



NATIONAL ENDOWMENT FOR THE  
**Humanities**

DIVISION OF **PUBLIC PROGRAMS**

**BRIDGING CULTURES  
THROUGH FILM:  
INTERNATIONAL TOPICS**

Deadline: June 27, 2012 (for projects beginning January 2013)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

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

- Budget instructions
- Budget spreadsheet
- 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](mailto: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

The *Bridging Cultures through Film: International Topics* program supports documentary films that examine international and transnational themes in the humanities. 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. Proposed documentaries must be analytical and deeply grounded in humanities scholarship.

The Division of Public Programs encourages the exploration of innovative nonfiction storytelling that presents multiple points of view in creative formats. The proposed film should range in length from thirty minutes to a feature-length documentary.

We invite a wide range of approaches to international and transnational topics and themes, such as

- an examination of a critical issue in ethics, religion, or history, viewed through an international lens;
- an exploration of a topic that transcends a single nation-state, with the topic being explored across borders;
- a biography of a foreign leader, writer, artist, or historical figure; or
- an exploration of the history and culture(s) of a specific region, country, or community outside of the United States.

### Sample project

A two-hour documentary probed the life and teachings of a man from northern India who set out over two thousand years ago on a journey to comprehend human suffering and came to be known as the Buddha. The film creatively wove together ancient artwork, contemporary animation, poetry, and footage from modern-day India, to provide background on the rise of Buddhism—a religion whose rituals are still practiced today in much of the world by millions of followers. Scholars from a variety of disciplines and countries examined the key stages of the Buddha's journey and reflected on the meanings of the Buddha for our lives today.

**Projects are strongly encouraged to demonstrate international collaboration by enlisting scholars based both in the United States and abroad, and/or by working with an international media team.** Such collaborations should bring broader cross-cultural perspectives to the proposed topics.

*Bridging Cultures through Film: International Topics* offers two levels of support for documentary films: development and production. Filmmakers can apply for either development

or production funding but not for both simultaneously. *Bridging Cultures* through Film supports only documentary films and not ancillary materials, digital projects, or websites.

**Development** funds support filmmakers for a wide range of activities that include but are not limited to collaboration with scholars to develop humanities content, research, preliminary interviews, travel, and the creation of partnerships for outreach activities. Applicants must have obtained the commitment of humanities scholars to serve as advisers to the project prior to applying for a development grant.

Projects receiving development funds should culminate in a script and must identify the producer, director, and writer for the production phase. Funds may also be applied to the production of a trailer.

**Production** funds support filmmakers in various stages of production and post-production. Applicants must submit a script for a production grant. This script should demonstrate a solid command of the humanities ideas and scholarship related to the subject matter. Applicants must have consulted with appropriate humanities scholars about the project and must have obtained their commitment to advise the project.

Development and production funds may not be used for the following:

- live action dramas (fiction) or dramatic adaptations of literary works;
- programs designed to persuade audiences of a particular political, religious, or ideological point of view;
- films that advocate a particular program of social or political action;
- projects intended primarily for students in a formal learning environment;
- creation of an ongoing series; or
- projects intended solely for theatrical release.

### **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.

### **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 the *Bridging Cultures* through Film program, such products may include television programs. Detailed guidance on access and dissemination matters can be found in the “Distribution expectations and rights” section below.

### **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.

While the grantee owns the rights to the products of the grant, such as program scripts 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**

Production 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 the total project costs that NEH supported. For further information, please see the [NEH Program Income Policy](#).

## **II. Award Information**

Awards are for one to three years and for up to \$75,000 (for development) and up to \$800,000 (for production).

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.

Cost sharing is not required for development projects. Although cost sharing is also not required for production projects, NEH is rarely able to support the full costs of production projects approved for funding.

### **Funding commitments**

Successful applicants for production grants will be required to have commitments for the full funding of a project 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 501(c)(3) tax-exempt status is eligible, as are state and local governmental agencies.** Individuals are not eligible to apply.

Independent producers who wish to apply for NEH funding must seek an eligible organization to sponsor their project. Under this arrangement, the sponsoring organization becomes the applicant and is responsible for submitting the application to NEH. The sponsoring organization will be 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.

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. For example, while an application is under review in *Bridging Cultures* through Film, an application for the same project cannot be submitted to America's Media Makers.

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

### IV. Application and Submission Information

#### HOW TO PREPARE YOUR APPLICATION

##### Application advice and proposal drafts

Applicants are encouraged to contact NEH program officers who will answer questions about the review process, supply samples of funded applications relevant to this grant program, 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. Although staff comments are not part of the formal review process and have no bearing on the final outcome of the application, previous applicants have found them helpful in strengthening their applications. Draft proposals should be sent as attachments to e-mail messages to [publicpgms@neh.gov](mailto:publicpgms@neh.gov).

The following required elements of the proposal must be submitted through Grants.gov.

##### 1. Table of contents

List all parts of the application with corresponding page numbers.

##### 2. Narrative

The narrative should not exceed fifteen single-spaced pages, with one-inch margins. At least eleven-point type should be used. The narrative should provide a clear

explanation of the story that the film will tell and its central humanities themes; it should demonstrate that the project's themes and ideas are informed by relevant humanities scholarship; and it should explain the film's narrative arc, points of view, structure, and cinematic style (for example, reenactment, cinema verité, or animation). The narrative should begin with a one-paragraph synopsis of the project's subject and the amount requested from NEH. The narrative should then discuss the following:

- A. the subject, plot, setting, characters, point of view, and structure;
- B. the humanities content (that is, the significant humanities themes and the humanities scholarship that provides the foundation for the project);
- C. the visual approach of the film;
- D. the resources to be used, including interviews, archival materials, and audio and visual materials;
- E. the audience for the film (that is, who will be interested in the film, how the audience will be reached, and what the audience will learn);
- F. the qualifications of the members of the media and humanities teams (see element 3 below), and the contributions that they will make to the project;
- G. the type of grant requested (development or production), and the anticipated distribution plans for the film;
- H. the status of the film and the project's work plan;
- I. the ancillary activities and materials related to the project (even though these activities and materials will not be supported through this grant competition); and
- J. a profile of the applicant organization and, if different, the entity producing the documentary.

### **3. Letters and CVs from the project teams**

Each project must involve both a media team and a team of humanities advisers. At least one member of the media team must demonstrate previous film or television production experience in a principal role (such as director, co-director, producer, or co-producer) by submitting a previously completed work sample. (See the discussion of the sample below: element 5 of the application.)

NEH strongly encourages applicants to include participants from different countries on at least one of these two teams. Applicants must submit letters of commitment and CVs (of two pages or less) for both the members of the media team and the humanities advisers. Documents not written in English must be accompanied by English translations.

#### 4. Treatment (for development applications) or script (for production applications)

- A development application must include a treatment. The treatment should not exceed a maximum of ten pages per hour of the proposed final documentary. (For example, a proposed two-hour documentary could include a treatment no longer than twenty pages.) The treatment should demonstrate the storyline and the main humanities themes.
- A production application must include a working script. The script should not exceed a maximum of thirty pages per hour of the proposed final documentary. (For example, a proposed three-hour documentary could include a script no longer than ninety pages.) The script should demonstrate how the program integrates the humanities content and analysis.

#### 5. Sample

All applicants must submit a sample of previously completed work. Additionally, a production application may (but need not) include a work-in-progress sample. Create an attachment section that briefly—in half a page or less—describes the sample, indicating the roles played by members of the current media team. This section might also discuss the ways in which the sample or samples resemble or differ from the proposed film, in terms of style, production quality, or incorporation of humanities content. Please see the “How to Submit Work Samples” section below for additional instructions.

#### 6. Bibliography

Applicants must submit a bibliography of the humanities scholarship that informs the project. Additionally, if there are other documentaries on similar or related subjects, briefly explain how this project will make a new contribution.

#### 7. Budget

Using the instructions and the budget template, complete the budget spreadsheet (MS Excel format). (Links to the instructions, template, and spreadsheet are available on the [program resource page](#).) Applicants should submit their budgets in a font of at least eleven points. Applicants may use their own budget form or the standard industry budget format in place of sections 1-10 of the budget spreadsheet. However, applicants must also provide a budget summary similar to sections 11 and 12 of the NEH budget form (that is, the budget spreadsheet).

- **Compensation**

**Please identify all key project personnel by name on the budget form.** 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 Endowment for the Arts and Humanities; Final Rule,” 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**

NEH does not normally 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.

For further information, please see [Article 7 of the General Terms and Conditions for Awards](#).

- **Foreign travel**

All air transportation of persons or property that is paid in whole or in part with NEH funds must be performed on a U.S. flag air carrier. Please see [Article 10 of the General Terms and Conditions for Awards](#) for further details.

- **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 (that is, the budget spreadsheet).

## 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 WORK SAMPLES

Work samples may be submitted either as DVDs or through a URL embedded in the application. For all samples submitted as DVDs, label the case of each copy with the project director’s name and the title of the program. DVD work samples should be compatible with most computers or DVD players. (Do not submit Blu-ray discs.) DVD samples must arrive at NEH on or before the application deadline. For work samples submitted via URL, make sure that you have provided a working URL in the application, and that the URL will be accessible on a range of computers and iPads. Works not in English must be accompanied by English subtitles. Samples will not be retained by NEH, and they will not be returned to the applicant.

Send eight copies of the DVD sample or samples to

*Bridging Cultures* through Film: International Topics  
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 supplementary materials 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 June 27, 2012.** Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

The required work samples must also arrive at NEH **on or before June 27, 2012**, to be considered as part of the application.

## V. Application Review

Applications are evaluated according to the following criteria:

- 1. Intellectual content and format**

The significance of the subject and the humanities ideas, and the likelihood that the film will increase understanding of one or more countries or cultures outside of the United States; the extent to which the project offers an analytical perspective; and the likelihood that the chosen format will effectively convey the humanities content to an audience.

- 2. International collaboration**

The extent to which the project demonstrates international collaboration through the involvement of scholars who offer multiple perspectives—informed by relevant scholarship—on the subject, and/or members of the media team.

- 3. Audience**

The appeal of the subject to a general audience, the accessibility of the ideas, and the quality of the project's plan to reach a broad audience.

- 4. Project teams (humanities scholars and media team)**

The qualifications and potential contributions of the advising humanities scholars, the experience and demonstrated technical skills of the media team, and the quality of the media team's previous work.

- 5. Status of film and budget**

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

### **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 December 2012. Institutional grants administrators and project directors of successful applications will receive the award documents by e-mail by December 31, 2012. Applicants may obtain the evaluations of their applications by sending an e-mail message to [publicpgms@neh.gov](mailto: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 \(SF-425, PDF\)](#) will be due within ninety days after the end of the award period. For production grants, a program income report is due with the final Federal Financial Report and for each of the seven years following the completion 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  
1100 Pennsylvania Avenue, NW  
Room 426  
Washington, DC 20506  
202-606-8269  
[publicpgms@neh.gov](mailto: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](mailto:support@grants.gov)

Grants.gov customer support tutorials and manuals:  
[http://www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp)  
Grant.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](mailto: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 or you can 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 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: Letters or CVs from the project teams (name the file “teams.pdf”)

ATTACHMENT 4: Treatment or script (name the file “script.pdf.”)

ATTACHMENT 5: Description of your sample (name the file “sample.pdf”)

ATTACHMENT 6: Bibliography (name the file “bibliography.pdf”)

ATTACHMENT 7: Budget (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 5:00p.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](mailto:support@grants.gov).