



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **PRESERVATION AND ACCESS**

**NATIONAL DIGITAL
NEWSPAPER PROGRAM**

Deadline: January 17, 2012 (for projects beginning
September 2012)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.149

**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 and 202-606-8570. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930. Technical questions should be directed to the Library of Congress at ndnptech@loc.gov. Technical documentation of the current phase of the program is available at <http://www.loc.gov/ndnp/>.

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

NEH is soliciting proposals from institutions to participate in the National Digital Newspaper Program (NDNP). NDNP is creating a national, digital resource of historically significant newspapers published between 1836 and 1922, from all the states and U.S. territories. This searchable database will be permanently maintained at the Library of Congress (LC) and be freely accessible via the Internet. (See the website, [Chronicling America: Historic American Newspapers](#).) An accompanying national newspaper directory of bibliographic and holdings information on the website directs users to newspaper titles available in all types of formats. During the course of its partnership with NEH, LC will also digitize and contribute to the NDNP database a significant number of newspaper pages drawn from its own collections.

NEH intends to support projects in all states and U.S. territories, provided that sufficient funds allocated for this purpose are available. **One organization within each U.S. state or territory will receive an award to collaborate with relevant state partners in this effort.** Previously funded projects will be eligible to receive supplements for continued work, but the program will give priority to new projects.

Applications that involve collaboration between previously funded and new projects are welcome. Such collaborations might involve, for example, arranging with current awardees to manage the creation and delivery of digital files; offering regular and ongoing consultation on managing aspects of the project; or providing formal training for project staff at an onsite institute or workshop.

Over a period of two years, successful applicants will select newspapers—**published in their state or territory between 1836 and 1922**—and convert approximately 100,000 pages into digital files (primarily from microfilm), according to the [technical guidelines](#) (76-page PDF) outlined by the Library of Congress. Applicants may select titles published in **English, French, Italian, or Spanish. (More languages will be added in future years.)**

The NDNP will not support

- the digitization of serials that do not fit the definition of newspaper used by the Library of Congress (“A newspaper is a serial publication, appearing usually at least weekly, which serves as a primary source of information on current events of general interest.”), and of serials that are not described as newspapers in associated CONSER (Cooperative Online Serials) bibliographic records;
- the digitization of newspapers that fall outside the 1836-1922 chronological span; or

- the costs of repurposing the newspapers created through NDNP, including enhancement of the files, creation of an interface, and preservation of the digital assets.

NDNP builds on the foundation established by an earlier NEH initiative: the United States Newspaper Program (USNP). Since 1982 NEH has supported a cooperative, national effort to locate, catalog, and preserve on microfilm American newspapers published from the eighteenth century to the present. NEH has funded newspaper projects in all fifty states, the District of Columbia, Puerto Rico, and the Virgin Islands. When completed in 2011, USNP will have provided bibliographic control to widely scattered newspapers and have preserved on microfilm (to consistent national standards) selected titles from this vulnerable corpus. LC has provided technical assistance for USNP since its inception.

II. Award Information

NEH expects to award cooperative agreements of up to \$350,000 each for a two-year period.

The cooperative agreement will take the form of partnership between the award recipients and NEH, with technical support provided by the Library of Congress. NEH will consult with recipients on the final selection of titles, production milestones, and the evaluation of the technical specifications for the program. LC staff will verify the compliance of the digital files with the technical specifications for the program, before they are incorporated into the NDNP database. The cooperative agreement will set forth the terms and conditions between NEH and the award recipients. These include but are not limited to an approved plan of work for

- the selection of newspaper titles to be digitized, including the technical analysis of available microfilm for optimal scanning;
- the digital conversion of page images in several formats from microfilm, preparation of optical character recognition (OCR) files for the images, and creation of relevant metadata and documentation;
- the delivery of content files and metadata to LC in conformity with the specified technical guidelines;
- meeting the established timetable for sample files and all remaining digital files; and
- updating CONSER bibliographic records with links to websites related to newspapers in the state or territory, for inclusion in the national newspaper directory. Updates should include links to sites that provide access to digitized historic print newspapers, as well as websites for newspapers that are currently publishing.

Please see the Award Administration section for further information.

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 gift money 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 awards cover no more than 80 percent of project costs.

III. Eligibility

U.S. nonprofit organizations are eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

NEH generally does not make awards 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

Application advice and proposal drafts

Draft proposals should be submitted by e-mail attachment to preservation@neh.gov. Program staff recommends that draft proposals be submitted at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that 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. To see sample narratives of funded projects, follow the links on the [program resource page](#).

HOW TO PREPARE YOUR APPLICATION

You will prepare your application for submission via Grants.gov just as you would a paper application. (**Applicants requesting a supplement to continue their project should note the special instructions appearing in brackets in sections 3, 4, and 5 below.**) Your application should consist of the following parts.

1. **Description of the project**

Provide a one-page abstract, describing the collections of state or territorial newspapers that are the focus of the project and explaining the project's principal activities and its expected results.

2. Table of contents

List all parts of the application and, beginning with the narrative, number all pages consecutively.

3. Narrative

Limit the narrative to twenty single-spaced pages. **[The limit is ten pages for applications for supplements.]** All pages should have one-inch margins, and the font size should be no smaller than eleven point. Use appendices to provide supplementary material.

If relevant, include sample materials (such as URLs or screen shots) and statistics (the number of projects undertaken and of digitized materials) that illustrate the experience of the project staff in doing comparable digital conversion projects.

Applicants should keep the review criteria (see below) in mind when writing the narrative, which must consist of the following sections.

- *History and scope of the project*

Provide a concise history of the state's or territory's newspapers, indicating the historical events that have received special attention in the press, particularly from 1836 through 1922. Describe newspaper collections within the state or territory and the extent to which they have been cataloged and microfilmed. Discuss past or current efforts to digitize these collections. **[In this section, previous NDNP awardees should describe only the project's work to date, including specific information about deliverables in comparison with projected goals.]**

- *Methodology and standards*

Indicate whether the applicant institution or its partner institutions have access to large quantities of master negative microfilms of the state's or territory's newspapers for the period of 1836 through 1922 and whether the film was produced to USNP microfilming guidelines. If microfilm that was not created to USNP standards is being proposed for inclusion in the project, describe the overall quality of the microfilm and its suitability for digitization. (To do so, provide information about such factors as the density, resolution, reduction ratio, focus, and physical condition of the film.)

Discuss the plan for selecting newspapers published between 1836 and 1922. An advisory board of scholars (including experts on the history of print journalism), teachers, librarians, and archivists should be involved in the selection process. Selection criteria should be developed with the following principles in mind.

Titles should reflect the political, economic, and cultural history of the state or territory. Such newspapers usually have statewide or regional influence. Preference should be given to titles that are recognized as “papers of record” at the state or county level and that contain published legal notices, news of state and regional governmental affairs, and announcements of community news and events. In addition, selected titles should provide state, or at least multi-county, coverage of the majority of the population areas. Newspapers with a broad chronological span are preferred to those with short runs and those that published sporadically. In addition, special consideration should be given to titles meeting these criteria that have ceased publication, lack ownership, and therefore would be less likely to be digitized by other sources. While a previously digitized newspaper normally would not be a good candidate for inclusion, applicants may justify selecting such a paper in special circumstances.

Explain what kind of information about individual titles would be made available to the advisory committee members to allow them to select papers that reflect diverse coverage—owing to differences in readership, editorial stance, or political orientation—as well as geographical and community-size representation.

If relevant, discuss the institution’s capacity to administer a project that involves multiple partners. Explain the role of any proposed partners and include in an appendix letters from those institutions that indicate their commitment to the project.

Describe the institution’s existing infrastructure for undertaking digital projects. State the institution’s experience with large digital conversion projects, especially from microfilm, and with projects that involve serials or newspapers.

[Previous NDNP awardees should provide only new information for Methodology and standards, such as anticipated changes in the selection of titles or recently developed technical projects that would enhance the applicant’s participation in NDNP.]

- *Work plan*

Provide detailed information on the following: selection of titles and evaluation of microfilm, conversion processes, metadata creation, OCR text conversion, quality review procedures, and data delivery mechanisms. Propose a schedule for project milestones and deliverables that includes deadlines for the various stages. Awardees will be expected to make regular monthly data deliveries over the course of the award period. **[Previous NDNP awardees should provide only a schedule for milestones and deliverables with deadlines.]**

Awardees will be asked to produce semiannual project reports documenting their progress. A meeting of award recipients will be convened shortly after the cooperative agreements are announced. Attendance at an annual program meeting or workshop held in Washington, D.C., will also be mandatory. Two

representatives with major responsibility for the project should attend these meetings. One should be knowledgeable about the state's or territory's newspaper collections; the other should have technical experience with digitization projects.

- *Staff*

Identify the project staff, including consultants, advisory board members, and other technical and production staff hired for the project. Describe their duties and qualifications for the specific responsibilities assigned to them. Applicants proposing to digitize titles in French, Italian, or Spanish must include staff with the relevant language expertise to review the quality of the converted content and related metadata. Indicate the amount of time that the principal members of the project staff will devote to the project. All people directly involved in the conduct of the project, whether supported by NEH funds or by cost sharing, must be named in the budget and their anticipated commitments of time must be indicated. **[Previous NDNP awardees should use this section to discuss relevant staff changes since their last award.]**

4. 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. While all items in the budget should be justified by the narrative, further explanation may be included in brief budget notes. **[Previous NDNP awardees should provide a full budget for the supplemental request. Please note that the same indirect-cost rate that was accepted as a fixed rate in the approved budget for the original award should be used in the supplemental budget request.]**

Include a line that will cover the expenses for two representatives with major responsibility for the project to attend the initial meeting of award recipients and the annual program meeting in Washington, D.C. Applicants should also budget for the expense of an LC technical representative to conduct a site visit and to offer technical consultation during the course of the award period.

For any outsourced work, such as digital conversion, microfilm duplication, metadata creation, or OCR text conversion, third-party contractor costs should be detailed 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 must be 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 offerer 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, with the exception of digital imaging systems, may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing. Applicants should include costs for delivery media and appropriate processing workstations, as needed to meet project goals. 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.

5. Appendices

Use the appendices to provide the following:

- a comprehensive list of state or territorial newspaper titles on microfilm for the targeted dates (1836 through 1922), showing the institutions that hold the master microfilm, an indication of the relative completeness of the film files, and letters of cooperation from holding institutions;
- representative samples (screen shots and/or URLs) of historical collections, preferably newspapers, already converted by the institution into digital form, and statistics indicating the number of materials converted;
- brief résumés (no longer than two pages) for staff with major responsibilities for the project's implementation and for consultants to the project;
- job descriptions for any additional staff who will be hired specifically to work on the project; and
- letters of commitment from outside participants and cooperating institutions.

[Previous NDNP awardees should include only appendices that provide updated information, such as new titles, résumés, or letters from participants.]

6. History of Awards

If the institution has received previous support from any federal or nonfederal sources, including NEH, for digital conversion activities similar to those to be undertaken in the project for which funding is being sought, 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.

7. Consultants and advisory board members

List consultants to the project and members of the project's advisory board.

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 to an electronic form 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:

National Digital Newspaper Program
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

Draft Proposals (optional): Program staff recommends that draft proposals be submitted at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date.

Applications must be received by Grants.gov on or before January 17, 2012. Grants.gov will date- and time-stamp your application after it is fully uploaded. Late applications will not be reviewed.

Supplementary materials must also arrive at NEH on or before January 17, 2012, to be considered as part of the application.

V. Application Review

Reviewers involved in the process will be asked to apply the following criteria in assessing applications:

- the applicant's access to master negative microfilm of state or territorial newspapers for titles published between 1836 and 1922;
- the institution's infrastructure for undertaking digital projects and its experience with digital conversion activities, particularly with microfilm conversion or with conversion of serials and newspapers;
- the institution's experience in collaborative digital conversion projects;
- the ability of a previously funded project to produce acceptable NDNP digital content within the award period;
- the viability of the plan and proposed schedule to meet the technical specifications defined by LC for selection, conversion, metadata creation, and OCR text conversion;
- the professional training and experience of the staff in relation to the activities for which support is requested, including language expertise, if relevant; and
- the reasonableness of the proposed budget, including documentation of third-party quotations for specific types of services.

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 by e-mail in August 2012 of the decision. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail by September 30, 2012. 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.

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](#).

The specific terms and conditions contained in the award document will require award recipients to

- establish an advisory board responsible for applying selection criteria to state or territorial newspaper titles published between 1836 and 1922 for digitization;
- attend both an initial meeting and a subsequent meeting of NDNP participants in Washington, D.C.;
- provide the following deliverables according to NEH and LC specifications within established deadlines. These include:
 - a. a list of the newspapers selected for the project, with information about the titles, geographic and chronological coverage, microfilm quality, and Library of Congress Control Numbers (LCCNs);
 - b. a production schedule with an agreed-upon timetable for sample and final files;
 - c. a technical analysis of available microfilm for optimal scanning of the selected titles (the format of analysis provided in the technical specifications);
 - d. a sample of digital assets that includes TIFF, OCR output, PDF, JP2, and metadata, to be delivered to LC within six months of the beginning of the project;
 - e. the delivery to LC by September 30, 2013, of 25 percent of the total number of pages to be scanned during the life of the project;
 - f. the delivery to LC by the end of the award period of the final digital assets (TIFF, OCR output, PDF, JP2, and metadata) for all pages, in conformance with the program's technical guidelines;
 - g. a summary description in English (a maximum of 500 words) of the scope, content, and significance of each digitized newspaper title;
 - h. updating of CONSER records to include links (in the MARC 856 field) to digital newspapers in the state or territory (born-digital or retrospective conversion), for inclusion in the directory, and
 - i. the copy of the microfilm used for scanning, for deposit at LC.

The Library of Congress will verify that all digital files created comply with the NDNP specifications before they are incorporated into the NDNP database. The required sample (see item d) must be approved by LC before awardees continue to digitize remaining titles. The cooperative agreement between NEH and the award recipients will set forth the terms, conditions, and expected deliverables.

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 \(SF-425\)](#) 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:

National Digital Newspaper Program
Division of Preservation and Access
Room 411
National Endowment for the Humanities
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8570
preservation@neh.gov

If you need help using Grants.gov, contact:

Grants.gov: 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)

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 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 (name the file “projectdescription.pdf”)
 - ATTACHMENT 2: Table of contents (name the file “contents.pdf”)
 - ATTACHMENT 3: Narrative (name the file “narrative.pdf”)
 - ATTACHMENT 4: Budget (name the file “budget.pdf”)
 - ATTACHMENT 5: Appendices (name the file “appendices.pdf”)

ATTACHMENT 6: History of awards (name the file “awardhistory.pdf”)

ATTACHMENT 7: List of project consultants and advisory board members (name the file “consultants.pdf”)

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.