the estimated size of the audience, the accessibility of the ideas, and the quality of the project's distribution plan. The likely effectiveness of the proposed audience evaluation for measuring the project's reach and impact.

4. **Project resources**

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

5. **Humanities advisers**

   The qualifications and potential contributions of the advising scholars.

6. **Media team**

   The experience of the media team, and the quality of the team's previous work.

7. **Script or treatment**

   The quality of the script (for film or television programs) or treatment(s) (for radio programs or podcasts), the appeal of the content, and the significance of the take-away ideas.

8.  **Work sample**

    The quality of the work sample, and its demonstration of the qualifications of the media team to produce the proposed project successfully.

9.  **Work plan and budget**

    The extent to which the roles of team members and partners are clearly defined; the likelihood that the applicant will achieve the project's goals in a timely and efficient manner; the appropriateness and reasonability of the project's costs.

10. **Overall evaluation**

    The quality of the project, taken as a whole.

All other considerations being equal, the program will give preference to projects that provide free access to materials produced with NEH funds.

## Application elements

Your narrative should include a project title not to exceed 125 characters (including spaces and punctuation). Successful proposals will typically have titles that are descriptive of the project, substantive, and free of specialized language. Your title should match the title provided in section 6.a. of the SF-424 Application for Federal Domestic Assistance – Short Organizational (part of the Grants.gov application package). 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.

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 SF-424 Application for Federal Domestic Assistance - Short Organizational form. (See below, in the instructions for submitting your application to Grants.gov, for information about this form.) Do not attach the abstract to the Attachments Form, a form that is also explained in the instructions for submitting your application to Grants.gov.

The following required elements must be submitted through Grants.gov.

1.  **Table of contents**

    List all parts of the application with corresponding page numbers.

2. **Narrative (up to twenty pages)**

The narrative portion of the proposal should not exceed **twenty** single-spaced pages, with one-inch margins and at least eleven-point type. It should not assume specialized knowledge, and it should be free of jargon. It should clearly define technical terms, so that they are comprehensible to a nonspecialist audience. It should contain the following, in this order.

A. **Nature of the request:**

State in one or two paragraphs the subject and format of the production project, the intended outcome of the award, and the amount of money requested from NEH.

If you are requesting support for a radio, podcast, or television series, indicate the number and length of programs planned for the series.

If you are requesting a Chairman's Special Award, describe the aspects of your project that merit this higher funding level.

B. **Program synopsis:**

Provide a brief synopsis that describes how the program will unfold from beginning to end.

C. **Humanities content:**

Identify the humanities ideas, themes, and questions that the project will address. Explain the subject's significance to the humanities and discuss the humanities scholarship that informs the project. (In the Frequently Asked Questions document, which is available on the program resource page, see the question about humanities themes. For examples, see the sample narratives, which are also available on that page.)

D. **Creative approach:**

Describe the program's audiovisual style and approach. For example, from what perspective will the program tell its story? Will it use narration, on-camera interviews, dramatic re-creations, dramatizations, animation, or other techniques?

In explaining the program's approach, briefly describe the most important resources available for the project, including interviews, archival materials, and other audio and visual materials. (You will be able to provide a detailed list of materials in section N of the narrative—"List of collections of materials to be used

by the project"—below.)

If your request includes funding for a digital component that would complement the project, describe the component's user experience, technical framework, and educational elements. Explain how the digital component will expand the audience's understanding of and engagement with the project's humanities content.

If there are other productions on similar or related subjects, explain how the project will make a new contribution.

Applicants may provide visuals, including screenshots for digital components, in the "Images" attachment below.

E. **Audience and distribution:**

Provide distribution and marketing plans, and identify targeted audiences. If possible, estimate the size of the audience, across different platforms, for the completed project. Explain the basis for this estimate.

The distribution plan should detail how the NEH-funded product might be broadcast and/or streamed on the Internet. Discuss partnerships that would help publicize the project. If you have received a letter of interest or commitment from a broadcaster or distributor about your project, include the letter in item 7 of the application—"Résumés and letters of interest and commitment"—below.

F. **Project evaluation:**

NEH requires a final report that assesses how well the finished project met its goals to educate and engage the public. Information on the project's reach (size of audience) and impact must be included in this final report. 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.

Explain fully how you will evaluate the reach and impact of your project upon completion. Your evaluation plan should be integrated into your project narrative, work plan, and budget.

G. **Rights and permissions:**

Discuss the potential for obtaining permissions and clearing rights to use the proposed materials.

H. **Humanities advisers:**

List the humanities advisers and briefly discuss the rationale for their choice and the contributions that each adviser will make to the project's content. The application's work plan and budget should specify the advisers' contributions to the project. Include résumés (of two pages or less) for each person listed and letters of commitment from all in a separate attachment (see the instructions for item 7 of the application—"Résumés and letters of interest and commitment"—below).

I. **Media team:**

Provide information about the principal members of the media team. (Principal members include at a minimum the director, writer, editor, and, if applicable, the lead digital designer.) In a paragraph, summarize each person's qualifications and contributions to the project. Discuss the media team's experience and suitability for the proposed project. Include résumés (of two pages or less) for each person listed and letters of commitment from all in a separate attachment (see the instructions for item 7 of the application—"Résumés and letters of interest and commitment"—below).

J. **Progress:**

Discuss the work that has been accomplished to date on the project. Indicate the remaining work that will be done during the NEH period of performance.

K. **Work plan:**

Provide a detailed, month-by-month schedule of the major work to be done during the period of performance, including the specific people involved. The work plan should clearly show how the humanities advisers will be involved in reviewing and shaping the project.

L. **Fundraising plan:**

Specify the source and amount of all funds raised to date for all aspects of the program and related projects. Discuss specific plans for raising funds from outside sources to cover the remaining costs that will exceed NEH support. Discuss plans for the sale of rights for distribution.

M. **Organization profile:**

Describe briefly the mission and typical activities of the applicant institution and, if different, the production organization. Each profile should be only one paragraph.

N. **List of collections of materials to be used by the project:**

Describe the available resources that will enable the project to tell its story.

O. **Preliminary interviews:**

If you have conducted preliminary interviews, include a list of those who have been interviewed.

P. **User-generated content (if applicable):**

If the project includes a user-generated component (for either the main media product or any ancillary digital components), describe how this component will add to the humanities content and explain the criteria and process to be used for selecting and monitoring the content. Describe the policies and process to be used to prevent the dissemination of obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

3. **Script (for film and television projects) or detailed treatment (for radio and podcast projects)**

Include a script (for film and television programs) or a detailed treatment (for radio and podcast programs) that describes how the program will unfold, from start to finish. The script or treatment should demonstrate how the storyline or narrative of the program combines the principal materials available for the program and integrates the analysis and interpretive content. The script or treatment **should not exceed twenty-five pages** per hour of the proposed program.

If you are applying to produce all or part of a television series, include at least one complete script and shorter (up to five-page) treatments describing each of the remaining episodes. Similarly, if you are applying to produce a radio or podcast series, include two detailed treatments and shorter descriptions of the other programs.

You may use published humanities scholarship, archival resources, and preliminary interviews that you have conducted as the foundation for your script or detailed treatment. Please clearly identify the sources that inform the script or treatment.

If you are proposing a project that examines contemporary culture and issues, explain the basis for your script. For example, you may identify the footage that you have already shot, the preliminary interviews that you have already conducted, and the scholarly research that would serve as the foundation for your program.

4. **Digital design (if applicable)**

   If you are requesting support for an ancillary digital component (such as a website or an app), please describe the user experience. Describe and visually illustrate how users would experience the component, using mockups, wireframes, screenshots, or storyboards; include specific examples of how the project's central humanities ideas would be conveyed by this design.

5. **Images (optional)**

   You may include images with your application as a single PDF attachment. Be sure to include in this attachment a list of the images.

6. **Bibliography (up to two pages)**

   Include a short bibliography of the humanities scholarship that significantly informs the project.

7. **Résumés and letters of interest and commitment**

   List on one page the media team and humanities advisers, using the following format: Joan Smith (American studies, University of Maryland), or John Smith (producer, ABC Films). Include résumés (of two pages or less) for and letters of commitment from the key persons on the media team and all consultants (including humanities advisers or scholars). Also include letters of commitment from all participating organizations. In addition, if you have received a letter of interest or commitment from a broadcaster or distributor regarding your project, include the letter as part of this item.

8. **Description of a sample**

   All applicants must submit a sample of a completed work that best demonstrates the experience and qualifications of the media team to produce the proposed project successfully.

   We encourage applicants to submit online samples by providing a link to a URL, such as a Vimeo or YouTube link. You are responsible for ensuring that the link to the sample remains active and that the sample will be accessible through April 2019, when applicants will be notified of the outcome of their applications. If you are linking through a third party, such as a broadcaster or distributor, confirm that the link will be accessible. Please check your links and passwords carefully when you submit your application; periodically check these links after you submit it. If you notice that a link is broken after the application is submitted, please notify the Division of Public Programs while you work to fix the link.

If you cannot submit an online sample, you may instead submit the sample on a DVD (standard definition); submit eight copies. Samples will not be retained by NEH, and they will not be returned to the applicant. See the additional instructions in the "Submitting samples" section below.

If you have a trailer or work-in-progress for the proposed media project, you may submit the URL or DVD for the trailer or work-in-progress, **in addition to** the sample of a completed work.

If the project includes supplementary digital components, include an example of previously completed work from the principal members of the digital team. We would like to have this work available through a URL included in the application but would also accept a DVD (eight copies), if that is a more appropriate format. Clearly indicate that this URL is your digital work sample. Identify the project personnel who worked on this sample and include additional information on the audience or distribution of the work sample.

Create an attachment section describing the sample and indicate the roles played by members of the media team.

9. **Budget**

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (You can find links to the budget instructions, sample budget, and budget form on the program resource page.) Submit your budget in a font of at least eleven points. If you wish, you may include separate pages with notes to explain any of the budget items in more detail. (If you are including budget notes, be sure to submit them—along with the budget—as Attachment 9 of the application. Do not submit the budget notes by means of the Budget Narrative Attachment Form.)

Staff costs should include the position title, name (if possible), percent of full time equivalent or total number of hours charged to the project. Indicate in the budget if any individuals will perform multiple, separately budgeted functions. If there will be long-distance travel for any project team members, the budget should name the travelers by name (if possible) or position; reflect the travel expenses (for example, airfare, lodging, parking, per diem, etc.) for each person and trip; briefly describe the purpose of the travel; and list the destinations. List equipment costs and provide a justification for the need to purchase the equipment to carry out the program's goals. If the applicant is a sponsoring organization, which will charge an administrative fee in lieu of indirect costs, include this expense as an administrative fee under "Other."

Do not include voluntary cost sharing in your budget. You should, however, discuss voluntary cost sharing in your narrative.

If the applicant institution is claiming indirect costs and has a current federally negotiated indirect-cost rate agreement, submit a copy of this agreement. Do not attach

the agreement to your budget form. Instead you must attach it to the Budget Narrative Attachment Form (also known as the Budget Narrative File). If the applicant institution does not have a federally negotiated indirect-cost rate agreement, you must instead attach a statement to the Budget Narrative Attachment 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.

- o **Compensation**

   **Identify all key project personnel by name on the budget form, and note the number of days that each of them will contribute to the project**. Indicate in the budget if any of these individuals will perform different and separately budgeted functions.

   Compensation for key project positions, such as the project director, producer, director, and scriptwriter, will be considered as fixed fees for service, even though the amount of compensation requested is calculated on the basis of the projected length of the project.

- o **Department of Labor regulations**

   U.S. Department of Labor regulations require that all professional performers, scriptwriters, and related or supporting professional personnel employed on projects or productions supported in whole or in part by NEH be paid not less than the minimum union or guild rates.

   A copy of the applicable regulations, "Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities," may be accessed online or obtained from NEH's Office of Grant Management, 400 Seventh Street, S.W., Washington, D.C. 20506 (202-606-8494).

- o **Equipment**

   Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. The recipient must seek NEH prior approval to purchase equipment not included in the approved project budget. The recipient must document that the purchase is necessary to carry out project activities.

In addition, recipients must report all equipment purchased with NEH funds on the Tangible Personal Property Report (SF-428) within ninety calendar days of the end date of the period of performance.

Recipients and subrecipients are encouraged to comply with the Buy American Act, 41 USC 8301 – 8305, when purchasing equipment and other products.

See 2 CFR §§ 200.313 Equipment and 436 Depreciation for additional information.

- o **Administrative fee in lieu of indirect costs for sponsoring organizations**

    Eligible organizations are encouraged to partner with independent producers. Under this arrangement the sponsoring organization is considered the recipient of record and assumes all attendant responsibilities. For further information, please see Requirements for Grant Recipients that Serve as Sponsors of Projects.

    NEH will allow a sponsoring organization to recover its costs for administering the award by charging an administrative fee or indirect costs, but not both.

# 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 for the entity associated with the DUNS number 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. Effective June 29, 2018, when you go to SAM.gov and log in, you will be asked to create a Login.gov user account. Your current SAM.gov username and password will **no longer work.** 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. 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 for the entity associated with the DUNS number 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.

**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.**


## Submitting samples

If you are submitting your sample on a DVD instead of through a URL, send **eight copies** and label each copy (both the case and the disk) with the name of the project director, the name of the applicant institution, the title of the project, and the title of the work sample. Send the sample to:

Grants for Media Projects
Division of Public Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8269

## Deadlines for submitting optional draft proposals and applications

Draft proposals, which are optional, must be submitted at least six 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 and validated by Grants.gov by 11:59 PM Eastern Time on August 29, 2018**, for projects beginning on April 1, 2019. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after August 29, 2018, will not be accepted. Samples must also arrive at NEH on or before August 29, 2018, to be considered as part of the application.

# 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 set forth in 2 CFR §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 will include in the award documents specific conditions designed to mitigate the effects of the risk.

## Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in April 2019. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in April 2019. Award documents will identify the relevant terms, conditions, and administrative 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 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. NEH will identify in each award document the relevant programmatic terms, conditions, and reporting requirements with which the recipient must comply.

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, SW
Washington, DC 20506
202-606-8269
publicpgms@neh.gov

If you have questions about registering or renewing your registration with 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

If you need technical assistance in submitting your application to Grants.gov, contact Grants.gov 24 hours a day, seven days a week (excluding federal holidays).

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

## 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 grant 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 its registration with the System for Award Management (SAM).** Begin a new registration at least six weeks before the deadline. Read the SAM update and FAQs to learn more about this process.

☐ **Register your institution or verify its registration with Grants.gov.** Begin a new registration at least two weeks before the 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 has a direct link to the NEH instructions for completing the package.

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

   1. Application for Federal Domestic Assistance - Short Organizational (in which you must include in the Project Information field (6.b.) a one-paragraph description—up

to one thousand characters, including spaces—written for a nonspecialist audience, clearly explaining the project's principal activities and its expected results)

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: Narrative (name the file "narrative.pdf")

   ATTACHMENT 3: Script or treatment (name the file "script.pdf")

   ATTACHMENT 4: Digital design, if applicable (name the file "digitaldesign.pdf")

   ATTACHMENT 5: Images, if applicable (name the file "images.pdf")

   ATTACHMENT 6:  Bibliography (name the file "bibliography.pdf")

   ATTACHMENT 7: Résumés and letters of commitment, and if applicable letters of interest or commitment from broadcasters and distributors (name the file "resumesandletters.pdf")

   ATTACHMENT 8: Description of your sample (name the file "sample.pdf") If you are providing a link to your sample, double-check the link to make sure that it works, and supply all necessary passwords. The link must work for the duration of the review (that is, through April 2019).

   Please provide a description of your sample, even if you are mailing eight DVD copies of it.

   ATTACHMENT 9: Budget (name the file "budget.pdf")

5. Budget Narrative Attachment Form (also known as the Budget Narrative File)—Using this form, attach **only** a copy of your institution's current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the 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 9.**

Your attachments must be in Portable Document Format (.pdf). 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 to Grants.gov. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.**

## TIMELINE

**Before the August 29, 2018 deadline:** Contact Division of Public Programs program officers (at 202-606-8269 or publicpgms@neh.gov ) with questions and for advice (optional)

**July 18, 2018:** Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process no later than this date

**July 18, 2018:** Submit draft application by this date (optional)

**August 15, 2018:** Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

**August 29, 2018:** Application must be submitted through and validated by Grants.gov by this date

**August 29, 2018:** Samples (eight copies) must arrive at NEH on or before this date

**October-November 2018:** Peer review panels take place

**March 2019:** Meeting of the National Council on the Humanities, followed by funding decisions

**April 2019:** Applicants are notified of the funding decisions

**April 2019:** Institutional grants administrators and project directors of successful applications receive award documents by e-mail from the NEH Office of Grant Management

**April 1, 2019:** successful applicants may begin work on their projects