OFFICE OF **FEDERAL/STATE PARTNERSHIP**

State Humanities Councils General Operating Support Grants

Deadline: May 1, 2019

Catalog of Federal Domestic Assistance (CFDA) Number: 45.129

Funding Opportunity Number: 20190501-SO

Items referred to in this document needed to complete your application:

□ Grants.gov application package
□ Compliance Supplement Form
□ Certification Regarding Lobbying

Also see the **application checklist** at the end of this document.

Questions?

Contact the staff of NEH's Office of Federal/State Partnership at fedstate@neh.gov and 202-606-8254. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

I. Program Description

The National Endowment for the Humanities (NEH), an independent federal agency in the executive branch, provides general operating support grants to 55 state and jurisdictional humanities councils. The councils operate, as designated by Congress, in each of the fifty states as well as in American Samoa, the Commonwealth of the Northern Mariana Islands, the District of Columbia, Guam, and Puerto Rico. Federal/State Partnership is the NEH office designated to work with the councils.

The Office of Federal/State Partnership is the liaison between NEH and the state and jurisdictional humanities councils. The council community helps NEH realize its two primary strategic goals: advancing knowledge and understanding of the humanities and increasing public awareness of, access to, and support for the humanities in the United States. Through grant-making and initiatives state humanities councils make high-quality humanities education and lifelong learning readily available at the state and local level, uniquely tailored to community interests and needs and drawing upon local resources and experiences. They also help extend the reach of NEH-funded projects and ensure that NEH remains connected to local and regional communities.

General Operating Support Grants have a five-year period of performance, with funding provided in years one, two, and three, followed by two subsequent years to complete funded activities. NEH determines annual funding for each state and jurisdictional council according to a legislatively mandated formula. Councils are expected to obligate most of the funds awarded each year by the end of the funding period (November 1-October 31).

Each state council must apply annually (via Grants.gov) in order to receive the yearly funding for its General Operating Support grant. Part of the application consists of the Compliance Supplement Form, certifying a council's compliance with the NEH legislation pertaining to state humanities councils.

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. Awards are subject to the General Terms and Conditions for General Support Grants to State Humanities Councils (for grants issued on or after December 26, 2014).

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-funded products. For projects that develop Web-based resources, all other considerations being equal, NEH prefers those that provide free access to the public.

NEH grantees 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 (PDF).

II. Award Information

Grants will provide general operating support for the state humanities councils listed here, as defined by the National Endowment for the Humanities' founding legislation.

Awards will range from approximately $300,000 to approximately $3 million.

Cost sharing

This program requires cost sharing, based on a one-to-one match. By law NEH cannot support more than 50 percent of the costs of a state or jurisdictional humanities council's activities.[1] All expenditures of NEH funds must be matched by cash, earned income, other federal grants, or in-kind contributions. The council must maintain an auditable record of these contributions.

NEH has traditionally viewed cost sharing as a means of ensuring that many individuals and organizations are meaningfully involved in a council's work. NEH strongly encourages councils to meet their cost sharing requirements from a wide range of contributions; it discourages councils from meeting the requirements by relying on contributions at the subrecipient level.

More information is available in the Matching Guidelines for General Support Grants to State Humanities Councils.

III. Eligibility

The only eligible applicants are the independent, nonprofit 501(c)(3) state and jurisdictional humanities councils on this list. Individuals and all other organizations are not eligible to apply.

Late or incomplete applications will delay your award.

IV. Application and Submission Information

Register or Verify Registration with Grants.gov

Councils must submit applications for this program via Grants.gov.

Access the Application Package through Grants.gov Workspace

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 program resource page. 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.)

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[1] In accordance with 48 U.S.C. 1469a (d), as amended, the NEH shall waive the requirement for local matching funds under $200,000 (including in-kind contributions) required by law to be provided by American Samoa, the Commonwealth of the Northern Mariana Islands, and Guam.

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-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) 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 three forms that you must complete in order to submit your application:

1. **Application for Federal Assistance - Short Organizational**—this form asks for basic information about the project, the project director, and the institution.
2. **Supplementary Cover Sheet for NEH State Councils**—this form asks for additional information about the project director and the institution.
3. **Attachments Form**—this form allows you to attach the parts of your application.

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

HOW TO FILL OUT THE APPLICATION FOR FEDERAL 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), 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**: The project title should be: State Humanities Program. The start date for the project is November 1, 2019. The end date for the project is October 31, 2020.

7. **Project Director**: Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director, typically the council's board chair.

8. **Primary Contact/Grants Administrator**: Provide the contact information for the official responsible for the administration of the grant (that is, ensuring compliance with the terms and conditions of the award). This is typically the executive director for the council. 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, or executive director. 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](#).

HOW TO FILL OUT THE SUPPLEMENTARY COVER SHEET FOR NEH STATE COUNCILS

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 the name of your council.

3. **Application Information**: For **Type of Application**, check "new" if the application requests a new five-year period of performance ("new" requests are submitted in year four of your current period of performance). Check "supplement" if the application requests additional funding for years two or three of your 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 NEH Fed/State staff.

    For the project's Primary **Field Code**, use the pull-down menu to indicate the fields of your project. You may select one, two, or three fields. If you select more than one, list the primary field first.

HOW TO USE THE ATTACHMENTS FORM

You will use this form to attach the Compliance Supplement Form and the annual Certification Regarding Lobbying (and if applicable the Disclosure of Lobbying Activities form). The Compliance Supplement Form is available as a Word document on the program resource page. The lobbying certification (and disclosure form, if applicable) is available as a fillable PDF on the program resource page.

ATTACHMENT 1: The Compliance Supplement Form asks you to provide information on the council's board of directors, funding, public access, council operations, by-laws, and the council's awards and subawards (regrants). The council's board chair must review and certify all responses on the form. After you have filled out the form, save it as a PDF. Submit the Compliance Supplement Form as a PDF, with the file name "compliancesupplement.pdf". For assistance in completing the Compliance Supplement Form, consult the Compliance Supplement Form Points of Emphasis document, which is available under Step 2 on the program resource page.

ATTACHMENT 2: To fill out the Certification Regarding Lobbying for federal FY2020 funding, provide the information requested (about the applicant's organization and its authorized representative) at the bottom of the page. If nonfederal funds have been or will be used for lobbying, you must also complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities." (A copy of this form is available on the program resource page.) Submit the signed and completed document(s) as a PDF, with the file name "lobbyingcertification.pdf."

Do not submit any other attachments.

Your attachments must be in Portable Document Format (.pdf). NEH cannot accept attachments in their original word processing or spreadsheet formats. 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." You will be using only "Attachment 1" and "Attachment 2." By clicking on these buttons, you will be able to choose the file from your computer called "compliancesupplement.pdf," and file called "lobbyingcertification.pdf."

SUBMITTING YOUR APPLICATION TO GRANTS.GOV

In order to submit an application through Grants.gov, the council must maintain active System for Award Management (SAM) registration with current information at all times during which it has 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. As of February 2, 2019, you will be required to review and agree to the Financial Assistance Representations and Certifications. These are a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations. You can review your organization's SAM registration here. **We strongly recommend that you verify the status of your SAM registration at least two weeks before the application deadline.**

You must verify that your Grants.gov 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.

When you have verified your registration in SAM and Grants.gov and completed all three forms, perform validation checks on the application as needed, and fix any errors. After you have done so, you are ready to submit your application to Grants.gov.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the "Submit" button. A page will appear, asking you to sign and submit your application. When you click the "Sign and Submit Application" button, you will upload the application package to Grants.gov. Please note that it may take some time to upload your application package, depending on the size of your files and the speed of your Internet connection.

After the upload 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.

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 to Grants.gov.

DEADLINES

Applications must be received and validated by Grants.gov by 11:59 P.M. Eastern Time on May 1, 2019. Grants.gov will date- and time-stamp your application after it is fully uploaded. Incomplete or missing applications will result in funding delays.

V. Application Review

NEH staff reviews all application materials and prepares a report on state humanities council program activities and compliance with NEH legislation pertaining to state humanities councils; staff presents the report to the National Council on the Humanities each July. Staff draws the report from the information that councils provide in the Compliance Supplement Form; among other things the report discusses board membership, public access, and council grants and projects. The National Council advises the NEH chairman on grants. The chairman takes into account the advice provided during this review process and, by law, makes all funding decisions.

As noted above, NEH grants to the state councils are based on a legislatively mandated formula. Nevertheless, council grantees are held to the same standards as all other NEH grantees. For that reason, prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Uniform Administrative Requirements 2 CFR §200.205. 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.

VI. Award Administration Information

State councils will receive award documents by e-mail in October 2019. In the event that NEH is operating under a continuing resolution, councils may receive a partial award(s). When NEH has received the full appropriation for a given federal fiscal year, award amounts will be determined and each council will receive the balance of their award.

Reporting requirements

Thirty days after the full general operating support grant amount for a given federal fiscal year has been awarded, each council must submit a corresponding Summary Budget (PDF).

Each council must submit supplementary information and reports—including the required biannual submission of minutes of board meetings. NEH will include a schedule of report due dates with the award documents.

You must also submit an annual and a final performance report. You can find further details in Performance Reporting Requirements.

You must also complete an annual and a final Federal Financial Report (SF-425) form in eGMS Reach within ninety days after the end of the period of performance (January 31 annually). For further details, please see the Financial Reporting Requirements.

You must submit all reports electronically via eGMS Reach, NEH's online grant management system.

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's Office Inspector General. You can find details on how to report such allegations and suspicions here.

VII. Points of Contact

If you have questions about General Operating Support Grants for State Humanities Councils, contact

Office of Federal/State Partnership
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8254
fedstate@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: 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)

If you have questions about 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

VIII. Other Information

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

☐ **Verify and if necessary update your institution's SAM and Grants.gov registration.** Complete at least two weeks before deadline.

☐ **Download the application package from Grants.gov, or access is 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

2. Supplementary Cover Sheet for NEH State Councils

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

ATTACHMENT 1: Compliance Supplement Form (name the file "compliancesupplement.pdf")

ATTACHMENT 2: Certification Regarding Lobbying (and perhaps also the Disclosure of Lobbying Activities form) (name the file "lobbyingcertification.pdf")

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.

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