



National
Endowment
for the
Humanities

Division
of
State
Programs

Application
Instructions
and Forms

Division of State Programs

PROPOSAL AND BUDGET INFORMATION

TABLE OF CONTENTS

	PAGE
(1) General Information	1
(2) Criteria for Review of Proposals	3
(3) Preparation of Proposals	4
(4) Final Narrative Report (Review of Past Programs)	6
(5) Application for Funding	7
(6) Budget Instructions	8
Sample Budget	9
(7) Sample State Profile (1-2 pages)	12
(8) Sample Council Profile (1-2 pages)	13
(9) Appendices	14
A. Compliance Plan	15
B. List of Council Members	17
C. Council Staff	18
D. Council Organization Chart	19
E. Program Development and Evaluation	20
F. Overview of Council Grants and Projects	21
(10) Application Checklist	22

GUIDELINES FOR THE PREPARATION OF TRIENNIAL OR BIENNIAL PROPOSALS

GENERAL INFORMATION

1. Beginning with the April 1991 deadline, those councils that are scheduled to submit biennial proposals may submit a proposal that covers council activities over a three-year period or over a two-year period.
2. Councils that submit a triennial proposal will provide in the proposal a detailed budget for the first year of the grant and budget estimates for the second and third years. Funding will be provided by NEH year by year during the first three years, but the grant period will run five years to allow the councils sufficient time to close out their regrants.
3. Councils that submit a biennial proposal will provide in the proposal a detailed budget for the first year of the grant and a budget estimate for the second year. Funding will be provided by NEH year by year during the first two years, but the grant period will run four years to allow the councils sufficient time to close out their regrants.
4. The form and substance of the budget section in the proposal will allow for maximum state council flexibility: line item restrictions have been removed; and projections for the expense of operating the entire council program may be submitted.
5. If a council receives funding from external sources for activities that it does not want to be considered as a part of its proposal to the Endowment, these activities and the amount of funding the council anticipates receiving in support of such activities during the funding period should be listed in the detailed budget under the category "Other."
6. Councils are encouraged to be selective in providing supplementary materials and to limit their choices to representative examples of major types of published material.

NATIONAL ENDOWMENT FOR THE HUMANITIES

The National Endowment for the Humanities is an independent Federal agency created in 1965 to support research, education, and public programs in the humanities. The Endowment's grant-making activities are carried out through five divisions — Education Programs, Fellowships and Seminars, Public Programs, Research Programs, State Programs — and three offices — Challenge Grants, Preservation, and Outreach.

In the act that established the National Endowment for the Humanities, the term humanities includes, but is not limited to, the study of the following disciplines: history; philosophy; languages; linguistics; literature; archaeology; jurisprudence; the history, theory, and criticism of the arts; ethics, comparative religion; and those aspects of the social sciences that employ historical or philosophical approaches.

For further information about other Endowment programs, call or write the Office of Publications and Public Affairs, Room 406, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506, 202/786-0438.

DIVISION OF STATE PROGRAMS

State humanities councils are volunteer organizations that now operate in all fifty states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and Guam. The state humanities councils were established by the Endowment in response to the mandate in the National Foundation on the Arts and Humanities Act that Federal support should be provided for humanities programs "in each of the several states." Their primary purpose, and a basic aim of the Endowment itself, is to foster public understanding and appreciation of the humanities. Grants from the Division of State Programs are made annually to the state councils, which then support, on a competitive basis, locally initiated humanities programs for the people in each state. In addition, state councils develop and

conduct specific humanities projects of their own as an effective way of ensuring that fine humanities programs are available in all regions of the state. Because state councils may support no more than half the costs of projects, every Federal dollar that a state council receives is matched by an equal amount of cash, goods, or services from local contributors.

Further information about the Division of State Programs is available from:

The National Endowment for the Humanities
Division of State Programs, Room 411
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Telephone: 202/786-0254

CRITERIA FOR REVIEW OF PROPOSALS

In order to arrive at an assessment of the overall quality and effectiveness of the proposed operation of the state council, the Endowment asks the panelists to consider the following:

- o The sense of mission and overall goals of the council and how its vision of its role is related to its plans and programming;
- o The intellectual quality of the overall program;
- o The extent to which the council's program is appropriate to the state's intellectual needs, interests, and resources and incorporates recommendations made by citizens at public meetings;
- o The effectiveness of the council's grant-making program;
- o The use of a range of disciplines and formats appropriate for the topics and the audience;
- o The effort to reach all geographic areas of the state through its programming;
- o The variety of audience reached, for example, in terms of age, demographics, geography, and education level;
- o The extent to which the council interacts with other educational and cultural institutions in the state;
- o The ability of the council to conduct meaningful evaluation of its grants, projects, overall programs, and organizational structure and its use of this evaluation for continuing improvement;
- o The information provided on projects undertaken by the council in order to present a clear idea of what has taken or will take place; and
- o Evidence that the council has planned well for the future and has established achievable short- and long-range goals.

PREPARATION OF PROPOSALS

The central purpose of the state humanities councils is to increase public awareness, understanding, and appreciation of the humanities for the people of the state. In light of that central purpose, the council's proposal should be designed to support and justify the council's request for funding. The council should describe how its goals have been met since the submission of the previous proposal to NEH, what the council plans to accomplish during the proposed funding period, its rationale for those plans, and its budgetary needs.

The proposal should be thirty-five to forty pages long, double-spaced, with each page numbered. The proposal narrative includes a state and council profile; a summary statement of the council's program; the review of past programs (final narrative report); application for funding; assurance of compliance; and related appendices.

Because proposals are mailed to panelists for their review prior to the panel meeting, councils should not use notebooks or heavy binding that add unnecessary mailing costs.

ABSTRACTS OF PROPOSAL

The abstracts should be typed single-spaced. (See the attached form and the sample.) The first page is the NEH application cover sheet, and the second page contains space for a summary of the various sections of the proposal. On the cover sheet the council should provide a brief statement of purpose that explicitly describes how the council envisions its role within the state. The full-page abstract should summarize each of the narrative sections of the proposal. We recommend that the abstract be prepared after the proposal itself is in final form. **Please note:** The abstract should present an overview of the council's recent activities and accomplishments and the council's plans for the requested grant period.

TABLE OF CONTENTS

Following the application cover sheet and proposal abstract, a table of contents should list and provide page numbers for all subsections of the proposal, including the proposal narrative, budget and budget narrative, appendices, and any supplementary materials included with the proposal.

STATE PROFILE

In one or two pages, or on the sample form provided, the state profile should include information on the following:

- (1) **size**: including total land area and state population by most recent available Federal census;
- (2) **population distribution**: including demographic breakdown by most recent available Federal census;
- (3) **economy**: including principal industries and current economic climate;
- (4) **primary, secondary, and higher educational systems**;
- (5) **cultural organizations**: including libraries, historical societies, museums, and other appropriate groups; and
- (6) **additional relevant characteristics**.

COUNCIL PROFILE

In one or two pages, or on the sample form provided, the council should offer a brief history of itself, present its mission statement, and describe the overall goals which guide the council's program and operations.

SUMMARY STATEMENT OF THE COUNCIL'S PROGRAM

In a three-to-five page summary, the council should describe its most important role in the state, how the council arrived at this determination, and how it plans to fulfill that role. In this overview, the council should discuss how its vision for its program is related to the profile of the state, to past accomplishments, and to future plans. The overview should present the council as a conceptual, substantive organization with all facets of its program linked by shared objectives.

FINAL NARRATIVE REPORT (REVIEW OF PAST PROGRAMS)

The council should use fifteen to twenty pages to present and analyze the goals and achievements of programs sponsored during its previous NEH grant. This section should be organized into subsections through a discussion of council grants and grantlines, council programs and initiatives, or other categories that illustrate the range of the council's programming. All subsections should contain the following information:

- o A brief description of the purposes and objectives of the funding category, that is, the grantline or council initiative. If the council has a general, open grant program, with no specific grantlines or funding categories, describe programs that illustrate the various foci of the council's activities;
- o A brief description of the major achievements in each program category and a brief assessment of any areas the council has begun to reassess. Provide data on total funding and number of applications received and funded during the grant period by year;
- o Two to three examples of grants, activities, or projects that illustrate the principles of the funding category and the council's priorities. Each example should be a concise analysis of the project or program and should include the total amount of council funds used;
- o A two-page description and analysis of any project from the last grant period in which the council takes great pride and which the council believes best exemplifies its program; and
- o A brief description of significant operational changes.

Please note that council grants are grants reviewed in open competition. Council projects are those projects sponsored directly by the council.

APPLICATION FOR FUNDING

The council should provide a detailed description, not to exceed fifteen to twenty pages, of the goals and objectives that will be given priority in the next few years. While the review of the past programs explains how the council has provided humanities programs for the citizens of the state by using both qualitative and quantitative criteria, the application for funding enables the council to reflect on what it has learned from the past, incorporating recommendations made by citizens at public meetings. It also permits the council to explain how it expects to build on its successes, what changes in directions it has taken or will take, what steps it will take to work toward those changes, and the financial implications of these future plans.

Based on the review of past programs and on other programming activities, the council should project its programming and its operations for the proposed grant period. The council should view its program as a whole and set its priorities across the full spectrum of its activities. The plans should be detailed enough to provide a touchstone for both the council and staff as the programs are carried out during the grant period. At the same time, the plans should be flexible enough for the council to take advantage of opportunities that may arise.

Information regarding the programming and budgetary priorities for the grant period, how the programming priorities were decided upon, and the means by which the council expects to be able to implement programming should be included in order to justify the funding requested. The council should provide detailed information both on programming and on the budget for the first year of the funding requested. The plans for years two and/or three should evolve logically from the first year. The following information should be included in this section:

- o Programmatic priorities and recommendations for the proposed grant period;
- o Organized by current council programming categories, a description of what will be continued and why, what will be modified and in what way, and what the council expects to achieve through these activities in the next grant period;
- o New initiatives and the rationale for undertaking them, with details on requests for proposals, contracts, cooperative agreements, statewide conferences, council projects and grants, or other fiscal and programmatic means of implementation;
- o Summaries of cooperative efforts with state agencies, other organizations, and other state councils; and
- o For each grantline, initiative, and council project, the amount of funding to be allocated each year. It is expected that the council will maintain an active grant-making program.

BUDGET INSTRUCTIONS

The budget format that is provided is meant to serve as one example of how a state council's operating budget might be formatted. In the sample budget form and the summary budget there are seven general categories, but each council is free to rearrange these categories, combine some, delete others, or create new categories. For example, some councils might prefer to combine program services with council projects or they might decide that a budget item such as "memberships and dues" would more appropriately be included under "development" rather than "general management." The point is that each council should develop a budget that best reflects the way it operates and its financial plan for the coming year.

In developing a budget, the councils should keep in mind the following:

- a. The detailed budget is to cover only one year of the grant period; figures provided in the proposal for succeeding years are only estimates.
- b. Only costs that will require the outlay of cash should be included in the budget; third-party in-kind contributions should be excluded.
- c. The activities that comprise general budget categories such as administration, management, program services, etc. should be explained in the budget itself or in a budget narrative.
- d. When staff time and/or resources are involved in carrying out any budgeted activity, the council must provide budget detail similar to that found in Section I of the sample budget. Of particular importance is the allocation of staff time to the various council activities.
- e. When a council contracts with another entity for a service, such as a speakers bureau or a resource center, only the activity and the anticipated expenditure need to be indicated in the budget.
- f. The budget category "council grants" is limited to discretionary grants that are awarded in open competition.
- g. If a council funds a resource center program, that activity should be listed wherever it seems most appropriate, but it should not be listed under "council grants."
- h. Some councils may receive funding from external sources that will not be certified to release Federal matching dollars and will support activities that are not included in the council's proposal to NEH. If this is the case, list under "Other" each activity along with the amount of funding the council anticipates receiving in support of that activity during the funding period.
- i. In the summary budget list only the major categories that appear in the council's detailed budget. Since the summary budget includes only costs that require the outlay of cash and the summary of funding is limited to cash contributions, "total costs" for each year should equal "total funding" for that year.

SAMPLE BUDGET

Funding Period from November 1, 199_ through October 31, 199_

I. GENERAL MANAGEMENT

(Indicate the activities that are included under this heading.)

1. Salaries and Wages

Names and titles of positions	% of time	Amount
_____	_____	\$ _____
_____	_____	\$ _____
Subtotal		\$ _____

2. Fringe Benefits

(If more than one rate is used, list each rate and the salary base.)

rate	salary	base amount
____ %	X \$ _____	= \$ _____
Subtotal		\$ _____

3. Telephone	\$ _____	
Printing Costs	\$ _____	
Postage	\$ _____	
Supplies	\$ _____	
Subtotal		\$ _____

4. Travel

Staff	\$ _____	
Board	\$ _____	
Subtotal		\$ _____

5. Council Meeting Costs	Subtotal	\$ _____
--------------------------	----------	----------

6. Memberships and Dues	Subtotal	\$ _____
-------------------------	----------	----------

7. Audit Costs	Subtotal	\$ _____
----------------	----------	----------

8. Equipment	Subtotal	\$ _____
--------------	----------	----------

9. Office Space	Subtotal	\$ _____
-----------------	----------	----------

TOTAL	\$ _____
-------	----------

II. PROGRAM SERVICES

(Indicate the activities included under this heading and provide budget detail similar to that requested in Section I.)

TOTAL	\$ _____
-------	----------

III. FUNDRAISING ACTIVITIES

(When appropriate, provide budget detail similar to that requested in Section I.)

TOTAL \$ _____

IV. PUBLIC MEETINGS

TOTAL \$ _____

V. COUNCIL PROJECTS

(Indicate the activities included under this heading and, when appropriate, provide budget detail similar to that requested in Section I.)

Speakers Bureau Subtotal \$ _____

Resource Center Subtotal \$ _____

Other (Describe) Subtotal \$ _____

TOTAL \$ _____

VI. COUNCIL GRANTS

NEH Funds (outright and match) Subtotal \$ _____

Cash Cost Sharing (including certified gifts) Subtotal \$ _____

TOTAL \$ _____

VII. OTHER

(See budget instructions for information on items that should be included under this heading.)

..... Subtotal \$ _____

..... Subtotal \$ _____

TOTAL \$ _____

GRAND TOTAL FOR FUNDING PERIOD \$ _____

SUMMARY BUDGET FOR ENTIRE GRANT PERIOD

<u>Budget Categories</u>	<u>First Year</u>	<u>Estimated Second Year</u>	<u>Estimated Third Year</u>	<u>Total</u>
	\$	\$	\$	\$
I. General Management	_____	_____	_____	_____
II. Program Services	_____	_____	_____	_____
III. Fundraising	_____	_____	_____	_____
IV. Public Meetings	_____	_____	_____	_____
V. Council Projects	_____	_____	_____	_____
VI. Council Grants	_____	_____	_____	_____
VII. Other	_____	_____	_____	_____
TOTAL COSTS	_____	_____	_____	_____

.....

SUMMARY OF FUNDING FOR ENTIRE GRANT PERIOD

	<u>First Year</u>	<u>Estimated Second Year</u>	<u>Estimated Third Year</u>	<u>Total</u>
	\$	\$	\$	\$
A. Requested from NEH*				
Outright	_____	_____	_____	_____
Federal Matching	_____	_____	_____	_____
B. Cost Sharing**				
State	_____	_____	_____	_____
Other (list)	_____	_____	_____	_____
.....	_____	_____	_____	_____
.....	_____	_____	_____	_____
.....	_____	_____	_____	_____
TOTAL FUNDING (A + B)	_____	_____	_____	_____

***The request for outright and matching funds should reflect the amount of Federal funds awarded to the council in the previous fiscal year.**

****Include only anticipated cash contributions even though in-kind, third-party contributions that are properly documented can be used to meet the 50 percent cost-sharing requirement. "Total Costs" should equal "Total Funding."**

SAMPLE STATE PROFILE

Size:

Population Distribution:

Economy:

Primary, Secondary, and Higher Education Systems:

Cultural Organizations:

Other:

SAMPLE COUNCIL PROFILE

Council History:

Mission Statement:

Overall Goals:

APPENDICES

Directions: Please complete the following forms. The information provided will assist the council in meeting the terms of the authorizing legislation and in providing evaluators with an accurate profile of council activities and operations. Note that this information is collected on an annual basis for the previous calendar year. If you need more space, please attach additional pages.

Appendix A The Compliance Plan: Please be certain to include the signature of the council chair.

Appendix B List of Council Members: Identify public, academic, gubernatorial, and executive committee members.

Appendix C Council Staff

Appendix D Council Organization Chart

Appendix E Program Development and Evaluation

Appendix F Overview of Council Grants and Projects: Overall audience figures should be included for all completed projects for the previous calendar year. Please note that only **overall totals** are represented; it is not necessary to furnish a head count for each council grant or project. The council may choose to categorize the information in whatever manner best reflects the council's program (e.g., "live" audiences in general, lectures, reading and discussion programs, symposia, media, exhibits, etc.). For programs involving broadcast media and exhibits, the council should indicate briefly how it arrived at its counts.

Appendix G Additional Supporting Materials. In addition, please attach the following with each copy of the application:

- (1) your most recent "Report to the People";
- (2) your current application guidelines for council grants; and
- (3) your most recent newsletter.

If a council wishes to submit additional materials, please contact the Division of State Programs for assistance.

Appendix H Catalogue of Projects (2 copies)

APPENDIX A-1

Date: _____

Dr. Marjorie A. Berlincourt
Director
Division of State Programs, Room 411
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

RE: Compliance Plan

Dear Dr. Berlincourt:

Enclosed is the information which you requested in fulfillment of our compliance reporting requirements. You will also find (check one):

1. ☐ a copy of our revised by-laws.
2. ☐ a completed Compliance Plan Report indicating that by-laws previously forwarded to your office in _____(year) remain in effect.

As required, the undersigned hereby certifies on behalf of _____
(name of council) that funds paid to the council by the National Endowment for the Humanities will be expended solely on programs which carry out the objectives of Section 1(c) of the National Foundation on the Arts and Humanities Act of 1965 as amended (20 U.S.C. 951 et seq.). The undersigned further certifies that the council will make reports to the Chairman of the National Endowment for the Humanities in such form, at such times, and containing such information, as the Chairman may require, in accordance with Section 7 (f)(3)(H), (I), and (J) of the above named Act of Congress and shall abide by the provisions set out more fully in Section 7(f) of 20 U.S.C. 956.

Yours sincerely,

(Chair)

(Name of Council)

Enclosures

APPENDIX A-2

COMPLIANCE REPORT

Council Membership

Total No. of Council Members as per By-laws _____

No. of Academic Members _____

No. of Public Members _____

No. of Governor's Appointments _____

Total Current Council Membership _____

Nomination Process

Advertisement to citizens throughout state Y_ N_

Written statewide solicitation Y_ N_

Other: (Describe briefly types of groups contacted)

Terms of Members

Regular Appointments (in years) _____

Renewable? Y_ N_

Maximum No. of Years of Continuous Service _____

Terms of Chair

Length of Term _____

Renewable? Y_ N_

Maximum No. of Years of Continuous Service _____

Gubernatorial Appointments (in years) _____

Renewable? Y_ N_

Maximum No. of Years of Continuous Service _____

Co-Extensive with Governor's term? Y_ N_

Council Operations

No. of Council Meetings _____

Other Meetings. Describe briefly.

No. of Executive Committee Meetings _____

Public Access

Number of Public Meetings during previous year _____. (Meetings must include public discussion of the council's annual plan.) Describe the meetings briefly.

State Government

Governor provided with regular and complete information on all council activities.

Y_ N_

Appropriate state and local officials provided with necessary information on all council activities.

Y_ N_

Formats. Describe briefly.

APPENDIX B

LIST OF COUNCIL MEMBERS

Membership: Name, Title, Preferred Mailing Address. (Please indicate public, academic, gubernatorial, officers, and executive committee members.)

APPENDIX C

**COUNCIL STAFF: POSITION DESCRIPTIONS
AND BRIEF BIOGRAPHIES**

APPENDIX D

COUNCIL ORGANIZATION CHART

APPENDIX E

PROGRAM DEVELOPMENT AND EVALUATION

Program Development

No. Of Grant Writing Workshops Held: _____

Location	Date of Workshop	No. in Attendance
----------	------------------	-------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Evaluation

System for Evaluation of Council Grants, including outside specialist evaluations:

Major _____

Mini _____

Other _____

Evaluation

System for Evaluation of Council Projects:

Project Name _____

Method _____

Project Name _____

Method _____

Project Name _____

Method _____

Project Name _____

Method _____

Project Name _____

Method _____

Project Name _____

Method _____

APPENDIX F

OVERVIEW OF COUNCIL GRANTS AND PROJECTS

I. Council Grants

	No. of Applications Received	No. of Applications Funded
Major:	_____	_____
Mini:	_____	_____
Other:	_____	_____

II. No. of Scholars Involved in

Council Projects	_____
Council Grants	_____
Total	_____

III. Provide a state map or maps that reflect all council program activity.

Include, for example: Council Grants - Major (1); Council Grants - Mini (2); Council Projects (3); Other Council Grants (4).

IV. Audience Figures for the Most Recent Calendar Year

Format (example: media, exhibitions)	No. in Attendance
--------------------------------------	-------------------

Speakers Bureau	_____
-----------------	-------

Resource Center Packaged Programs	_____
-----------------------------------	-------

Other	_____
-------	-------

Total in Attendance at All Council Programs	_____
---	-------

APPLICATION CHECKLIST

I. Twelve copies of the proposal package, each copy including, in this order,

1. the application cover sheet (original signed by council chairman);
2. abstract of proposal;
3. table of contents;
4. profile of the state;
5. council profile;
6. summary statement of the council's program;
7. final narrative report (approximately 15 to 20 double-spaced pages);
8. application for funding (approximately 15 to 20 double-spaced pages);
9. the budget and budget narrative;
10. required appendices (A through F); and
11. supplementary council materials.

II. Two printed copies of catalogue of projects. These can be annotated and the pages should be numbered.

National Endowment for the Humanities

Washington, D.C.

The following pages include:

- The Application Cover Sheet
- Cover Sheet Continuation
- Cover Sheet Sample

Please read the instructions before completing applicable questions. Please print or type.

Purpose: The National Endowment for the Humanities uses a single cover sheet for all of its programs. This cover sheet gathers information that is necessary in one of two ways:

(1) The information is necessary for efficient consideration of the application during the review process and in the administration of the grant if an award is made.

(2) The information is *required of the Endowment* in various reports to Congress, other federal agencies, and the public. The Endowment must provide reports that involve statistical information or descriptions that can be obtained quickly from the cover sheet. Information is recorded in a computer, which stores the data for subsequent compilation and reporting.

Please read the instructions for each question carefully. Answer each question by typing or printing your reply. Please verify your answers to be certain that they are correct and complete.

You will find it helpful to complete the cover sheet last, after all other parts of the application have been prepared.

Privacy Act: The following notice is furnished in compliance with the Privacy Act of 1974:

The information is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. This information is needed to process the grant application and for statistical research and analysis of trends. The routine uses which may be made of this information are: general administration of the grant review process; review and discussion by peer review advisory panels and, in some programs, evaluation by specialist reviewers, Endowment staff, and members of the National Council on the Humanities; statistical summaries; congressional oversight; and analysis of trends. Failure to provide any of the requested information will result in the delay or rejection of the application.

1. Council Chairperson**a. Name and mailing address**Name _____
(last) (first) (initial)

Address _____

(city) (state) (zip code)

b. Form of address: ☐**c. Social Security #** _____ **Date of birth** _____
(mo./day/yr.)**d. Telephone number**Office: _____ / _____ Home: _____ / _____
(area code) (area code)**e. Major field of applicant or project director** _____

(code)

f. Citizenship ☐ U.S.☐ Other _____
(specify)**2. Type of applicant****a.** ☐ by an individual **b.** ☒ through an org./institution

If a, indicate an institutional affiliation, if applicable, on line 11a.

If b, complete block 11 below and indicate here:

c. Type**d. Status****3. Type of application****a.** ☒ new **c.** ☐ renewal**b.** ☐ revision and resubmission **d.** ☐ supplement

If either c or d, indicate previous grant number: _____

4. Program to which application is being made ☐Endowment Initiatives: _____
(code)**5. Requested grant period**From: _____ To: _____
(month/year) (month/year)**6. Project funding****a. Outright funds** \$ _____**b. Federal match** \$ _____**c. Total from NEH** \$ _____**d. Cost sharing** \$ _____**e. Total project costs** \$ _____**7. Field of project** ☐

Humanities

8. Descriptive title of project

State Humanities Program

9. Statement of Purpose of Council**10. Will this proposal be submitted to another government agency or private entity for funding?**

(if yes, indicate where and when): _____

11. Council Information**a. Institution or organization:**

(name) _____

(city) (state)

b. Employer identification number _____**c. Chairperson**

(last) (first) (initial)

(title of chairperson)

d. Name and mailing address of institutional grant administrator:

(last) (first) (initial)

(city) (state) (zip code)

Telephone: _____ / _____ Form of address ☐
(area code)**12. Certification**

By signing and submitting 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.

(signature of council chairperson)

(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

DIVISION OF STATE PROGRAMS COVER SHEET CONTINUATION

Name of Council

NEH Use Only Application
Number

SUMMARY OF PROPOSAL

1. Council Chairperson

a. Name and mailing address

Name Melton Marilyn R.
(last) (first) (initial)Address 1080 Mt. Rose StreetReno Nevada 89509
(city) (state) (zip code)b. Form of address: Mrs.c. Social Security # 000-00-0000 Date of birth 00/00/00
(mo day yr)d. Telephone number
Office: 702 / 784-6587 Home: _____
(area code) (area code)e. Major field of applicant or project director _____
(code)f. Citizenship ☒ U.S.
☐ Other _____
(specify)**2. Type of applicant**

- a.
- ☐
- by an individual b.
- ☒
- through an org./institution
-
- If a, indicate an institutional affiliation, if applicable, on line 11a.
-
- If b, complete block 11 below and indicate here:
-
- c. Type
-
- d. Status

3. Type of application

- a.
- ☒
- new c.
- ☐
- renewal
-
- b.
- ☐
- revision and resubmission d.
- ☐
- supplement
-
- If either c or d, indicate previous grant number: _____

4. Program to which application is being madeDivision of State ProgramsEndowment Initiatives: _____ Division of State Programs
(code) will supply code.**5. Requested grant period**From: 11/01/91 To: 10/31/93 or 94
(month year) (month year)**6. Project funding**

- a. Outright funds \$ _____
-
- b. Federal match \$
- Do not include gifts
-
- c. Total from NEH \$
- Add a. and b.
-
- d. Cost sharing \$
- Include gifts (should
-
- e. Total project costs \$
- at least equal c.)
-
- Total of c. and d.

7. Field of projectHumanities**8. Descriptive title of project**State Humanities Program**9. Statement of Purpose of Council**

The Nevada Humanities Committee is a state-wide, non-profit organization whose purpose is to support public programs and activities throughout Nevada which increase public understanding and appreciation of the humanities. Its activity is based on the conviction that the study of literature, history, archaeology, music and the arts, philosophy, and religion not only acquaints Nevadans with their history and cultural legacy, but explores the full range of human experience and human values, examining essential questions that face all people. The committee offers a number of resources and supports a number of projects, but, above all, it promotes community interest in the humanities by awarding grants to support community-based public humanities programs.

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

(if yes, indicate where and when): _____

11. Council Information

a. Institution or organization:

Nevada Humanities Committee
(name)
Reno Nevada
(city) (state)b. Employer identification number 00000000

c. Chairperson

Melton, Marilyn R.
(last) (first) (initial)

(title of chairperson)

d. Name and mailing address of institutional grant administrator:

Winzeler, Judith K.
(last) (first) (initial)
Nevada Humanities Committee
Box 8029
Reno Nevada 89507
(city) (state) (zip code)Telephone: 702 784-6587 Form of address Ms.
(area code)**12. Certification**

By signing and submitting 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.

(signature of council chairperson)

(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

Appendix

Instructions for the Certifications

General Requirements

The Endowment is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

By signing and submitting a proposal the individual applicant or the authorizing official of the applicant institution provides the applicable certifications. When a prospective applicant is unable to certify regarding the nondiscrimination statutes and implementing regulations, a drug-free workplace, or lobbying, that person is not eligible to apply for funding from the Endowment. When an applicant is unable to certify regarding federal debt status or debarment and suspension, an explanation must be attached to the proposal. The explanation of why the certification cannot be submitted will be considered in connection with the Endowment's funding determination. Failure to furnish a certification or an explanation shall disqualify the applicant from receiving an award from the Endowment.

The certifications are material representations of fact upon which reliance will be placed when the Endowment determines to fund the application. If it is later determined that the applicant knowingly provided an erroneous certification or did not comply with the requirements, in addition to other remedies available to the federal government, the Endowment may seek judicial enforcement of the certification (nondiscrimination statutes); may terminate the award for cause or default (federal debt status and debarment and suspension); and may suspend payment, suspend or terminate the grant, or suspend or debar the grantee (drug-free workplace). Any person who fails to file a required certification regarding lobbying or submits an erroneous certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The applicant shall provide immediate written notice to the director of the NEH Grants Office if at any time the applicant learns that its certifications

were erroneous when submitted or have become erroneous by reason of changed circumstances.

Nondiscrimination Statutes and Implementing Regulations

The certification regarding the nondiscrimination statutes and implementing regulations shall obligate the applicant for the period during which the federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this certification shall obligate the applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this certification shall obligate the applicant or any transferee for as long as the property or structure is used for the grant or similar purposes. This certification is binding on the applicant, its successors, transferees, and assignees, and on the authorizing official whose signature appears on the application cover sheet for this proposal.

Grantees are also required to evaluate their policies and practices toward the handicapped and grantee organizations that employ fifteen or more persons must keep on file a list of the interested persons that were consulted and a description of the areas that were examined, the problems that were identified, and any modifications or remedial steps that were undertaken.

Federal Debt Status

If an applicant is unable to certify regarding federal debt status, an explanation must be submitted with the proposal.

Definitions of terms used in the federal debt status certification:

Delinquent: Represents the failure to pay an obligation or debt by the date specified in the agency's initial written notification or applicable contractual agreement, unless other satisfactory payment arrangements have been made by that date, or if at any time thereafter, the debtor fails to satisfy the obligation under a payment agreement with the agency.

Federal Debt: The amount of money or property that has been determined by an appropriate agency official to be owed to the United States by any person, organization, or entity. Examples of debts include delinquent taxes, audit disallowances, guaranteed and direct student loans, housing loans, farm loans, business loans, Department of Education institutional

loans, benefit overpayments, and other miscellaneous administrative debts.

Debarment and Suspension

The applicant agrees by submitting this proposal that should the proposal be funded by the Endowment, it shall not knowingly enter into any project-related transactions (as defined under "lower tier covered transactions") with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Endowment.

The applicant further agrees by submitting this proposal to include without modification the following clause in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) 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.

A grantee may rely on the certification of a prospective subrecipient that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A grantee may decide the method and frequency by which it determines the eligibility of its "principals."

Except when specifically authorized by the Endowment, if a grantee knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the remedies available to the federal government, the Endowment may terminate this transaction for cause or default.

Definitions of terms used in the debarment and suspension certification:

Covered Transaction: A covered transaction is either a primary covered transaction or a lower tier covered transaction.

Debarment: An action taken by a debaring official in accordance with 45 CFR Part 1169 to exclude a person from participating in covered transactions. A person so excluded is "debarred."

Ineligible: Excluded from participation in federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549.

Lower Tier Covered Transaction: (a) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction. (b) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) [currently \$25,000] under a primary covered transaction. (c) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are project directors, principal investigators, and providers of federally-required audit services.

Participant: Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered transaction. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered transaction as an agent or representative of another participant.

Person: Any individual, corporation, partnership, association, unit of government or legal entity, however organized, except foreign governments or foreign governmental entities, public international organizations, foreign government owned or controlled entities.

Primary Covered Transaction: This is normally any nonprocurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation agreements, and any other nonprocurement transactions between a federal agency and a person.

Principal: Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has critical influence on or substantive control over a covered transaction, whether or not employed by the participant.

Suspension: An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue.

Voluntarily Excluded: The status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.

Drug-Free Workplace

By signing and submitting the application, the institutional applicant agrees, among other things, to establish an on-going drug-free awareness program; to publish 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 to give this statement to each employee to be engaged in the performance of the grant. For grants that have a performance period in excess of 30 days, the program and policy statement must be in place within thirty days of the date the award is issued.

A grantee will be considered in violation of the drug-free workplace requirements if the grantee falsely certifies, fails to carry out the requirements of the certification, or fails to make a good faith effort to maintain a drug-free workplace.

The applicant must either identify in the application proposal the place(s) where the grant activities will be carried out or must keep this information on file in its office so that it is available for federal inspection. Workplace identification shall include the actual address of buildings (or parts of buildings) or other sites where work under the grant will take place. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Definitions of terms used in the drug-free workplace certification:

Controlled Substance: A controlled substance in schedules I through V of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 - 1308.15.

Drug-free Workplace: A site for the performance of work done in connection with a specific grant at which employees of the grantee are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

Employee: The employee of a grantee directly engaged in the performance of work under the grant, including all "direct charge" employees; all "indirect charge" employees, unless their impact or involvement is insignificant to the performance of the grant; and all temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll.

Grantee: A person who applies for or receives a grant directly from a federal agency.

Lobbying Activities

An applicant who requests grant funds in excess of \$100,000 is required to certify and, under certain circumstances, file a disclosure statement on lobbying activities. The "Certification Regarding Lobbying Activities" applies only to the individual application for which Endowment funding is being sought. If nonfederal funds were used or will be used to support lobbying activities for this application by persons other than regularly employed officers or employees of the applicant institution, the OMB "Disclosure of Lobbying Activities" (Standard Form LLL) shall be completed and returned to the NEH Grants Office. This form will also be filed at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information previously filed.

Those who received a subgrant, contract, or sub-contract exceeding \$100,000 at any tier under an Endowment grant are required to file a certification and, when necessary, a disclosure form to the next tier above. All disclosure forms shall be forwarded to the NEH Grants Office by the grantee.

For the purpose of this certification a "regularly employed officer or employee of the applicant" is one who is employed by the applicant for at least 130 working days within one year immediately preceding the date of the submission that initiates Endowment consideration of the applicant for receipt of a grant or cooperative agreement.

Certifications

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 or will continue to 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.

Alternate II. (Applies to Grantees Who Are Individuals)

(A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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 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.

Note: If a proposed project relates to American Indians, Aleuts, Eskimo, or native Hawaiian people and artifacts, an applicant should obtain from the Endowment a copy of its Code of Ethics concerning native Americans. The code establishes certain standards of conduct in research, publication, and public programs involving native American peoples.

EEO Statement

Endowment programs do not discriminate on the basis of race, color, national origin, sex, handicap, or age. For further information, write to the Equal Opportunity Employment Officer, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): _____ <div style="text-align: right; font-size: small;">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</div>		
b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): _____ <div style="text-align: right; font-size: small;">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</div>		
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11: <div style="text-align: right; font-size: small;">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</div>		
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

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Standard Form - 111-A

National Endowment for the Humanities
Division of State Programs
Room 411
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506



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