



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

National Digital Newspaper Program

Funding Opportunity Number: 20250110-PJ

Funding Opportunity Types: New, Renewal

Federal Assistance Listing Number: 45.149

Application Deadline: January 10, 2025

Applicants to NEH for awards with expected issuance dates on or after October 1, 2024, should be aware of revisions to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) effective from that date. All NEH awards issued on or after October 1, 2024, will be subject to the revised regulations. You may incorporate these changes into your applications now. Additional information is available at <https://www.neh.gov/grants/manage/2024-Revisions-to-2-CFR-200>.

Ensure your SAM.gov and Grants.gov registrations and passwords are current.
It may take several weeks to register with SAM.gov and Grants.gov.
NEH will not grant deadline extensions for lack of registration.

Division of Preservation and Access
Telephone: 202-606-8570
Email: preservation@neh.gov

OMB control number 3136-0134, expiration date October 31, 2024

Executive Summary

The National Endowment for the Humanities (NEH) Division of Preservation and Access is accepting applications for the National Digital Newspaper Program. This program creates a national digital resource of historically significant newspapers published between 1690 and 1963 from all 56 states and U.S. jurisdictions. The Library of Congress (LOC) maintains this freely accessible, searchable online database.

Funding Opportunity Title	National Digital Newspaper Program
Funding Opportunity Number	20250110-PJ
Federal Assistance Listing Number	45.149
Deadline for Optional Draft	December 2, 2024, 11:59 p.m. Eastern Time
Application Deadline	January 10, 2025, 11:59 p.m. Eastern Time
Anticipated Award Announcements	August 2025
Anticipated FY 2025 Funding	Approximately \$2,500,000
Estimated Number and Type of Awards	Approximately 10 cooperative agreements
Award Amounts	Up to \$325,000
Cost Sharing/Match Required	No, unless you request federal matching funds
Period of Performance	The period of performance is two years with a start date of September 1, 2025.
Eligible Applicants	<ul style="list-style-type: none"> • nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • accredited institutions of higher education (public or nonprofit) • state and local governments and their agencies • federally recognized Native American Tribal governments <p>See C. Eligibility Information for additional information.</p>
Program Resource Page	https://www.neh.gov/grants/preservation/national-digital-newspaper-program
Published	August 21, 2024

Table of Contents

Executive Summary	i
Table of Contents	ii
A. Program Description	1
1. Purpose.....	1
2. Background.....	3
B. Federal Award Information	5
1. Type of Application and Award.....	5
2. Summary of Funding	6
C. Eligibility Information	6
1. Eligible Applicants.....	6
2. Cost Sharing.....	7
3. Other Eligibility Information.....	7
D. Application and Submission Information.....	8
1. Application Package	8
2. Content and Form of Application Submission	9
3. Unique Entity Identifier and System for Award Management.....	28
4. Submission Dates and Times.....	30
5. Intergovernmental Review.....	30
6. Funding Restrictions	30
E. Application Review Information	31
1. Review Criteria	31
2. Review and Selection Process	31
3. Assessment of Risk and Other Pre-Award Activities	32
4. Anticipated Announcement and Award Dates	33
F. Federal Award Administration Information	33
1. Federal Award Notices	33
2. Administrative and National Policy Requirements	33
3. Reporting	35
G. Agency Contacts.....	35
H. Other Information.....	36

A. Program Description

1. Purpose

This notice solicits applications for the National Digital Newspaper Program (NDNP).

NDNP is a partnership between NEH and the Library of Congress (LOC) to create a national digital resource of historically significant newspapers published between 1690 and 1963 from all 56 states and U.S. jurisdictions. LOC will permanently maintain this freely accessible, searchable online database ([Chronicling America: Historic American Newspapers](#)). An accompanying national newspaper directory of bibliographic and holdings information on the website directs users to newspaper titles available in all types of formats. During its partnership with NEH, LOC will digitize and contribute a significant number of newspaper pages drawn from its own collections to *Chronicling America*.

If your application is successful, you will select newspapers—**published in states or jurisdictions between 1690 and 1963**—and over a period of two years, convert approximately 100,000 pages into digital files (preferably from microfilm), according to the [technical guidelines](#) outlined by LOC. You may select titles published in any language with a valid ISO 639-2 language code (or ISO 630-3, if appropriate). For newspapers published after 1928, you may select only those in the public domain (i.e., published without copyright or for which the copyright was not registered or renewed by 1963). If you wish to select titles for digitization published after 1928, you must indemnify LOC and NEH.

NEH welcomes applications that involve collaboration between prior NDNP recipients and new partners. Such collaborations might involve arrangements to manage the creation and delivery of digital files; regular and ongoing consultation about project management; or formal training for project staff at an onsite institute or workshop. NDNP has supported such collaborations between the following partners: Arkansas and Mississippi; Florida and Puerto Rico; Louisiana and Mississippi; Minnesota and Iowa; Minnesota and North Dakota; Minnesota and South Dakota; Montana and Idaho; Texas and New Mexico; Texas and Oklahoma; and Virginia and West Virginia.

NDNP supports dissemination activities that engage the wider public in exploring the digitized content, within appropriate limits. Your budget may include staff time, consultation with outside experts, and other eligible expenses related to disseminating NEH-funded products, but the primary purpose of this program is to create a national digital resource of historically significant newspapers.

If you propose digitizing titles in languages other than English, you must include staff with the relevant language expertise to review the quality of the converted content and related metadata.

States and jurisdictions are encouraged to digitize titles published within their current geographic boundaries, including those from Native American Tribal nations, but cases for digitization beyond such boundaries can be made. For example, a state may digitize Native American newspapers that were published in another state, or a state may partner with a jurisdiction to digitize the newspapers from there. If you propose to digitize titles published outside of what is now your state or jurisdiction, you must provide the rationale for doing so. In explaining any digitization beyond state boundaries, consider how you will include representatives and stakeholders from the communities represented in the newspaper titles.

Your proposed project must include an advisory board. The advisory board should include scholars, teachers, traditional knowledge keepers, librarians, and archivists at a variety of institutions and be involved in selecting the newspapers to be digitized. In addition to providing advice on content, the advisory board should help disseminate the project's progress and *Chronicling America* more generally.

If you are a prior NDNP recipient, you may apply for a subsequent award to digitize additional newspapers. NEH has distinct programmatic expectations depending on how many NDNP awards you have previously received. NEH will consider your number of previous NDNP awards when making funding decisions.

First three NDNP awards

During your first three awards, you will become proficient in newspaper digitization production workflows and standards through your cooperative agreement with NEH and LOC. At this stage, you must ensure that you or your partner institutions have access to large quantities of master negative microfilms of the state or jurisdiction's newspapers for the period from 1690 through 1963. If you are seeking your first, second, or third NDNP award, you should develop selection criteria with the following principles in mind:

- Titles should reflect the political, economic, and cultural history of the state or jurisdiction.
- You should give preference to titles that are recognized as "papers of record" at the state or county level and that contain published legal notices, news of state and regional governmental affairs, and announcements of community news and events.
- Selected titles should provide state, or at least multi-county, coverage of the majority of the population areas.
- You should give preference to newspapers with a broad chronological span over those with short runs or those that published sporadically.

Fourth and subsequent NDNP awards

If you are seeking a subsequent NDNP award, you should, with the help of a carefully selected advisory board, develop selection criteria that move beyond the newspapers of record to include the following:

- titles with underrepresented perspectives and histories
- titles that shed light on the social and cultural causes of climate change, global warming, and environmental degradation
- titles that have ceased publication and/or lack ownership, and therefore would be less likely to be digitized by other sources
- previously digitized newspapers with strong justification for inclusion

In addition to more nuanced considerations of title selection, you might also advance the technological reaches of newspaper digitization by developing content platforms; finding innovative uses for NDNP data and metadata; and collaborating with educators, scholars, and/or technical experts.

Program Outcomes and Outputs

The output of your first, second, or third NDNP award should be the addition of digitized newspapers from states or jurisdictions to the *Chronicling America* database.

The output of your fourth or subsequent NDNP award should be additions to the *Chronicling America* database that further enhance the collection by adding newspapers that improve coverage of a particular theme.

You will describe your project outcomes and outputs, and how they would support the overall purpose of the NDNP program, in [Attachment 1: Narrative](#).

See [D6. Funding Restrictions](#) for unallowable activities. Applications unrelated to the purpose of this program or that include unallowable costs or activities may be judged nonresponsive and returned without review.

See [E1. Review Criteria](#) for the standards NEH will use to evaluate applications under this notice.

2. Background

NDNP builds on the foundation established by an earlier NEH initiative conducted from 1982 to 2011: the United States Newspaper Program (USNP). The USNP was a cooperative national effort to locate, catalog, and preserve on microfilm American newspapers published from the eighteenth century to the present. Projects in all fifty states, the District of Columbia, Puerto Rico, and the Virgin Islands collaborated to provide bibliographic control to widely scattered newspapers and preserved on microfilm (to consistent national standards) selected titles from this vulnerable corpus. LOC provided technical assistance for USNP throughout its existence.

NEH has funded NDNP projects in all fifty states and the jurisdictions of Puerto Rico and the Virgin Islands of the United States.

NEH intends to support projects in all states and U.S. jurisdictions **and make one award to an organization within each U.S. state or jurisdiction, which typically collaborates with relevant partners in this effort**. NEH encourages state partners to seek second and third awards, to produce a total of approximately 300,000 pages of digitized newspapers per state. You may receive support for continued work beyond the third award, but NEH prioritizes applications from those states and jurisdictions that have not received NDNP funding or that have received fewer than three awards. New partnerships among states and jurisdictions should follow the Narrative guidelines detailed below for the first three rounds. New organizations in a state that has previously participated in NDNP should follow the Narrative guidelines detailed below for round four and subsequent awards.

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

Under [Section 3\(a\) of the National Foundation on the Arts and the Humanities Act of 1965](#), as amended, “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 the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

Use the [Funded Projects Query Form](#) to find examples of NEH-supported projects.

[Learn more about NEH.](#)

NEH Areas of Interest

NEH is especially interested in supporting projects that advance humanities-related work in the following areas. NEH will give all applications equal consideration in accordance with the program's [review criteria](#).

NEH encourages projects that include Native American organizations and communities as applicants and project partners.

American Tapestry: Weaving Together Past, Present, and Future

[American Tapestry: Weaving Together Past, Present, and Future](#) is a wide-ranging special initiative at NEH that leverages the humanities to tackle some of the most pressing challenges of our time: strengthening our democracy, advancing equity for all, and addressing our changing climate. The initiative encourages humanities projects that elevate the role of civics in schools and public programs, advance knowledge of the country's history and political institutions, and examine threats to its democratic principles. The initiative also encourages projects that explore the untold stories of historically underrepresented groups and build capacity at cultural and educational institutions to benefit underserved communities. Finally, the initiative welcomes projects that promote research into the historical roots and cultural effects of climate change and support the cultural and educational sectors in building climate resilience. By supporting humanities projects that align with these three themes – strengthening our democracy, advancing equity for all, and addressing our changing climate – the *American Tapestry* initiative seeks to tell our country's history in all its complexity and diversity.

United We Stand: Connecting Through Culture

Hate must have no safe harbor in America – especially when that hate fuels the kind of violence we've seen from Oak Creek to Pittsburgh, from El Paso to Poway, and from Atlanta to Buffalo. When ordinary Americans cannot participate in the basic activities of everyday life – such as shopping at the grocery store or praying at their house of worship – without the fear of being targeted and killed for who they are, our security as well as democracy are at risk. In coordination with the White House “United We Stand” Summit in September 2022, NEH launched a new initiative titled [United We Stand: Connecting Through Culture](#) that uses the humanities to combat hate-motivated violence and promote civic engagement, social cohesion, and cross-cultural understanding. As a part of this initiative, NEH encourages humanities projects that further our understanding of the nation's racial, ethnic, gender, and religious diversity; examine the sources of hate and intolerance in the United States; and explore progress towards greater inclusiveness.

NEH especially welcomes projects that preserve and extend the reach of collections chronicling Muslim American and/or Jewish American experiences, including the history of Islamophobia and/or antisemitism in the United States.

NEH's Support for the Federal Indian Boarding School Initiative

As a part of [NEH's partnership with the Department of the Interior on the Federal Indian Boarding School Initiative](#), NEH encourages projects that further public understanding and knowledge of the Federal Indian boarding school system. From 1819 through the 1970s the

government of the United States operated a system of schools for Native American, Alaska Native, and Native Hawaiian children premised on a policy of coerced cultural assimilation. Native children were forcibly separated from their families and sent to attend federal Indian boarding schools, where they were frequently subject to harsh treatment and abuse. A number of these students died, and others never returned to their families and communities. Many were also deprived of their cultural inheritance. NEH encourages projects that document and explore the history of the federal Indian boarding schools as well as projects that contribute to Native and Indigenous cultural and language revitalization.

B. Federal Award Information

1. Type of Application and Award

NEH seeks new and renewal applications in response to this notice.

NEH will provide funding in the form of cooperative agreements. A cooperative agreement is a financial assistance mechanism in which NEH anticipates having substantial programmatic involvement.

In collaboration with the recipients, and in partnership with technical advisors at LOC, **NEH responsibilities will include:**

- convening an initial workshop for recipients as well as subsequent program meetings or workshops
- consultation regarding the final selection of titles
- consultation regarding the production schedule for sample and final files
- consultation to ensure the required sample of digital assets complies with the LOC's technical specifications (TIFF, OCR output, PDF, JP2, and metadata) for the program
- ensuring LOC review of all updated bibliographic records of digitized titles in [WorldCat](#) to ensure CONSER authentication and conformity with current cataloging practices for US newspapers
- reviewing and editing newspaper title essays

In collaboration with NEH staff and LOC technical advisors, you will perform all tasks for the continued development of *Chronicling America*. If you receive an award, **your responsibilities will include:**

- establishing an advisory board responsible for applying selection criteria for digitization to state newspaper titles in the public domain (i.e., published from 1690 through 1963)
- compiling a list of newspapers selected for the project, including information about each title, its geographic and chronological coverage, its LCCN (Library of Congress Control Number) identifying number, estimated number of pages you will digitize, number of reels (LOC to supply barcode for each reel), and confirmed public domain status
- evaluating and documenting copyright status for any material not currently in the public domain (You may only select material published without copyright or with a copyright not registered or renewed before 1964 and therefore in the public domain)
- technical analysis of available microfilm for optimal scanning of the selected titles (The format of analysis must follow the technical specifications provided in the [guidelines](#))
- developing a production schedule with an agreed-upon timetable for sample and final files

- submitting an agreed-upon number of pages, established in your [work plan](#), and following NDNP technical specifications (approximately 100,000 pages of digitized newsprint and associated files)
- creating a summary description (a maximum of 500 words each) of the scope, content, and significance of each digitized newspaper title, which you will deliver simultaneously with the associated assets
- surveying digital newspapers in the state to identify open-access (free) digital titles not included in NDNP (LOC will provide a spreadsheet to conduct this survey)
- updating bibliographic records of digitized titles in [WorldCat](#) to ensure CONSER authentication and conformity with current cataloging practices for US newspapers
- submitting all deliverables, following LOC's delivery instructions, to LOC for review of conformance with the program's [technical guidelines](#) and to NEH for subsequent review
- providing indemnity for the United States (and its licensees and assignees) to the extent permitted by law for projects that involve digitizing newspapers not held in the public domain based on published date against all claims, damages, liabilities, losses, costs, and expenses (including reasonable attorney's fees) arising out of or caused by recipient's breach of any warranty or agreement contained in this cooperative agreement
- attending an initial workshop and annual program meetings or workshops in the Washington, DC, area (or the virtual equivalent)
- researching, writing, and revising newspaper title essays
- providing quarterly data deliveries throughout the period of performance

2. Summary of Funding

Award amounts

You may request up to \$325,000. This includes the sum of direct and indirect costs.

NEH anticipates awarding approximately \$2,500,000 among an estimated 10 recipients.

NEH will not determine the exact amount available for funding until Congress makes official appropriations for FY 2025. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

Period of performance

The period of performance is two years with a start date of September 1, 2025. Each renewal will have its own period of performance. The new period of performance cannot overlap with the period of performance of an active NDNP award.

The period of performance is the time during which you may incur expenses to carry out the work under the award. It must start on the first day of the month and end on the last day of the month.

C. Eligibility Information

1. Eligible Applicants

To be eligible to apply, your organization must be established in the United States or its jurisdictions as one of the following:

- a [nonprofit organization recognized as tax-exempt under section 501\(c\)\(3\) of the Internal Revenue Code](#)
- an [accredited institution of higher education](#) (public or nonprofit)
- a state or local government or one of their agencies
- a [federally recognized Native American Tribal government](#)

Individuals and other organizations, including foreign and for-profit entities, are ineligible.

If your organization is eligible, you may apply on behalf of a consortium of collaborating organizations. If NEH selects your proposal for funding, you will be programmatically, legally, and fiscally responsible for the award.

The recipient may not function solely as a fiscal agent but should make substantive contributions to the success of the project.

2. Cost Sharing

NEH does not require cost sharing in this program unless you request federal matching funds.

Cost sharing refers to project costs that are covered with non-NEH funds. NEH distinguishes between two types of cost sharing: voluntary cost sharing and federal matching funds.

Voluntary cost sharing

You may contribute voluntary cost share if the total project costs exceed the amount awarded by NEH. Voluntary cost share includes:

- cash contributions made to the project by you or a third party
- your unrecovered indirect costs
- in-kind contributions (non-cash contributions, such as property or services, that benefit the project and are contributed without charge) by you or a third party

While you may describe voluntary cost share in your [budget justification](#), you should not include it on your Research and Related Budget. The Research and Related Budget should only include funds you are requesting from NEH.

Peer reviewers will not consider any voluntary cost share in their evaluation of applications.

3. Other Eligibility Information

An organization may submit only one application under this notice.

If you submit multiple applications (including submitting to the wrong funding opportunity or making corrections/updates), NEH will only accept your last validated submission prior to the deadline under the correct Grants.gov funding opportunity.

You may revise and resubmit previously rejected applications. Submissions are subject to the application requirements and [review criteria](#) of the current competition.

Per [2 CFR § 200.403\(f\)](#), you must not include the same project costs in more than one application for federal funding or approved federal award budget. If one application to NEH is pending, a second application for the same project costs, even if to a different program, may be

ruled ineligible. However, you may submit multiple proposals for **complementary** aspects of the same overall project. If you are submitting complementary proposals to other NEH programs or government agencies, specify when and to whom in the [Supplementary Cover Sheet for NEH Grant Programs](#). NEH may disallow costs or reject applications that include overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

NEH does not issue awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible. You may use funds from, or sites and materials controlled by, other federal entities in your project, but you may not use them as gifts to release federal matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations provided you do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §§ 200.1](#) and [.331\(a\)](#). You may obtain the services of foreign individuals and consultants to carry out programmatic activities on a fee-for-service basis, as specified in [2 CFR § 200.459](#). You may obtain goods and services from foreign vendors, such as in-country transportation services, in accordance with [2 CFR § 200.331\(b\)](#). If you plan to submit an application involving international collaboration, contact program staff at preservation@neh.gov.

Except for the rare cases covered by its [late submission policy](#), NEH will not consider applications submitted after the [deadline](#).

NEH will not consider incomplete, nonresponsive, or ineligible applications for funding.

NEH will not consider applications that exceed mandatory page limits or deviate from formatting instructions. See the [Application Components Table](#).

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20250110-PJ. There is also a link on the [program resource page](#).

Once you have located the funding opportunity in Grants.gov, you will find the application package under the "Package" tab. It includes a series of required and conditionally required forms. You will upload additional application components using the [Attachments Form](#).

You must complete a multistep registration process prior to submitting your application. See [D3. Unique Entity Identifier and System for Award Management](#).

Contact preservation@neh.gov to request a paper copy of this notice.

2. Content and Form of Application Submission

Your application will include a [narrative](#), [budget](#), and other [forms](#) and [attachments](#). You will complete the forms within Grants.gov Workspace and upload other components into the [Attachments Form](#). See the [Application Component Table](#).

Application formatting

Your application attachments must be PDFs and conform to the following formatting requirements, unless otherwise indicated:

- pages no larger than standard letter (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

In addition, NEH encourages you to format your attachments consistent with the following:

- single-spacing
- a readable font such as Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style (include citations in page counts)

Application Component Table

NEH has assigned each application component one of the following designations:

- Required: You must submit this component.
- Optional: You may submit this component, but NEH does not require it.
- Conditionally required for recipients: You are encouraged but not required to submit this component when you apply. You must submit it if you receive an award if your proposal meets the specified conditions.

NEH will not review applications missing any required documents or relevant conditionally required documents.

Do not include attachments other than those listed in the table in this notice. If you do, NEH will reject your application.

In addition, NEH has established page limits for some application components:

- Mandatory: You must not exceed the page limit.
- Suggested: NEH encourages, but does not require, you to abide by the page limit.

Note page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or deviate from formatting instructions.**

Application Component	File Name	Designation	Page limit
Attachments			
1: Narrative	narrative.pdf	Required	10 pages if seeking a first, second, or third award; 15 pages if seeking a fourth or subsequent award (mandatory)
2: Work plan	workplan.pdf	Required	
3: Résumés	resumes.pdf	Required	2 pages per résumé (suggested)
4: Consultants and advisory board members	consultants.pdf	Required	
5: Letters of commitment and support	letters.pdf	Optional	
6: Additional supporting documentation	documentation.pdf	Optional	
7: History of awards	history.pdf	Optional	1 page (suggested)
8: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
9: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
10: Explanation of delinquent federal debt (conditionally required for recipients)	delinquentdebt.pdf	Conditionally required for recipients	
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget and Budget Justification		Required	
Attachments Form		Required	
Certification Regarding Lobbying		Conditionally required for recipients	
Standard Form-LLL “Disclosure of Lobbying Activities”		Conditionally required for recipients	

Application Components: Attachments

Each attachment must be a single PDF file. See the [Attachments Form](#) instructions for further guidance about file requirements. Read those instructions carefully, as Grants.gov will not accept files that do not meet the requirements.

Attachment 1: Narrative (required)

Compose a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project. Do not include an executive summary, cover page, or table of contents.

If you are seeking your first, second, or third NDNP award, you must limit your narrative to ten pages.

If you are seeking a fourth or subsequent NDNP award, you must limit the narrative to fifteen pages.

Note the differentiated narrative instructions depending on your project's phase. **If your narrative exceeds the page limit, NEH will not review your application.**

If relevant, include sample materials (such as URLs or screenshots) and statistics (the number of projects undertaken and of digitized materials) that illustrate your experience executing comparable digital conversion projects. Those materials must fit within the page limit or be included as an appendix in the "[Attachment 6: additional supporting documentation](#)" section

Organize your narrative using the following section headings. Each section aligns with one or more [review criteria](#) NEH will use to evaluate your proposal.

History and scope of the project (aligns with [review criterion 1](#))

Provide a concise summary of how the newspapers selected add new perspectives or insights into local and national histories. How do the newspapers' chronological or geographical reach, their voicing of either popular or underrepresented perspectives, or their unique publishing history illuminate major historical events, or uncover lesser-known events? How do the newspapers shed new light on histories of human interactions with place, including the occupation, exploitation, and stewardship of the built and the natural environment? If you are proposing to digitize newspapers published outside of your state or jurisdiction, provide a rationale for this inclusion.

If you have previously received an NDNP award, describe the project's work to date, including specific information about deliverables in comparison with projected goals.

If you are seeking your first, second, or third NDNP award, describe newspaper collections within the state or jurisdiction and the extent to which they have been cataloged and microfilmed. Discuss past or current efforts to digitize these collections. You may provide additional supporting documentation regarding newspaper collections in [Attachment 6: Additional supporting documentation](#).

If you are seeking a fourth or subsequent NDNP award, describe the themes guiding the next round of title selection. Provide evidence of user interest in and need for this thematic direction. Consult the [Section A.1 Purpose](#).

Methodology and standards (aligns with [review criteria 2, 3, and 5](#))

Discuss how you will select newspapers published between 1690 and 1963 and ensure that those selected are in the public domain. Describe your selection criteria, keeping in mind the principles outlined in [Section A1. Purpose](#). If you are proposing to digitize newspapers published outside of your state or jurisdiction, explain how you will include representatives and stakeholders from the communities represented in the newspaper titles in the project.

Indicate whether you or your partners have access to large quantities of master negative microfilms of the state or jurisdiction's newspapers for the period from 1690 through 1963 and whether the film was produced to [USNP microfilming guidelines](#). If you propose including microfilm that was not created to USNP standards, describe the overall quality of the microfilm and its suitability for digitization, including general information about such factors as its density, resolution, reduction ratio, focus, and physical condition.

If relevant, discuss your capacity to administer a project that involves multiple partners. Explain the role of any proposed partners and include letters from those institutions indicating their commitment to the project in [Attachment 5: Letters of Commitment and Support](#).

Explain how you will evaluate and document copyright registration and/or renewal for all material not held in the public domain. The inability to locate the copyright holder for titles with registered or renewed copyrights does **not** mean that the titles are in the public domain. Explain how you will ensure that "orphaned works" will not be selected for digitization.

If you are seeking your first, second, or third NDNP award, describe your institution's existing infrastructure for undertaking digital projects and / or your collaboration with other institutions to undertake such projects. Discuss your institution's experience with or collaboration on large digital conversion projects, especially from microfilm, and with projects that involve serials or newspapers. Discuss your involvement in any initiatives and/or partnerships to advance technological capacities—such as platforms, IIF, or OCR—for digital newspapers.

If you are seeking a fourth or subsequent NDNP award, explain what kind of information about individual titles you would make available to the advisory committee to allow them to select papers that reflect diverse coverage—differences in readership, editorial stance, or political orientation—as well as linguistic, geographical, ethnic, and racial representation. Consult the criteria in [Section A.1 Purpose](#).

Dissemination (aligns with [review criterion 4](#))

Describe how you will disseminate the project's products to relevant communities of users, such as scholars, students, educators, and the broader public. NDNP can support outreach activities within appropriate limits, such as development of lesson plans, Wiki-thons, and social media promotion; it cannot support large-scale exhibits or conferences. Your budget may include staff time and other eligible expenses related to disseminating the NEH-funded product. If you are proposing to digitize newspapers outside of your state or jurisdiction, consider how you will engage users outside of your state.

Work plan (aligns with [review criterion 5](#))

Summarize your work plan, providing an overview of what you will accomplish during each stage of the project. Describe activities for each stage and specify the project team members involved. For multi-institutional collaborative projects, discuss the distribution of

responsibilities across each institution. Provide a detailed version of your work plan in [Attachment 2: Work plan](#).

Staff (aligns with [review criterion 6](#))

Identify the project staff, including consultants, advisory board members, and other technical and production staff. Describe their duties and qualifications. Indicate the amount of time that the principal members of the project staff will devote to the project.

Describe the advisory board of scholars (including experts on the history of print journalism, teachers, librarians, and archivists) involved in the selection process.

If you are seeking a fourth or subsequent NDNP award, you should describe how new or existing members of the advisory board are suited to address the proposed selection criteria.

Name the file narrative.pdf.

Narrative Alignment	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
Narrative Section	Review Criteria
History and scope of the project	1
Methodology and standards	2, 3, and 5
Dissemination	4
Work plan	5
Staff	6

Attachment 2: Work plan (required)

Your work plan should reflect the major activities you describe in your [narrative](#), the project dates on your [SF-424 Application for Federal Assistance - Short Organizational](#), and your [Research and Related Budget](#).

Attach the work plan for the project that includes all information detailed in the [Project Narrative](#). If funds will be sub-awarded or expended on contracts, describe how your organization will ensure the funds are properly documented.

If you are seeking your first, second, or third NDNP award, you should provide a schedule outline with milestones, deliverables, and deadlines along with an approximation of pages of digital content.

If you are seeking a fourth or subsequent NDNP award, you should include detailed information about distinct stages, such as selection of titles and evaluation of microfilm, conversion processes, metadata creation, OCR text conversion, quality review procedures, approximation of pages of digital content created, and data delivery mechanisms. Propose a schedule for project milestones and deliverables that includes deadlines for the various stages.

Name the file workplan.pdf.

Attachment 3: Résumés for key personnel (required)

Include résumés for staff with major responsibilities for the project's implementation and for consultants to the project. Include job descriptions for any additional staff you will hire to work on the project.

Résumés should not exceed two pages per person. Name the file resumes.pdf.

Attachment 4: Consultants and advisory board members (required)

List consultants to the project and members of the project's advisory board. Include their names, institutional affiliations, and a brief statement of their project role. Do not include resumes in this attachment.

Name the file consultants.pdf.

Attachment 5: Letters of commitment and support (optional)

Provide any documents that describe working relationships between your organization and other individuals, entities, and programs cited in the application. Letters of commitment must be signed and dated.

You may also include up to three letters of support. Elected government officials, current NEH staff, and current members of NEH's [National Council on the Humanities](#) may not serve as letter writers.

Name the file letters.pdf.

Attachment 6: Additional supporting documentation (optional)

You may provide supplemental information for state or jurisdictional newspaper titles on microfilm.

Name the file documentation.pdf.

Attachment 7: History of awards (optional)

If your organization has received previous support from any federal or nonfederal sources, including NEH, for digital conversion activities similar to those you will undertake in the project for which you are seeking funding, list on one page the sources, dates, and amounts of these funds. If the project has a long history of support, you may group and summarize the sources and contributions.

Name the file history.pdf.

Attachment 8: Subrecipient budget(s) (conditionally required)

If your project includes subawards, you must provide a separate Research and Related Budget and budget justification for each subrecipient.

Download a [fillable PDF of the Research and Related Budget form](#) from the NEH website for each subrecipient. You must open and complete this form in Adobe Reader 8.0 or higher rather than in your web browser.

Prepare a budget and budget justification for each subrecipient using the [same instructions](#) in this notice, with a few exceptions:

- Enter the subrecipient’s Unique Entity Identifier, organization name, and period of performance start and end date (these fields will not prepopulate).
- For “budget type,” check “Subaward/Consortium.”

If your subrecipients have a federally negotiated indirect cost rate, you must honor it. If they do not have a federally negotiated indirect cost rate, they may negotiate a rate with you consistent with [2 CFR § 200.414](#) or use the de minimis rate.

Rather than attaching related documents (budget justification, additional personnel, additional equipment) to the form itself, you will separately convert each document into a PDF and combine all subrecipients’ budget forms and related documents into a single document. Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features (or “flatten” these files) before merging them into a single PDF and uploading it to the [Attachments Form](#).

Name the file subrecipient.pdf.

Attachment 9: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, provide a copy of the agreement. If applicable, provide the indirect cost rate agreements for subrecipients claiming indirect costs. If you and your subrecipients are requesting the de minimis rate, you do not need to submit this attachment.

Name the file agreement.pdf.

Attachment 10: Explanation of delinquent federal debt (conditionally required for recipients)

If your organization is delinquent in the repayment of any federal debt, explain why. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, if applicable, and that you are current on all payments due. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

Application Components: Grants.gov Forms

SF-424 Application for Federal Assistance – Short Organizational (Grants.gov form)

This form requests basic information about your institution, the proposed project, and key contacts. Items 1, 2, and 4 will be automatically filled in; leave item 3 blank.

5. Applicant Information

a-d. Provide your organization’s legal name, address, and web address. Select the applicant type that best describes your organization from the drop-down menu.

e-f. Provide your organization's employer/taxpayer identification number (EIN/TIN), and Unique Entity Identifier assigned by the [System for Award Management](#). If you do not know your identifier, contact your grant administrator or chief financial officer. See [D3. Unique Entity Identifier and System for Award Management](#).

g. Provide your [congressional district](#) with your two-character state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter "AL-005." If your institution is in a state or U.S. jurisdiction that does not have districts, enter "000" in place of the district number. If your institution is outside the U.S., enter "00-000."

6. Project Information

a. Provide your project's title. It should be brief (no more than 125 characters, including spaces), descriptive of the project, and easily understood by the general public. If NEH funds your project, the agency may retitle your project for clarity in internal and external communications, including the public announcement of awards. Regardless, you may use your preferred title when carrying out the project.

b. Provide a brief description of your project (no more than 1,000 characters, including spaces). You should write the description for a nonspecialist audience, clearly stating the importance of the proposed work and its relation to larger issues in the humanities. This description will appear on the cover sheet of your application and will serve as a project abstract during the review process. If funded, this description will also appear in NEH's database of funded projects.

c. State your project's period of performance start and end dates. Your project must start on the first day of the month and end on the last day of the month. See [B2. Summary of Funding](#) for allowable periods of performance.

7. Project Director

Provide the project director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project.

If the project director is not employed by the applicant organization, you must have a formal written agreement with the project director that specifies an official relationship between the parties even if the relationship does not involve a salary or other form of remuneration.

8. Primary Contact/Grant Administrator

Provide the name, title, and contact information for the official responsible for the administration of the award (e.g., negotiating the budget and ensuring compliance with the terms and conditions of the award).

As a matter of NEH policy, the project director and primary contact/grant administrator must not be the same person.

The grant administrator (also called the "institutional grant administrator") functions as the representative of the recipient organization. This individual should have authority to act on the organization's behalf in matters related to the administration of the award. The institutional grant administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions to the period of performance, and changes in key personnel.

NEH will address official correspondence (for example, the offer letter or Notice of Action) to the institutional grant administrator and copy the project director.

9. Authorized Representative

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “authorizing official,” is typically someone from the Office of Sponsored Projects, or the institution’s president, vice president, executive director, or board chair. The institution’s Grants.gov E-Business Point of Contact must designate the AOR. The AOR’s signature must match the contact’s name. See the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs (Grants.gov form)

1. Project Director

Select the project director’s major field of study from the drop-down menu.

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

- Under “Outright Funds,” enter the amount of outright funds you are requesting.
- Under “Federal Match,” enter the amount of federal matching funds you are requesting.
- Under “Cost Sharing,” enter the required cost share you will provide to release the federal matching funds (dollar-for-dollar). Do not include voluntary cost share.

Learn more about the [types of funding NEH offers](#).

4. Application Information

Indicate whether you or others will submit complementary proposals to other NEH programs, government agencies, or private entities. If so, specify when and to whom. NEH will not consider this information when evaluating the merits of your proposal. See [C3. Other Eligibility Information](#) for restrictions regarding overlapping costs.

For type of application, check “new.”

Select the project’s primary discipline from the drop-down menu. If applicable, select the project’s secondary and tertiary disciplines.

Project/Performance Site Location(s) Form (Grants.gov form)

Provide the primary location and any other locations where you will conduct project activities during the period of performance.

Enter [congressional districts](#) using the two-letter state abbreviation followed by your three-character district number. For example, if your institution is in the 5th congressional district of Alabama, enter “AL-005.” If your institution is in a state or U.S. jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.”

The form has space for 300 sites. If your project includes additional locations, list them in a separate document. Save the document as a PDF named additionallocations.pdf and attach it under “Additional Locations.”

Research and Related Budget (Grants.gov form)

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a [budget justification](#). Complete the [SF-424 Application for Federal Assistance - Short Organizational form](#) prior to completing your Research and Related Budget.

Complete a separate detailed budget for each 12-month span of the period of performance. The form will generate a cumulative budget.

The form indicates required fields in yellow. Round all costs to the nearest whole dollar. The inclusion of a cost category on the Research and Related Budget form does not automatically indicate that an expense is allowable in this program. See [D6. Funding Restrictions](#) to ensure that proposed costs are allowable.

If you only request outright funds, your budget should include only the funding you are requesting from NEH. If you request federal matching funds, your budget must equal the total funding requested from NEH (outright and federal matching funds) and the one-to-one required third party cost share for the federal matching funds. Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the allowability of gifts for matching purposes.

The total federal matching funds and cost share should equal the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields. Learn about [types of funds NEH offers](#).

If you provide voluntary cost share, do not include it on the Research and Related Budget form. You may describe it in your [budget justification](#).

All costs, whether supported by NEH funds or required cost sharing contributions (if applicable), must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of performance. Costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F - Audit Requirements](#).

You should include only your own employees under [A. Senior/Key Person](#) and [B. Other Personnel](#). Include team members in leadership roles in the project under [A. Senior/Key Person](#). Include other team members under [B. Other Personnel](#). Include costs for non-employees under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#), as appropriate.

If you charge indirect costs to the project, you must not charge the same costs to the project as direct costs. See [H. Indirect Costs](#).

Introductory Fields

Your [SF-424 Application for Federal Assistance - Short Organizational](#) form should pre-populate introductory fields. If not pre-populated, indicate your organization’s Unique Entity Identifier, name, and the period of performance. This should match the information you provide on your SF-424 Application for Federal Assistance - Short Organizational. Your period of

performance must start on the first day of the month and end on the last day of the month. For budget type, check “project.”

A. Senior/Key Person

Include personnel who are employed by the applicant institution in leadership roles on the project. Do not include collaborators at other institutions or consultants, as you will include them in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) for each senior/key person and identify the number of months they will devote to the project. If you do not include base salaries, your award may be delayed.

Many non-academic institutions organize their budgets using calendar months. If your organization does not differentiate between academic and summer months, use only the calendar months column.

If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns. You may use both columns if your institutional policy requires separate accounting for academic and summer months. If your institution does not use a nine-month academic year and a three-month summer period, include your institution's definition of these terms in your [budget justification](#).

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR § 200.431](#), fringe benefits are allowances and services you provide in addition to salaries and wages. Fringe benefits may include the costs of leave (e.g., vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

The form will calculate the requested salary and fringe benefits for each key person.

The form has space for up to eight people. If you request funds for additional key personnel, list them in a separate document using the same format as the Research and Related Budget. Save the document as a PDF named additionalpersonnel.pdf and attach it under “Additional/Senior Key Persons.” If applicable, enter the total funds requested for additional senior/key persons in the “Total Funds requested for all Senior/Key Persons in the attached file” field.

B. Other Personnel

Include personnel employed by the applicant institution who will play a supporting role on the project. For each project role, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in [A. Senior/Key Person](#). The form will calculate the requested salary and fringe benefits for each group.

Post-doctoral associates, graduate students, and undergraduate students

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. You must report such costs in accordance with [2 CFR § 200.466\(b\)](#), and must treat them as direct or indirect costs in accordance with the actual work performed. You may charge tuition remission on an average rate basis.

Administrative/Clerical

In most circumstances, you should include the salaries of administrative, secretarial, or clerical staff as indirect costs (see [H. Indirect Costs](#)). Per [2 CFR § 200.413\(c\)](#), you may charge salaries for administrative or clerical staff as direct costs only if they meet the following conditions:

- The administrative or clerical services are integral to a project or activity.
- The individuals can be specifically identified with the project or activity.
- You explicitly include these costs in your budget or have prior written approval from NEH.
- You do not recover the costs as indirect costs.

If you include administrative or clerical salaries in your budget as direct costs, describe how direct charging meets all four conditions in your [budget justification](#). NEH may request additional information to assess if proposed costs are allowable.

Additional Other Personnel

List additional project roles, if applicable. The form has space for six named roles. If you have more, combine project roles on the form and explain in your [budget justification](#).

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

Do not list collaborators at other institutions or consultants here, as you will include them in [F. Other Direct Costs](#).

C. Equipment Description

Equipment is nonexpendable personal property costing \$5,000 or more per item and having a service life of more than one year (unless your organization has established a lower level). See [2 CFR §§ 200.313](#) and [.439](#).

You may purchase equipment if analysis demonstrates that it is more economical and practical than leasing. You may charge depreciation in compliance with [2 CFR § 200.436](#). If you lease equipment, include equipment rental/user fees in [F. Other Direct Costs](#).

Per [2 CFR § 200.322](#), you should preference goods, products, and materials produced in the United States purchased or acquired under a federal award. If NEH funds your project, you must include the requirements of this section in all subawards, contracts, and purchase orders for work or products.

List each item of equipment you plan to purchase and its estimated cost, including shipping and maintenance. Include supporting information, such as a price quote, in your [budget justification](#).

The form has space for ten items. If you request funds for additional equipment, list them in a separate document. Save the document as a PDF named `additionalequipment.pdf` and attach it under “Additional Equipment.” Enter the total funds for the additional equipment in the “Total funds requested for all equipment listed in the attached file” field.

The form will calculate total equipment costs.

D. Travel

Enter the total funds you are requesting for both domestic travel (local and long-distance) and foreign travel (including travel to Canada and Mexico). Detail costs for each trip in your [budget justification](#). **If you make non-refundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

Travel costs must comply with [2 CFR § 200.475](#) and the [General Terms and Conditions for Awards to Organizations](#). NEH uses the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

Include funds for two members of the project team with major responsibility to attend two-day meetings at the Library of Congress in September 2025 and September 2026. One should be knowledgeable about the state or jurisdiction's newspaper collections; the other should have technical experience with digitization projects. Recent meetings have been held virtually, but attendance at an annual program meeting or workshop, whether held in Washington, D.C., or online, is mandatory. If the meetings are virtual, NEH will allow you to reallocate these meeting funds. See [B1. Type of Application and Award](#).

You may not use NEH funds to attend regularly occurring professional meetings unless the purpose of attending is to disseminate project-related findings.

Include travel costs for participants in [E3](#) and travel costs for consultants in [E3](#).

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

Participants are the beneficiaries, not the providers, of a service or training opportunity (such as a workshop, conference, seminar, or symposium) funded by a federal award.

[2 CFR § 200.1](#) defines participant support costs as direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

[2 CFR § 200.432](#) defines a conference as a meeting, retreat, seminar, symposium, workshop, or event, the primary purpose of which is the dissemination of technical information beyond the non-federal entity, and which is necessary and reasonable for successful performance under the federal award.

Include supporting information in your [budget justification](#). **If you or your participants make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

If you claim indirect costs, exclude participant support costs from the MTDC base. The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the requested funds for participant stipends.

3. Travel

Enter the requested funds for participant travel. In your [budget justification](#), name the travelers (if known) and itemize their travel expenses (e.g., roundtrip airfare, mileage, public transportation fares, parking fees).

4. Subsistence

Enter the requested funds for participant subsistence (e.g., lodging and service charges; meals, including taxes and tips; and incidental expenses).

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees) and enter the requested funds. Provide additional information in your [budget justification](#).

Number of Participants/Trainees

Enter the number of participants. This field cannot exceed 999.

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

Enter the requested funds for materials and supplies that cost less than \$5,000 per item, regardless of its useful life, unless your organization has established a different capitalization level. See [2 CFR §§ 200.314](#) and [.453](#).

2. Publication Costs

Enter the requested funds for publication costs, including the costs of documenting, preparing, publishing, or otherwise making available to others the findings and products of the work conducted under the award. Include supporting information in your [budget justification](#).

3. Consultant Services

Enter the requested funds for consultant services. If your project includes an external advisory committee, include associated costs here.

Consultant fees must comply with [2 CFR § 200.459](#).

4. Automated Data Processing (ADP)/Computer Services

Enter the requested funds for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. Include personal computers and accessories under [Materials and Supplies](#). If a third party will provide these services, include them in [Subawards/Consortium/Contractual Costs](#).

5. Subawards/Consortium/Contractual Costs

Enter the total funds you are requesting (both direct and indirect costs) for activities third parties will perform.

Per [2 CFR §§ 200.1](#) and [.331\(a\)](#), a subaward is an award you issue to a subrecipient to carry out part of your federal award. Subawards do not include payments to contractors (as defined in [2 CFR §§ 200.1](#) and [.331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs.

You may provide a subaward through any form of legal agreement, including an agreement you consider a contract. The substance of the relationship between a passthrough entity and a third party is more important than the form of the agreement when determining if the third-party functions as subrecipient or contractor. See [2 CFR § 200.331\(c\)](#).

NEH may request additional information to assess if proposed costs are reasonable and allowable. See [2 CFR §§ 200.331](#) and [.332](#).

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each subrecipient. See [Attachment 8: Subrecipient Budget\(s\)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 9: Federally negotiated indirect cost rate agreement](#). You do not have to include an agreement for any subrecipient that requests the 10% de minimis rate.

See [F2. Administrative and National Policy Requirements](#) for additional information on monitoring subrecipients' performance. [Learn more about managing subawards](#).

6. Equipment or Facility Rental/User Fees

Enter the requested funds for rental fees for equipment and facilities.

If you will use your own equipment and facilities, you may charge depreciation in compliance with [2 CFR § 200.436](#). Alternatively, if you will use equipment you purchased with federal funds under another award, you may charge user fees consistent with [2 CFR § 200.313\(c\)\(2\)](#). You may not charge both depreciation and user fees.

If you will host a conference, you may rent facilities per [2 CFR § 200.432](#). If you rent facilities under a "less-than-arm's-length" lease, you must comply with [2 CFR § 200.465\(c\)](#).

Federally funded meetings and conferences must take place in properties that comply with the [Hotel and Motel Fire Safety Act of 1990 \(Pub. L. 101-391\)](#). Consult the U.S. Fire Administration's [National Master List](#) for fire code compliant hotels.

7. Alterations and Renovations

Leave this line blank. Per [2 CFR § 200.462](#), costs you incur for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

List items you have not included in other previous categories or in the indirect cost pool. "Other" project-specific costs may include fees for promotion, acquisition, rights, evaluation and assessment, and accessibility accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). "Miscellaneous" and "contingency" are not acceptable budget categories.

Per [2 CFR § 200.432](#), allowable conference costs include speakers' fees, costs of meals and refreshments, and other incidental items. You must exercise discretion and judgment to ensure that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award.

Food is only allowable when vendors are unavailable during the scheduled program. You may not use federal funds for meals or refreshments at receptions or networking events. If

participants receive complimentary meals or refreshments during meetings, conferences, training, or other events while on NEH-supported travel, you must reduce the per diem you charge to the award. Per [2 CFR § 200.423](#), you may not use federal funds for alcoholic beverages.

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

Indirect costs are costs that your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

You do not have to claim indirect costs, but if you do, calculate the amount you may request by multiplying the applicable indirect cost rate by the distribution base, which is typically the project's modified total direct costs (MTDC).

Per [2 CFR § 200.1](#), MTDC are direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subaward). **MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward over \$25,000.**

Review your institution's negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates, such as "research," "instruction," and "other sponsored activities." An institution's "research" rate is not the appropriate rate for inclusion in NEH project budgets, except in rare cases, since it is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in [2 CFR § 200.414\(c\)\(1\)](#), NEH must use the negotiated rate(s) in effect at the time it issues your award and will not adjust the rate(s) throughout the life of your award. NEH will not adjust your award amount due to changes to your negotiated rates.

If your institution does not have a negotiated rate with the federal government when NEH issues an award (because it is a new recipient or the parties cannot reach agreement on a rate), but has a provisional rate, NEH must use the provisional rate until a final cost is negotiated and approved by the cognizant agency, except as provided in [2 CFR § 200.414](#). If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, NEH may disallow indirect costs.

If your organization does not have a federally negotiated indirect cost rate, you may:

- submit an indirect cost proposal to your cognizant federal agency to negotiate a rate within three months of your award's period of performance start date; or
- charge a de minimis rate of 10% applicable to MTDC (see [2 CFR § 200.414\(f\)](#))

If you choose one of these options, indicate this under [Indirect Cost Type](#). If you do not choose either of the above options, you may only charge costs that are allocable, allowable, and reasonable to the award.

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 9: Federally negotiated indirect cost rate agreement](#), if applicable.

Reference [NEH's General Guidance on Calculating Indirect Costs](#) for more information.

If NEH is your cognizant agency, reference [Guidance for Negotiating an Indirect Cost Rate Agreement with NEH](#).

Indirect Cost Type

Enter the type of indirect cost rate (e.g., “other sponsored activities,” “all programs,” “instruction,” “10% de minimis”) and base (e.g., “MTDC,” “salaries,” “salaries & fringe”) and whether the activity and rate are on- or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries (i.e., if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement, but intend to negotiate one, write “None-will negotiate” and provide additional detail in your [budget justification](#).

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency (or the 10% de minimis rate) as a number without special characters (i.e., 32.5).

Indirect Cost Base (\$)

Enter the base for each indirect cost type. Describe any exclusions in your [budget justification](#). If applicable, refer to your federally negotiated indirect cost rate agreement to determine how to calculate the indirect cost base.

Funds Requested (\$)

Enter the requested funds for each indirect cost type.

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

Enter the name of your cognizant federal agency and a point of contact, if applicable.

I. Total Direct and Indirect Costs

The form will calculate total project costs. Total project costs should not exceed \$325,000.

J. Fee

Leave this field blank.

K. Total Costs and Fee

The form will calculate this field, which will be the same amount as [I. Total Direct and Indirect Costs](#).

L. Budget Justification

You must provide a budget justification to support your project. Specifically describe how each item supports your proposed objectives, detail how you calculated all costs, and provide

supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

If you provide voluntary cost share, you may describe it in the budget justification to contextualize the project. Do not include voluntary cost share on the Research and Related Budget form.

If you are requesting federal matching funds, identify the expected source(s) of funding. See the NEH Federal Matching Funds Guidelines for information on allowable third-party, non-federal gifts you can use for matching purposes. Your requested federal matching funds and required cost share should correspond with the amounts on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields, respectively.

Confirm that the amounts in your budget and budget justification are the same.

Save the document as a PDF named justification.pdf. Attach only one file to the Research and Related Budget form. Do not use your budget justification to expand your narrative.

A. Senior/Key Person: Budget Justification

Detail the salary and wages you will pay to each Senior/Key Person. Provide their names and briefly describe their roles in and suitability to the project. Identify the fringe benefit rate and explain the base for each person. If your organization follows an academic calendar, explain any differences in compensation between academic and summer months.

B. Other Personnel: Budget Justification

List names (if known), roles, months, and requested salary and fringe benefits for other personnel, including post-doctoral associates, graduate students, undergraduate students, and administrative/clerical personnel.

If your budget includes administrative/clerical personnel, describe how they meet the [four conditions](#) for inclusion as a direct cost.

C. Equipment Description: Budget Justification

Detail the number and unit cost for each item and explain how you determined these figures. Provide vendor quotes or price lists, if applicable.

D. Travel: Budget Justification

For each trip, provide the name of the key personnel or employee(s) (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other associated expenses. Explain how you determined these figures. You must justify each trip separately, except for recurring local trips, which you may group together.

For local travel, include the mileage rate, number of miles, reason for travel, and staff members completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. You must use the lowest available commercial fares for coach or equivalent accommodations. **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

E. Participant/Trainee Support Costs: Budget Justification

Describe how you calculated participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

F. Other Direct Costs: Budget Justification

1. Materials and Supplies

Indicate general categories (e.g., personal computers, digital cameras, archival supplies). Provide a total for each category. Itemize categories totaling \$1,000 or more and provide vendor quotes or price lists, if applicable.

2. Publication Costs

Indicate print runs and justify costs, including vendor quotes, if applicable.

3. Consultant Services

Identify each consultant, describe the services they will perform, specify the amount of time they will devote to the project across the period of performance, outline travel costs, and provide total costs. If applicable, include consultants' proposals.

4. Automated Data Processing (ADP)/Computer Services

Itemize the cost for each service and include established service rates, if applicable.

5. Subawards/Consortium/Contractual Costs

List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe its role in the project, the activities it will carry out, and the associated costs. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract).

For each contractor, itemize costs using the same categories as the Research and Related Budget and provide relevant supporting documents.

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 8: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

Identify and justify each rental fee. Provide relevant supporting documentation.

7. Alterations and Renovations

Leave this blank.

8. Other Costs

Itemize, describe, and justify any other direct costs. Include supporting documentation. "Miscellaneous" and "contingency" are not acceptable budget categories.

H. Indirect Costs: Budget Justification

If you include indirect costs in your project budget, identify the rate(s), explain the base(s), and describe any exclusions.

Attachments Form (Grants.gov form)

You will upload your [Attachments](#) to Grants.gov using this form. The form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (i.e., Word, Excel, images) to PDFs. Occasionally, converting a document to PDF may alter its size. Confirm that attachments are within mandatory page limits before you submit the application. Do not attach files that have been password-protected, encrypted, or digitally signed. You must remove all such security features before attaching your files. Failure to do so may result in your application being rejected.

If an attachment contains multiple documents, merge them into a single file, not a PDF portfolio. If you include a PDF portfolio, the file may be rejected by Grants.gov or eGMS.

Consult the [Application Components Table](#) to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if:

- file names exceed 50 characters
- multiple files have the same name
- file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly. You must ensure that you have formatted, attached, and submitted all required components correctly. If you have not, NEH may reject your application as incomplete or nonresponsive.

Learn about [Adobe software compatibility with Grants.gov](#) and ensure that you can use your version of Adobe Acrobat Reader to download, complete, and submit your application.

Certification Regarding Lobbying (conditionally required for recipients)

If you request more than \$100,000, you must submit the Certification Regarding Lobbying before NEH issues your award. Add this form to your application package in Grants.gov and it will autofill based upon information provided on the [SF-424 Application for Federal Assistance - Short Organizational](#).

Standard Form-LLL, “Disclosure of Lobbying Activities” (conditionally required for recipients)

If you have or will use non-federal funds for lobbying, you must submit Standard Form-LLL, “Disclosure of Lobbying Activities” before NEH issues your award. Add this form to your application package in Grants.gov. See [2 CFR § 200.450](#).

3. Unique Entity Identifier and System for Award Management

Before applying, your organization must register with the [System for Award Management \(SAM\)](#) and [Grants.gov](#). [Learn more about this multistep process](#).

NEH encourages organizations with SAM registrations to check the validation of their UEI well in advance of the deadline to ensure that they are accurate, current,

and active. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

Allow several weeks to register with SAM and Grants.gov. NEH will not waive the online submission requirement or extend the application deadline to allow additional time for you to complete registration with SAM or Grants.gov.

Login.gov

If you have not already done so, you must create a [Login.gov](#) user account to register and log in to SAM and Grants.gov. Login.gov is a secure sign-in service used by the public to sign in to participating government agencies. [Create and link your account now.](#)

System for Award Management (SAM)

Your organization must register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration with current information while you have an active federal award or a pending application with a federal agency. See [2 CFR § 25.110](#) for exceptions. SAM will assign your organization a [Unique Entity Identifier](#).

When registering or renewing in SAM, the system will prompt you to review and agree to financial assistance certifications and representations, as required by [2 CFR § 200.209](#).

If your SAM registration is not active and current at the time an award is made, NEH may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

[Check the status of your SAM.gov registration.](#)

Contact the [Federal Service Desk](#) if you have questions.

Grants.gov

You must register with [Grants.gov](#) using your Login.gov credentials before applying. You must submit your application using [Grants.gov Workspace](#) or a Grants.gov system-to-system solution. Workspace is a shared, online environment where team members may simultaneously access and edit forms within a grant application.

After you register and create an [Organizational Applicant Profile](#), Grants.gov will email your E-Business Point of Contact who can assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR), who will give permission to the appropriate individuals to complete and submit applications on behalf of your organization.

If you have previously registered with Grants.gov, confirm that your registration is still active and that your AOR is current.

Contact [Grants.gov Applicant Support](#) or consult the [Grants.gov Online User Guide](#) and its [library of instructional videos](#) if you have questions.

4. Submission Dates and Times

Drafts

Program officers will review draft application materials submitted by December 2, 2024, at 11:59 p.m. Eastern Time. Program officers will not review late drafts.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it useful to strengthen their applications. If you choose to submit a draft, send it as an attachment to preservation@neh.gov.

Applications

The deadline for applications under this notice is January 10, 2025, at 11:59 p.m. Eastern Time.

Applications must be complete, comply with length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice. See the [late submission policy](#) for the limited situations when NEH might accept an application submitted after the deadline.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your Grants.gov application status](#). eGMS, NEH's online grant management system, will send you an automatically generated email upon receipt of your proposal.

When NEH receives your application, the agency will assign it a tracking number beginning with PJ-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS will reject your application and notify you by email. eGMS cannot detect errors such as missing components or excess pages.

NEH recommends you submit your application at least 48 hours prior to the deadline so you have time to correct technical errors eGMS identified or you discover. It is your responsibility to correct errors prior to the deadline.

NEH will not comment on the status of your application except regarding matters of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

6. Funding Restrictions

You may not use awards made under this notice for the following purposes:

- the digitization of serials that do not fit LOC's definition of "newspaper" ("a newspaper is a serial publication, appearing usually at least weekly, which serves as a primary source of information on current events of general interest"), or of serials that CONSER (Cooperative Online Serials) bibliographic records do not describe as newspapers
- the digitization of newspapers that fall outside the 1690-1963 chronological span
- the digitization of newspapers that are not in the public domain.

- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

Applications including unallowable costs or activities may be judged nonresponsive and returned without review.

See [2 CFR 200 Subpart E - Cost Principles](#) for other unallowable costs.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications under this notice:

1. the applicant's **understanding** of how the state's or jurisdiction's newspapers add new perspectives or insights into local and national histories, and how that understanding informs selection criteria (aligns with narrative sections [History and scope of project](#) and [Methodology and standards](#))
2. the applicant's **access** to master negative microfilm of state or jurisdictional newspapers for titles published between 1690 and 1963 (aligns with narrative section [Methodology and standards](#))
3. the institution's **infrastructure** for undertaking digital projects and its experience with digital conversion activities, particularly with microfilm conversion or with conversion of serials and newspapers, as well as initiatives and/or partnerships to advance technological capacities (aligns with narrative section [Methodology and standards](#))
4. the **effectiveness** of the applicant's plans to disseminate information about the project's products to intended audiences (aligns with narrative section [Dissemination](#))
5. the **viability** of the applicant's work plan and proposed schedule to meet the technical specifications defined by LOC for selection, conversion, metadata creation, and OCR text conversion (aligns with narrative section [Work plan](#) and [Attachment 2: Work Plan](#)), and to produce acceptable NDNP digital content
6. the **professional training** and experience of the staff and advisory board in relation to the activities for which support is requested, including language expertise; knowledge of state and national history and culture; and the ability to ensure that the titles are in the public domain (aligns with narrative section [Staff](#))
7. the **reasonableness** of the proposed budget, including documentation of third-party quotations for specific types of services (aligns with the [budget](#) and [budget justification](#))

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all applications that pass this initial screening.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the activities that the program supports. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

NEH program officers supplement the peer reviewers' comments to address matters of fact or significant points that the peer reviewers have overlooked. They then make funding recommendations to the [National Council on the Humanities](#). The National Council meets at least twice each year to review applications and advise the NEH Chair. By law, the Chair has the sole authority to make final funding decisions.

Following NEH's public announcement of funded projects, you may request copies of the peer reviewers' evaluations of your proposal by contacting preservation@neh.gov.

[Learn more about the NEH review process.](#)

[Apply to be a peer reviewer for NEH.](#)

3. Assessment of Risk and Other Pre-Award Activities

Following the Chair's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; analyze the project budget; assess the applicant's management systems; confirm the applicant's continued eligibility; and evaluate compliance with [public policy requirements](#). This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused.

NEH will consider information about your organization that is in the Responsibility/Qualification data bank in SAM.gov (formerly [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#)). This database records the integrity and performance of entities applying for federal funding. NEH will review the Responsibility/Qualification database when assessing your organization's integrity, business ethics, and record of performance under federal awards, as described in [2 CFR § 200.206](#). You may comment on information provided by federal awarding agencies about your organization. Per [2 CFR § 200.213](#), NEH will report determinations that your organization is not qualified to SAM.gov.

OGM may request that you submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or undertake certain activities (such as negotiating an indirect cost rate) in anticipation of an award. Such requests do not guarantee that NEH will make an award.

After completing its risk assessment, NEH will determine whether making an award would be consistent with the agency's risk management policy, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to issue awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award ([2 CFR § 200.206](#)).

Award decisions are discretionary and are not appealable to any federal official or board.

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in August 2025. This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If NEH selects your application for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in August 2025.

[Learn more about managing an NEH award.](#)

2. Administrative and National Policy Requirements

Each award is subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

Applicants to NEH for awards with expected issuance dates on or after October 1, 2024, should be aware of revisions to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) effective from that date. All NEH awards issued on or after October 1, 2024, will be subject to the revised regulations. **You may incorporate these changes into your applications now.** Additional information is available at <https://www.neh.gov/grants/manage/2024-Revisions-to-2-CFR-200>.

Debarment, suspension, ineligibility, and voluntary exclusion certification

By applying, you certify that neither your institution 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.

You must comply with [2 CFR §§ 180.335](#) and [.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

If you cannot attest to the statements in this certification, explain why not in [Attachment 10: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

NEH strives to make the products of its awards available to the broadest possible audience by providing ready and easy access to its grant products to scholars, educators, students, and the American public. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

You must comply with [Section 504 of the Rehabilitation Act of 1973](#), which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#).

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire under an award. In accordance with [2 CFR § 200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in [Humanities](#) magazine or on its website.

Protecting Personal Information

If you collect personal identifiable information (PII) as part of your NEH-funded award, you are responsible for protecting and storing it. You must take all reasonable and appropriate actions to prevent inadvertent disclosure, release, or loss of PII. Consult [Protecting Personal Information | The National Endowment for the Humanities](#) for more guidance. NEH is not liable if a recipient incurs an inadvertent disclosure, release, loss, or data breach of PII.

Acknowledging NEH support

Materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.

Subrecipient monitoring requirements

Per [2 CFR § 25.300](#), you may only issue subawards with federal funds to organizations that have obtained and provided their Unique Entity Identifier. Subrecipients are not required to complete registration with the [System for Award Management \(SAM\)](#) to obtain a Unique Entity Identifier. See [D3. Unique Entity Identifier and System for Award Management](#).

You must monitor your subrecipients to ensure that they use their subawards for authorized purposes; comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and achieve their performance goals. You must ensure that your subrecipients track, appropriately use, and report program income generated by the subaward. See [2 CFR § 200.332](#) for information that you must include in subaward agreements.

[Learn more about managing subawards.](#)

Program income

If your NEH-supported activities generate income during the period of performance, you must use it for additional approved project-related activities. See [2 CFR § 200.307](#) for income that you generate after the period of performance.

Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by reporting allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures to the [NEH Office of the Inspector General](#).

Termination

NEH reserves the right to terminate awards consistent with [2 CFR § 200.340](#).

3. Reporting

If you receive an award, you must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. NEH will provide further information in the Notice of Action.

1. **Federal Financial Report(s).** You must submit the Federal Financial Report (SF-425) annually.
2. **Performance Progress Report(s).** You must submit a performance progress report annually. The “Goals & Progress” section asks for a summary of your goals; a description of what you have achieved; and, if relevant, what tasks remain to complete the project. This section must align with the outcomes and outputs you identify in your application. When you complete the report, or at any time during or after the period of performance, you may also add the project results using the Products and Prizes tab in eGMS Reach.
3. **Final Reports.** You must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to progress on program-specific goals; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives and accomplishments; barriers encountered; and your overall experiences during the period of performance.

Learn more about [performance reporting requirements](#) and [financial reporting requirements](#).

G. Agency Contacts

If you have questions about the program, contact:

Division of Preservation and Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8570
preservation@neh.gov

If you have questions about administrative requirements or allowable costs, contact:

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8494
grantmanagement@neh.gov

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

If you have questions about registering or renewing your registration with Login.gov or SAM.gov, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

[Federal Service Desk](#)

U.S. calls: 866-606-8220

International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact:

[Grants.gov Applicant Support](#)

U.S. calls: 1-800-518-4726

International calls: +1-606-545-5035

support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

Other NEH grant programs fund a number of activities related to, but not directly involved in, newspaper digitization. Projects primarily directed at enhancing the preservation of and access to a *specific* collection or the holdings of a specific institution or projects intending to arrange and describe, digitize, or reformat a humanities collection other than newspaper collections (or to create a reference resource such as an encyclopedia or atlas) should apply to the [Humanities Collections and Reference Resources](#) program. Projects that focus on serving the preservation and access field more generally by developing new standards, practices, methodologies, and workflows for humanities collections should apply to the [Research and Development program](#). The [Division of Preservation and Access](#) administers both of these programs.

If you are seeking to disseminate project results through major exhibits or other large-scale public humanities programs, you should consider programs offered by the [Division of Public Programs](#).

If you are seeking primarily to create or enhance experimental, computationally based methods, techniques, or infrastructure that contribute to the humanities; pursue scholarship that examines the history, criticism, and philosophy of digital culture or technology and its impact on society; or conduct evaluative studies that investigate the practices and the impact of digital scholarship on research, pedagogy, scholarly communication, and public engagement, you should consider the [Digital Humanities Advancement Grants program](#) in the [Office of Digital Humanities](#).

You may also find related funding opportunities with your state or jurisdictional humanities council. As mandated by Congress, approximately 40% of the NEH's program budget supports these councils, which play a critical role in supporting the NEH's mission and goals at a local, grassroots level. Contact information for each council can be found here: <https://www.neh.gov/about/state-humanities-councils>.

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other

third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice (“SORN”) published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes sixty hours to complete an application. This estimate includes time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Time needed may vary from program to program.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. According to the [Paperwork Reduction Act of 1995](#), no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.