NATIONAL

ENDOWMENT

FOR THE

HUMANITIES

Office of Challenge Grants

Challenge
Grants

ANNUAL APPLICATION
DEADLINE: MAY 1

This booklet contains the guidelines and application forms necessary to apply for Challenge Grants. These forms may be photocopied for use by more than one person.

CHALLENGE GRANTS TIMETABLE

December 1, Previous Year	Date from which advance fund raising may count toward the matching requirement.
March 1, This Year	Informal deadline by which applicants desiring NEH staff comment are encouraged to send draft proposals.
May 1, This Year	Deadline for **receipt** of formal applications at the Endowment.
November, This Year	National Council on the Humanities meets to review applications.
December, This Year	Notification of awards; upon receipt of certification, beginning of release of federal funds.
July 31, Next Year	Date by which grant recipients must complete certification of the matching gifts required to claim the first year's installment of federal funds.

NEH information and forms are also available on the World Wide Web at http://www.neh.gov.

Office of Challenge Grants
National Endowment for the Humanities
1100 Pennsylvania Ave., N.W.
Washington, D.C. 20506
202/606-8309
challenge@neh.gov

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Customer Service Standards

In assisting you as a prospective applicant, you can expect us to:

o   respond courteously and quickly to your requests for information about our grant programs;

o   be able to describe the programs that best suit your needs;

o   provide application instructions and forms that are clear and easy to use;

o   offer prompt and thoughtful advice and guidance in preparing your application;

o   explain accurately the procedures that would be used to evaluate your application and tell you when you could expect a decision.

In assisting you as an applicant, you can expect us to:

o   ensure that the evaluation of your application is fair, expeditious, and informed by the expert judgments of your peers;

o   notify you promptly of the decision on your application;

o   provide substantive reasons for the decision reached on your application;

o   give you helpful advice, if you are unsuccessful, on revising or resubmitting your application.

In assisting you as a grantee, you can expect us to:

o   provide you with an award document that is clear and easy to understand and that sets forth sensible reporting requirements;

o   provide the names of our staff members who will serve as contacts for your reports and for any assistance you may need;

o   answer promptly and satisfactorily all requests for information on NEH policies and procedures;

o   read and acknowledge promptly your reports on grant activities;

o   maintain a professional, helpful relationship with you as you carry your project to completion.

THE NATIONAL ENDOWMENT FOR THE HUMANITIES

In order "to promote progress and scholarship in the humanities and the arts in the United States," Congress enacted the National Foundation on the Arts and the Humanities Act of 1965. This act established the National Endowment for the Humanities as an independent grant-making agency of the federal government to support research, education, and public programs in the humanities.

The Humanities

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

Organization of the Endowment

Grants are made through three divisions (Preservation and Access, Public Programs, and Research and Education Programs) and two offices (Challenge Grants and the Federal/State Partnership).

Presidential Directives

The National Endowment for the Humanities participates in three government-wide Presidential Directives. Executive Order 12677 mandates federal efforts to help strengthen and ensure the long term viability of the nation's Historically Black Colleges and Universities, Executive Order 12729 mandates federal efforts on behalf of educational excellence for Hispanic Americans, and Executive Order 13021 mandates increased accessibility of federal resources for Tribal Colleges and Universities. The NEH encourages applications that respond to these Presidential Directives.

WELCOME TO THE
NATIONAL
ENDOWMENT
FOR THE
HUMANITIES

"Democracy demands wisdom and vision in its citizens"
--National Foundation on the Arts and the Humanities Act of 1965.

THE OFFICE OF CHALLENGE GRANTS

Goals

The NEH Office of Challenge Grants helps institutions and organiza-
tions engaged in humanities activities to secure **long-term** support for, and
improvements in, their programs and resources. Awards made to muse-
ums, public libraries, colleges, historical societies, public television and radio
stations, universities, scholarly associations, and other nonprofit entities im-
prove their financial stability and the quality of their humanities activities.
Many are able, through these awards, to shift programs from dependence
on term funding to more secure support from endowment; many endow
positions for additional staff in the humanities and build new resources for
financial support through increased attendance, membership, and enroll-
ment. In special circumstances challenge grants can also help with limited
direct costs, such as acquisitions, the purchase of capital equipment, con-
struction and renovation, and even debt retirement. Because of the match-
ing requirements (see p. 6), these NEH awards also strengthen the
humanities by encouraging nonfederal sources of support.

Challenge grants are made only when NEH funds will effect significant
improvement or prevent significant losses in humanities programs, help
institutions carry out carefully conceived long-term plans for strengthening
their basic resources and activities in the humanities, and enhance financial
stability through increased nonfederal support for the humanities.

Uses of Grant Funds

Amount of Awards: The requested grant amount should be appro-
priate to the humanities needs and the fund-raising capacity of the institu-
tion. The federal portions of challenge grants have ranged in recent years
from $20,000 to $1 million, which is the maximum possible amount
awarded. Where the Endowment determines that an application merits
support only in part or at a reduced level, the offer will be less than the
amount requested. Constraints on NEH funding may also affect the
amount that can be offered.

Eligible Uses: Both federal and nonfederal funds are to be used to
provide long-term benefits to the humanities. Challenge grant funds
should not merely replace funds already being expended on the humanities
but instead should serve to augment, improve, and strengthen the
institution's activities in and commitment to the humanities. Challenge
grants, however, are rarely awarded to support experimentation, dramatic
innovation, or completely new programs. More typically, challenge grants
develop and strengthen previously tested and piloted programs.

The most common and strongly preferred use of grant funds is the
augmentation or establishment of endowment funds. Funds may be in-

vested in an endowment that produces income to support such diverse humanities programs and activities as endowed positions, cataloging of collections, fellowships, lecture series, visiting scholars, publishing subventions, hiring consultants, maintenance of facilities, faculty development, acquisitions, and preservation/conservation programs.

In some circumstances, where the need is compelling and clearly related to improvements in the humanities, direct expenditures may be allowable. Such outright expenditures, which may be combined with endowments, must be for items that have innate longevity; for example, materials that enhance library or museum collections, permanent orientation exhibits, construction or renovation of facilities, equipment, fund-raising costs (no more than 10 percent of total grant funds), retirement of debt, and conservation of collections. Grant funds may also be used for bridging support, where plans provide for endowment income to meet the expense at a future date.

All challenge grant funds, federal and nonfederal, must be raised and expended during the grant period. Deposit of funds into an interest- or dividend-bearing account constitutes expenditure (for the challenge grant program only).

Ineligible Uses: Expenditures not eligible for funding are

> — direct expenditures for general operations,
> — recovery of indirect costs,
> — awards or stipends for students below the graduate level, and
> —support for short-term projects eligible for grants from other NEH programs.

Eligibility

With the exception of elementary and secondary schools, any U.S. non-profit institution (public agency or private nonprofit organization) working wholly or in part within the humanities may apply for a challenge grant. Satellite or affiliated institutions (e.g., university museums) should seek the counsel of NEH staff on questions of separate eligibility. Education, public programming, scholarly research, and preservation programs are allowable humanities activities in this program.

Subsequent Challenge Grants: Institutions are permitted to hold or apply for only one NEH challenge grant at a time, but they are eligible to apply for subsequent NEH challenge grants beginning in the fourth year after the ending date of their most recent NEH challenge grant. For example, if a grant ended in 1995, the earliest date for submission of a subsequent grant application would be in 1999.

With the exception of elementary and secondary schools, any U.S. nonprofit institution (public agency or private nonprofit organization) working wholly or in part within the humanities may apply for a challenge grant.

NEA Planning and Stabilization Grants: Some institutions (for example, museums) that are eligible for NEH challenge grants may also be eligible for support under the Arts Planning and Stabilization programs of the National Endowment for the Arts (NEA). Before offering a challenge grant to an institution currently in receipt of or anticipating an Arts Planning and Stabilization grant from NEA, NEH must confirm that (a) there is no duplication of activities supported by the two applications, (b) there is no duplication of project expenditures or matching funds (including federal and nonfederal money), and (c) the application provides convincing evidence that the institution is capable of raising the matching funds to meet both offers in a timely way. It is important, therefore, that those applications address these criteria satisfactorily. Applicants concerned about the interpretation of this policy should consult with NEH or NEA staff.

Particular Encouragement: The NEH encourages applications from Historically Black Colleges and Universities, Hispanic-serving institutions, and tribal colleges as part of the agency's initiative to support the humanities at those institutions. NEH welcomes institutions that seek to build endowment in order to recognize and reward outstanding teaching at any level and to improve the quality of teaching and learning of the humanities in elementary and secondary schools. Also encouraged are applications that incorporate the use of new technologies in support of the humanities.

Matching Requirements

Fund Raising: Challenge grants assist institutions in developing sources of support for humanities programs, and fund raising is an integral part of the long-term planning required by the program. The recipient of a first challenge grant must raise, from nonfederal donors, three times the amount of federal funds offered. Recipients of subsequent challenge grant awards are required to raise four times the amount offered.

Release of Federal Funds: The federal portion of a challenge grant is offered over three years of funding, but the raising of matching funds occurs over 56 months. Federal funds are released as fund raising proceeds, according to a formula that permits eligible donations from as early as December 1 prior to the application deadline and can include donations for one year beyond the last-released federal funds. The first year's allocation will be released as matched one-to-one. Allocations for the second and third years will be released as matched one-to-one but only after the remaining prior-year's match (of three-to-one or four-to-one) is completed. The following chart illustrates a typical matching schedule:

Sample Release Schedule:
First-time NEH challenge award of $300,000, matched three-to-one:

	Year 1	Year 2	Year 3	Year 4	Total
NEH funds offered	*$50,000*	*$100,000*	*$150,000*	*n/a*	*300,000*
Nonfederal Funds					
Remaining match for previous year's offer	n/a	$100,000	$200,000	$300,000	$600,000
This year's offer match	$50,000	$100,000	$150,000	n/a	$300,000
Total to be raised	$50,000	$200,000	$350,000	$300,000	$900,000

As this example demonstrates, fund-raising responsibilities increase in the second and third years of the grant. In this example the grantee must raise only $50,000 within the first year to receive the NEH offer of $50,000. Before receiving any portion of the second year's offer, however, the grantee must complete the remaining match for the first year by raising another $100,000. Only then will further raised funds trigger release of the second-year federal offer. The same is true in the third year of the grant: the previous year's matching requirement must be fully met before any portion of the current year's offer can be released. The fourth year is used by the grantee to complete the matching requirement for funds already released in year three.

The only exception to the 56-month period is for applicants who, unsuccessful at one deadline, revise and resubmit their applications at the next: in the resubmission they may use the same starting date and thus extend the first fund-raising period by twelve months. This enables applicants to keep faith with donors whose gifts have been solicited in anticipation of a challenge grant. If the resubmitted application is not successful, however, this extension is forfeited.

Eligible Gifts: To be eligible for matching, gifts must be in response to or in anticipation of the challenge grant and therefore "new." Gifts may not derive from the grantee institution itself, and it is inappropriate for an institution to shift internal budgets or reallocate internal funds for matching purposes. All donors must be aware that their gifts are to be used to match an NEH challenge grant and that gifts will be used to support the purposes outlined in the approved challenge grant application. Finally, all matching pledges and gifts must be given (and pledges fulfilled) during the challenge grant period. Some types of gifts, such as real estate, earned income, or in-kind gifts are subject to special limitations. Deferred gifts, bequests, and discounts on contracted goods and services are not eligible for matching.

To be eligible for matching, gifts must be in response to or in anticipation of the challenge grant and therefore "new."

NOTE: More detailed information on eligible gifts and the mechanics of challenge grant administration is offered in the booklet *Administration of NEH Challenge Grants*, which may be obtained from the Office of Challenge Grants. Applicants should request this booklet if they plan to solicit and collect eligible matching gifts in anticipation of receiving an NEH Challenge Grant.

Planning to Apply

A successful application must describe clearly how the study and understanding of the humanities will be enhanced by the benefits of the challenge grant, and therefore should include detailed plans projected well into the future. Both those persons raising the funds and those who will be directly responsible for the implementation of the projected humanities programs should be fully involved in the planning from the outset.

The case for the proposed improvement in the humanities should be developed by staff in the humanities, who are likely to have a keen sense of the priority of needs and whose commitment will be required for successful implementation of the proposed plan. Where staff expertise in the humanities is lacking, it will be necessary to bring in appropriately qualified advisors to assess the institution and make recommendations. In such cases, however, the plan that results should incorporate provisions for the engagement of staff with the qualifications in the humanities needed to implement the program over the long term. Letters of support from appropriate staff or consultants in the humanities may be included as attachments to the proposal.

Evaluation Criteria

Applications are evaluated according to the four criteria listed below.

1. The Significance of Existing and Planned Humanities Activities

What is the evidence that the current and planned programs or activities—particularly those that will be affected by the challenge grant—are significant and that their intellectual quality is excellent? Why are these activities important, and to whom?

2. The Impact of Challenge Grant Funds

What impact will challenge grant funds have on strengthening and improving the humanities? What are the planned challenge grant expenditures (federal and nonfederal) and how clearly are they identified and described? If direct expenditures are proposed, what are the special circumstances that warrant outright expenditures instead of establishment or augmentation of endowment funds? How will the NEH Challenge Grant sustain and enhance significant humanities activities in the future?

3. The Appropriateness of Institutional Resources and Plans

Is the institution (mission, personnel, governance, facilities, etc.) capable of supporting and sustaining outstanding endeavors in the humanities? What evidence is there of realistic long-range institutional planning? How do the plans address needs, build on strengths, and improve humanities activities? What evidence (such as letters of support) is there of sufficient institutional and community commitment to the long-range plans?

4. The Feasibility of Fund Raising

What is the evidence or promise of long-term financial stability at the institution? What are the applicant's resources, staff, and experience for conducting a successful campaign to meet the NEH matching requirement? What are the details of the fund-raising plan, and what evidence is offered for its feasibility? How will the fund-raising strategy broaden the base of institutional support?

NOTE: Applicants for second or subsequent NEH Challenge Grant awards must describe and assess the effects of their prior award(s), especially in cases where the new grant would support humanities activities similar to those supported by the prior grant(s).

The Review Process

Each application is assessed by knowledgeable persons outside the Endowment who are asked for their judgments about the quality and significance of the proposed project. About 650 scholars, professionals in the humanities, and other experts serve on approximately 125 panels throughout the course of a year. Panelists represent a diversity of disciplinary, institutional, regional, and cultural backgrounds. In some programs the judgment of panelists is supplemented by individual reviews solicited from specialists who have extensive knowledge of the specific subject area or technical aspects of the application under review.

The advice of the panels and outside reviewers is assembled by the staff of the Endowment, who comment on matters of fact or on significant issues that would otherwise be missing from the review. These materials are then presented to the National Council on the Humanities, a board of twenty-six citizens nominated by the President of the United States and confirmed by the Senate. The National Council meets three times a year to advise the Chairman of the Endowment. The Chairman, who is appointed for a four-year term by the President with the consent of the Senate, takes into account the advice provided by this review process and, by law, makes the final decision about funding. A final decision can normally be expected about seven months after the submission deadline. **Once the Endowment has received a formal application at the deadline, the staff will not comment about the status, quality, or prospects of an**

About 650 scholars, professionals in the humanities, and other experts serve on approximately 125 panels throughout the course of a year. Panelists represent a diversity of disciplinary, institutional, regional, and cultural backgrounds.

application, except to answer questions about completeness or eligibility, until the final decision has been made.

After the review process has been completed, successful and unsuccessful applicants may request information about the review of the proposal. Reapplication is always possible, and such information can be useful to unsuccessful applicants intending to revise and resubmit their applications in a subsequent cycle. The advice of evaluators may also be of value to institutions that receive awards.

GRANTEE RESPONSIBILITIES

Before any work is done in developing a proposal, the project director and the authorizing official of the applicant institution should review the following section on grantee responsibilities to determine if their institution is able to comply with these requirements. **The authorizing official is also advised to review the material on certifications in the appendix to this brochure before signing Block 12 of the application cover sheet.**

The grantee organization is required to

o   have a sound financial management system that records separately within its general accounting system the receipt and disbursement of grant funds and that monitors the expenditure of these funds against the approved budget;

o   carry out project activities in accordance with the workplan provided in the approved application—changes in key project personnel, project scope or design, or in the arrangements to contract out project activities must be submitted to NEH in advance for review and approval;

o   maintain adequate records substantiating the eligibility of all matching funds;

o   have an audit performed that meets the requirements of Office of Management and Budget Circular A-133 whenever $300,000 or more in federal funds is expended during a fiscal year;

o   ensure that all procurement transactions are conducted in a manner that provides, to the maximum extent practical, open and free competition and that for purchases in excess of $100,000 any use of sole-source contracts is fully justified and documented; and

o   acknowledge NEH support in all materials publicizing or resulting from grant activities.

Deadline

APPLICATION PREPARATION

What Help is Available?

Applicants are encouraged to discuss their preliminary ideas for proposals with Endowment staff. Early contact is recommended, and staff can provide prospective applicants with samples of successful applications. Applicants are welcome to submit one copy of a draft application (the narrative, budget, and a list of the appendices) two months before the deadline, so that staff may offer comment and counsel by telephone or letter. This preliminary review is not part of the official review process.

The sections below describe the contents of the application package. For their order, and the number of copies required, please follow the **Application Checklist** on the inside back cover of this booklet. Applicants are strongly advised to follow the suggested page lengths and formats. **The date by which applications must be received is May 1.**

The Narrative Proposal [maximum of 25 pages, sequentially numbered; double-spaced on one side of page only]

Although it is not first in the application package, the narrative proposal is the most important part of the application. It is here that the significance of the institution's humanities activities, the impact of the challenge grant, the institution's resources and plans for the humanities, and the feasibility of fund raising must be explained. While no particular order of discussion is required, the narrative proposal should make clear at the outset what the challenge grant is for and then address the four criteria listed on pages 8-9.

Applications for a second or subsequent challenge grant should include in the narrative a description of the experience and impact of the earlier award(s). This information should include a brief history of fund raising and an update on the continuing benefits to humanities programs conferred by the challenge grant.

The proposal must describe recent NEH or state humanities council grants to the institution, and any pending NEH applications that are related to the humanities activities to be supported by the challenge grant. If the applicant holds (or has applied for) any NEH grants that include a matching component, these must be described (including the amount of match) in the section of the narrative that discusses the feasibility of fund raising.

If the applicant has held an NEA challenge grant, there should be a brief description of work accomplished with that grant. If the applicant has applied for or has received a Department of Education Title III grant for Developing Institutions, the differences between the Title III grant and the NEH challenge request must be explained.

The narrative should be clear, specific, succinct, and logically ordered. It should be no more than 25 pages in length, double-spaced and printed or typewritten in easily readable typeface (a 12-point font or larger is suggested). Statistical and other supporting materials should be relegated to appendices. Letters of support may also be included in appendices. Single copies of printed brochures, catalogs, or other descriptive materials may be included in the application package and referred to in the text of the narrative.

Table of Contents [may be single-spaced]

A table of contents should follow the NEH Application Cover Sheet and should provide page numbers for the required summaries, for all subsections of the proposal narrative, and for the appendices. Any enclosed supplementary materials should also be listed.

Abstract [may be single-spaced; maximum one page]

After the table of contents, summarize the proposal, including the activities that will be supported by the challenge grant and the plans for raising matching funds. This summary may be typed single-spaced and should not exceed one page.

Challenge Grant Budget [may be single-spaced; maximum one page]

After the abstract, provide an itemized one-page budget describing how all challenge grant funds—federal and nonfederal combined—would be expended. There is no need to distinguish between federal and nonfederal funds in this budget. (Where the challenge grant is a part of a larger capital campaign, the budget for that campaign should be outlined separately.) The challenge grant budget should be limited to requested NEH funds and the minimum required nonfederal funds. Challenge grants do not include indirect cost recovery. Where funds will be invested, the budget should offer a breakdown by major categories showing how anticipated annual revenues will be spent once the endowment is fully established. The following example is for a challenge award of $300,000 plus $900,000 of nonfederal funds (first-time award, three-to-one ratio).

Sample Challenge Grant Budget

Endowment	1,000,000
Purchase of Equipment	200,000
TOTAL GRANT FUNDS (NEH plus Match)	1,200,000
Annual expendable endowment income (5 percent)	50,000
Acquisitions	(5,000)
Computer Maintenance	(5,000)
Additional staff	(40,000)

The challenge grant budget should be limited to requested NEH funds and the minimum required nonfederal funds.

A portion of the annual earnings from an endowment should be returned to the principal to protect its value. Please include an explanation of the institution's endowment management policy on this issue. **NOTE:** If support for construction or renovation is included in the project, applicants should take into account the effect on costs of the Davis-Bacon Act. See page 16.

Institutional Fact Summary [may be single-spaced and in outline format; maximum one page]

Following the challenge grant budget should be a one-page outline that provides:

1. relevant facts and statistics about the **institution or organization,** such as its
   o   history
   o   mission
   o   governance and administration
   o   physical facilities
   o   resources or holdings (including percentages) in the humanities
   o   staff size and composition (including percentage in the humanities)
   o   accreditation or affiliation, if applicable

2. data concerning recent offerings or activities in the humanities, such as the
   o   types and numbers of enrollments, programs, exhibits, courses, and/or degrees awarded in the past two years
   o   percentage of total offerings that are in the humanities
   o   size and nature of audience or population served
   o   cost to participants, if any
   o   number of publications produced, if applicable
   o   evidence for the success of these activities or offerings

Financial Summary [a suggested format is provided on page 21]

Following the institutional fact summary should be a one- or two-page summary of the institution's finances. Where the application concerns a sub-unit of a larger whole (e.g., a library on a university campus), include summaries for both the larger and smaller units. The purpose of the summary is to give a clear picture of the financial health of the institution during the most recent three-year period. The information should pertain to annual operating budgets, exclusive of capital campaigns or other special income and exclusive of capital project expenditures. Figures should be compatible with figures cited elsewhere in the proposal. Significant operating surpluses or deficits should be explained.

Current Operating Budget

A copy of the current operating budget as approved by the trustees and governors should be attached to each copy of the narrative proposal. If this document is unusually long or cumbersome, a suitable abstract may be used. Where the application is devoted to a single entity within a large institution, such as a university library, it is the operating budget of the smaller entity that is needed. Applicants should be prepared, if requested by NEH, to provide the institution's official audits for the two most recently completed fiscal years.

Lists of Trustees and Staff

A list of the institution's board of governors or trustees with their professional affiliations and a list of staff and faculty members principally involved with the challenge grant, indicating their professional qualifications, should be attached to each copy of the application.

Résumé of Project Director

The project director is the person primarily responsible for implementing the humanities activities described in the narrative proposal. The résumé, which should be an appendix to the application, should demonstrate training and experience in the humanities appropriate to the activities described.

Special Requirement for Renovation and Construction Projects

Letter from the State Historic Preservation Office
Applicants requesting support for the construction of a free-standing structure, for building renovations, or for additions to buildings of any age are required to consult with their state historic preservation officer to determine if a property or site is listed, or is eligible for listing, in the National Register of Historic Places. **The preservation officer's opinion about the property should be included in an appendix to the application.**

If a property is eligible for listing, the applicant should also include the preservation officer's written comments as to the effect of the uses of challenge grant funds (both federal and nonfederal) on the building or site, in accordance with the guidelines set forth in the Secretary of the Department of Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings." A description and/or map of the property, architectural plans, and any other documentation suggested by the preservation officer should be included in the supporting materials.

If an award is made, the Endowment will provide this information to the Advisory Council for Historic Preservation to satisfy the agency's re-

Where the application is devoted to a single entity within a large institution, such as a university library, it is the operating budget of the smaller entity that is needed.

sponsibility under Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470f) as amended.

Wage Rates for Renovation and Construction Projects

Grant recipients are required by law to furnish assurances to the Secretary of Labor that all laborers and mechanics employed by contractors or subcontractors on Endowment-supported construction projects shall be paid wages at rates that are not less than those prevailing on similar construction in the locality, as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, 40 U.S.C. 276a-276a-5. Acceptance of federal funds in support of a renovation or construction project that is subject to the Davis-Bacon Act will subject the entire project to the prevailing wage rate requirements of the act regardless of the proportion of federal funds to total project costs. Additional information is available by contacting the U.S. Department of Labor, Wage and Hour Division, Division of Contract Standards and Operations, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

Format

The application should include all of the items discussed above and listed on the **Application Checklist** (see inside back cover of these guidelines). Because applications are mailed to panelists, applicants should not use covers, notebooks, or other methods of binding that add unnecessary weight to these documents. Please clip, rather than staple, application pages together.

INSTRUCTIONS FOR COMPLETING THE NEH APPLICATION COVER SHEET

Block 1. Project Director

Item a. Enter the name and mailing address of the person who will carry out the project or be chiefly responsible for directing it. This person's résumé should be included as an appendix. (Information about the institution is also requested in Blocks 2 and 11.)

Item b. In the space provided, enter the number corresponding to the project director's preferred form address:

1-Mr.   2-Mrs.   3-Miss   4-Ms.   5-Professor   6-Dr.

Item c. Enter the project director's full telephone number with area code and, if applicable, extension. Whenever possible, one of the telephone numbers listed should be a number at which a message can be left. Enter FAX or E-Mail numbers if applicable.

Block 2. Type of Applicant

Item a. Identify *Type* such as: business, religious, museum, historical society, government (state, local, etc.), public media (TV, radio, newspaper, etc.), educational (elementary/secondary, school district, 2-year college, 4-year college, etc.), library (public, research, etc.), or center (advanced study, research, etc.).

Item b. Identify *Status* as either Private Nonprofit or Unit of State or Local Government. Example: *Type:* Historical Society. *Status:* Private Nonprofit.

Block 3. Type of Application

Indicate whether the application is new or a resubmission, and indicate whether the application is for a first-time challenge grant or a subsequent challenge grant. Check the appropriate type (a or b):

Item a. *New*--application for this project submitted to NEH for the first time.

Item b. *Revision and Resubmission*--a version of the application for this challenge grant was submitted to NEH previously.

Also check appropriate type (c or d):

Item c. *First-time*--this is an application for a first NEH challenge grant, matchable by three nonfederal dollars for each federal dollar

Item d. *Subsequent*--this is an application for a subsequent NEH challenge grant, matchable by four nonfederal dollars for each federal dollar. Include grant number of most recent prior challenge grant.

Block 4. Program to which Application is being made

The title of the program is preprinted.

Block 5. Requested Grant Period

For most challenge grants, the grant period begins on December 1 of the year before the deadline and ends July 31, fifty-six months later. For an exception to this rule, see page 7.

Block 6. Project Funding

Enter on lines a, b, and c the federal funds requested in three fiscal years. If requesting funds for less than three fiscal years, enter "0" on the appropriate lines. Line e should be three times the amount of total federal funds requested for applicants seeking a first challenge grant. Line e should be four times the amount of total federal funds requested for applicants seeking a subsequent challenge grant.

Block 7. Field of Project

Most challenge grant applications fall into the U8 category--humanities in general. But some applications have a particular focus in the humanities--for example an endowed chair in American history (A3) or a renovated language laboratory (C1). These fields are listed on the reverse side of the NEH Application Cover Sheet.

Block 8. Descriptive Title of Project

The humanities activities to be supported by the fund raising should be described here. Examples: Endowment to Support Cataloging and Conservation Positions; Endowing Faculty Development; or Renovation of Library and Endowment for Acquisitions.

Block 9. Description of Project

Provide a brief description of the proposed project. Mention the major needs in the humanities that the project is designed to meet, and, if appropriate, place the fund raising in the context of the larger capital campaign. Do not exceed the space provided.

Block 10. Will This Proposal Be Submitted to Another Government Agency or Private Entity for Funding?

If yes, indicate the agencies or entities to which it will be submitted.

Block 11. Institutional Data

Item a. Indicate the name of the institution and the city and state of its official mailing address.

Item b. Enter the institution's employer identification number.

Item c. Indicate the name and title of the person who is authorized to submit applications on behalf of the institution or organization and to provide the certifications required in Block 12.

Item d. Indicate the name, mailing address, form of address (see instructions for Block 1b), and telephone number of the person who will be responsible for the financial administration of the grant if an award is made. For example, at many universities the provost, vice president, president, or chancellor is the person authorized to submit an application (see item c), but the actual administration of the project--such as, negotiating the project budget and ensuring compliance with the terms and conditions of the award--is the responsibility of a grants or research officer. It is the latter person who should be listed here.

Block 12. Certifications

The Endowment is required by government-wide regulations to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes. When an applicant requests more than $100,000 in grant funds, it must also certify that no federal funds have or will be paid to any person to influence the funding decision for the specific proposal that is being submitted for consideration. In the unlikely event that an NEH applicant has used or plans to use nonfederal funds for this purpose, it must request, complete, and submit a standard disclosure form. These certifications, which appear in the Appendix to the guidelines, should be read before Block 12 of the application cover sheet is signed. Additional information on these certifications is available from the NEH World Wide Web site, http://www.neh.gov, or from the NEH Grants Office, room 311, Washington, D.C. 20506, 202/606-8494.

CHALLENGE GRANTS
APPLICATION COVER SHEET

1 **Project director**

a. Name and mailing address:

_____
(last)   (first)   (initial)

_____

_____
(city)   (state)   (zip code)

b. Form of address:_____

c. Telephone numbers:

Office: _____/_____   Home: _____/_____
       (area code)   (area code)

FAX: _____/_____   Email: _____
     (area code)

2 **Type of applicant**

a. Type:

b. Status:

3 **Type of application**

a. ☐ new   b. ☐ revision and resubmission
c. ☐ first-time d. ☐ subsequent

4 **Program to which application is being made**

Challenge Grants

5 **Requested grant period**

From: _____   To: _____

6 **Project funding**

a. Fiscal Year #1 $ _____
b. Fiscal Year #2 $ _____
c. Fiscal Year #3 $ _____
d. Total from NEH $ _____
e. Nonfederal Match $ _____
f. Total $

7 **Field of project**
_____
(code)

8 **Descriptive title of project**

9 **Description of project** (do not exceed space provided)

10 **Will this proposal be submitted to another government agency or private entity for funding?** (If yes, indicate where and when)

11 **Institutional Data**

a. Institution or organization:

_____
(name)

_____
(city)   (state)

b. Employer identification number: _____
c. Name of authorizing official:

_____
(last)   (first)   (initial)

_____
(title)

d. Name and mailing address of institutional grant administrator:

_____
(last)   (first)   (initial)

_____

_____
(city)   (state)   (zip code)

Telephone: _____/_____   Form of Address: _____
          (area code)

FAX: _____/_____   Email: _____
     (area code)

12 **Certification.** By signing this application, the individual or the authorizing official of the applicant institution (block 11c) is providing the applicable certifications regarding the nondiscrimination statutes and implementing regulations, federal debt status, debarment and suspension, a drug-free workplace, and lobbying activities as set forth in the appendix to these guidelines.

_____ / _____ / _____
(printed name)   (signature)   (date)

19

NOTE: Federal law provides criminal penalties of up to $10,000 or imprisonment of up to five years, or both for knowingly providing false information to an agency of the U.S. government. 18 U.S.C. Section 1001

For NEH use only: Date Received: _____   Application #: _____   Initials

Categories and Codes

The following categories and codes should be used to complete blocks 1d and 7 of the NEH Application Cover Sheet. If no exactly appropriate category is provided, please select the larger category that would include the more precise one. (This listing is strictly for use by NEH staff to help retrieve information about applications and grants by subject matter field. The listing is not comprehensive and is not meant to define the disciplines of the humanities. For that definition and advice about eligibility for Endowment awards, please consult elsewhere in these application materials. The hierarchical arrangement is for convenience.)

Anthropology	L1
Archaeology	U6
Archival Management/ Conservation	I1
Arts/History and Criticism	MA
Architecture: History & Criticism	U3
Art: History & Criticism	M1
Dance: History & Criticism	M3
Film: History & Criticism	M4
Music: History & Criticism	M5
Theater: History & Criticism	M2
Communications	P2
Composition & Rhetoric	P1
Journalism	P4
Media	P3
Education	H1
Ethnic Studies	K1
Asian American	K5
Black/African-American	K4
Hispanic American	K3
Jewish	K6
Native American	K2
History	A1
African	A2
American	A3
Ancient	AC
British	A4
Classical	A5
European	A6
Far Eastern	A7
Latin American	A8
Near Eastern	A9
Russian	AA
South Asian	AB
Humanities	U8
Interdisciplinary	U1
African Studies	GI
American Studies	G3
Area Studies	GH
Asian Studies	G5
Classics	G7
Folklore/Folklife	R1
History/Philosophy of Science, Technology, or Medicine	GA
International Studies	GG
Labor Studies	G4
Latin American Studies	GJ
Medieval Studies	G8
Regional Studies	GF
Renaissance Studies	G9
Rural Studies	GC
Urban Studies	G2
Western Civilization	GB
Women's Studies	G1

Languages	C1
Ancient	CC
Asian	CA
Classical	C2
Comparative	C9
English	CE
French	C3
German	C4
Italian	C5
Latin American	C6
Near Eastern	CB
Slavic	C7
Spanish	C8
Law/Jurisprudence	Q1
Library Science	H3
Linguistics	J1
Literature	D1
African	DK
American	DE
Ancient	DC
Asian	DA
British	DD
Classical	D2
Comparative	D9
French	D3
German	D4
Italian	D5
Latin American	D6
Literary Criticism	DI
Near Eastern	DB
Slavic	D7
Spanish	D8
Museum Studies/Historic Preservation	I2
Philosophy	B1
Aesthetics	B2
Epistemology	B3
Ethics	B4
History of Philosophy	B5
Logic	B6
Metaphysics	B7
Non-Western Philosophy	B8
Religion	E1
Comparative Religion	E5
History of Religion	E2
Non-Western Religion	E4
Philosophy of Religion	E3
Social Science	U2
American Government	F2
Economics	N1
Geography	U7
International Relations	F3
Political Science	F1
Psychology	U5
Public Administration	F4
Sociology	S1

FINANCIAL SUMMARY FORM

	Year Before Last	Last Year	This Year (Est.)

CURRENT OPERATING INCOME:
Contributed
- Trustees/Individuals
- Groups
- Corporations
- Private Foundations
- Local/State Government
- Federal (Non-NEH)
- NEH Program Support
- Other (Explain)

Investment
- Endowment income*
- Other (Explain)
- *interest, dividends, realized capital gains, and endowment principal used for current operating expenditures.

Earned
- Admissions/Tuition and Fees
- Sales and Subscriptions
- Memberships
- Sales of Capital Assets
- Other (Explain)

TOTAL OPERATING INCOME:

CURRENT OPERATING EXPENDITURES:
- Administration
- Programs
- Maintenance and Operations
- Other (Explain)

TOTAL OPERATING EXPENDITURES:

EXCESS (DEFICIT) FOR YEAR:

CURRENT FUND BALANCES:

HUMANITIES EXPENDITURES:
(Estimate percentage of operating expenditures attributable to the humanities and explain basis for estimate in a footnote or refer to explanation in the narrative.)

ENDOWMENT:
- Market Value
- Total Annual Return (percent)
- Return Expended (percent)

OTHER ASSETS (Explain):

APPENDIX

Certification Instructions

Certifications. In submitting an application to NEH, all applicants are required to certify (by signing Block 12 of the application cover sheet) that they are not presently debarred, suspended, declared ineligible, or voluntarily excluded from participating in federally funded programs; are not currently delinquent in the payment of a federal debt; and, if the project is funded by NEH, will have a drug-free workplace program in place within thirty (30) days of the issuance of an award. Institutional applicants must further certify that they are in compliance with the nondiscrimination statutes and NEH's implementing regulations. Finally, when applicants request more than $100,000 in grant funds, they must certify that no federal funds have or will be paid to persons to influence the funding decision (lobby) for the proposal that is being submitted for consideration.

These certifications are material representations of fact upon which the Endowment will rely in making funding decisions. If it is later determined that the applicant knowingly provided an erroneous certification or did not comply with the requirements, the Endowment may seek judicial enforcement of the certification or may suspend or terminate the award.

Applicants who cannot certify regarding compliance with the nondiscrimination statutes, the establishment of a drug-free workplace program, or the prohibition on lobbying are **not** eligible to apply for funding from NEH. Although applicants who are unable to certify regarding federal debt status or debarment and suspension are technically eligible to submit an application to NEH as long as they provide a written explanation of their status, they are advised to discuss their particular situation with program staff before beginning work on their proposal.

Applicants who plan to use awards to fund **subgrants, contracts,** and **subcontracts** should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

(1) certification of compliance with the nondiscrimination statutes from **institutional** applicants and contractors, and

(2) certification regarding lobbying from those requesting in excess of $100,000 in grant funds, and

(3) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive $100,000 or more in grant funds. Applicants are also required **to include without modification** the following wording in solicitations for all **grant** proposals and for contracts that are expected to equal or exceed $100,000:

(a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, sus-

pended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Additional information on the certification requirements is available on the NEH World Wide Web site, http://www.neh.gov, or from the NEH Grants Office, Room 311, Washington, D.C. 20506 (202/606-8494). In the unlikely event that an applicant has to complete a lobbying disclosure form, this may be obtained from the NEH Grants Office.

The text of the certifications follows:

1. Certification Regarding the Nondiscrimination Statutes and Implementing Regulations (Applies to Recipients Other than Individuals). The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 *et seq.*) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et seq.*) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

2. Certification Regarding Federal Debt Status (OMB Circular A-129). The applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

3. Certification Regarding Debarment and Suspension (45 CFR 1169). The prospective primary participant (applicant) certifies to the best of its knowledge and belief that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

4. Certification Regarding Drug-Free Workplace Requirements (Drug-Free Workplace Act of 1988).
Alternate I. (Applies to Grantees Other Than Individuals)
(A) The grantee certifies that it will provide a drug-free workplace by
(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibitions;

(b) establishing an ongoing drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

(e) *notifying the agency in writing within ten calendar days after receiving notice under* subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

(f) taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted: (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
(B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

5. Certification Regarding Lobbying Activities (45 CFR 1168) (Applies to Applicants Requesting Federal Funds in Excess of $100,000). The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

APPLICATION CHECKLIST FOR CHALLENGE GRANTS

_____ 1.   Ten copies (one original + nine duplicates) of the application package, each copy including, in this order,

    _____ a)   the NEH Application Cover Sheet (original signed in **blue ink** by authorizing official);

    _____ b)   a table of contents;

    _____ c)   one-page abstract*;

    _____ d)   the challenge grant budget*;

    _____ e)   one-page institutional fact summary*;

    _____ f)   the financial summary*;

    _____ g)   the narrative proposal (not to exceed twenty-five double-spaced pages);

    _____ h)   a copy of the current operating budget;

    _____ i)   lists of trustees and staff;

    _____ j)   the project director's résumé; and

    _____ k)   other appendices.

_____ 2.   A set, clipped together, of one additional copy of the following:

— NEH Application Cover Sheet
— Abstract
— Challenge Grant Budget
— Institutional Fact Summary

_____ 3.   An additional copy of the signed Application Cover Sheet.

* May be single-spaced.

NEH will not accept applications sent via FAX machine or electronic mail.

Send applications to:

National Endowment for the Humanities

Office of Challenge Grants

1100 Pennsylvania Avenue, N.W., Room 420

Washington, DC 20506

National Endowment for the Humanities
Division of Research and Education Programs
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506