



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF PRESERVATION AND ACCESS

PRESERVATION ASSISTANCE GRANTS FOR SMALLER INSTITUTIONS

Deadline: January 31, 2019 (for projects beginning September 1, 2019)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.149

Funding Opportunity Number: 20190131-PG

If after reading this document you have questions about this grant program, contact the staff of NEH's Division of Preservation and Access at preservation@neh.gov and 202-606-8570. 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

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

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

The program encourages applications from the following sorts of institutions with significant humanities collections:

- small and mid-sized institutions that have never received an NEH grant;
- community colleges, Hispanic-serving institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities; and
- Native American tribes and Native Alaskan and Native Hawaiian organizations.

The program also encourages applications for the following activities:

- consultants working as mentors with advanced students or recent graduates from preservation programs to provide emerging preservation professionals with practical experience. Advanced students and recent graduates may assist in conducting preservation assessments, addressing specific preservation issues, and/or training staff at the applicant institution.
- the development of disaster plans and collaborative work with local institutions for training in disaster preparedness and emergency response to address the risk to cultural heritage materials from natural disasters, theft, and other types of damage.
- disaster planning, response, recovery, and mitigation; preservation assessments; conservation treatments; temporary relocation and storage of collections; purchase of supplies; education and training related to disaster planning and response; and reformatting of collections as a preservation methodology for institutions in federally declared disaster areas. (See p. 7 below for a more detailed list of eligible activities for applicants in federally declared disaster areas.)

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](#).

Preservation Assistance Grants may be used for purposes like these.

- **General preservation assessments**

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

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

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

For example, consultants can provide advice about

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

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

- **Purchase of storage furniture and preservation supplies**

Applicants that have completed a preservation assessment or consulted with an appropriate professional may request funds to purchase permanent and durable

furniture and supplies (for example, cabinets and shelving units, storage containers, boxes, folders, and sleeves). Grant funds may also be used to support shipping and installation of storage furniture. If an institution's staff and volunteers have limited experience in rehousing collections, the institution should enlist a consultant to provide guidance and training at the beginning of the project. Applicants requesting storage supplies should discuss how plans for the organization or arrangement of the collections have informed the selection of supplies and equipment.

- **Purchase of environmental monitoring equipment for humanities collections**

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

- **Education and training**

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

Workshops and training sessions may be face-to-face or online. Applicants may hire a consultant to conduct on-site training for staff and volunteers. An advanced student or recent graduate from a preservation program may assist the project consultant. On-site workshops may be tailored to meet an institution's specific needs and holdings. Applicants hosting a workshop are encouraged to enhance the impact of the training by inviting the participation of staff, students, and volunteers from neighboring organizations or institutions.

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

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

- preservation and access challenges for community-based archives;
- standards and best practices for digital preservation; and
- care and handling of collections during digitization.

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

- disaster planning, response, recovery, and mitigation;
- preservation assessments;
- conservation treatment;
- temporary storage and relocation;
- the purchase of preservation, rehousing, and cleaning supplies and equipment, which may include vacuums, dehumidifiers, and other disaster remediation supplies;
- education and training related to disaster planning, response, recovery, and mitigation; and
- the reformatting of collections when appropriate as a preservation methodology.

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

Grants may support consultant fees, workshop registration fees, travel and per diem expenses, and the costs of purchasing and shipping preservation supplies and equipment.

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

Previously funded projects

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

Preservation Assistance Grants may not be used for

- projects focusing on collections that fall outside the humanities;
- projects focusing on collections or materials that are the responsibility of an agency of the federal government;
- appraisals of collections to determine their historical or financial value;
- conservation or restoration treatments, or the purchase of conservation or restoration treatment equipment and supplies (for example, mending tape, erasers, and cleaning supplies), except for requests from applicants in federally declared disaster areas;
- courses leading to a degree, including graduate-level conservation training or training related to advanced conservation treatment;
- projects that focus on preserving or restoring buildings or other structures;
- capital improvements to buildings and building systems, including the purchase of equipment such as air conditioning systems, lighting systems, and security and fire protection systems (requests from applicants in federally declared disaster areas may, however, include the purchase of dehumidifiers and air conditioners);
- cataloging, indexing, arranging, and describing collections, or purchasing software related to these activities;
- the exhibition or display of collections, and the purchase of furniture and display cases intended for this purpose;
- reformatting of collections (for example, digitizing, photocopying, microfilming, or copying to another medium) or the purchase of equipment for reformatting (for example, computers, scanners, digital cameras, cassette decks, and CD-ROM drives; reformatting as a preservation methodology is, however, permitted in requests from applicants in federally declared disaster areas);
- planning for digitization or building infrastructure;
- development or purchase of software, including but not limited to content and digital asset management systems, except for software related to monitoring the preservation environment;
- purchase of computers;
- salaries and fringe benefits for the staff of an institution, including the hiring of student interns;
- attendance at regular meetings of museum, library, archives, or preservation organizations;
- promotion of a particular political, religious, or ideological point of view;
- advocacy of a particular program of social or political action;
- support of specific public policies or legislation; and

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

Special encouragement in recognition of and preparation for the 250th anniversary of American independence

Americans will celebrate the 250th anniversary of our nation in 2026. The anniversary of American independence provides an important opportunity to look back at the nation's founding and the past two and a half centuries of American history. What began as a conflict between the thirteen colonies and Great Britain culminated in the creation of what would become the world's oldest constitutional democracy. As we approach the 250th anniversary, NEH is offering a special encouragement to applicants in the PAG program to consider the impact—both immediate and long term—of the momentous events of 1776.

We especially invite applications that explore the role of the Declaration of Independence and other foundational documents in the making of U.S. history. In addition, we would welcome applications that explore the experiences of states and communities beyond the original colonies in joining the nation, since they have their own stories of becoming part of the United States. We also invite applications examining the stories and contributions of under-represented communities in our nation's history.

In support of these themes, applications to the PAG program for up to \$15,000 may be submitted for **consultations and planning** with one or more humanities professionals (for example, American historians, archivists, librarians, preservation specialists, and/or curators) that would position smaller institutions to undertake, at a later stage, any of the following activities:

- cataloging and/or arranging and describing collections of publications, documents, artifacts, photographs, audiovisual materials, and other original sources pertaining to American history;
- digitizing American history collections;
- providing conservation treatment for original items or groups of items relating to American history; and
- partnering with cultural organizations, educational institutions, or other community groups for the purpose of making primary sources in American history broadly available to the public.

The program also supports **consultants who would offer education and training** in staff professional development geared to capacity-building and leadership that would help the institution improve its care of American history collections.

Applications to support consultations and planning for these activities may also request funds to pursue regular PAG activities (assessments, consultations, purchase of supplies/equipment, and education and training), up to a total of \$15,000 for all activities.

Applicants responding to this special encouragement should thoroughly address the relevance of their collections and proposed activities to the humanities themes noted in the opening paragraphs of this section.

Standing Together

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

All applications will be given equal consideration in accordance with the program's evaluation criteria.

Award information

The maximum award for regular Preservation Assistance Grants is \$10,000. Applicants proposing consultation and planning activities for collections related to the 250th anniversary of American independence may request up to \$15,000. (See the list of permitted activities on p. 9 above.)

The period of performance is eighteen months, although a recipient may complete a project in a shorter period of time.

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

Cost sharing

Cost sharing is not required in this program. However, if eligible expenses are more than \$10,000 (or \$15,000 for a project related to the 250th anniversary of American independence), the applicant will need to cover the difference and show the amount in excess of the requested grant amount on the cost-sharing line of the Supplementary Cover Sheet and in the budget.

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.

Only one application for a Preservation Assistance Grant may be submitted annually by an institution, although distinct collecting entities of a larger organization may apply in the same year, such as the library and museum of a university or two historic sites within a historical society.

Applicants must demonstrate that they

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

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

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

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](#); and
- contact the **program staff** (at 202-606-8570 or preservation@neh.gov) to discuss your project and raise any questions you may have about the application.

Review criteria

NEH asks panelists knowledgeable about the preservation and use of humanities collections to assess applications according to the following criteria:

The collections and their use in education, research, or public programming in the humanities:

- The extent to which the applicant described the content of the collections that are the focus of the project, including a detailed description of that content, including the type of materials, their quantity, date ranges, and intellectual and historical content.
- The significance of the collections for education, research, or public programming in the humanities, as appropriate.
- The extent to which the applicant demonstrates a sufficient commitment to making its collections accessible, as evidenced by the number of days on which the institution is open to the public, the institutional capacity to support access and use, and the availability of staff for this purpose.
- For projects that address the special encouragement for the 250th anniversary of American independence, the extent to which the applicant has described the relevance of the collections to the special encouragement.

The proposed activities, the adequacy of the plan of work, and the justification of their importance to the institution:

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

The appropriateness of the experience and the qualifications of consultants and staff:

- The extent to which the roles of the consultants and staff are well explained.
- The extent to which the experience and qualifications of the consultants and staff are appropriate to the project's goals and implementation.
- For projects that address the special encouragement for the 250th anniversary of American independence, the extent to which the experience and qualifications of the consultants are appropriate to the proposed planning activities.

Applicants are encouraged to look at the list of recently funded projects, to examine sample narratives, and to review the Frequently Asked Questions document. Links to all of these documents are available on the [program resource page](#). Please note, though, that program staff is not able to review draft applications.

Application elements

SF-424 Application for Federal Domestic Assistance – Short Organizational

In section 6.a of the SF-424 Application for Federal Assistance – Short Organizational (part of the Grants.gov application package), include a project title not to exceed 125 characters (including spaces and punctuation). You can find information about this form below, in the instructions for submitting an application to Grants.gov.

Successful proposals will typically have titles that are descriptive of the project, substantive, and free of specialized language. Most importantly, your title should be easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

Provide 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. In the SF-424 form you should place the paragraph in section 6.B, Project Description. Do not attach the description to the Attachments Form, a form that is also explained below in the instructions for submitting an application to Grants.gov.

In addition to the SF-424 Short Organizational form, your application should consist of the following parts.

1. **Narrative**

Project narratives are limited to five single-spaced pages (six single-spaced pages if the request is for disaster-related activities). The font size should be no smaller than eleven point, and all pages should have one-inch margins. Applicants should keep the application review criteria (which are listed above) in mind when writing their narratives.

See below (at the end of the instructions for the narrative) for additional information that must be provided by applicants from federally declared disaster areas with related requests.

Answer the following questions in order. State each question as the heading for the answer to that question.

A. **What activity (or activities) would the grant support?**

State the specific activity or activities that the grant would support and the goals of the proposed project. If you are applying for support in response to the special encouragement on the 250th anniversary of American

independence, please declare this both here and in the Project Description (item 6.b. of the SF424 – Short Organization).

B. What are the content and size of the humanities collections that are the focus of the project?

Describe the collections that are the focus of the project, emphasizing their significance to the humanities (keeping in mind that projects funded by NEH should promote public confidence that taxpayer funds in support of the humanities are well spent). The description should be at least one page long.

- Identify the categories of materials and indicate, where pertinent, the date ranges, quantities, and intellectual content.
- Highlight specific examples of important items in the collections.

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

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

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

If the project focuses only on a portion of an institution's collections, briefly describe the overall collections and then provide a detailed account of the portion on which the project focuses.

If you are applying for support in response to the special encouragement on the 250th anniversary of American independence, please explain how your collections help to illuminate the themes noted in the description of this encouragement.

C. How are these humanities collections used?

Explain in detail the use of the collections on which the project focuses and provide evidence of how the collections are or might be used in scholarly

publications, educational activities, exhibitions, or media programming. For example, explain how the collections have been or could be used to illuminate specific humanities themes in an exhibition, or how they have been or could be used in educational programs and classroom instructional materials. If the collections are used for research, describe the range of subjects that have been (or could be) explored and show how these materials could contribute to new interpretations of national or regional history. Provide examples of research projects conducted by students, scholars, or genealogists. By discussing the use of collections and the ways in which they can increase the understanding of broad humanities themes, you will help evaluators understand their importance to the humanities and to the institution's mission. This section of the application should be at least one page long.

D. What is the nature and mission of your institution?

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

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

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

Applicants should also complete the Institutional Profile form. (See the "How to fill out the Institutional Profile Form" heading below, in the instructions for "How to submit your application via Grants.gov.")

E. Has your institution ever had a preservation or conservation assessment or consultation?

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

Has your institution ever engaged a preservation consultant for purposes other than a general preservation or conservation assessment? If yes, briefly elaborate.

F. What is the importance of this project to your institution?

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

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

G. What are the names and qualifications of the consultant(s) and staff involved in the project?

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

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

H. What is the work plan for the project?

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

If you are applying for support in response to the special encouragement on the 250th anniversary of American independence, please describe the activities that you would undertake to plan for further preservation of and access to collections pertaining to American history. In addition, discuss the likely “next steps” that would follow from this planning phase.

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

- Discuss how the disaster (hurricane, wildfire, mudslide, etc.) affected your institution and the steps that you have taken toward recovery.
- If your collections were placed at risk or damaged, describe the risks or the extent of the damage and any steps that you have taken to salvage and protect collections.
- If you are requesting support for disaster planning, response, recovery, or mitigation (or education and training related to these activities), describe the current status of your planning or response, the steps that would be taken to create a plan or to train staff, and the name(s) and qualifications of any consultant(s) selected to assist you in developing a plan or training staff. Provide in an appendix a letter (or letters) of commitment and résumé(s) of the consultant(s).
- If you are requesting support for a preservation assessment or consultation, provide the name(s) and qualifications of the consultant(s) selected for the project. Provide in an appendix a letter (or letters) of commitment and résumé(s) of the consultant(s), as outlined in section G above.
- If you are requesting support for conservation treatment, provide a treatment proposal with cost estimates that have been prepared by a qualified conservator. Include images of the items or a representative selection. If you are proposing treatment of a group of items of similar material and condition, you may submit a conservator’s proposal for the group of items. Provide in an appendix a treatment proposal and résumé(s) of the conservator(s) who will perform the treatments.
- If you are requesting support for the temporary relocation and storage of collections, describe the temporary facility, its environment, and the manner in which collections are or will be housed. Discuss your longer-term plans for housing the collection and providing access to it.
- If you are requesting support for reformatting, demonstrate that reformatting is an accepted preservation methodology for the materials and that your project would adhere to existing best practices and standards.

2. Budget

Provide an itemized budget showing the project's expenses rounded to the nearest dollar. To illustrate the format that you should follow, please consult the sample budget, which is available (together with a blank budget form) on the [program resource page](#).

If there will be local or long-distance **travel** for any project team members, the budget should name the travelers (if possible) or state their positions and destinations; reflect the travel expenses (for example, mileage, airfare, lodging, parking, per diem, etc.) for each person and trip; and briefly describe the purpose of the travel.

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. List equipment costs and vendor, if known, and provide a justification for the need to purchase the equipment to carry out the program's goals. 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. See [2 CFR §§ 200.313](#) Equipment for additional information.

Consistent with Executive Order 13788 ("Buy American and Hire American"), recipients and subrecipients who purchase equipment and products costing \$10,000 or more per unit with NEH or required matching funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

Cost sharing is not required for Preservation Assistance Grants. However, if eligible expenses are greater than \$10,000 (or \$15,000 for a project related to the 250th anniversary of American independence), the applicant will need to cover the difference and should enter the amount in excess of the requested award amount on the cost-sharing line of the Supplementary Cover Sheet and in the budget.

For applicants seeking reimbursement for indirect costs: Please review carefully your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions negotiate multiple rates—for example, "Research," "Instruction," and "Other Sponsored Activities." With rare exceptions, your institution's "Research" rate will not be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Applicants that have never had a negotiated indirect-cost rate agreement may use 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.

3. **Appendices (supporting documentation, résumés, and letters of commitment)**

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

For preservation training projects, attach workshop descriptions, announcements, or programs.

For projects that involve the hiring of a consultant, attach a two-page résumé for and letter of commitment from the consultant. The letter of commitment should describe the proposed activity or activities; it should also include a detailed plan of work and budget, and a preliminary list of supplies that the consultant recommends for purchase. If the consultant is working with an advanced student or recent graduate, the letter should also identify the academic program from which the student or graduate would be selected and discuss the practical experience that the student or graduate would gain from the project.

For projects that involve disaster-related activities, see the bulleted list on p. 17 for the required supporting documentation.

All projects must include brief résumés (no longer than two pages) for the project director and other key staff. For projects that respond to the 250th anniversary special encouragement, consultants must provide a two-page resume and letter of commitment that describes the proposed activities, a work plan, and budget. The letter should include information about what the consultant would provide to the applicant, such as an assessment or planning report.

4. **Federally negotiated indirect-cost rate agreement, if applicable**

If the applicant institution is claiming indirect costs using a current federally negotiated indirect-cost rate agreement, submit a copy of the agreement. Do not attach the agreement to the budget form.

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 (<https://fedgov.dnb.com/webform>)

2. System for Award Management (SAM) (<https://www.sam.gov>)
3. Grants.gov (<https://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. 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](#). **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.

How to submit your application via Grants.gov

Access the application forms online or download the forms as PDFs

Using Grants.gov Workspace, you may either complete the application forms online or download the forms as PDFs. Information about Workspace is available [here](#). The NEH website

provides a link to the application package on the resource page for the program to which you wish to apply. You can access the forms online or download the PDFs at any time. (You do not have to wait for your Grants.gov registration to be complete.)

NOTE: 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-softwarecompatibility.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.

The application package contains four forms that you must complete in order to submit your application:

1. **Application for Federal Domestic Assistance - Short Organizational**—this form asks for basic information about the project, the project director, and the institution.
2. **Supplementary Cover Sheet for NEH Grant Programs**—this form asks for additional information about the project director, the institution, and the budget.
3. **Institutional Profile Form**—this form asks for additional information about the institution.
4. **Attachments Form**—this form allows you to attach your narrative, budget, and the other parts of your application.

When you fill out the forms, use normal punctuation and do not type using only capital letters.

How to fill out the Application for Federal Domestic Assistance—Short Organizational

Please provide the following information:

1. **Name of Federal Agency:** This will be filled in automatically with “National Endowment for the Humanities.”
2. **Catalog of Federal Domestic Assistance Number:** This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.
3. **Date Received:** Please leave blank.
4. **Funding Opportunity Number:** This will be filled in automatically.

5. **Applicant Information:** In this section, please supply the name, address, employer/taxpayer identification number (EIN/TIN), DUNS number, website address, and congressional district of the institution. Also choose the “type” that best describes your institution (you only need to select one).

If your institution is located, for example, in the 5th Congressional District of your state, put a “5.” If your institution doesn’t have a congressional district (for example, it is in a state or U.S. territory that doesn’t have districts or is in a foreign country), put a “0” (zero).

All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution’s grants administrator or chief financial officer to obtain their institution’s DUNS number.

6. **Project Information:** Provide the title of your project. Your title should be brief (no more than 125 characters), descriptive, and substantive. It should also be informative to a nonspecialist audience. Provide a brief (no more than one thousand characters) description of your project. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities. List the starting and ending dates for your project.
7. **Project Director:** Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director.
8. **Primary Contact/Grants Administrator:** Provide the contact information for the official responsible for the administration of the grant (that is, negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants or research officer, or a sponsored programs official. The Primary Contact/Grants Administrator may not be the same person as the Project Director.
9. **Authorized Representative:** Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “Authorizing Official,” is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution’s E-Business Point of Contact. For more information, please consult the [Grants.gov Online User Guide](#), which is available along with other applicant resources [here](#).

How to fill out the Supplementary Cover Sheet for NEH Grant Programs

Please provide the following information:

1. **Project Director:** Use the pull-down menu to select the major field of study for the project director.

2. **Institution Information:** Use the pull-down menu to select your type of institution.
3. **Project Funding:** Enter your project funding information.
4. **Application Information:** Indicate whether the proposal will be submitted to other NEH grant programs, government agencies, or private entities for funding. If so, please indicate where and when. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the review of your application.

For **Type of Application**, check “new” if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Check “supplement” if the application requests additional funding for a current NEH grant. If you are requesting a supplement, provide the current grant number. Before submitting an application for a supplement, applicants should discuss their request with an NEH program officer.

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

How to fill out the Institutional Profile Form

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

How to use the Attachments Form

You will use this form to attach the files that make up your application.

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

When you open the Attachments Form, you will find fifteen attachment buttons, labeled “Attachment 1” through “Attachment 15.” By clicking on a button, you will be able to choose the file from your computer that you wish to attach. You must name and attach your files in the proper order so that we can identify them. Please attach the proper file to the proper button as listed below:

ATTACHMENT 1: Attach your **narrative** to this button. Name the file “narrative.pdf”.

ATTACHMENT 2: Attach your **budget** to this button. Name the file “budget.pdf”.

ATTACHMENT 3: Attach your **appendices (supporting documentation, résumés for the project director and other key staff, and résumé(s) and letter(s) of**

commitment for project consultant(s)—and, if necessary, a treatment plan) to this button. Name the file “appendices.pdf”.

ATTACHMENT 4: Federally negotiated indirect-cost rate agreement, if applicable. Name the file “agreement.pdf”.

Use the remaining buttons to attach any additional materials (if appropriate). Please give these attachments meaningful file names and ensure that they are PDFs.

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

Submitting your application to Grants.gov

When you have completed all four forms and uploaded them to Workspace, the Workspace owner should click on the “check application” button in the forms tab on the *Manage my Workspace* page. The button will be activated if all forms are in the Passed [Locked] status. Fix any errors. After you have done so, you are ready to have your Authorized Organization Representative (AOR) submit your application to Grants.gov.

During the registration process, your institution designated one or more AORs. When you have completed your application, the AOR must log in and go to the “Forms” tab on the *Manage my Workspace* page. The AOR should click the “sign and submit” button. The AOR will be prompted to submit his or her password before hitting the sign and submit button again.

After the submission is complete, a confirmation page will appear. This page, which includes a tracking number, indicates that you have submitted your application to Grants.gov. Please print this page for your records. The AOR will also receive a confirmation e-mail message.

NEH 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. For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application.

Deadline for submitting applications

Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on January 31, 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 set forth in [§200.205](#). (See the second paragraph 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 August 2019. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in August 2019 from the NEH Office of Grant Management. 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 preservation@neh.gov.

In December 2014 NEH adopted 2 C.F.R. 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 grant 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 award 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 Preservation and Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8570
preservation@neh.gov

If you have questions about registering or renewing your registration with 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](https://www.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: <https://www.grants.gov/>
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
<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 *et seq.* The principal purpose for which the information will be used is to process the application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that 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.
- **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 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. Institutional Profile Form
 4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:
 - ATTACHMENT 1: Narrative (name the file “narrative.pdf”)
 - ATTACHMENT 2: Budget (name the file “budget.pdf”)
 - ATTACHMENT 3: Appendices (supporting documentation, résumés for project director and other key staff, and résumé(s) and letter(s) of commitment for project consultant(s) (and, if necessary, a treatment plan) (name the file “appendices.pdf”)

ATTACHMENT 4: Federally negotiated indirect-cost rate agreement, if applicable (name the file “agreement.pdf”)

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

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.

TIMELINE

Until January 31, 2019: Contact Division of Preservation and Access program officers (at 202-606-8570 or preservation@neh.gov) with questions and for advice (optional)

December 20, 2018: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date

January 17, 2019: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

January 31, 2019: Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

March 2019: Peer review panels take place

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

August 2019: Applicants are notified of the funding decisions

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

September 1, 2019: Successful applicants may begin work on their projects