



NATIONAL ENDOWMENT FOR THE  
**Humanities**

DIVISION OF **PRESERVATION AND ACCESS**

**PRESERVATION AND  
ACCESS EDUCATION AND  
TRAINING GRANTS**

**Deadline: June 28, 2012 (for projects beginning January 2013)**

Catalog of Federal Domestic Assistance (CFDA) Number: 45.149

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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 Preservation and Access at [preservation@neh.gov](mailto:preservation@neh.gov) and 202-606-8570. 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 Preservation and Access Education and Training program is central to NEH's efforts to preserve and establish access to cultural heritage collections. Thousands of libraries, archives, museums, and historical organizations across the country maintain important collections of books and manuscripts, photographs, sound recordings and moving images, archaeological and ethnographic artifacts, art and material culture collections, electronic records, and digital objects. The challenge of preserving and making accessible such large and diverse holdings is enormous and the need for knowledgeable staff is significant and ongoing.

Preservation and Access Education and Training grants support national or regional (multistate) education and training programs. Grants aim to help the staff of cultural institutions, large and small, obtain the knowledge and skills needed to serve as effective stewards of humanities collections. Grants also support educational programs that prepare the next generation of conservators and preservation professionals, as well as projects that introduce the staff of cultural institutions to new information and advances in preservation and access practices.

### **Preservation and Access Education and Training grants support activities such as these:**

- regional (multistate) preservation field services that provide a wide range of education and training (for example, through surveys, workshops, consultations, reference services, and informational materials about the care of humanities collections), especially for staff at smaller libraries, museums, archives, and other cultural organizations;
- master's degree programs in preservation and conservation; and
- workshops that address preservation and access topics of national significance and broad impact, such as
  - preventive conservation and sustainable preservation strategies;
  - the preservation of and provision of access to recorded sound and moving image collections;
  - digital preservation;
  - collections care training for staff members who are responsible for the day-to-day care and management of humanities collections;
  - disaster preparedness, response, and recovery; and

- best practices for enhancing and integrating access to collections in libraries, archives, and museums.

### **Preservation and Access Education and Training grants may not be used for**

- programs intended primarily for audiences within a single state;
- programs on the care and management of collections that are the responsibility of an agency of the federal government or are not regularly accessible for research, education, or public programming;
- programs about the preservation of buildings or the natural environment;
- doctoral programs; and
- the support of either full-time or permanent faculty positions in graduate programs.

Preservation and Access Education and Training grants are made to institutions and organizations that offer educational programs and services. Museums, libraries, and archives that seek support to send their staff to preservation workshops should apply to [Preservation Assistance Grants for Smaller Institutions](#).

### **Previously funded projects**

An institution whose project has received NEH support may apply for a grant for a new or subsequent stage of that project. These proposals receive no special consideration and will be judged by the same criteria as others in the grant competition. In addition, these proposals must include a description of the new activities and a justification of the new budget. The applicant must also describe how the previously funded project met its goals.

### **Providing access to grant products**

As a taxpayer-supported federal agency, NEH endeavors to make the products of its grants 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 grant products.

## **II. Award Information**

Awards normally are for two years. Grants to regional preservation field service organizations may not exceed \$175,000 per year. For all other applicants, the maximum award is \$100,000 per year. Successful applicants will be awarded a grant in outright funds, federal matching funds, or a combination of the two, depending on the applicant's preference and the availability of NEH funds. Matching funds are released when a grantee secures nonfederal gift funds from eligible third parties.

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

## **Cost sharing**

Cost sharing consists of the cash contributions made to a project by the applicant, third parties, and other federal agencies, as well as third-party in-kind contributions, such as donated services and goods. Cost sharing also includes program registration fees and gift money that will be raised to release federal matching funds. Although cost sharing is not required, NEH is rarely able to support the full costs of projects approved for funding. In most cases, NEH grants cover no more than 80 percent of project costs.

## **III. Eligibility**

Any U.S. nonprofit organization 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 and Submission Information**

### **HOW TO PREPARE YOUR APPLICATION**

#### **Application advice and proposal drafts**

Prior to submitting a proposal, you are encouraged to contact program officers who can offer advice about preparing the proposal and read draft proposals. These 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. Draft proposals should be submitted at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Draft proposals should be submitted by e-mail attachment to [preservation@neh.gov](mailto:preservation@neh.gov).

To see a representative list of funded projects, follow the link to sample projects on the [program resource page](#). In addition, sample narratives from funded applications are also available there.

You will prepare your application for submission via Grants.gov just as you would a paper application. Your application should consist of the following parts:

- 1. Description of the project and its significance**

Provide a one-page abstract written for a nonspecialist audience, clearly explaining the project's importance to the humanities, its principal activities, and its expected impact. Describe the kinds of humanities collections that would benefit and describe the project's intended outcome in quantitative terms (for example, the number of participants).

## 2. **Table of contents**

List all parts of the application and number all pages in the narrative.

## 3. **List of participants**

On a separate page, list in alphabetical order, surnames first, all project participants and collaborators and their institutional affiliations. This list should include advisory board members and authors of letters of support, if any. The list is used to ensure that prospective panelists have no conflict of interest with the projects that they will evaluate.

## 4. **Narrative**

Limit the narrative to twenty single-spaced pages. All pages should have one-inch margins and the font size should be no smaller than eleven point. Use appendices to provide supplementary material.

Individuals with a variety of professional backgrounds will read these applications and advise NEH on their merits. Project narratives should therefore be written with a minimum of technical jargon.

Keep the application review criteria (see Section V of these guidelines below) in mind when writing the narrative, which must include the following sections:

- **Significance and impact**

Discuss how the proposed program will support efforts to preserve or improve access to humanities collections. This discussion should speak to the extent to which the program meets national or regional needs, the breadth of its impact on preservation and access practices, and the kinds of institutions and humanities collections that will benefit. Describe how this program relates to others of a similar nature that currently exist or have existed in the past. Clarify the degree to which this program will build on past work or break new ground. Estimate approximately how many persons would benefit from the proposed educational programs and services.

- **Institutional profile**

Provide general information about the applicant institution and explain why it is an appropriate provider of the education and training services. Include a description of the institution's mission, organizational structure, annual budget and sources of income, and staff.

- **Curriculum and work plan**

Thoroughly discuss the project's work plan and describe the content of the curriculum, including requirements and any costs for attendance; the time and location of the program; the duration, structure, and assignments for the course(s); the materials to be used and the rationale for using them; and the program's expected results. Include course syllabi in the appendices. Explain how the curriculum and duration of the program are appropriate for the subjects taught and the educational needs or level of the attendees.

Proposals for regional preservation field services must incorporate a detailed account of each type of service or activity that will be implemented during the period of the grant, including staff involved, procedures to be followed, fees to be charged, and number of institutions or participants who would benefit.

- **Evaluation**

Describe how the program and its results will be evaluated by participants and by the applicant institution. Discuss how the impact of these activities on institutions and the professional competence of their staff will be measured. For ongoing projects, describe their accomplishments in the current or past grant period and the extent to which the project has met its established goals. For projects that have received past support and for those that expect to continue beyond the grant period, discuss efforts and strategies that have been implemented or are being planned to broaden and strengthen the base of financial support.

- **Staff, faculty, and consultants**

Using short paragraphs, provide the names and relevant professional experience of the persons responsible for creating and conducting the programs, courses, symposia, workshops, or events.

## 5. **Budget**

Using the instructions and the budget template, complete the budget spreadsheet (MS Excel format) or a format of your own that includes all the required information. (Links to the instructions, template, and spreadsheet are available on the [program resource page](#).) While all items should be justified by the narrative, further explanation may be included in brief budget notes.

For any outsourced work, third-party contractor costs should be included in the budget category “Services.” Attach a complete itemization of these costs to the budget form. If there is more than one contractor, each one must be listed on the budget form and the costs itemized separately.

To the maximum extent practical, all procurement contracts must be made through an open and free competition. They are to be awarded to the bidder or offeror whose bid or offer is most advantageous, considering price, quality, and other factors. Applicants must justify procurement contracts in excess of \$100,000 that are not awarded by competitive bids or offers.

Permanent equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing. Permanent equipment is defined as nonexpendable personal property costing \$5,000 or more and having a useful life of more than one year.

Consistent with the Buy American Act (41 U.S.C. 10a-c and Public Law 105-277), grantees and subrecipients who purchase equipment and products with grant funds should purchase only American-made equipment and products.

## 6. Appendices

Use appendices to provide

- course syllabi or outlines;
- brief résumés (no longer than two pages) for staff with major responsibilities for the project's implementation;
- job descriptions for any additional staff who will be hired specifically to work on the project;
- letters of commitment from outside faculty, consultants, and cooperating institutions; and
- letters of support for the project (no more than three). Such letters should address the program's evaluation criteria (see below). Authors of letters of support will not participate in the NEH review process.

## 7. History of grants

If the project has received previous support from any federal or nonfederal sources, including NEH, list on one page the sources, dates, and amounts of these funds. If the project has a long history of support, the sources and contributions may be grouped and summarized.

## 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 SUPPLEMENTARY MATERIALS

If you are sending supplementary materials (those that cannot be scanned and converted into PDFs and submitted via Grants.gov), please send **eight copies of each item** and include a list of these supplementary materials in the application's table of contents with an indication that these have been mailed separately. Send the materials to:

Preservation and Access Education and Training  
Division of Preservation and Access  
Room 411  
National Endowment for the Humanities  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
202-606-8570

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 by June 28, 2012.** Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted. **Supplementary materials must also arrive at NEH by June 28, 2012, to be considered as part of the application.**

## V. Application Review

Evaluators are asked to apply the following criteria in assessing applications:

- the significance and broad impact of the project for improving preservation and access practices;
- the soundness of the methodology and the program's structure, curriculum, and evaluation plans in relation to its educational goals;
- the professional training and experience of the staff in relation to the activity for which support is requested; and
- the reasonableness of the project's budget in relation to anticipated results.

### 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 January 2013. Institutional grants administrators and project directors of successful applications will also receive award documents by e-mail at that time. Applicants may obtain the evaluations of their applications by sending a letter to NEH, Division of Preservation and Access, Room 411, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or an e-mail message to [preservation@neh.gov](mailto:preservation@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 further details, please see the [Financial Reporting Requirements](#).

## **VII. Points of Contact**

If you have questions about the program, contact:

Preservation and Access Education and Training  
Division of Preservation and Access  
Room 411  
National Endowment for the Humanities  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
202-606-8570 or [preservation@neh.gov](mailto:preservation@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, DC 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 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: Description of the project and its significance (name the file “projectdescription.pdf”)

ATTACHMENT 2: Table of contents (name the file “contents.pdf”)

ATTACHMENT 3: List of project participants (name the file “participants.pdf”)

ATTACHMENT 4: Narrative (name the file “narrative.pdf”)

ATTACHMENT 5: Budget (name the file “budget.pdf”)

ATTACHMENT 6: Appendices (name the file “appendices.pdf”) If you are submitting a large number of appendices, please bundle them together and send them as a single attachment. If you are concerned about the file size, you can group your appendices into multiple attachments. In this case, name your attachments appendix.pdf, appendix2.pdf, appendix3.pdf, etc. Note that you are limited to a total of fifteen attachments.

ATTACHMENT 7: History of grants (name the file “granthistory.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).