



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **PUBLIC PROGRAMS**

AMERICA'S MEDIA MAKERS: PRODUCTION GRANTS

Deadline: January 9, 2013 (for projects beginning August 2013)

The Division of Public Programs accepts applications for the two America's Media Makers programs at two deadlines a year: in January and August.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

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

- Budget instructions
- Budget form
- Grants.gov application package and instructions

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

Questions?

Contact the staff of NEH's Division of Public Programs at 202-606-8269 or publicpgms@neh.gov. 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. We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.

I. Program Description

America's Media Makers (AMM) grants support the following formats:

- **interactive digital media;**
- **film and television projects; and**
- **radio projects.**

Interactive digital media may be websites, games, mobile applications, virtual environments, streaming video, or podcasts.

Film and television projects may be single programs that address or a series that addresses significant figures, events, or developments and draw their content from humanities scholarship. They must be intended for national distribution.

Radio projects may involve single programs, limited series, or segments within an ongoing program vehicle. They may also develop new humanities content to augment existing radio programming or add greater historical background or humanities analysis to the subjects of existing programs. They may be intended for regional or national distribution.

NEH encourages projects that feature multiple formats to engage the public in the exploration of humanities ideas. Proposed projects might include complementary components that expand or deepen the audience's understanding of a subject: for example, museum exhibitions, book/film discussion programs, or other formats that enhance the programs' humanities content, engage audiences in new ways, and expand the distribution of programs.

Grant Categories

Development grants enable media producers to collaborate with scholars to develop humanities content and to prepare programs for production. Grants should result in a script or a design document and should also yield a detailed plan for outreach and public engagement in collaboration with a partner organization or organizations. See application guidelines for [Development Grants](#).

Production grants support the production and distribution of digital projects, films, television programs, radio programs, and related programs that promise to engage the public.

Chairman's Special Award projects are exceptionally complex and would be of compelling interest to the general public; they have the capacity to examine important humanities ideas in new ways and promise to reach extremely large audiences. These goals can often be accomplished through combining a variety of program formats, forming creative collaborations among diverse institutions, and significantly expanding the scope and reach of the project. Note that Chairman's Special Awards are offered only at the production stage, but not at the development stage.

All projects should

- build on sound humanities scholarship;
- deepen public understanding of significant humanities questions;
- involve appropriate media professionals, especially a producer, director, writer, or interactive designer;
- involve humanities scholars in all phases of development and production;
- appeal to broad regional or national audiences;
- approach a subject analytically and interpretively through an appropriate variety of perspectives;
- encourage dialogue and discussion; and
- employ appealing and accessible program formats that will actively engage the general public in learning.

Production grants may be used for

- production and distribution of digital media projects, television programs, and radio programs;
- meeting with scholars;
- research and script refinement; and
- outreach activities and public engagement.

Grants for America's Media Makers may not be used for

- dramatic adaptations of literary works;

- projects that will satisfy requirements for educational degrees or formal professional training;
- projects intended primarily for students in formal learning environments (though projects may include components that can be used in classrooms);
- general operations, renovation, restoration, rehabilitation, or construction of station or production facilities;
- preservation or cataloging of materials and collections;
- programs designed to persuade audiences of a particular political, religious, or ideological point of view; or
- projects that advocate a particular program of social or political action.

Bridging Cultures

Applications that respond to NEH's [Bridging Cultures](#) initiative are welcome. *Bridging Cultures* is an NEH initiative that engages the power of the humanities to promote understanding of and respect for people with diverse histories, cultures, and perspectives within the United States and abroad. Projects could focus on cultures internationally or within the United States. International projects might seek to enlarge Americans' understanding of other places and times, as well as other perspectives and intellectual traditions. American projects might explore the great variety of cultural influences on, and myriad subcultures within, American society. These projects might also investigate how Americans have approached and attempted to surmount seemingly unbridgeable cultural divides, or examine the ideals of civility and civic discourse. In connection with a focus on civic discourse, projects might explore the role of women in America's civic life as well as the civic role of women in other cultures and regions of the world.

A separate grant program—the [Bridging Cultures through Film: International Topics](#) program—supports documentary films that examine international and transnational themes in the humanities through documentary films. These projects are meant to spark Americans' engagement with the broader world by exploring one or more countries and cultures outside of the United States.

EDSITEment

AMM supports the creation of curricular materials and educational resources that are components of larger projects for public audiences. NEH's [EDSITEment website](#) is a respected source of educational materials for the classroom. We encourage applicants to create resources that would be appropriate for publishing on EDSITEment or promotion through EDSITEment. (In the Frequently Asked Questions document, which is available on the [program resource page](#), see the question about funding resources for students and teachers.)

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. All other considerations being equal, NEH gives preference to those projects that provide free access to the public. For the America's Media Makers program, such products may include radio and television programs and digital media products. Detailed guidance on access and dissemination matters can be found in the "Distribution expectations and rights" section below.

Evaluation

Once production is completed, NEH requires a final report that assesses how well the project met its goals to educate and engage the public. Information on the project's reach (size of audience) and impact must be part of this final report. NEH particularly wants to know how fully the project met its stated learning goals and how audiences were more deeply engaged in thinking about humanities ideas and questions as a result of the project.

Acknowledgment of NEH support

NEH requires crediting for any program based on or incorporating the materials created with these awards, including any works derived from those materials.

Distribution expectations and rights

Once production is completed, NEH expects that projects will be offered for distribution to broad public audiences, so that the American public will have ready and easy access to the products of NEH awards. NEH must approve all distribution arrangements before they are finalized.

NEH requires grantees producing a film or television program to submit a trailer along with the finished film or program; the trailer may be posted on the NEH website.

While the grantee owns the rights to the products of the grant, such as program scripts and radio and television programs, NEH reserves a nonexclusive and irrevocable right to use materials produced under a grant and to authorize others to use these materials for federal purposes. For more information on NEH's rights to grant products, please see [Article 23 of the General Terms and Conditions for Awards](#).

Program income

Award recipients are required to report income earned from grant products during the grant period and for seven years following the end of the grant. In addition, a percentage of income earned during this period must be returned to NEH. The percentage is based upon the proportion of NEH support of the total project costs. For further information, please see the [NEH Program Income Policy](#).

II. Award Information

Awards last for one to three years and may range from \$100,000 to \$800,000. In rare circumstances, **Chairman's Special Awards** of up to \$1 million are available for large-scale, collaborative, multiformat projects that will reach broad portions of the public.

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

(Learn more about [different types of grant funding](#).)

Cost sharing

Cost sharing includes cash contributions to a project by the applicant and third parties, as well as in-kind contributions, such as donated goods and services. Cost sharing also includes gift money raised to release federal matching funds. Although cost sharing is not required for America's Media Makers grants, the program is rarely able to support the full costs of projects approved for funding. In most cases, America's Media Makers grants cover no more than 50-60 percent of project costs.

Funding commitments

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

Other award information

A grant from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

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. Independent producers who wish to apply for NEH funding must seek an eligible organization to sponsor the project and submit the application to NEH. Under this arrangement the sponsoring organization is considered the grantee of record and assumes all attendant responsibilities of a grantee organization.

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.

Applicants are not required to obtain a development grant before applying for a production grant. Applicants may not, however, submit multiple applications for the same project at the

same deadline. If an application for a project is already under review, another application for the same project cannot be accepted by this or any other NEH grant opportunity.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application and Submission Information

Application advice and proposal drafts

Applicants are encouraged to contact program officers, who can answer questions about the review process, supply samples of funded applications (in addition to the samples available on the [program resource page](#)), and review preliminary drafts. NEH recommends that drafts be submitted at least six weeks before the deadline, so that staff will have adequate time to respond. A response cannot be guaranteed if drafts arrive after this date. Staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Drafts should not be submitted via Grants.gov, but should instead be sent as attachments to publicpgms@neh.gov.

HOW TO PREPARE YOUR APPLICATION

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

1. Table of contents

List all parts of the application with corresponding page numbers.

2. Narrative

The narrative portion of the proposal should not be more than **twenty** single-spaced pages, with one-inch margins. You should use at least eleven-point type.

The narrative should contain the following, in this order.

A. Nature of the request:

State in one or two paragraphs the subject and format of the project, the amount of money requested from NEH, the anticipated total budget for the production of the project, and whether you are applying for a Development grant or a Production grant. In addition, briefly describe any multiformat components to be developed.

If support is requested for one program in a radio or television series, indicate the number and length of programs planned for the series. Also indicate where the

proposed program fits into the overall series and the total projected cost to produce the series.

B. Program synopsis:

In less than one page, describe how the program would unfold from beginning to end. You should describe the program in more detail in the “Treatment or design document” section of the application. See the instructions for item 3 of the application below.

C. Humanities content:

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

D. Project format:

Describe the program's audio-visual style and approach. For example, will the program tell a story from a particular perspective? Will it use re-creations, dramatizations, animation, or other techniques?

In explaining the program's approach, briefly describe the most important resources available for the project, including interviews, archival materials, and other audio and visual materials. (You will be able to provide a detailed list of materials at the end of the narrative.) If applicable, also describe dramatizations and/or animation techniques that the project would incorporate. You should provide a more detailed list of resources later in the proposal narrative. (See section N of the instructions for the narrative below.)

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

If you are applying to repurpose content that has already been released, discuss the rationale for the project, describe the value to be added to this content for audiences, and explain how new audiences would be reached.

Applicants may provide visuals in the “Images” attachment below.

E. Audience and distribution:

Describe the expected audience and present a distribution plan for reaching this audience. If applicable, discuss partnerships that would help publicize the project.

F. Project evaluation:

NEH requires a final report that assesses how well the finished project met its goals to educate and engage the public. Information on the project's reach (size of audience) and impact must be included in this final report. NEH particularly wants to know how fully the project met its stated learning goals and how audiences were more deeply engaged in thinking about humanities ideas and questions as a result of the project.

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

G. Rights and permissions:

Indicate who controls the rights to the materials to be used. Discuss the potential for obtaining permissions to use materials and the likely costs of obtaining permissions and clearing the rights.

H. Humanities advisers:

List the humanities advisers and briefly discuss the rationale for their choice and the specific contributions that each adviser will make to the creation of the project's content. The application's work plan and budget should specify the advisers' contributions to the project. Include résumés (of two pages or less) for each person listed and letters of commitment from all in a separate attachment (see the instructions for item 8 of the application below).

I. Media team:

Provide information about the principal members of the media team. In a paragraph, summarize each person's qualifications and contributions to the project. Discuss the media team's experience and suitability for the proposed project. Include résumés (of two pages or less) for each person listed and letters of commitment from all in a separate attachment (see the instructions for item 8 of the application below).

J. Progress:

Discuss the work that has been accomplished to date on the project. Indicate the remaining work that will be done during the NEH grant period. If the request is for a program in a broadcast series, indicate how much of the work on the entire series has been completed and what remains to be done.

K. Work plan:

Provide a detailed, month-by-month schedule of the major work to be done during the grant period, the amount of time it will require, and the specific people involved. Be especially clear about when the meetings of the media team with the scholars and other consultants will occur and how these activities will advance the project.

L. Fundraising plan:

Specify the source and amount of all funds raised to date for all aspects of the program and related projects. Include information about any previous NEH grants, as well as support for this project received from state humanities councils, foundations, individuals, and other sources. Estimate the project's total cost, and discuss specific plans for raising funds from outside sources to cover the costs that will exceed NEH support. Discuss plans for the sale of rights for distribution.

M. Organization profile:

Describe briefly the applicant institution and, if different, the production organization. Provide information about each organization's aims, origin, special characteristics, current activities, and experience with humanities programs. Each profile should be only one paragraph.

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

O. Preliminary interviews

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

3. Script, detailed treatment, or design document

For digital media components such as websites, mobile media applications, or games, include a design document that describes how humanities content will be presented. The design document should describe the project's architecture, its navigation, and its overall look and feel. Explain how the project uses interactivity to analyze and interpret content.

For films and television programs, a script is required. For radio programs, a detailed treatment is required. The script or treatment should not exceed **thirty** pages per hour of the proposed program. It should describe how the program will unfold, from start to finish. The script or treatment should demonstrate how the story line or narrative of the program combines the principal materials available for the program and integrates the analysis and interpretive content. If you are requesting support for all or part of a series, include at least one complete script and shorter descriptions of all remaining episodes.

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

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

4. Prototype for digital media (if applicable)

For digital media projects, a prototype must also be included as proof of concept and as an indicator of the project's potential success. The prototype (screen captures, sketches, or a working version of the project) should demonstrate how a typical user would navigate and experience the humanities content.

Submit the prototype as an attachment, using a URL, or on DVD. If the prototype is on DVD, submit eight copies. Prototypes will not be retained by NEH; nor will they be returned to the applicant. Follow the instructions in the "How to Submit Samples and Prototypes" section below.

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

5. Images (if applicable)

You may include images with your application. You should group these images in a single attachment. Include in this attachment a list of images.

6. User-generated content (if applicable)

If the project includes user-generated content (UGC), explain the criteria and process to be used for selecting and monitoring the content that will ultimately be made available to the public. If the project includes UGC, you should also describe how the project will handle obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

7. **Bibliography**

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

8. **Résumés and letters of commitment**

Include résumés (of two pages or less) for and letters of commitment from the key persons on the media team and all consultants (including humanities advisers or scholars). Also include letters of commitment from all participating organizations.

9. **Description of a sample**

All applicants must submit a work sample by the project team that best represents the audio and/or visual approach and format of the project under review. The work sample should also demonstrate the experience and qualifications of the media team to produce the proposed project successfully.

If a pilot program from a proposed series exists, it must be submitted as the sample.

If funding is requested for additional support of a series that has received previous production support from NEH, a complete program must be submitted as the sample.

Submit the sample on a **single** DVD (standard definition) or **single** CD, or through an embedded URL. If a sample is on DVD or CD, submit eight copies. Samples may include a completed program, a reel of clips, and/or a work in progress, but all must be contained on a single DVD or CD. Samples will not be retained by NEH; nor will they be returned to the applicant. See the additional instructions in the “How to Submit Samples and Prototypes” section below.

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

10. **Budget**

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (You can find links to the budget instructions, sample budget, and budget form on the [program resource page](#).) Submit your budget in a font of at least eleven points. If you wish, you may include separate pages with notes to explain any of the budget items in more detail. You should retain a copy of your budget form.

Please attach a copy of your institution's current federally negotiated indirect cost rate agreement to the budget form.

- **Compensation**

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

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

- **Department of Labor regulations**

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

A copy of the applicable regulations, "Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities," may be accessed [online](#) or obtained from NEH's Office of Grant Management, Room 311, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506 (202-606-8494).

- **Equipment**

Normally, NEH does not allow the purchase of equipment, but applicants may use their own equipment and include charges for this use, subject to the following:

- for equipment and facilities that are not fully depreciated, determine actual costs on the basis of the acquisition costs, divided by the useful life, times the period of use on the project; and
- for equipment and facilities that have been fully depreciated, charges to operate the asset, including the cost of maintenance, insurance, and other related expenses, are allowable.

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

Under certain circumstances, a nonprofit organization may sponsor an independent producer, filmmaker, or group that, without tax-exempt status, is not eligible to apply directly for a grant from NEH. The sponsoring organization, also called an “umbrella” organization, may provide the project with accounting services, office and editing facilities, fundraising assistance, and other administrative support, but may not carry out the project activities itself. Under this arrangement the sponsoring organization is considered the grantee of record and assumes all attendant responsibilities of a grantee. For further information, please see [Requirements for Grant Recipients that Serve as Sponsors of Projects](#).

NEH will allow a sponsoring organization to recover its costs for administering the award by charging an administrative fee of 5 percent of total project costs. This administrative fee may be charged instead of negotiating an indirect-cost rate with NEH.

Applicants that are sponsoring organizations and wish to budget for the 5 percent administrative fee should do so in the “indirect costs” section of the NEH budget form.

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted 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](#).

HOW TO SUBMIT SAMPLES AND PROTOTYPES

If your sample or prototype is not available at a URL, please send **eight copies**. Each copy of the sample or prototype (both the case and the disk) must be labeled with the name of the project director, the name of the applicant institution, the title of the project, and the title of the work sample. Send the sample to:

Grants for America's Media Makers
Division of Public Programs
National Endowment for the Humanities
Room 426
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8269

NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that samples be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline.

DEADLINES

Applications must be received by Grants.gov on or before January 9, 2013, for projects beginning in August 2013. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after January 9, 2013, will not be accepted. Samples and prototypes must also arrive at NEH on or before January 9, 2013, to be considered as part of the application.

V. Application Review

Applications are evaluated according to the following criteria:

1. Humanities content

The likely contribution of the project to public understanding of the humanities, including the significance of the subject and the humanities ideas; the quality and relevance of the humanities scholarship informing the project; and the extent to which the project offers an analytical perspective on the themes and ideas that underlie it.

2. Creative approach and format

The quality of the storytelling and audiovisual approach of the program as described in the script, treatment, or design document; and the likelihood that the chosen format(s) will effectively convey the humanities content to the audience in an engaging and thoughtful manner.

3. Audience

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

4. Project resources

The appropriateness of the materials and resources that support the project's interpretive themes and ideas.

5. Humanities advisers

The qualifications and potential contributions of the advising scholars.

6. Media team

The experience and demonstrated technical skills of the media team, quality of the team's previous work, and likelihood of timely and successful completion of the proposed project; evidence that institutional partners will collaborate effectively.

7. Work plan

The likelihood that the applicant will achieve the project's goals in a timely and efficient manner.

8. Budget

The appropriateness and reasonability of the project's costs.

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

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.

VI. Award Administration Information

Award notices

Applicants will be notified of the decision by e-mail in July 2013. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail by September 30, 2013. Applicants may obtain the evaluations of their applications by sending an e-mail message to publicpgms@neh.gov.

Administrative requirements

Before submitting an application, applicants should review their [responsibilities as an award recipient](#) and the [lobbying certification requirement](#).

Award conditions

The requirements for awards are contained in the [General Terms and Conditions for Awards](#), the [Addendum](#) to it, any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#).

Reporting requirements

A schedule of report due dates will be included with the award document. Reports must be submitted electronically via [eGMS](#), NEH's online grant management system.

Interim and final performance reports will be required. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report](#) (SF-425, PDF) and a program income report will be due within ninety days after the end of the award period. In addition, an annual program income report will be due for seven years following the end of the award period. For further details, please see the [Financial Reporting Requirements](#).

VII. Points of Contact

If you have questions about the program, contact:

Division of Public Programs
National Endowment for the Humanities
Room 426
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8269
publicpgms@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: <http://www.grants.gov>
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
www.grants.gov/applicants/app_help_reso.jsp
Grants.gov support line: 1-800-518-GRANTS (4726)
Grants.gov [troubleshooting tips](#)

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.

APPLICATION CHECKLIST

- Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- Download the 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 the 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: Table of contents (name the file “contents.pdf”)

ATTACHMENT 2: Narrative (name the file “narrative.pdf”)

ATTACHMENT 3: Script, treatment or design document (name the file “script.pdf.”)

ATTACHMENT 4: Prototype, if applicable (name the file “prototype.pdf”)

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

ATTACHMENT 6: User-generated content, if applicable (name the file “usergeneratedcontent.pdf”)

ATTACHMENT 7: Bibliography (name the file “bibliography.pdf”)

ATTACHMENT 8: Résumés and letters of commitment (name the file “resumesandlettersofcommitment.pdf”)

ATTACHMENT 9: Description of your sample (name the file “sample.pdf”)

ATTACHMENT 10: Budget and copy of your institution's current federally negotiated indirect cost rate agreement (name the file “budget.pdf”)

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 **strongly** 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.