NATIONAL ENDOWMENT FOR THE Humanities

DIVISION OF **PRESERVATION AND ACCESS**

PRESERVATION AND ACCESS EDUCATION AND TRAINING

FREQUENTLY ASKED QUESTIONS

What are the humanities?

According to the 1965 National Foundation on the Arts and the Humanities Act, "The term 'humanities' includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

May a non-U.S. institution or organization apply for a grant?

NEH does not provide support to foreign institutions or organizations. However, American institutions may apply for cooperative projects involving U.S. and foreign organizations, provided that support is requested primarily for the U.S. portion of the collaborative effort.

May an education and training grant support educational opportunities in historic preservation?

No. Education and training projects must focus on humanities collections and not on buildings or sites.

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May I apply for an education and training grant to pay for my tuition and living expenses while I pursue my graduate degree?

No. Education and training grants are made to institutions and organizations that offer educational programs. Grants for education and training are not awarded to individuals.

Who will read my grant application?

Outside evaluators usually include preservation professionals, museum curators, librarians, archivists, administrators of cultural organizations, and scholars who use the kinds of collections that are the focus of your education and training program. NEH staff also comments on matters of fact or on significant issues that otherwise would be missing from the reviews of outside evaluators and 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.

What should I consider in discussing my project's significance?

Do not assume that the project's significance will be evident to readers; be explicit about its regional or national importance and its broad impact. Provide examples of the ways in which the proposed educational program would help preserve or improve intellectual access to humanities collections.

The application narrative should indicate that you are aware of other similar educational opportunities that currently are available or that have been offered in the past. You should explain how your project builds on past work, complements existing opportunities, or breaks new ground.

What kind of detail should be included in the work plan?

Explain who will do what and when. Depending on the project, the work plan could be organized by type of activity or by period of time (for example, three-month periods). It should be presented in enough detail to demonstrate that you have thoroughly considered each step of the project and that you are ready to begin. By describing in detail the responsibilities of the project's personnel, evaluators will understand the corresponding commitments of time that are shown in the project's budget and the qualifications and experiences that are described in the Staff, faculty, and consultants section of the narrative.

If I intend to apply for another NEH grant to continue my project, must I describe the project anew or will evaluators have access to the earlier grant proposal?

NEH treats all applications as new applications. Evaluators will not have access to the previous application; therefore, proposals for renewed funding must discuss the project anew. Be sure to describe the work accomplished with previous NEH funding and be clear about the specific activities and products of the new grant.

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If I receive NEH funding, may I also accept money from other sources?

Yes. Applicants are encouraged to seek other financial support. We do ask that you tell us about proposals to other funding sources, so that we can better understand the project's financial picture.

What are indirect costs?

These are costs that are incurred for common or joint objectives and therefore cannot be readily assigned to 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 negotiated indirect-cost rate to a distribution base (usually the direct costs of the project).

Do indirect costs count as gifts for federal matching funds?

No. Only cash or pledges for cash from nonfederal third parties can be matched by NEH.

My education and training project will generate some income through registration fees. How do I show project income in the budget?

The line for project income is in Section 11 of the NEH budget form under Cost Sharing. In your narrative, or in brief notes on or about the budget, you should explain how you have calculated the expected income (for example, 100 participants paying a $75 registration fee would generate $7,500 in project income). Please note that only those registration fees that would be collected during the grant period should be included in the application budget.

My NEH application for a grant was unsuccessful. Is there anything I may do to increase my chances for success next time?

You may request copies of the evaluators' comments. A revised application should take into consideration the issues that they raised. However, a resubmitted application will be reviewed by persons who will not have knowledge of or access to the previous application file.