NATIONAL ENDOWMENT FOR THE

HUMANITIES

DIVISION OF **EDUCATION PROGRAMS**

Dialogues on the Experience of War

DEADLINE: September 15, 2015 (for projects beginning May 1, 2016)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.163

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

□ Budget form
□ Sample budget
□ Grants.gov application package and instructions

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

Preliminary sketch of proposal (OPTIONAL)

You are encouraged to submit an optional preliminary sketch of your proposal to get advice from NEH staff before you submit an application. The form to use for the sketch is available on the [program resource page](#). Please send it as an attachment to [dew@neh.gov](#) before **August 1, 2015**. The staff may be unable to respond to sketches submitted after that date.

Staff comments on preliminary sketches are not part of the formal review process and have no bearing on the final outcome of the proposal.

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Questions?

Contact the staff of NEH's Division of Education Programs at dew@neh.gov and 202-606-8471. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov. NEH strongly recommends that you complete or verify your Grants.gov registration at least two weeks before the application deadline, as it takes time for your registration to be processed.

System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your organization's Entity record at least annually after the initial registration, and more frequently if required by changes in your organization's information or another award term. In order for your organization to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in its Entity record must be current. You can update your organization's Entity record here. You may need a new SAM User Account to register or update your organization's Entity record. NEH strongly recommends that applicant organizations update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

I. Program Description

As a part of its current initiative, Standing Together: The Humanities and the Experience of War, the National Endowment for the Humanities offers a new grant opportunity: the Dialogues on the Experience of War program. The program supports the study and discussion of important humanities sources about war, in the belief that these sources can help U.S. military veterans and others to think more deeply about the issues raised by war and military service. The humanities sources can be drawn from history, philosophy, literature, and film—and they may and should be supplemented by testimonials from those who have served. The discussions are intended to promote serious exploration of important questions about the nature of duty, heroism, suffering, loyalty, and patriotism.

The program awards grants of up to $100,000 that will support

1. the recruitment and training of discussion leaders; and
2. following the training program, the convening of at least two discussion programs.

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The discussion groups can take place on college and university campuses, in veterans' centers, at public libraries and museums, and at other community venues. Most of the participants in the discussion groups should be military veterans; others, such as men and women in active service, military families, and interested members of the public, may participate as well.

Examples of possible humanities sources to be used in the discussions (in addition to those found in the bulleted list of hypothetical examples below), are available on the program resource page.

Discussion programs must focus on

1.   the close study of sources drawn from at least two distinct genres (such as fiction and historical writings, or memoirs and artworks, or philosophy and film); and
2.   at least two historically distinct conflicts treated in depth: one from the earliest wars through World War I, and a second from the wars after World War I.

The discussion programs may take various forms. These examples are illustrative but not prescriptive:
- Over an academic semester, a community college humanities department prepares faculty (assisted by guest presentations by outside scholars and experts) to offer mini-course units primarily for students who are veterans. The first unit, on World War I, might include sources such as Rebecca West's novel *The Return of the Soldier*, excerpts from Erich Maria Remarque's novel *All Quiet on the Western Front*, and the film version of the novel. The second unit, on Vietnam, includes Tobias Wolff's *In Pharaoh's Army*, *Bloods: Black Veterans of the Vietnam War: An Oral History*, and the film *The Walking Dead* (1995). Two or more of the trained faculty members would then offer these mini-course units during the grant period.
- A public library collaborates with a community theater to stage a series of readings from classical drama and modern literature depicting the experiences of soldiers and the effects of war. Introduced by a scholar of history, philosophy, or literature, each program in the six-week series combines readings from such texts as Euripides' *The Trojan Women*, Ernest Hemingway's *For Whom the Bell Tolls*, and Paul Fussell's *The Great War and Modern Memory* with public discussion, examining the different understandings and experiences of war reflected in these texts. Following the training, the partner institutions would offer several programs in the series during the grant period.
- During the summer, a research university prepares faculty to conduct three-week bridge programs for veterans who intend to enroll part-time or full-time in degree programs, with support from scholars and professionals with appropriate expertise. Participants in the bridge programs would discuss sources such as Homer's *Iliad* and depictions of battle in Attic vases, Shakespeare's plays about Henry IV and Henry V, Abraham Lincoln's speeches, the Japanese film *The Grave of the Fireflies*, and works on Iraq such as Phil Klay's *Redeployment* and the memoirs by Benjamin Busch and David Finkel. The bridge programs funded by the grant would be offered by the trained faculty later that summer or during the following summer.
- With the support of guest scholars and professionals, an art museum prepares staff members and consultants to host discussion groups composed of veterans and family members that meet biweekly in evening sessions over three months. The discussions center on works of art and literature that powerfully depict themes of war, homecoming,

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heroism, and resistance, including artworks by Francisco Goya and George Grosz and fiction by Leo Tolstoy. These discussion series would be offered by the museum in one season or in several seasons following the training program.

- A nonprofit organization with a mission to interest nonacademic audiences in the humanities collaborates with a local veterans' association that will host discussions; the discussion groups and the leaders' preparation might focus on the poetry of Walt Whitman, novels by Stephen Crane and Joseph Heller, wartime speeches by Winston Churchill, and documentary films about the Civil War and World War II. The association would then host multiple discussion groups throughout the year following the training.
- In collaboration with a state department of veterans' affairs, a state humanities council prepares associates and others across a region to convene discussion groups on weekends at veterans' organizations and hospitals. Resources are drawn from the field of narrative medicine as well as social history and treat the Civil War, World War II, and the conflicts in Iraq and Afghanistan. The trained associates would then offer two or more weekend discussion groups during the grant period.

NEH funding will support a preparatory program for the discussion leaders, who will be designated as "NEH Discussion Leaders." The preparatory program would entail the following:

1)   Close study of texts and/or other sources that would feature in the discussion programs.
2)   Modeling and practice in the art of leading discussions of humanities sources—for example, posing questions that explore texts and elicit discussion of the texts' contemporary relevance; articulating rules of civil discourse; drawing out reticent participants; encouraging increasingly sophisticated group inquiry; moderating disagreements, etc.
3)   Deepening the discussion leaders' knowledge and awareness of the diverse backgrounds and perspectives of military veterans and service men and women.
4)   Development of a virtual or actual network of discussion leaders and of resources for future iterations of the same program and/or for new programs.

The leaders of the preparatory program should be drawn from four groups of individuals (with overlap possible in some cases):

- humanities scholars and professionals
  - who elucidate the humanities sources to be studied;
  - model the art of leading discussions of humanities sources; and
  - have done substantial work with non-academic audiences;
- staff members at the host or applicant institution who will execute the project;
- veterans and/or active duty service men and women with relevant experience and humanities interests; and
- professionals who specialize in working with veterans and can ensure that their interests, perspectives, and needs are addressed.

The format of these preparatory programs may vary and must be described in the application. The preparatory program should be designed to facilitate the discussions. To that end, the preparatory program might include lectures with break-out discussion groups, how-to demonstrations (illustrating the arts of close reading and conducting fruitful conversations), videography, moderated online forums, and sample discussion sessions. The particular method of discussion leading may also vary, but the applicant institution must demonstrate a track record of relevant success. It can do so by articulating an established method of discussion

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leading that will be used, or by including on the project team individuals who have experience as successful discussion leaders.

NEH funding can support the incorporation of creative writing and the performing or visual arts in the discussion programs, so long as they complement the interpretive focus of the project. On the other hand, NEH funding cannot support the incorporation of psychological therapy, medical treatment, and career counseling in the discussion programs. Programming elements like these may, however, be incorporated into the project, if they are supported by other sources of funding.

In addition, the grant may not be used for

- development of curricular or pedagogical methods or theories;
- preparation of courses for graduate or high school students;
- textbook research or revision;
- projects that seek to promote a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action; or
- doctoral dissertations, theses, or any other research pertaining to a graduate degree program.

The Common Good: The Humanities in the Public Square

NEH invites projects related to its new initiative, The Common Good: The Humanities in the Public Square. This initiative seeks to connect the study of the humanities to the current conditions of national life. Many of today's challenges require more than ever the forms of understanding and knowledge represented by the humanities. They require the broadest possible engagement of scholars and the public with the resources of the humanities, including but not limited to the study of language, literature, history, philosophy, comparative religion, and ethics. The study of the humanities can help illuminate the complexity of many contemporary challenges while enriching our understanding of the common good.

Note that the Common Good initiative incorporates the aforementioned Standing Together initiative, which encourages projects related to war and military service.

More information about the Common Good initiative is available here.

Providing access to grant 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. For projects that involve the development of Web-based resources, all other considerations being equal, NEH gives preference to those that provide free access to the public.

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II. Award Information

Grants will typically support preparatory programs and the convening of at least two discussion groups to be held over the course of a twelve- to twenty-four month grant period. Awards will be up to $100,000. Recipients may begin their grants as early as May 1, 2016, but they must begin no later than January 1, 2017.

An applicant institution may submit up to three proposals for funding.

Cost sharing

Cost sharing is not required in this program.

III. Eligibility

Any U.S. nonprofit organization with IRS tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

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.

IV. Application Information

HOW TO PREPARE YOUR APPLICATION

Application advice

Before you begin work on an application, review the evaluation criteria listed below in Section V. If you have questions, contact NEH's Division of Education Programs at (202) 606-8471 or via e-mail at dew@neh.gov.

You are encouraged to submit an optional preliminary sketch of your proposal to get advice from NEH staff before you submit an application. The form to use for the sketch is available on the program resource page. Please send it as an attachment to dew@neh.gov before **August 1, 2015**. The staff may be unable to respond to sketches submitted after that date.

Staff comments on preliminary sketches are not part of the formal review process and have no bearing on the final outcome of the proposal.

In addition to submitting a preliminary sketch, potential applicants may discuss with the staff specific questions that arise during the preparation of their proposals, if those questions are not

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covered in the Frequently Asked Questions document. (You can find a link to the Frequently Asked Questions document on the program resource page.) Once an application has been submitted, staff will not comment on it except with respect to issues of completeness and eligibility.

You will prepare your application for submission via Grants.gov. Please keep these important matters in mind as you prepare the application:

- all parts of the application must be put into PDF format before they are uploaded to Grants.gov;
- all pages must be formatted with one-inch margins and with a 12-point font; and
- applications exceeding the page limits will not be reviewed.

Your application should consist of the following six parts:

1. **Narrative—Not to Exceed Fifteen Double-Spaced Pages**

Provide an intellectual justification for the discussion programs and the design of the preparatory program. The narrative should not assume specialized knowledge and should be free of technical terms and jargon.

Intellectual rationale and overview of program

Describe the significance of the reading and the discussion programs. Explain the significance by discussing the wars to be covered, the humanities sources to be considered, the topics and themes to be addressed, the genres of the humanities sources, and examples of the open-ended questions that will be used to spur discussion.

Describe the proposed readings and other humanities sources for the discussion groups and indicate how multiple viewpoints and approaches will enrich the discussions.

Describe the scope, organization, and setting of the proposed discussion programs, and the institutional resources available to support them.

Design, content, and implementation

a. Preparatory program for NEH Discussion Leaders

Describe the specific content and structure of the proposed preparatory program.

Discuss how the practice of source-based discussion will be modeled, using proposed sources for the discussion programs. Discuss any study guides or other resources that will be made available to the participants in the preparatory program.

Describe the background and roles of the persons who will lead the preparatory program.

Describe the recruitment and selection process for the persons who will be trained as NEH Discussion Leaders. Discuss other project personnel, if any, who will receive the training.

In a separate application component, provide a detailed schedule and syllabus for the preparatory program (see item 2 of the application below).

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b. Discussion groups for military veterans and others

As noted above, the grant will support the convening of at least two discussion groups, conducted by NEH Discussion Leaders following the preparatory program.

Describe the structure of the discussion groups, including the number and length of the sessions and the size of the discussion groups. Experience has shown that discussion groups work best when they have no more than fifteen participants.

Indicate specifically how the readings and other humanities sources will be used to address the central themes of the discussion program.

Describe how the discussion groups will be publicized and how the participants will be recruited.

Describe the proposed location(s) for the discussion groups and the facilities available.

Describe study guides and books or other resources that will be made available to the leaders of and participants in the discussion groups.

In a separate application component, provide a schedule and syllabus for the discussion groups (see item 3 of the application below).

Project faculty and staff

Identify the project director, relevant institutional support staff, and the persons who will lead the preparatory program. Provide a brief description of their qualifications and roles, supported by résumés or brief biographies (not to exceed two single-spaced pages), letters of reference for the project director(s) (two for each director), and letters of commitment from consultants and leaders of the preparatory program (see items 5, 6, and 7 of the application below). If the project has an advisory board, identify the humanities scholars, veterans, and other persons who serve on the board and describe how they would support the project.

Institutional context

Describe the mission and resources of the applicant institution and how they would support the proposed activities. If the project includes collaborations with other institutions, indicate how the mission and resources of those institutions would support the project. In item 7 of the application provide a letter of commitment from each collaborating institution, if there are any. (The applicant institution does not need to provide a letter of commitment.)

Evaluation

Describe the project's evaluation mechanisms. Each project must include two basic survey evaluations:

- The first will be completed by participants at the end of the preparatory program for NEH Discussion Leaders.
- The second will survey the participants in the discussion groups.

Repeat offerings may be altered, based on feedback incorporated from the surveys.

NEH staff will perform site visits during a project's early phases and will monitor grants.

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2. **Preparatory program schedule and syllabus (for NEH Discussion Leaders)—not to exceed two single-spaced pages**

3. **Schedule and syllabus for the discussion programs (for veteran and public participants)—not to exceed two single-spaced pages**

4. **Budget**

   Using the budget information below and the sample budget, complete the budget form or a format of your own that includes all the required information. Links to the budget form and the sample budget are available on the [program resource page](#).

   Your budget may cover partial salaries for directors and their assistants; honoraria for guest presenters; stipends for NEH Discussion Leaders and other staff and participants in the preparatory program; honoraria for NEH Discussion Leaders; rental of facilities; working lunches; website development and associated costs such as videography; publicity and promotion; and the grantee institution's indirect costs.

   The grant does not support stipends for the persons participating in the discussion groups funded under the grant but does support honoraria for NEH Discussion Leaders.

   Budgets should cover the full cost of books and other required resources for project personnel, participants in the preparatory program, and participants in the discussion groups funded under the grant.

   Budgets may cover travel and lodging expenses for presenters at the preparatory program but not for participants, who should be drawn from the applicant institution's area or from the applicant institution itself; budgets also may not cover meals or entertainment, with the exception of working lunches.

   Budgets must include travel and lodging for a project directors' meeting in Washington, D.C.

   Cost sharing is not required.

   NEH supports projects in this grant program with outright funds. Outright funds are not contingent on additional fundraising.

   In preparing the budget, note that the grant period encompasses the entire period for which NEH support is requested in the application. All project activities and the expenditure of project funds must occur during the grant period. The grant period for projects can run for twelve to twenty-four months. It may not begin before May 1, 2016, but it must begin no later than January 1, 2017. Grant periods begin on the first day of the month and end on the last day of the month.

   The budget should include the project costs that will be charged to grant funds. All of the items listed must be reasonable, necessary to accomplish project objectives, allowable in

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terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

When indirect costs are charged to a project, ensure that expenses included in the organization's indirect-cost pool are not charged to the project as direct costs. For further information, see the Indirect costs section (item 9 of the budget) below.

Budget items:

1. Salaries and wages

Include all project personnel employed by the applicant institution. Calculations for compensation must conform to the policies of the institution. Commonly, the budget includes a percentage of annual salary for persons participating in the project. Such amounts may be used to release staff members from normal duties for a specified amount of time or, alternatively, to pay them for time that they devote to the project over and above their normal duties. Compensation for support staff may be calculated as a percentage of salary or based on an hourly rate.

2. Fringe benefits

Fringe benefits may include contributions for social security, employee insurance, pension plans, etc. Only those benefits that are not included in an organization's indirect-cost pool (discussed in item 9 below) may be shown as direct costs.

3. Fees and honoraria for consultants and NEH Discussion Leaders

List individuals contributing to the project as visiting lecturers or leaders of study and training sessions. The honoraria for visiting consultants range from $350 to $750 per person per day. Travel and subsistence costs for visiting consultants should be entered under item 4 of the budget.

Stipends and honoraria for NEH Discussion Leaders as participants in the preparatory program and leaders of the discussion groups range from $250 to $500 per person per day.

4. Travel costs

Calculate travel and subsistence costs in conformity with institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used.

All air travel that is paid in whole or in part with NEH funds must be undertaken on U.S. flag air carriers. For further information on travel requirements, please see the articles on Travel Costs and Foreign Travel in the General Terms and Conditions for Awards.

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Budgets should include funds for project directors to attend a two-day meeting at NEH's offices in Washington, D.C.

5. Supplies and materials

List all purchases of consumable supplies, materials to be used in the project, and items of expendable equipment (that is, equipment costing less than $5,000 and with an estimated useful life of less than one year) to be purchased with grant funds. Eligible items include supplies, such as books, course packages, computer and instructional materials, educational software, etc. Please note that costs for these items may be included only if they are not part of the indirect-cost pool (discussed in item 9 of the budget below). See also the list of "Inadmissible budget items" below.

6. Services and subcontracts

Services include the cost of duplication and printing, long-distance telephone charges and postage, rental of films and equipment, technical support, and rental of buses and vans for site visits.

The costs of project activities to be undertaken by a third-party contractor, such as a collaborating institution, should be included in this category as a single line item charge. Append to the budget a complete itemization of the costs comprising the charge. If there is more than one contractor, each must be listed (as a separate line item under "Services") on the budget form, and the costs must be itemized separately. If you plan to collaborate with another institution, the grants office of the applicant institution may wish to consult with the NEH Office of Grant Management.

7. Other costs (if any)

Include funding for other relevant items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Note also that it is perfectly acceptable to request no funds for this budget item.

8. Total direct costs per year

Total the sum of items 1-7.

9. a.- c. Indirect costs (overhead)

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Items that would be regarded as indirect costs include the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

Indirect costs are computed by applying a federally negotiated indirect-cost rate to a distribution base (usually the direct costs of the project). If the applicant institution is claiming indirect costs and already has a federally negotiated indirect-cost rate, please indicate on the budget form the rate, the base, the name of the federal agency with which the agreement was negotiated, and the date of the agreement. Please also submit

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a copy of its current federally negotiated indirect-cost rate agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Budget Narrative Attachment Form. (See the instructions for this form in the Application Checklist at the end of this document.) Alternatively, you must attach a statement to the form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; c) that the applicant institution is a sponsorship (umbrella) organization, which will charge an administrative fee of 5 percent of the total direct costs; or d) that the applicant institution is using the government-wide rate of up to 10 percent of the total direct costs. (Additional information is available two paragraphs below.)

Organizations that wish to include overhead charges in the budget but do not have a current federally negotiated indirect-cost rate agreement or have not submitted a pending indirect-cost proposal to a federal agency may choose one of the following options:

1. NEH will not require the formal negotiation of an indirect-cost rate, provided that your organization uses the government-wide rate of up to 10 percent of direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of $25,000). This option is not available to sponsorship (umbrella) organizations. Applicants choosing this option should understand that they must maintain documentation to support overhead charges claimed as part of project costs.

2. If your organization wishes to use a rate higher than 10 percent, provide on the budget form an estimate of the indirect-cost rate and the charges. If the application is approved for funding, the award document will explain how to negotiate an indirect-cost rate with NEH.

If you choose one of these two options, please indicate on your budget form that you are doing so.

10. Total project costs

The sum of items 7 and 8.

11. Project funding

11a. Requested from NEH: Indicate the amount of outright funds requested from NEH.

11b. Cost sharing. Cost sharing is not required in this program, so the figure for 11b may be $0.

12. Total project funding

Unless you are including cost sharing in the budget, repeat the amount in 11a.

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- **Inadmissible budget items**

The following costs are not allowable and may not appear in project budgets:

- costs related to social events such as banquets, receptions, and entertainment;
- tuition fees for participants; and
- the cost of travel associated with scholarly research unrelated to the project.

- **Budget narrative (optional)**

If needed, include a brief supplement to the budget, explaining projected expenses or other items in the financial information provided on the budget.

5. **Résumé(s) or brief biographies of key project staff (project director(s), consultants, and leaders of the preparatory program)—not to exceed two single-spaced pages**

Please include the following information, as relevant:

- *Experience organizing and/or leading humanities-based discussion groups.*
- *Experience working with veterans and members of the military.*
- *Other relevant professional activities and publications.*

6. **Letters of reference**

Include two letters of reference for the project director (or two letters for each project director).

7. **Letters of commitment**

Include letters of commitment from consultants, leaders of the preparatory program, and collaborating institutions (if any). (The applicant institution does not need to provide a letter of commitment.)

HOW TO SUBMIT YOUR APPLICATION

You must submit your application to 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. Information on how to confirm that you successfully submitted your application is available here (PDF).

Deadlines

Preliminary sketch (**optional**): You are encouraged to submit a preliminary sketch of your proposal to get advice from NEH staff before you submit an application. The form to use for the sketch is available on the program resource page. Please send it as an attachment to

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dew@neh.gov before **August 1, 2015**. The staff may be unable to respond to sketches submitted after that date.

Applications for must be received by Grants.gov by 11:59 p.m. Eastern Time on September 15, 2015. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

V. Application Review

Evaluators are asked to apply the following criteria when judging the quality of applications.

1. Intellectual quality

Does the proposed discussion program effectively address significant themes and draw on intellectually rich humanities sources relating to war and military service?

Does the program cover at least two wars from the designated time periods?

Does the program include humanities sources from at least two distinct genres?

Are multiple viewpoints and intellectual balance evident in the themes, questions, and sources to be considered?

Are the proposed preparatory activities for NEH Discussion Leaders grounded in themes and sources that are convincingly related to the discussion programs themselves?

Is the proposal clear, free of academic jargon, and accessible to nonspecialists?

2. Feasibility

a. Does the proposal provide a well-defined structure and syllabus for the preparatory program for NEH Discussion Leaders?

Are the key personnel in charge of the preparatory program qualified by background and relevant experience?

Does the proposed preparatory program include useful activities and resources for modeling and practicing discussions of humanities sources?

Is the preparatory program likely to increase the NEH Discussion Leaders' knowledge of the diverse backgrounds and experiences of veterans and other members of the military?

Is the recruitment and selection process for the NEH Discussion Leaders well designed?

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b. Are the discussion groups themselves effectively organized in terms of the number, length, and content of the sessions?

Are the proposed location(s) and facilities for the discussion groups suitable?

3. Impact

Are the reading and the discussion programs likely to engage the proposed audience?

Do the applicant institution and any collaborating institutions have relevant experience and the necessary administrative infrastructure?

Are the plans for publicity effectively designed?

Are the evaluation plans well devised?

NEH expects grantees to provide broad access to all grant products, insofar as the conditions of the materials and intellectual property rights allow. In particular, NEH expects grantees to make program reading list(s) or course syllabi (accompanied by the NEH logo) accessible to the public, and it reserves the right to disseminate information (such as links to program or course websites) on its own website. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public.

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 on grants. 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.

VI. Award Administration Information

Applicants will be notified of the decision by e-mail in March 2016. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in April 2016. 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 dew@neh.gov.

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VII. Points of Contact

If you have questions about the program, contact:

Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8471
dew@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 customer support tutorials and manuals:
http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html
Grants.gov support line: 1-800-518-GRANTS (4726)

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. 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.

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APPLICATION CHECKLIST

☐   **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.

☐   **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.

☐   **Download application package from Grants.gov.** The program resource page on NEH's website has a direct link to the package. Alternatively, you can search Grants.gov for this program. The program resource page also has a direct link to the instructions for completing the package.

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

1. Application for Federal Domestic Assistance - Short Organizational

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

   ATTACHMENT 2: Syllabus for preparatory program for NEH Discussion Leaders (name the file "prepprogram.pdf")

   ATTACHMENT 3: Syllabus for discussion groups (name the file "discprogram.pdf")

   ATTACHMENT 4: Budget (name the file "budget.pdf")

   ATTACHMENT 5: Résumé(s) or brief biographies of key project personnel (name the file "resume.pdf")

   ATTACHMENT 6: Letters of reference for project director(s) (name the file "referenceletters.pdf")

   ATTACHMENT 7: Letters of commitment from consultants, leaders of the preparatory program, and collaborating institutions (if any) (name the file "commitmentletters.pdf")

5. Budget Narrative Attachment Form—Using this form, attach **only** a copy of the applicant 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 institutional applicants, which are available on the program resource page, for additional information.)

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Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH suggests that you submit your application no later than 5:00 p.m. 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.

Information on how to confirm that you successfully submitted your application to Grants.gov is available [here](#) (PDF).