



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF PRESERVATION AND ACCESS

NEH Common Heritage Managing Your Grant: Tips for Project Directors

Who's Involved?

Key participants on your end:

- *Project director* (PD), responsible for ensuring that proposed activities are carried out as planned;
- *Institutional Grants Administrator* (IGA), responsible for submitting project reports to NEH and handling accounting and invoicing.

(Note: for many Common Heritage grants, the PD and IGA may be the same person.)

Key participants at NEH:

- *NEH Program Officer* (PO), your primary point of contact at NEH and responsible for answering questions about project scope, project activities, and approving changes in project personnel; the PO assigned to your grant is identified in the award documents.
- *NEH Common Heritage Coordinator* can answer general questions about the program: Cathleen Tefft (ctefft@neh.gov, 202-606-8607).
- *NEH Grants Officer* deals with all issues related to grant administration; for all Common Heritage projects, the Grants Officer is Barbara Tatge (btatge@neh.gov, 202-606-8217).
- *NEH Congressional Affairs* representatives can answer questions you may have about inviting elected officials to your community events. Contact: Ellen Jones (ejones@neh.gov, 202-606-8207)

Because this grant was awarded to your institution or organization, there may be additional institutional requirements related to the management of your project. If you don't already, get to know your IGA.

Please feel free to contact your PO or the program coordinator. We are happy to answer any questions you may have and to learn about the progress of your project!

What are the Award Documents?

These include an official letter of notification, Terms and Conditions for the grant, as well as NEH General Terms and Conditions for Awards. Copies of award documents are sent to both the PD and IGA via [eGMS Reach](#), our online grants management system. Please review the award documents carefully. Here are some of the important points:

- You must maintain an [Organizational Prior Approval System](#) or OPAS (for questions, please contact NEH).
- Any significant change in the project’s scope may require NEH approval.
- In publicizing your project, please be sure to acknowledge NEH funding, use appropriate NEH logos, and include the following disclaimer: “Any views, findings, conclusions, or recommendations expressed in this {article, book, exhibition, film, program, database, report, Web resource}, do not necessarily represent those of the National Endowment for the Humanities.” For more information, see “[Acknowledgment and Publicity Requirements for NEH Awards](#).”

How Do We Receive Grant Funds?

Most grantees are authorized to request advance payments once a month using the [form SF 270](#). You will find this and other useful forms and instructions on our website at <https://www.neh.gov/grants/manage/financial-reporting-requirements>. Your NEH Grants Officer can also answer questions about these procedures.

How Can We Tell NEH about Our Activities?

We are eager to hear about your project! Please keep us posted about your events and consider sending us photographs and other documentation of your Common Heritage events. By doing so, you indicate that you hold rights to the image and transfer reproduction and usage rights to NEH.

Please mention project activities on social media using the hashtag **#NEHCommonHeritage**.

You can find NEH on many social media platforms, including Facebook and Twitter. For more information about publicity and logo files, see the [NEH Communications Toolkit](#).

After your project is finished, you will submit a final report via [eGMS Reach](#). You can find information about reporting requirements, both performance and financial reports here: <https://www.neh.gov/grants/manage/organizations>.

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