N A T I O N A L

E N D O W M E N T

F O R   T H E

H U M A N I T I E S

Division of Education Programs

Schools for a New Millennium Implementation Grants
A Special Opportunity

APPLICATION DEADLINES FOR
SCHOOLS FOR A NEW MILLENNIUM

Deadline	Notification	Projects Beginning
October 1, 1999	Early April 2000	May 2000
October 1, 2000	Early April 2001	May 2001

Send all applications to:

Schools for a New Millennium
Division of Education Programs
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W., Room 318
Washington, DC 20506

Telephone: 202/606-8380
E-mail address: education@neh.gov

NEH information and forms are also available on the
World Wide Web at http://www.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 conditionsof national life."

Organization of the Endowment

Grants are made through four divisions (Education Programs, Preservation and Access, Public Programs, and Research 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 12876 mandates federal efforts to help strengthen and ensure the long term viability of the nation's Historically Black Colleges and Universities, Executive Order 12900 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

SCHOOLS FOR A NEW MILLENNIUM

A Special Opportunity Offered by the NEH through the Division of Education Programs

To mark the new millennium, the National Endowment for the Humanities invites educators to refresh their commitment to excellent humanities teaching and learning through intensive professional development activities that incorporate content-rich technological resources into the classroom. Schools for a New Millennium builds on the NEH's Teaching with Technology Initiative and the work of the whole-school reform movement.

Objectives

* To engage a critical mass of educators in an elementary, middle, or high school in a sustained study of core subjects, including history/social studies, English/language arts, civics, and foreign languages, in collaboration with professors at local colleges and universities;

* To help teachers explore and master innovative uses of technology to enrich their own and their students' knowledge and understanding of significant humanities topics and texts;

* To implement a school-wide plan of professional development that links new knowledge of content and pedagogy in ways that transform the curriculum and eventually reach every student in the school;

* To enlist the support and active collaboration of the wider community— colleges, libraries, museums, parents, and local businesses—in these reform activities;

* To support schools that will serve as national models of excellence in humanities teaching and learning, especially through the innovative uses of technology in instruction.

Size of Awards and Timetables

Schools for a New Millennium Implementation grants will provide a total of up to $200,000 for up to three years. Actual award amounts will vary according to the size of the school and the scope of the project.

Deadlines for Receipt

of Applications:		Grant Can Begin:	
October 1, 1999			May 1, 2000
October 1, 2000			May 1, 2001

(NOTE: Receipt of a Schools for a New Millennium Planning grant is not a prerequisite for applying for an Implementation grant.)

Examples of Schools for a New Millennium Implementation Grants:

1. To improve instruction in required eleventh-grade courses in American history and American literature, teachers at a large regional high school team up with American studies scholars from a nearby university and technical specialists from a local software company. In a series of meetings during the academic year, they consider how digital resources might support interdisciplinary approaches to teaching about the nineteenth and twentieth centuries in the United States. Together, they examine websites on Mark Twain, Nathaniel Hawthorne, the exploration and settlement of the West, the Civil War, and the Freedmen's Bureau, as well as the American Memory website from the Library of Congress. Colleagues who teach art, math, and science add websites from the National Portrait Gallery and the National Geographic Society. In the summer, the teams participate in a month-long institute focusing on recent scholarship on the Industrial Revolution, the democratization of citizenship, and the emergence of a distinctly American culture. Using key questions, teachers revise the eleventh-grade curriculum in accordance with new state standards to encourage interdisciplinary teaching and critical thinking. For example, they explore the Industrial Revolution from different perspectives, asking, how the work of scientists, mathematicians, writers, and artists, as well as that of entrepreneurs, workers, slaves, and women, affected the dynamics of social and economic change in the nineteenth century.

During the following school year, the teachers implement the planned curricular revisions and visit each other's classes to introduce cross-disciplinary approaches to teaching. Their students, drawing on digital and print resources, research issues raised in their courses and present their findings before faculty, administration, and parent groups.

In the final year, the project staff evaluates the revised curriculum and uses what they have learned to devise an ongoing program of professional development for teachers at all grade levels. A Visitor Center is established to provide mentoring support to other schools wishing to explore similar approaches to humanities teaching. Grant monies cover stipends for the project participants and academic and technical consultants, the expenses associated with meetings, equipment rentals, teaching materials, and mentoring activities.

2. A charter middle school in a predominantly Spanish-speaking community seeks to use new technologies for three goals: to enrich teachers' knowledge of

Grant monies cover stipends for the project participants and academic and technical consultants, the expenses associated with meetings, equipment rentals, teaching materials, and mentoring activities.

Latin American culture, to achieve greater integration of the humanities curriculum, and to foster deeper involvement of parents in the education of students.

Through the NEH Millennium Schools Implementation Grant, teachers of language arts, social studies, and Spanish explore the uses of technology to improve instruction in language acquisition and culture. During a month-long summer workshop with humanities scholars from a nearby college, teachers study the history, literature, art, and music of Latin America. As part of their study, they collect language materials and lesson plans from the World Wide Web, particularly those incorporating examples of authentic language sources, such as newspapers and children's stories in English and Spanish. The teachers develop new team-taught courses in language, history, and literature that reflect this focus on Hispanic culture and civilization. The new curriculum makes optimal use of block scheduling already in place at the school. Teachers use technological resources to engage students in active learning.

To involve parents more fully in their child's learning in the new curriculum, teachers develop assignments that students and their parents do together. For example, students write reports based on interviews with their parents about family history or on their discussions about a museum exhibition on Mexican art that they attend together. The parent-teacher association, together with the business community, provides funds for computers that the school makes available for home use. In three evening workshops, students introduce parents to computer use, and teachers demonstrate basic principles that will help parents to assess the quality of websites. Via e-mail, teachers communicate with parents about student assignments.

Following a full assessment of the project, the pilot is expanded to other schools in the district. The school establishes a mentoring program that introduces student teachers at the local college of education to content-rich teaching with technology under the guidance of experienced classroom teachers. Teachers also share information about the project through professional associations and national educational networks.

The grant helps cover the cost of project administration, consultants, and released time and summer stipends for teachers.

Who May Apply for a Grant?

Any U.S., nonprofit, tax-exempt organization or institution dedicated to improving humanities education is eligible to apply for a Schools for a New Millennium Implementation grant. To be eligible to receive NEH funding, applicants must

have obtained tax-exempt status from the Internal Revenue Service by the time funding decisions are made.

The program accepts applications from public and private schools, school systems, parent-teacher organizations, two- and four-year colleges, universities, college and university systems, libraries, museums, educational associations, professional organizations, research centers, state humanities councils, state and local governments, and educational and cultural consortia. When two or more institutions or organizations collaborate on an application, one must serve as the lead applicant and administer the grant on behalf of all the participating units. The program particularly welcomes proposals from educational institutions serving groups of Americans who historically have not had full access to educational opportunity.

What May and May Not Be Supported?

The Millennium Schools special opportunity welcomes proposals that will help teachers to engage their students in substantive study of the humanities. It is not intended to support the acquisition of computer equipment by schools or colleges; however, modest purchases of equipment intended for use in the project are allowed.

All applications should address how the proposed project will lead to better teaching and learning in the humanities. The Endowment does not, however, fund projects that deal solely with pedagogical theory or that are intended to improve writing, speaking, or thinking skills apart from a focus on specific humanities content. Critical, historical, and theoretical studies of the arts are eligible for NEH support. However, work in the creative or performing arts—such as the writing of fiction or poetry, painting, sculpture, musical composition or performance, acting, directing, and dance—is not eligible for support by the National Endowment for the Humanities. Persons interested in support in these areas should write or call the National Endowment for the Arts, Washington, D.C. 20506, 202/682-5400.

What is the Application Review Process?

Each Endowment application is assessed first by knowledgeable persons outside the agency 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

The program particularly welcomes proposals from educational institutions serving groups of Americans who historically have not had full access to educational opportunity.

is supplemented by individual reviews solicited from specialists who have exten-sive knowledge of the specific subject area or technical aspects of the applica-tion under review.

The advice of evaluators is assembled by the staff of the Endowment, who com-ment on matters of fact or on significant issues that would otherwise be missing from the review. These materials are then forwarded 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 each 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 ex-pected about six months after the application deadline.

What are the Criteria for Evaluating Schools for a New Millennium Implementation Grant Applications?

Intellectual Quality

- The humanities content of the project is of high quality; educators examine specific texts, topics, and themes in clearly defined subject areas.
- Teachers and other school personnel collaborate with humanities scholars and other expert consultants to acquire new knowledge about the subject matter they teach.
- Technological resources with rich humanities content are identified and assessed.
- Professional development activities combine new knowledge about content with innovative teaching strategies, especially those that use digital tech-nology in the classroom.

Design

- Activities related to professional development are detailed, feasible, and directed toward the long-term improvement of teaching and learning.
- Key stakeholders, including teachers, school administrators, librarians and media coordinators, and parent organizations are involved in the project.
- Institutions from the wider community such as colleges, libraries, and busi-nesses actively support project goals as defined by the school.
- Adequate computer resources are in place or will be acquired in the course of the project.

Results

- The project will lead to the formation of a sustained program of professional development that enables teachers to deepen their knowledge of the subject matter they teach and to use technological resources with high quality intellectual content in informed and creative ways in their classes.
- Project activities will advance curricular and school reform goals and help meet relevant state and local standards for content, student performance, and assessment.
- A sound evaluation plan will measure the success of the project.
- The project will demonstrate to schools around the country—through Visitor Centers and other means—effective ways to support humanities education through technology.

Does NEH Support Other Technology Projects?

Through its regular deadlines, the Division of Education Programs supports a variety of projects that involve humanities education and digital technologies. If you are interested in developing a proposal for a technology project that does not fit the guidelines of the Millennial Schools special opportunity, please contact the Education Development and Demonstration Program by telephone (202/606-8380) or via e-mail (education@neh.gov)

Through its regular deadlines, the Division of Education Programs supports a variety of projects that involve humanities education and digital technologies.

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 cost sharing contributions 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 the arrangements to contract out project activities must be submitted to NEH in advance for review and approval;

o   have in place a written organizational prior approval system for prior review and approval of all grant actions and expenditures that the grantee institution is delegated authority to approve;

o   maintain adequate documentation of the time spent by all project personnel on grant activities;

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 an 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;

o   return to NEH a portion of the income earned on services and products resulting from grant activities when this is required by the terms and conditions of an award; and

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

INSTRUCTIONS FOR SUBMITTING APPLICATIONS FOR SCHOOLS FOR A NEW MILLENNIUM IMPLEMENTATION GRANTS

Deadlines for Receipt of Applications: October 1, 1999; October 1, 2000

I. **Consult** with a Program Officer in the Division of Education Programs.
   Telephone: (202) 606-8380   E-Mail: education@neh.gov

   Consultation should begin as soon as possible, but no later than August. The submission of draft applications is strongly encouraged. Preliminary drafts must arrive no later than one month before the deadline.

II. **Type** your application.

   A. Fill out *Cover Sheet* and *Budget Form* (see separate enclosed instructions.)

   B. Complete a *Narrative* section, no longer than fifteen double-spaced pages. Address each of the following items, including in your response all essential information that will help reviewers understand your project's goals, content, and activities and how they meet the evaluation criteria described above.

   1. Discuss the central objectives of the project and the goals you wish to achieve for your school.

   2. Describe the humanities subject matter and the specific themes, guiding questions, topics, and texts that will form your project's intellectual core.

   3. Describe your school's philosophy or mission and sketch a profile of its teachers, staff, and students. Mention any special features (e.g., charter or magnet school). What are its current technological resources and plans for future improvements in this area?

   4. Outline any reforms or improvement efforts in which your school is currently engaged and describe how your project would support these larger efforts. How will the project be aligned with existing standards, guidelines, and frameworks?

   5. Explain how the newer technologies will be used to support the goals of the project. What value will technology add to teaching and

Consultation should begin as soon as possible, but no later than August. The submission of draft applications is strongly encouraged. Preliminary drafts must arrive no later than one month before the deadline.

Identify relevant partners (e.g., parent-teacher organizations, local businesses, museums, libraries, colleges, or universities), and discuss how they will contribute to the project.

learning in the humanities? How, for example, will it improve access to rich humanities materials and help shape more effective instructional strategies?

6. Identify administrators, teachers, and other school personnel (e.g., library resource teachers, technology specialists) who will participate in the project. Show how the project involves a critical mass, i.e., 40 to 60 percent, of the faculty and staff. Include in an appendix letters of commitment from the key project personnel.

7. Identify key consultants, such as college or university humanities scholars, museum professionals, and technology specialists. Explain in detail how they will contribute to the project. Include résumés and letters of commitment in an appendix.

8. Explain how the project will strengthen humanities teaching and learning in your school as a whole. How will teachers deepen their understanding of the subject matter of the humanities, and how will this improved understanding enrich the curriculum and promote effective instructional practices?

9. Describe the activities you will undertake to meet your goals. How will the professional and curricular development activities be carried out? In an appendix, include a detailed workplan and schedule.

10. Identify relevant partners (e.g., parent-teacher organizations, local businesses, museums, libraries, colleges, or universities), and discuss how they will contribute to the project.

11. Discuss your plans for evaluation and dissemination. How will the progress of the project be assessed? How will its effects be institutionalized, i.e., extended beyond the period of the grant? How will you assist other educators who wish to adapt elements of your project in their schools? Show how your school will serve as a demonstration site in your district, state, and region.

III.   **Attach** appendices

*   Workplan and Timetable
*   Lists of humanities texts, technological resources, and other relevant materials

- Résumés for all project personnel
- Documentation of the commitment of key project personnel, including those not affiliated with the applicant institution (for example, visiting lecturers or outside consultants)

IV.   **Check** the following for a complete Application

The application package should contain an original and nine copies of the application itself and, on top of those ten applications, the following separate documents:

- The completed NEH Application Cover Sheet with an original signature of the institution's authorizing official
- Three photocopies of the completed Application Cover Sheet
- The original completed NEH Budget Form

The original and nine copies of the application, placed underneath the separate documents in the application package, with each application organized in this order:

- Photocopy of the signed NEH Application Cover Sheet
- Narrative description of the project (double-spaced)
- Project budget (photocopy of the original NEH Budget Form and the budget narrative)
- Appendices

V.   **Mail** the completed application package to the following address so that it is received by October 1:

Schools for a New Millennium
Division of Education Programs
National Endowment for the Humanities
1100 Pennsylvania Avenue, NW, Room 318
Washington, DC 20506

VI.   **Receive** notification

You will be notified in early April about the outcome of the review of your proposal. If your application is funded, your project may begin in May.

Mail the completed application package so that it is received by October 1.

INSTRUCTIONS FOR COMPLETING THE NEH APPLICATION COVER SHEET

A standard cover sheet is required for applications to NEH. The following instructions explain how applicants to the Schools for a New Millennium Special Opportunity should complete the cover sheet.

Block 1--Project director
Item a. Enter the name and address of the person who will carry out the project or be chiefly responsible for directing it.

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

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

Item c. Enter the project director's telephone number with area code and extension. Whenever possible, specify a telephone number at which a message can be left.

Block 2--Type of applicant
Item a. Prechecked.

Item b. Identify the *Type* of institution—for example, educational institution (elementary/secondary, school district, two-year college, four-year college, etc.), religious organization, museum, historical society, government (state, local, etc.), public media (TV, radio, newspaper, etc.), library (public, research, etc.), center (advanced study, research, etc.).

Item c. Identify *Status* as either Private Nonprofit or Unit of State or Local Government. Example: *Type*: Secondary School. *Status*: Unit of Local Government.

Block 3--Type of application
Prechecked.

Block 4--Program to which application is being made
Preprinted.

Block 5--Requested grant period
Grant periods may be for up to three years; they begin on the first day of the month and end on the last day of the month. Project activities need not begin on the first day, but all project activities must take place within the requested grant period.

Block 6--Project funding
Enter here the appropriate figures from page 4 of the NEH Budget Form, "Project Funding for Entire Grant Period." Fill in lines (a) through (e); enter "0" for blank lines.

Block 7--Field of project

See the listing on the reverse side of the cover sheet for the category and code of the specific humanities field that best describes the content of the project.

Block 8--Descriptive title of project

Enter a brief title that clearly identifies the project and its humanities content. This title should be informative to a nonspecialist. NEH is obliged to be as clear as possible to the public about awards that it makes. The descriptive title will be used for this purpose whenever possible, but the Endowment staff may assign a different working title to the project.

Block 9--Description of project

Provide a brief description of the proposed project. Do not exceed the space provided.

Block 10--Will this proposal be submitted to another government agency or private entity for funding?

This information is sought without prejudice to the application. NEH frequently cosponsors projects with other funding sources. If not applicable, indicate "N/A."

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 the application 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 the telephone number of the person who will be responsible for the financial administration of the grant if the award is made. In most public schools an official of the school district is designated the institutional grants administrator. 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 or 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. In any case, the institutional grants administrator should not be the same as the project director listed in Block 1, Item a.

Block 12--Certification

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 these guidelines, should be read before Block 12 of the application cover sheet is signed. Additional information on these certifications is available from the NEH website http://www.neh.gov or from the NEH Grants Office, Room 311, Washington, DC 20506, 202/606-8494.

SCHOOLS FOR A NEW MILLENNIUM
APPLICATION COVER SHEET

OMB No. 3136-0134
Expires: 7/31/00

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. [x] through an organization/institution

b. Type

c. Status

3 **Type of application**

a. [X] new   b. [ ] supplement

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

Education Development and Demonstration
Endowment Initiative 035

5 **Requested grant period**

From: _____ To: _____

6 **Project funding**

a. Outright funds $ _____
b. Federal match $ _____
c. Total from NEH $ _____
d. Cost sharing $ _____
e. Total project costs $ _____

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 and submitting this application, 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)

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

Field of Project Categories and Codes

The following categories and codes should be used to complete block 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 the 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	G1
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

BUDGET INFORMATION, INSTRUCTIONS, AND FORMS

Project Budget

The Budget form and instructions for completing it follow.

Types of Grant Support. The Endowment supports projects with outright funds, matching funds, and a combination of the two.

Outright Funds: Outright funds are awarded by the Endowment to support approved projects and are not contingent on additional fundraising by the grantees.

Matching Funds: Matching funds, by contrast, require a grantee to secure gift funds from third parties before federal funds are awarded. Matching grants are made by the Endowment on a one-to-one basis and are intended to stimulate private support for projects in the humanities by offering potential donors the incentive of doubling the impact of their gifts.

Because matching awards enable the Endowment to provide support to a greater number of significant but often costly projects, applicants are encouraged to request complete or partial support in the form of matching grants. Whenever possible, applicants requesting matching funds should identify potential sources of gift funds at the time they submit an application to the Endowment.

Combined Funds: Applicants may request a combination of outright and matching funds from the Endowment. For example, if a project will cost $100,000 and the applicant will contribute $20,000 directly to the project's cost and expects to receive an additional $10,000 from an eligible third-party donor, the applicant should request $10,000 in matching funds. The balance of the project's cost ($60,000) may be requested in outright funds. The gifts raised in order to obtain the match should be included in the proposed budget as a component of the institution's cost-share. The total cost share shown would then be $30,000.

The Endowment may offer funding at a different level than that requested. In some instances, the Endowment may offer matching funds only, or it may offer a combination of matching and outright funds in response to a request for outright funds.

Cost Sharing. Applicant institutions are encouraged to participate in the support of project expenses. Cost sharing consists of the cash contributions

Matching grants are made by the Endowment on a one-to-one basis and are intended to stimulate private support for projects in the humanities by offering potential donors the incentive of doubling the impact of their gifts.

made to the project by the applicant institution and third parties as well as third-party in-kind contributions, such as donated services and goods. Cost sharing includes gift money that may be raised to release federal matching funds. For Schools for a New Millennium Implementation Grants, a minimum cost-sharing level of 15 percent of total project costs is expected.

Eligible Gifts and Donors

For the purpose of the Endowment's gifts and matching program, a gift is a voluntary transfer of money (or a noncash contribution that is subsequently converted to cash) from a nonfederal third party to the applicant without compensation or consideration in return. Only gifts that will be used to support budgeted project activities during the grant period are eligible to be matched with federal funds. Ineligible donors include the applicant who will carry out the project and any institution or individual who is involved in project activities and who will receive some sort of remuneration from project funds.

BUDGET INSTRUCTIONS

The project budget must appear on the NEH Budget Form and must be prepared in accordance with the budget instructions. Additional explanation may be given in a budget narrative. Before completing the budget form, review the information on the preceding pages that pertains to the types of funds available, cost-sharing expectations, eligible gifts and donors, and grantee responsibilities.

Requested Grant Period

The grant period must reflect that shown on the application cover sheet. All project activities must take place during the requested grant period. For grant periods of longer than eighteen months, separate budgets for each twelve-month period of the project must be submitted.

Project Costs

The budget should contain all costs related to the project. Therefore it should include costs that will be supported by applicant or third-party cash and in-kind contributions as well as those that will be charged to grant funds. (See the section on cost sharing, p.19.) **All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period.** Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization. When indirect costs are charged to the project, care should

be taken that expenses included in the organization's indirect cost pool (see Indirect Costs, page 22) are not charged to the project as direct costs.

1. Salaries and Wages

This section should include all project personnel except participants and consultants who are not employees of the applicant institution. Calculations for faculty compensation should be based on a percentage of academic year or annual salary. The program does not support replacement or substitute teachers or compensate faculty members for performing their regular duties. Compensation for support staff may be calculated as a percentage of salary or based on an hourly rate.

Salary compensation for employees of colleges and universities should be shown in the project budget as follows:
* For Project Directors during the academic year: released time normally should not exceed one course (or 40 percent of course load, whichever is greater) per quarter or semester.
* For Project Directors during the summer: compensation is based on a percentage of their base academic year salary. For example, one month would equal one-ninth or 11.1 percent of a nine-month academic year salary. Two codirectors would each receive 70 percent of this amount, based on their individual academic year salaries.

2. Fringe Benefits

Fringe benefits should be calculated only for those individuals listed under Salaries and Wages. Fringe benefits may include contributions for social security, employee insurance, pension plans, etc. Only those benefits that are not included in an organization's indirect cost pool may be shown as direct costs.

Fringe benefits for support, administrative, and part-time personnel may be calculated at different rates than academic year employees. This should be reflected in the breakdowns shown on the budget form.

3. Consultant Fees

List those individuals who would contribute to the project as visiting lecturers, leaders of faculty study sessions, and external evaluators. The honoraria for visiting faculty and other consultants range from $250 to $350 per person per day or $1,250 per person per week, not including travel and subsistence costs. Travel and subsistence costs should be entered in budget section 4.

4. Travel

Travel and subsistence costs, including participant travel, should be entered in this section. (However, room and board for participants in residential

Fringe benefits may include contributions for social security, employee insurance, or pension plans.

Indirect costs are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization.

projects should be entered in budget section 7.) Costs should be calculated in conformity with institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used, and foreign travel must be undertaken on U.S. flag carriers when such services are available. **Project directors for all projects will attend planning meetings at the Endowment's offices in Washington, D.C. Directors should budget for a two-day meeting for the first year of the requested grant period.**

5. Supplies and Materials

Include such items as stationery supplies, computer diskettes, books for participants, films, videotapes, and educational software. See the section on page 23 for inadmissible budget items.

6. Services

If rental of equipment is proposed, enter it in this section of the budget form. (Equipment may be purchased only if rental costs exceed purchase price.) Large or expensive equipment rentals and purchases must be justified in the budget narrative. (See section 7 for treatment of equipment purchases.)

7. Other Costs

Participant Stipends: Stipends for participants not employed by the applicant institution should be listed here. In most cases, participants receive $250 per week for study in the summer. Stipends should be calculated on the basis of $100 per full day during the school year.

Equipment: When an applicant proposes to charge the purchase of permanent equipment to a project, this expense should be included under "Other Costs." The applicant must demonstrate in the budget narrative that the purchase of permanent equipment is absolutely necessary to carry out the project and will be less expensive than rental. Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more.

8. Total Direct Costs

These are the costs of the project excluding indirect costs.

9. Indirect Costs (Overhead)

These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Examples of indirect cost items are the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

Indirect costs are computed by applying a federally negotiated indirect cost

rate to a distribution base (usually the direct costs of the project, **excluding participant stipends**). Organizations that wish to include overhead charges in the budget but do not have a current federally negotiated indirect cost rate or have not submitted a pending indirect cost proposal to a federal agency may choose one of the following options:

a. NEH will not require the formal negotiation of an indirect cost rate, provided the charge for indirect costs does not exceed 10 percent of direct costs, less distorting items (e.g., capital expenditures, participant stipends, major subcontracts), **up to a maximum total project charge of $5,000 per year.** (Applicants who choose this option should understand that they must maintain documentation to support overhead charges claimed as part of project costs.)

b. If your organization wishes to use a rate higher than 10 percent or claim more than $5,000 in indirect costs per year, an estimate of the indirect cost rate and the charges should be provided on the budget form. If your application is approved for funding, you will be instructed to contact the NEH Office of the Inspector General to negotiate an indirect cost rate.

Budget Narrative

Include a brief budget narrative when costs are unusual or not easily related to the project narrative. Clarification of salary items may be useful here. If released time from teaching duties is proposed, indicate clearly how it will be used. Justifications for large or expensive equipment rentals and purchases must be provided here.

Inadmissible Budget Items

The following costs are not allowable and may not appear in project budgets:

* The cost of replacement or substitute teachers or compensation for faculty members performing their regular duties.
* The rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment.
* Tuition fees for participants. Credit may be awarded to participants seeking it, however, at the discretion of the applicant institution. If any filing fee or tuition must be charged, it should be charged directly to those participants wishing to receive credit and should be fixed at the lowest possible rate. Such fees should not be deducted from the participants' stipends.

Include a brief budget narrative when costs are unusual or not easily related to the project narrative.

SAMPLE BUDGET FOR A SCHOOL FOR A NEW MILLENNIUM IMPLEMENTATION GRANT (YEAR ONE)

		NEH Funds	Cost Sharing	Total
1. Salaries and Wages				
Project Director 25% @ $38,000/academic yr.		$ 1,500	$ 8,000	$ 9,500
Clerical Support 10% @ $14,000/yr.		$ 1,400		$ 1,400
2. Fringe Benefits				
11% of $ 9,500		$ 1,045		$ 1,045
8% of $ 1,400		$ 112		$ 112
3. Consultant Fees				
Consultant	8 @ $250 per	$ 2,000		$ 2,000
Consultant	7 @ $250 per	$ 1,750		$ 1,750

4. Travel

	no. of persons	travel days	subsistence costs +	transport. costs =			Total
Within City	[2]	[8]	$ 240	$ 192	$ 432		$ 432
Wash., D.C.	[1]	[2]	$ 250	$ 450	$ 700		$ 700
(Project Directors Meeting)							

		NEH Funds	Cost Sharing	Total
5. Supplies and Materials				
Books	12 sets at $40 per	$ 480		$ 480
Software	20 sets at $250 per	$ 5,000		$ 5,000
6. Services				
Photocopying	est. 2,500 @ $.10	$ 250		$ 250
7. Other Costs				
Stipends to Participants (School-Year)		$ 15,000		$ 15,000
12 x $50 x 25 half days				
Stipends to Participants (Summer)		$ 12,000		$ 12,000
12 x $250 x 4 weeks				
8. Total Direct Costs		$ 41,669	$ 8,000	$ 49,669
9. Indirect Costs 10% of $ 22,669		$ 1,467	$ 800	$ 2,267
10. Total Project Costs (Direct and Indirect)		$ 43,136	$ 8,800	$ 51,936

National Endowment for the Humanities
BUDGET FORM

Project Director	If this is a revised budget, indicate the NEH application/grant number:
Applicant Organization	Requested Grant Period FROM_____ THRU _____ mo/yr mo/yr

The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to NEH funds and those that will be cost shared. **FOR NEH PURPOSES, THE ONLY COLUMN THAT NEEDS TO BE COMPLETED IS COLUMN C.**
The method of cost computation should clearly indicate how the total charge for each budget item was determined.
If more space is needed for any budget category, please follow the budget format on a separate sheet of paper.

When the requested grant period is eighteen months or longer, separate budgets for each twelve-month period of the project must be developed on duplicated copies of the budget form.

SECTION A - budget detail for the period FROM _____ THRU_____
                                                                    mo/yr   mo/yr

1. Salaries and Wages. Provide the names and titles of principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

name/title of position	no.	method of cost computation (see sample)	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	[ ]	_____	$_____	$_____	$_____
_____	[ ]	_____	_____	_____	_____
_____	[ ]	_____	_____	_____	_____
_____	[ ]	_____	_____	_____	_____
_____	[ ]	_____	_____	_____	_____
_____	[ ]	_____	_____	_____	_____
_____	[ ]	_____	_____	_____	_____
		SUBTOTAL	$_____	$_____	$_____

2. Fringe Benefits. If more than one rate is used, list each rate and salary base.

rate	salary base	(a)	(b)	(c)
_____% of	$ _____	$ _____	$_____	$_____
_____% of	$_____	_____	_____	_____
	SUBTOTAL	$_____	$_____	$_____

3. Consultant Fees. Include payments for professional and technical consultants and honoraria.

name or type of consultant	no. of days on project	daily rate of compensation	(a)	(b)	(c)
_____	_____	$_____	$_____	$_____	$_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
	SUBTOTAL		$_____	$_____	$_____

4. Travel. For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

from/to	no. persons	total travel days	subsistence costs +	transportation costs =	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	[ ]	[ ]	$_____	$_____	$_____	$_____	$_____
_____	[ ]	[ ]	_____	_____	_____	_____	_____
_____	[ ]	[ ]	_____	_____	_____	_____	_____
_____	[ ]	[ ]	_____	_____	_____	_____	_____
_____	[ ]	[ ]	_____	_____	_____	_____	_____
_____	[ ]	[ ]	_____	_____	_____	_____	_____
_____	[ ]	[ ]	_____	_____	_____	_____	_____
				SUBTOTAL	$_____	$_____	$_____

5. Supplies and Materials. Include consumable supplies, materials to be used in the project and items of expendable equipment; i.e., equipment items costing less than $5,000 and with an estimated useful life of less than one year.

item	basis/method of cost computation	(a)	(b)	(c)
_____	_____	$_____	$_____	$_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	SUBTOTAL	$_____	$_____	$_____

6. Services. Include the cost of duplication and printing, long distance telephone, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts provide an itemization of subcontract costs on this form or on an attachment.

item	basis/method of cost computation	(a)	(b)	(c)
_____	_____	$_____	$_____	$_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	SUBTOTAL	$_____	$_____	$_____

7. Other Costs. Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

item	basis/method of cost computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
		$	$	$
	SUBTOTAL	$	$	$

8. Total Direct Costs (add subtotals of items 1 through 7) $_____ $_____ $_____

9. Indirect Costs (This budget item applies only to institutional applicants.)
If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

[ ] Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)

[ ] Indirect cost proposal has been submitted to a federal agency but not yet negotiated. (Indicate the name of the
     agency in item A and show proposed rate(s) and base(s), and the amount(s) of indirect costs in item B.)

[ ] Indirect cost proposal will be sent to NEH if application is funded. (Provide an estimate in item B of the rate that will
     be used and indicate the base against which it will be charged and the amount of indirect costs.)

[ ] Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of
     $5,000 per year. (Under item B, enter the proposed rate, the base against which the rate will be charged, and the
     computation of indirect costs or $5,000, whichever sum is less.)

A. _____   _____
        name of federal agency   date of agreement

B.			NEH Funds (a)	Cost Sharing (b)	Total (c)
rate(s)	base(s)				
_____% of	$_____		$_____	$_____	$_____
_____% of	$_____				
	TOTAL INDIRECT COSTS		$_____	$_____	$_____

10. Total Project Costs (direct and indirect) for Budget Period $_____ $_____ $_____

SECTION B - Summary Budget and Project Funding

SUMMARY BUDGET
Transfer from section A the total costs (column c) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

Budget Categories	First Year/ from: thru:	Second Year/ from: thru:	Third Year/ from: thru:		TOTAL COSTS FOR ENTIRE AWARD PERIOD
1. Salaries and Wages	$_____	$_____	$_____	=	$_____
2. Fringe Benefits	_____	_____	_____	=	_____
3. Consultant Fees	_____	_____	_____	=	_____
4. Travel	_____	_____	_____	=	_____
5. Supplies and Materials	_____	_____	_____	=	_____
6. Services	_____	_____	_____	=	_____
7. Other Costs	_____	_____	_____	=	_____
8. Total Direct Costs (items 1-7)	$_____	$_____	$_____	=	$_____
9. Indirect Costs	$_____	$_____	$_____	=	$_____
10. Total Project Costs (Direct & Indirect)	$_____	$_____	$_____	=	$_____

PROJECT FUNDING FOR ENTIRE GRANT PERIOD

I. Requested from NEH:

Outright	$_____
Federal Matching	$_____
TOTAL NEH FUNDING	$_____

2. Cost Sharing:

Cash Contributions	$_____
In-Kind Contributions	$_____
Project Income	$_____
TOTAL COST SHARING	$_____

3. Total Project Funding (NEH Funds + Cost Sharing) = $_____

1. Indicate the amount of outright and/or federal matching funds that is requested from the Endowment.

2. Indicate the amount of cash that will be made by the applicant or third parties to support project expenses that appear in the budget. Include in this amount third-party cash gifts that will be raised to release federal matching funds. (Consult the program guidelines for information on cost sharing requirements.)

Occastionally, in-kind (noncash) contributions from third parties are included in a project budget as cost sharing; e.g., the value of services or equipment that is donated to the project free of charge. If this is the case, the total value of in-kind contributions should be indicated.

When a project will generate income that will be used during the grant period to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities.

3. Total Project Funding should equal Total Project Costs.

Institutional Grant Administrator/Individual Applicant. Provide the information requested below when a revised budget is submitted. The signature of this person indicates approval of the budget submission and the agreement of the organization/individual to cost share project expenses at the level indicated under "Project Funding."

_____   Telephone (_____)_____
Name and Title (please type or print)

_____   Date_____
Signature

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, suspended, 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).

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-FreeWorkplace Requirements (Drug-Free Workplace Act of 1988).
(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

The application package should contain an original and nine copies of the application itself and, on top of those ten applications, the following separate documents:

_____ The completed NEH Application Cover Sheet with an original signature of the institution's authorizing official (do not use black ink)

_____ Three copies of the completed Application Cover Sheet

_____ The original completed NEH Budget form

The original and nine copies of the application, placed underneath the separate documents in the application package, should be organized in this order:

_____ Copy of the signed NEH Application Cover Sheet

_____ Narrative description of the project (double-spaced)

_____ Project budget (copy of the original NEH Budget Form and the budget narrative)

_____ Appendices

Please note the deadline for submission is a **receipt**, not a postmark, deadline. The application must arrive at the Endowment by October 1. NEH will not accept applications sent by FAX machine or electronic mail.

Send applications to:

Schools for a New Millennium

Division of Education Programs

National Endowment for the Humanities

1100 Pennsylvania Avenue, N.W., Room 318

Washington, DC 20506

EQUAL OPPORTUNITY STATEMENT

Endowment programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to Equal Employment Opportunity Officer, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506. TDD: 202/ 606-8282 (this is a special Telephone Device for the Deaf).

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