



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **PRESERVATION AND ACCESS**

**SUSTAINING CULTURAL
HERITAGE COLLECTIONS**

Deadline: December 4, 2012 (for projects beginning October 2013)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.149

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 Preservation and Access at 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

Sustaining Cultural Heritage Collections (SCHC) helps cultural institutions meet the complex challenge of preserving large and diverse holdings of humanities materials for future generations by supporting preventive conservation measures that mitigate deterioration and prolong the useful life of collections.

Libraries, archives, museums, and historical organizations across the country are responsible for collections of books and manuscripts, photographs, sound recordings and moving images, archaeological and ethnographic artifacts, art, and historical objects that facilitate research, strengthen teaching, and provide opportunities for life-long learning in the humanities. To preserve and ensure continued access to such collections, institutions must implement preventive conservation measures, which encompass managing relative humidity, temperature, light, and pollutants in collection spaces; providing protective storage enclosures and systems for collections; and safeguarding collections from theft and from natural and man-made disasters.

As museums, libraries, archives, and other collecting institutions strive to be effective stewards of humanities collections, they must find ways to implement preventive conservation measures that are scientifically sound and sustainable. This program therefore helps cultural repositories plan and implement preservation strategies that pragmatically balance effectiveness, cost, and environmental impact. Projects should be designed to be as cost effective, energy efficient, and environmentally sensitive as possible, and they should aim to mitigate the greatest risks to collections rather than to meet prescriptive targets. To learn more about sustainable preservation strategies, see the Frequently Asked Questions. (A link to this document is available on the [program resource page](#).)

To help institutions develop sound and sustainable preventive conservation projects, NEH encourages collaborative and interdisciplinary planning. Such planning should include consideration of the following factors: the nature of the materials in a collection; the performance of the building, its envelope, and its systems in moderating internal environmental conditions; the capabilities of the institution; the nature of the local climate and the effects of climate change; the cost-effectiveness and energy efficiency of various approaches to preventive conservation; and the project's impact on the environment.

Sustaining Cultural Heritage Collections offers two kinds of awards: grants for planning and for implementation.

Grants for planning

To help an institution develop and assess preventive conservation strategies, grants of up to \$40,000 will support planning projects, which may encompass such activities as site visits, risk assessments, planning sessions, monitoring, testing, modeling, project-specific research, and preliminary designs for implementation projects. Planning grants must focus on exploring sustainable preventive conservation strategies. They also must involve an interdisciplinary team appropriate to the goals of the project. The team may consist of consultants and members of the

institution's staff and might include architects, building engineers, conservation scientists, conservators, curators, and facilities managers, among others. A preservation professional who works with collections must be included on the planning team. All members of the team must be identified in the application, and they should all work collaboratively throughout the planning process.

Planning grants might be used to

- reevaluate environmental parameters for collections;
- examine passive (nonmechanical) and low-energy alternatives to conventional energy sources and energy-intensive mechanized systems for managing environmental conditions;
- analyze existing climate control systems and the performance characteristics of buildings and building envelopes to develop a plan for improved operation, effectiveness, and energy efficiency;
- examine options and develop strategies for lighting collection spaces in ways that protect collections while achieving improved energy efficiency; or
- evaluate the effectiveness of preventive conservation strategies previously implemented, including energy-efficient upgrades to existing systems and performance upgrades to buildings and building envelopes.

Planning projects can be designed to address a variety of preservation challenges. Various kinds of testing, modeling, or project-specific research may help applicants better understand conditions and formulate sustainable preservation strategies. Testing, modeling, or project-specific research might include

- measuring energy consumption;
- using blower door tests to identify air leaks in buildings;
- creating mock-ups of lighting options;
- testing natural ventilation methods;
- thermal imaging of buildings;
- testing the effect of buffered storage enclosures on moderating fluctuating environmental conditions;
- recommissioning or tuning small-scale climate control systems; or
- adjusting the operating protocols for climate control systems.

To enhance the outcomes of planning grants and to encourage incremental improvements in the care of collections, applicants may request an additional \$10,000 to carry out one or more recommendations made by the interdisciplinary planning team during the course of the project. Such work could help demonstrate the benefits of sustainable preservation strategies or lead to new information or changes in conditions that would influence “next steps.” Applicants should confer with their consultants before submitting an application to determine whether to request such funds to carry out recommendations of the planning team.

Please note: NEH expects that SCHC planning grants will address complex preservation challenges, which only an interdisciplinary team can solve. Therefore, an applicant for a planning grant must have completed its basic preservation planning and identified its preservation challenges and priorities. Such basic activities as completing general preservation/conservation assessments and establishing environmental monitoring programs are not eligible for support through SCHC. For support of general assessments and initial environmental monitoring programs, see NEH’s [Preservation Assistance Grants for Smaller Institutions](#).

Projects that seek to serve the field by developing new technical standards, best practices, and tools for preserving humanities collections are eligible for support through NEH’s [Preservation and Access Research and Development](#) grants.

Grants for implementation

To help an institution implement a preventive conservation project, grants of up to \$350,000 are available. Implementation projects should be based on planning that has been specific to the needs of the institution and its collections within the context of its local environment. It is not necessary to receive an NEH planning grant to be eligible for an implementation grant. Planning could be supported by NEH, other federal agencies, private foundations, or an institution’s internal funds.

Projects that are based on an understanding of the risks to the applicant’s collections and that seek to implement preventive conservation measures in sustainable ways are especially encouraged.

Implementation grants to preserve humanities collections might be used to

- manage interior relative humidity and temperature by passive methods (such as creating buffered spaces and housing, controlling moisture at its sources, or improving the thermal and moisture performance of a building envelope);
- install or recommission heating, ventilating, and air conditioning systems;
- install storage systems and rehouse collections;
- improve security and the protection of collections from fire, flood, and other disasters; or
- upgrade lighting systems and controls, to achieve energy efficiency and levels suitable for collections.

Implementation grants may also cover costs associated with renovation required to implement preventive conservation measures. Because SCHC grants may **not** fund new construction, the costs of installing climate control, security, and fire protection systems in a building under construction are not eligible. However, grants may support the purchase of storage furniture and the rehousing of collections that will be moved into a new building.

The Sustaining Cultural Heritage Collections program does not normally support activities such as cataloging, documenting, and digitizing collections. Applicants may request support for such activities only when the activities are a logical precondition to the project's preventive conservation efforts. Applicants wishing to catalog, document, or digitize humanities collections should seek support through [Humanities Collections and Reference Resources](#).

Lessons learned

Planning and implementation projects that focus on sustainable preservation strategies will be expected to create a white paper documenting lessons learned, so that others can benefit from the grantees' experience. White papers will be posted on the NEH website. Applicants should be prepared to report data in their white papers that enable comparison of conditions, energy use, and costs before and after the implementation of preventive conservation measures.

Sustaining Cultural Heritage Collections grants may not be used for

- general conservation or preservation assessments and other basic preservation projects that could be supported through [Preservation Assistance Grants for Smaller Institutions](#);
- the preservation of materials that are the responsibility of an agency of the federal government, are privately held, or are not freely accessible for research;
- the installation of climate control, security, lighting, and fire protection systems as a component of a project to construct a new building;
- the preservation of the built or natural environment;
- the renovation or restoration of historic structures, except insofar as that activity is needed to preserve humanities collections that such a structure houses;
- the stabilization of archaeological sites; or
- asbestos abatement.

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 be substantially updated and 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.

II. Award Information

The maximum award for planning grants is ordinarily \$40,000, for up to two years. Planning applications may, however, request up to an additional \$10,000 to carry out one or more recommendations made by the interdisciplinary planning team during the course of the project. For such applications, the maximum award is \$50,000. Grants can be made for up to five years for implementation projects, with a maximum award of \$350,000.

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.

(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 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 Sustaining Cultural Heritage Collections grants cover no more than 80 percent of project costs for planning projects and 50 percent of project costs for implementation projects.

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 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

Application advice and proposal drafts

Prior to submitting a proposal, applicants are encouraged to contact program officers, who can offer advice about preparing the proposal and review preliminary proposal drafts if they are 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. 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.

HOW TO PREPARE YOUR APPLICATION

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 results.

2. Table of contents

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

3. Narrative

For planning grants, limit the narrative to *twelve* single-spaced pages; for implementation grants, 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 material that supplements the narrative. As relevant, include (for example) sample materials (such as photographs) that illustrate the collections' current conditions and the experience of the project staff in doing comparable work.

Keep the application review criteria (see Section V below) in mind when writing the narrative, which consists of the following sections.

o Introduction

Provide an overview of your project and request to NEH, and explain how they fit into the institution's strategic plan and preservation priorities.

Provide a brief profile of your organization, including its collections, institutional history and mission, physical facilities, number of staff, operating budget, and number of users or visitors annually. Discuss the collections' relevance to the institution's mission. Identify plans or policies that guide the collections' development.

o Significance of collections

Describe in detail the nature, size, and intellectual content of the collections that are the focus of the project. Discuss the collections' current, past, or potential use in support of the humanities, and describe the various audiences whom your institution serves. Include examples of specific exhibitions, educational programs, research projects, and publications to illustrate the ways in which the

collections have been used to examine humanistic themes and ideas. In addition, discuss the relation of the collections to similar holdings in other repositories.

- **Current conditions and preservation challenges**

Describe the present condition of the collections and define the preservation challenges that the project would address.

In addition, provide a brief overview of preventive conservation practices and policies at your institution. For example, identify policies, practices, and systems that are in place to manage environmental conditions, provide appropriate storage, and protect collections from fire, theft, pests, and disasters. Consider including visual documentation in appendices to illustrate the preservation problems described in the proposal.

Describe the current level of administrative and intellectual control of the collections. If the project involves the movement or relocation of collections, explain how the current levels of control prepare for successful implementation of the project.

- **History of the project**

Discuss previous preservation actions and the findings of research or studies (such as general preservation or conservation assessments, environmental monitoring, and specialized consultations) that lay a foundation for the proposed project. Explain how the proposed project relates to your institution's strategic plan or other long-range planning efforts. This section of the narrative should provide the rationale for undertaking the proposed planning or implementation activities, along with the expected outcomes.

- **Methods and standards**

For both planning and implementation projects, explain and justify the proposed methods and procedures. As relevant, explain how the project explores or employs sustainable preservation strategies and how any research, standards, and practices inform the project. Include in your project, as appropriate, the collection of data on conditions, energy use, and costs that would make it possible to evaluate the effectiveness of sustainable preservation strategies.

For planning projects, discuss the kinds of knowledge and skills that the planning team needs, and explain how the team has been assembled. Show how the project's framework and methods are related to the expected outcomes. Describe the nature of any testing, modeling, or project-specific research that is planned, and explain how such activities could help you identify sustainable preservation strategies. If you are budgeting funds of up to \$10,000 to carry out one or more recommendations made by the interdisciplinary planning team during the course of the project, you need not provide a detailed account of the anticipated activities. However, by identifying your consultants and discussing the scope of your planning project with them as you prepare your application, you should be able to suggest a range of possible activities. As relevant, explain how the interdisciplinary team will evaluate the results of these activities.

Implementation projects must be at a stage of schematic design when the application is submitted. If you are not following or are modifying the recommendations of assessors and specialists, explain why. Discuss any measures that will be taken to ensure that the collections are professionally maintained and protected during the project.

For implementation projects to rehouse and improve storage of collections: Describe the methods and materials used to rehouse the collections and discuss the development of the storage plan. Include in the appendices floor plans of the existing and proposed storage areas that indicate square footage and the layout of cabinets and shelving.

For implementation projects to improve and manage environmental conditions: Provide a detailed description of steps that will be taken to improve conditions for humanities collections and define expected conditions. As relevant, describe the primary design features of passive measures, mechanized systems, and equipment proposed for managing or controlling conditions. Discuss your institution's capacity, including policies, procedures, and staffing, for operating and maintaining systems that manage environmental conditions. Discuss plans for ongoing monitoring of conditions, energy consumption, and system performance. (Environmental monitoring equipment may be included in the project's budget.) Address the potential impact that the proposed environmental improvements would have on the structure or building envelope, particularly if the building is a historic structure. As relevant, also explain how the project would be guided by the Secretary of the Interior's [Standards for the Treatment of Historic Properties](#).

NEH funds must be used only for activities and equipment required to provide appropriate environmental conditions for humanities collections. In multi-use facilities, costs for conditioning noncollection spaces should be excluded from the project's budget.

For implementation projects to install or improve security, fire protection, or lighting: Describe the primary design features and explain how the proposed equipment would work in conjunction with institutional policies, procedures, and staffing to protect collections.

If you intend to conserve, digitize, or catalog collections within the context of your project, provide a rationale for this work and a full description of these activities. Applicants should refer to the guidelines for [Humanities Collections and Reference Resources](#) grants for information required in an application to carry out these activities.

Applications to preserve Native American collections should discuss the institution's compliance with the [Native American Graves Protection and Repatriation Act](#) and other relevant national and local statutes and regulations.

- **Work plan**

Present the steps of the planning or implementation project and discuss how each will be carried out. Indicate who is responsible for each activity. Include a

schedule indicating what will be accomplished during each stage of the project. For planning projects that include the additional funds (up to \$10,000) to implement recommendations of the planning team, indicate in the schedule when the planning team would determine how to use the funds and later evaluate how effectively they were used.

- **Project team**

Provide the names, qualifications, and expected contributions to the project of each member of the project team, including consultants as well as staff members.

Include in the appendices résumés (of two pages or less) for each member of the project team, job descriptions for any new staff whom the institution would hire for the project, and letters of commitment from consultants.

- **Project results and dissemination**

Summarize the project's expected outcomes. For planning projects, describe expected "next steps." For implementation projects, explain how the preservation improvements could strengthen your institution's work in the humanities.

For planning or implementation projects that address sustainable preservation strategies, NEH encourages collecting and reporting data on conditions, energy use, and costs, which can help inform the cultural heritage community about the effectiveness of sustainable preservation strategies. Describe plans for sharing lessons from your project through your white paper and through such activities as blogs, conference presentations, or publications.

4. **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.

5. **List of participants**

On a separate page, list in alphabetical order, surnames first, all project participants and collaborators and their institutional affiliations. When relevant, this list should include advisory board members, consultants, and authors of letters of commitment and letters of support. Because these individuals may not participate in the review process, this list is used to ensure that prospective evaluators have no conflict of interest with the projects that they will assess.

6. **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, budget form, and sample budget on the [program resource page](#).

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

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.

Planning grant applicants who are requesting up to \$10,000 to carry out one or more recommendations made by the interdisciplinary planning team during the course of the project must show this expense as "work recommended by the planning team" in the "Other Costs" section of the budget. Include an estimated breakdown that shows how the funds might be divided among supplies, equipment, and services.

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.

7. **Appendices**

Use appendices to provide the following items.

- **assessments and specialized studies** Include assessments or specialized studies that are directly relevant to the project (for example, a study of current environmental conditions, a preliminary design report that provides a description of the systems to be installed to protect the collections, or an analysis of storage conditions and requirements). For more general studies, we suggest that you submit summaries rather than full reports. You may also include in the narrative hyperlinks to online versions of such studies.
- **institutional plans and policies** Include only plans that directly support your project; when possible, present only summaries or excerpts, so as to avoid submitting lengthy attachments.
- **floor plans** (for implementation projects to rehouse and improve storage of collections).
- **technical specifications for building envelope improvements, equipment, or systems** Attach product data and specifications for proposed materials, equipment, and systems. Please consult program staff before

submitting blueprints or other bulky specifications that cannot be submitted digitally via Grants.gov. (See How to Submit Supplementary Materials below.)

- **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;
- **letters of commitment** from key participants or partners, both within and outside the applicant institution;
- **letters of support** (preferably no more than three) from experts in the project's subject area, the proposed methodology, or the technical plan;
- if applicable, the State Historic Preservation Officer's **eligibility determination** (see "Special requirements for projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances," below); and
- if applicable, the State Historic Preservation Officer's **written comments** as to the effect of the project on the building or site (see "Special requirements for projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances," below).

Special requirements for projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances

All NEH-funded projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with Section 106 of the [National Historic Preservation Act](#) (16 U.S.C. § 470f, PDF) and its [implementing regulations](#) (36 C.F.R. Part 800, PDF). Section 106 requires NEH to review the effects of projects awarded NEH funding on historic properties that are listed or eligible for listing in the National Register of Historic Places. When applicable, NEH must also provide the Advisory Council on Historic Preservation an opportunity to comment on such projects prior to the expenditure of any federal funds.

NEH does not formally initiate Section 106 review until it decides to fund an application; however, all applicants are expected to [familiarize themselves with the Section 106 review process](#). Depending on the complexity of the project, NEH's Section 106 review of a project may take several months to complete. Applicants should also know that an SCHC awardee cannot begin any work involving construction, renovation, repair, rehabilitation, or ground or visual disturbances—and that NEH cannot release any federal funds—until NEH concludes its Section 106 review.

To ensure that a Section 106 review of a project proceeds smoothly and efficiently, an applicant should take the following steps prior to submitting an SCHC application:

1. The applicant should contact its State Historic Preservation Officer (SHPO) and/or its Tribal Historic Preservation Officer (THPO) about its project. Once the applicant has initiated contact, it should then provide the NEH Federal Preservation Officer

(FPO@neh.gov) with the name and contact information of the person in the SHPO/THPO office who will be assisting NEH with its review.

2. The applicant should request a written determination from the SHPO/THPO, which indicates the following:
 - whether there are any properties in or near the project site that are listed, or eligible for listing, in the National Register;
 - if there are historic properties, how the NEH-funded project would affect them; and
 - if the effects would be adverse, how they might be avoided, minimized, or mitigated.

Any materials necessary for the SHPO/THPO to make his/her written determination should also accompany this request (with copies to NEH, ideally as part of the SCHC application package).

NOTE: A letter from the SHPO/THPO that only provides support for an applicant's project will not suffice as a written determination.

3. If applicable, the applicant should submit an archaeological survey for the Area of Potential Effects (that is, the geographic area/s within which a project may directly or indirectly affect historic properties) to NEH.
4. The applicant should submit a list containing the names of all consulting parties and their contact information, including titles, mailing addresses, and email addresses. Consulting parties include federally-recognized Indian tribes, Native Hawaiian organizations, state and local governments, and individuals and organizations with a legal or economic relationship to a project or property (for example, historical societies or commissions).

NOTE: If a project is awarded funding, NEH will contact the consulting parties and invite them to consult and comment on an awardee's project. NEH will also ask awardees to post public notices about their projects through appropriate media (for example, newspapers, local post offices and libraries, the awardee's website, etc.). The comment period generally lasts thirty days, depending on the scope of a project.

Additional information about Section 106 is available [here](#). Applicants can also contact the NEH FPO with questions about Section 106 by e-mail (to FPO@neh.gov), by phone (202-606-8309), or by mail (addressed to Federal Preservation Officer, National Endowment for the Humanities, Room 420, 1100 Pennsylvania Ave., N.W., Washington, D.C. 20506).

Wage rates for construction, renovation, or repair

Projects involving construction, renovation, or repair (including painting and decorating) that use federal funds, in whole or in part, are subject in their entirety to the [Davis-Bacon Act](#).

Applicants should indicate in the narrative their awareness of and plans to meet the special requirements for renovation projects.

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 include a list of the supplementary materials in the application's table of contents, with an indication that the materials are being sent separately. The supplementary materials should be sent to the following address:

Sustaining Cultural Heritage Collections
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 by **11:59 p.m. (Eastern Time), Tuesday, December 4, 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 on or before December 4, 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 of the collections and the potential impact of the project for the humanities;

- the project's methodological soundness;
- the likely viability, efficiency, and productivity of the project, as demonstrated by the work plan;
- for planning projects, the attention to identifying sustainable preservation strategies, as demonstrated by the composition of the interdisciplinary team and the institution's preparations for the planning project;
- for implementation projects, the thoroughness of the planning that has informed the project;
- the experience and appropriateness of the project's team in relation to the activities for which support is requested; and
- the reasonableness of the proposed 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 by September 30, 2013. Institutional grants administrators and project directors of successful applications will also receive at that time award documents by e-mail. 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](#).

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, as will a white paper (for projects that focus on sustainable preservation strategies). 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:

Sustaining Cultural Heritage Collections
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

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, 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: Narrative (name the file “narrative.pdf”)
 - ATTACHMENT 4: History of grants (name the file “granthistory.pdf”)
 - ATTACHMENT 5: List of project participants, consultants, and advisers (name the file “participantslist.pdf”)
 - ATTACHMENT 6: Budget and copy of your institution’s current federally negotiated indirect cost rate agreement (name the file “budget.pdf”)
 - ATTACHMENT 7: Appendices (name the file “appendices.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.