



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: Short Documentaries

Funding Opportunity Number: 20210811-TT

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

**Application Deadline:
August 11, 2021**

**Ensure your SAM.gov and Grants.gov registrations and passwords are current.
NEH will not grant deadline extensions for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to 1 month to complete.**

Division of Public Programs
Telephone: 202-606-8269
Email: publicpgms@neh.gov
Federal Relay: 800-877-8399

OMB control number 3136-0134, expiration date June 30, 2021

Executive Summary

The National Endowment for the Humanities (NEH) Division of Public Programs is currently accepting proposals for the Short Documentaries program. The purpose of the program is to support documentary films up to 30 minutes that engage audiences with humanities ideas in appealing ways. The program can support single films or a series of thematically-related short films addressing significant figures, events, or ideas. The subject of the film(s) must be related to [*A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary*](#).

Funding Opportunity Title:	Short Documentaries
Funding Opportunity Number:	20210811-TT
Federal Assistance Listing Number:	45.164
Application Deadline:	August 11, 2021, 11:59 p.m. Eastern Time
Anticipated Announcement:	April 2022
Anticipated FY 22 Funding:	Approximately \$1,500,000
Estimated Number and Type of Award:	Approximately 5 grants
Award Amount:	Up to \$150,000 for a single film Up to \$300,000 for a series of films
Cost Sharing/Match Required:	No
Period of Performance:	6 to 24 months The period of performance start date may be as early as May 1, 2022 and as late as September 1, 2022.
Eligible Applicants:	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See C. Eligibility Information for additional information.
Program Resource Page:	https://www.neh.gov/grants/listing/short-documentaries
Pre-Application Webinar:	A pre-recorded webinar will be posted to the program resource page by July 1, 2021.
Published:	April 26, 2021

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A. Program Description

1. Purpose

The Short Documentaries program supports the production and distribution of documentary films up to 30 minutes that engage audiences with humanities ideas in creative and appealing ways. Projects must be grounded in humanities scholarship and demonstrate an approach that is thoughtful, balanced, and analytical. Projects must demonstrate the potential to attract a broad general audience.

The Short Documentaries program supports production of single films or a series of thematically-related short films addressing significant figures, events, or ideas. The proposed film(s) must be intended for regional or national distribution, via broadcast, festivals, and/or online distribution. The subject of the film(s) must be related to [*A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary*](#).

Before applying for a Short Documentaries grant, applicants must consult with a team of scholarly humanities advisers to develop the themes, subjects, and ideas that the film(s) will explore. The scholars must provide diverse perspectives, and incorporate a range of ideas and approaches.

All Short Documentaries projects must:

- relate to [*A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary*](#)
- employ formats that will engage the general public in learning
- build on sound humanities scholarship
- deepen public understanding of significant humanities questions
- approach a subject analytically, presenting a variety of perspectives
- involve humanities scholars in all phases of development and production
- involve appropriate media professionals

To be ready to apply for a Short Documentaries award, you should have:

- completed research on your subject, including archival work and preliminary interviews
- involved humanities scholars in creating and interpreting the project's content
- drafted a treatment for the film(s)
- designed your plans for distribution, outreach, and partnerships

Short Documentaries awards may support activities such as:

- meetings with scholars
- script refinement
- shooting and editing short films
- creation or enhancement of resources, including websites or other digital components, related to the proposed short film(s)
- distribution, outreach, and public engagement related to the proposed short film(s)

Unallowable activities are described in [D6. Funding Restrictions](#).

2. Background

This program is authorized by [20 U.S.C. §956, et seq.](#) 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 \(for grants and cooperative agreements issued December 26, 2014 or later\)](#).

According to the [National Foundation on the Arts and the Humanities Act Of 1965](#), “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.”

Examples of NEH-funded projects may be found using the [Funded Projects Query Form](#).

[Learn more about NEH.](#)

NEH Areas of Interest

NEH is especially interested in supporting projects that advance humanities-related work in the following areas:

A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary

The task of building a more perfect Union rooted in the ideal of human equality falls to every generation of Americans, ours no less than our predecessors. The basic goals of life, liberty, and the pursuit of happiness endure over time, even as the challenges change: from founding a nation out of colonies; to dismantling the institution of slavery; to prevailing through times of economic depression and war; to advancing civil rights for all; to strengthening our democratic institutions; to building a more inclusive and sustainable society.

NEH’s [A More Perfect Union](#) initiative encourages projects that explore, reflect on, and tell the stories of our quest for a more just, inclusive, and sustainable society throughout our history. NEH especially welcomes projects that bring the perspective of the humanities to questions of racial justice, gender equality, the evolution of the American landscape, as well as America’s place in the world. Projects that strengthen Americans’ knowledge of our principles of constitutional governance and democracy are strongly encouraged, as are projects that address the experiences of Native Americans and other under-represented communities. In addition, NEH welcomes projects that develop innovative approaches to sustaining the nation’s humanities infrastructure and preserving its historical record.

Applicants to the Short Documentaries program must respond to this initiative.

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

You may request up to \$150,000 for a single film or \$300,000 for a series (up to \$150,000 for each short film in a series).

NEH programmatic policy requires that commitments for full funding for the project from all sources must be in place prior to the release of NEH funds.

The period of performance is 6 to 24 months.

The period of performance may start as early as May 1, 2022, and as late as September 1, 2022.

NEH expects that approximately \$1,500,000 will be available to fund an estimated five recipients.

NEH will not determine the amount available until Congress has enacted the final FY 2022 budget. This notice is subject to the availability of appropriated funds, and is a contingency action to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.

Individuals, foreign and for-profit entities are not eligible to apply.

Fiscal agents or fiscal sponsors applying on behalf of ineligible applicants are not eligible.

2. Cost Sharing

Cost sharing is not required in this program, unless federal matching funds are requested. Learn about different [type of funds offered by NEH](#).

Cost sharing or matching is the portion of the project costs not paid by NEH funds. Cost sharing will not be considered in the evaluation of applications.

Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH.

Voluntary cost sharing consists of the cash contributions made to a project by the applicant, including unrecovered indirect costs, and by third parties as well as third-party in-kind contributions. Third-party in-kind contributions are non-cash contributions (such as property or services) that benefit the funded project, and are contributed by non-federal third parties, without charge, to the recipient of the federal award.

Required cost sharing includes third-party non-federal gift money that must be raised to release federal matching funds.

Applicants requesting federal matching funds must raise dollar-for-dollar cash contributions from nonfederal third parties and have them certified by NEH before the funds are released (see

the [NEH Federal Matching Funds Guidelines](#)). The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Federal matching funds are typically distributed on an annual basis over the life of the award.

Recipients are responsible for maintaining auditable records of the source and use of cost sharing contributions. See [2 CFR §200.306](#).

3. Other Eligibility Information

Eligible applicants may submit multiple applications for separate and distinct projects under this notice.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs. However, applicants may seek funding from other NEH programs for **complementary** aspects of the same overall project.

Eligible organizations are encouraged to partner with independent producers. Under this arrangement, the lead applicant submits the application on behalf of the partnership. **Lead applicants must not function solely as fiscal agents**, but should make substantive contributions to the success of the project. If the application is funded, the eligible organization is considered the recipient of record and assumes all programmatic, financial, and legal responsibilities associated with the award. See [2 CFR §200.331\(a\)](#) for information that must be included in subaward agreements with independent producers. Per [2 CFR §200.331](#), recipients must monitor the activities of their subrecipients as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Recipients must ensure that subrecipients track, appropriately use, and report program income generated by the subaward.

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using funds from, or sites and materials controlled by, other federal entities in their projects. Such resources may not be used as gifts to release NEH matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. Nevertheless, otherwise eligible American institutions may apply for collaborative projects involving U.S. and foreign organizations provided they do not use NEH funds for the purpose of issuing *subawards* to any foreign organization, as defined in [2 CFR §200.1](#) and [2 CFR §200.331\(a\)](#). This limitation does not preclude American institutions from obtaining the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in [2 CFR §200.459](#); it also does not preclude vendor contracts such as in-country transportation services in accordance with [2 CFR §200.331\(b\)](#). If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

Applications must be received by the deadline. Late, incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications that exceed specified page limits will not be reviewed. See the [Application Components Table](#).

Unallowable activities are described in [D6. Funding Restrictions](#)

D. Application and Submission Information

1. Application Package

This funding opportunity is available in Grants.gov under number 20210811-TT. You can also find a link to the funding opportunity on the [program resource page](#).

The application package for this funding opportunity can be found under the “Package” tab. It includes a series of required and conditionally required forms. You will upload additional application components into the [Attachments Form](#).

You must apply electronically using Grants.gov Workspace or a Grants.gov system-to-system solution. A multistep registration process is required to submit your application. See [D3 Unique Entity Identifier and System for Award Management](#).

To request a paper copy of this notice, contact publicpgms@neh.gov.

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

Your application will include a [narrative](#), [budget](#), and other required [forms](#) and [attachments](#).

Narrative

Compose a narrative that provides 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.

You must limit the narrative to fifteen single-spaced pages with one-inch margins and a font size no smaller than eleven point.

Use the following section headings for your narrative. NEH has aligned each section of the narrative with a corresponding review criterion. Refer to [E1. Review Criteria](#).

A. Nature of the request (corresponds to [all review criteria](#))

- State in one or two paragraphs the subject and format (including length) of the proposed film(s) and the amount requested from NEH.
- If you are requesting support for a series of short documentaries, indicate the number and length of programs planned for the series and describe the overall concept and organization.

B. “A More Perfect Union” (corresponds to [review criterion 1](#))

- Briefly explain how the proposed film(s) responds to [A More Perfect Union: Exploring America’s Story and Commemorating its 250th Anniversary](#).

C. Humanities content (corresponds to [review criterion 1](#))

- Discuss the film’s intellectual content, scholarship, and significance to the humanities. Identify and develop a specific humanities theme, or several humanities themes (depending on the scope of the program), that the project will address. If proposing a series, discuss how the episodes will be thematically linked to each other.

D. Creative approach (corresponds to [review criteria 1, 2, 4, and 5](#))

- Describe the film's audiovisual style and approach. Will it use narration, a host, interviews, dramatic re-creations, animation, or other techniques?
- Identify and describe the most important resources available for the project, including interviews and archival collections.
- If there are other productions on similar or related subjects, explain how your project will make a new contribution.
- You may provide visuals, including screenshots for digital components (if applicable), in [Attachment 7: Images and links to other assets](#).

E. Rights and permissions (corresponds to [review criterion 2](#))

- Discuss the potential for obtaining permissions and clearing rights to use the proposed materials.

F. Humanities advisers (corresponds to [review criterion 3](#))

- Identify your project's humanities advisers and describe the scholarly contributions that each has made to date and will make during the period of performance.
- Include résumés and letters of commitment from each adviser in [Attachment 6: Résumés and letters of interest or commitment](#).

G. Media team (corresponds to [review criterion 3](#))

- Identify the principal members of the media team. Principal members include, at a minimum, the director and writer. It is also helpful to identify a director of photography and an editor. Summarize each person's qualifications and expected contributions.
- Describe the media team's experience and suitability for the proposed project.
- Include résumés and letters of commitment for each identified person in [Attachment 6: Résumés and letters of interest or commitment](#).

H. Progress (corresponds to [review criterion 6](#))

- Describe the work that has been accomplished to date, including research and interviews conducted (if applicable). Indicate the work that will be done during the period of performance.

I. Distribution plan and audiences (corresponds to [review criterion 5](#))

- Identify targeted audiences. If possible, estimate the size of the audience, across different platforms, for the completed project. Explain the basis for this assessment.
- Provide a distribution and marketing plan. The distribution plan should detail how the NEH-funded product might be broadcast, distributed through festivals or theaters, or streamed.
- Describe partnerships that would help publicize the project. While the NEH does not require distribution commitments at the time of the application, if you have received letters of interest or commitment from a potential partner, broadcaster, or distributor, include them in [Attachment 6: Résumés and letters of interest or commitment](#).

J. Fundraising plan (corresponds to [review criterion 6](#))

- Indicate the total budget for project activities that will be conducted during the period of performance, including costs that will not be covered by NEH funds.
- Specify the source and amount of funds raised to date, including NEH awards and other federal sources, for all aspects of the project.

- Provide specific plans for raising funds from outside sources, and/or securing in-kind support, to cover costs that will exceed NEH support.

NEH programmatic policy requires that commitments for full funding for the project from all sources must be in place prior to the release of agency funds.

K. Organization profile and role of applicant institution (corresponds to [review criteria 3 and 6](#))

- Describe the mission and typical activities of the applicant institution, and, if different, the production organization. Each profile should be one paragraph.
- Describe the applicant institution’s anticipated contributions. Applicant institutions must not function solely as fiscal agents or fiscal sponsors. The organization profile for the applicant institution must include a detailed description of substantive contributions to the project; fiscal sponsorship activities alone (proposal submissions, reporting, fulfillment of contractual obligations, maintaining IRS status, etc.) are insufficient. Applicant institution profiles will be reviewed for eligibility prior to award recommendation; applications with organizational profiles deemed ineligible will be rejected and not reviewed.

L. Digital components, if applicable (corresponds to [review criteria 2, 3, 4, and 5](#))

- If your request includes funding for a digital component, such as a website that would complement the film project, describe its design and humanities content.

M. Social media and audience-generated content, if applicable (corresponds to [review criteria 2, 5, and 6](#))

- If your project includes a social media and/or an audience-generated component (for either the film(s) or ancillary digital components), describe how it will enhance the humanities content. Explain the criteria and process for selecting and monitoring the content and describe how it will enhance the humanities themes.
- Describe the policies and process to prevent the dissemination of obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

NARRATIVE GUIDANCE	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
A. Nature of the request	All review criteria
B. “A More Perfect Union”	1. Humanities significance
C. Humanities content	1. Humanities significance
D. Creative approach	1. Humanities significance 2. Creative approach, treatment, and resources 4. Work sample 5. Audience and distribution plan
E. Rights and permissions	2. Creative approach, treatment, and resources

F. Humanities advisers	3. Project personnel
G. Media team	3. Project personnel
H. Progress	6. Work plan, budget, likelihood of success
I. Distribution plan	5. Audience and distribution plan
J. Fundraising plan	6. Work plan, budget, likelihood of success
K. Organizational profile and role of applicant institution	3. Project personnel 6. Work plan, budget, likelihood of success
L. Digital components (if applicable)	2. Creative approach, treatment, and resources 3. Project personnel 4. Work sample 5. Audience and distribution plan
M. Social media and audience generated content (if applicable)	2. Creative approach, treatment, and resources 5. Audience and distribution plan 6. Work plan, budget, likelihood of success

Research and Related Budget

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](#).

As you prepare your budget, please review the Frequently Asked Questions on the [program resource page](#), which includes a section on the budget.

Complete a single detailed budget for the proposed period of performance. The form will generate a cumulative budget.

If you are exclusively requesting outright funds, your budget should reflect only funding requested from NEH. If you are requesting federal matching funds, your budget must equal 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 eligibility of gifts for matching purposes. The total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields.

Required fields are indicated in yellow. Round to the nearest whole dollar amount in all dollar fields. The inclusion of a cost category on the Research and Related Budget does not automatically indicate that an expense is allowable in this program. See [D6. Funding Restrictions](#) for a list of unallowable costs. Carefully review these instructions to ensure that costs are not disallowed.

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. All costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F](#).

If you charge indirect costs to the project, ensure that expenses included in your organization's indirect cost pool are not charged to the project as direct costs. See [H. Indirect Costs](#).

Introductory Fields

If not pre-populated, indicate your organization's D-U-N-S® number, the name of your organization, and the period of performance start and end dates. This should be the same as the information provided on your [SF-424 Application for Federal Assistance - Short Organizational](#). Check "project" for budget type.

A. Senior/Key Person

Include the names of the project director and other senior/key persons who are employed by the applicant organization. Your project may include key persons who are not listed in this section of the budget because they are not employed by the applicant. Do not include collaborators at other institutions or consultants, as they may be included in "[Consultant Services](#)" or "[Subawards/Consortium/Contractual Costs](#)" in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) and identify the number of calendar months the senior/key person will devote to the project in the applicable box.

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR §200.431](#), fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. The sum of requested salary and fringe benefits will be automatically calculated for each senior/key person.

Salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [.466](#) Fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

The form can accommodate up to eight senior/key persons. If you are requesting funds for additional senior/key persons, 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 personnel listed in the attachment in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

B. Other Personnel

For each project role described below, 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](#). Totals will be automatically calculated. Only include personnel that are employed directly by the applicant institution. Do not list collaborators at other institutions or consultants, as they may be included in "[Consultant Services](#)" or "[Subawards/Consortium/Contractual Costs](#)" in Section [F. Other Direct Costs](#).

Salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [.466](#). Fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

Post-doctoral associates, graduate students, and undergraduate students

Leave these lines blank.

Secretarial/Clerical

In most circumstances, the salaries of administrative, secretarial, or clerical staff are included as part of indirect costs (see [H. Indirect Costs](#)). Per [2 CFR §200.413\(c\)](#), direct charging of salaries

for administrative or clerical staff may be appropriate only if **all** of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have prior written approval of the federal awarding agency.
4. The costs are not also recovered as indirect costs.

In your [budget justification](#), document how direct charging for secretarial/clerical personnel (i.e., administrative and clerical staff) meets all four conditions. NEH may request additional information for these positions in order to assess allowability.

Additional Other Personnel

If applicable, list any additional project role(s) for persons employed by the applicant organization. The form can accommodate up to six named roles. If you have more than six, combine project roles here and explain in your [budget justification](#).

C. Equipment Description

List each item of equipment to be purchased and its estimated cost, including shipping and maintenance. Justify each in your [budget justification](#).

You may purchase equipment if an analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in [F. Other Direct Costs](#)). Equipment is defined as nonexpendable personal property costing \$5,000 or more 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 charge depreciation in compliance with [2 CFR §200.436](#).

Per [2 CFR §200.322](#), as appropriate and to the extent consistent with law, applicants should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

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

Total equipment costs will be automatically calculated.

D. Travel

Enter the total funds requested for both domestic (local and long-distance) and foreign travel (travel to Canada and Mexico is considered foreign travel). In your [budget justification](#), include the purpose, destination, travel dates (if known), the names (if known), roles, and number of travelers for each trip. If dates or names of personnel are not known, specify the estimated length and nature of the trip (e.g., 3 days to conduct interviews). **All trips—both foreign and domestic—must be justified individually.**

For local travel, outline the mileage rate, number of miles, reason for travel, and staff member/consumers completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. The lowest available

commercial fares for coach or equivalent accommodations must be used. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

Travel costs must comply with [2 CFR §200.475](#) and foreign travel must comply with article 10 of the [General Terms and Conditions for Awards to Organizations](#). NEH will use the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

NEH funds may not be used to support attendance at regularly-occurring professional meetings.

Include travel costs for participants in [E3](#) and travel costs for consultants in [F3](#).

Total travel costs will be automatically calculated.

E. Participant/Trainee Support Costs

Do not include any expenses in this section.

F. Other Direct Costs

Total other direct costs will be automatically calculated.

1. Materials and Supplies

Enter the total funds requested for materials and supplies costing the lesser of the capitalization level established by the applicant or \$5,000, regardless of the length of its useful life. See [2 CFR §§200.314](#) and [.453](#).

In your [budget justification](#), indicate general categories, including an amount for each category (e.g., personal computers, digital cameras, archival supplies). Itemize categories totaling \$1,000 or more.

2. Publication Costs

Leave this line blank.

3. Consultant Services

Enter the total funds requested for consultant services. For many applicants in the Short Documentaries program, project personnel may be classified as consultants if they are not employed by the applicant institution. In your [budget justification](#), include consultants, the services they will perform, the time they will work on the project (days, weeks, or months), travel costs, and the total estimated costs, including fringe benefits, if applicable. Include costs associated with scholarly advisers here.

Consultant fees must be in compliance with [2 CFR §200.459](#).

4. Automated Data Processing (ADP)/Computer Services

Leave this line blank.

5. Subawards/Consortium/Contractual Costs

Enter the total funds requested (both direct and indirect costs) for activities to be performed by third-party subrecipients. This includes subawards and other contractual costs. Include a separate subrecipient budget that itemizes the costs associated with the subaward or contract in your [budget justification](#), using the same categories on the Research and Related Budget. Justify each subrecipient individually. See [2 CFR §§200.331](#) and [.332](#).

Per [2 CFR §§200.1](#) and [.331\(a\)](#), a subaward is an award provided by a pass-through entity to a subrecipient to carry out part of a federal award. Payments to contractors (as defined in [2 CFR §§200.1](#) and [.331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs are not considered subawards.

A pass-through entity may provide a subaward through any form of legal agreement, including an agreement that the pass-through entity considers a contract. In determining whether an agreement between a pass-through entity and another non-federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. See [2 CFR §200.331\(c\)](#).

Per [2 CFR §25.300](#), recipients may only issue subawards with federal funds to organizations that have obtained and provided to the recipient a 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](#).

Contractual costs are occasionally sufficiently high enough to warrant a categorical breakdown of costs. When this is the case, provide detailed information in your [budget justification](#). NEH may request additional information in order to assess reasonableness and allowability.

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in [Attachment 8: Federally negotiated indirect cost rate agreement](#).

6. Equipment or Facility Rental/User Fees

Enter the total funds requested for rental/user fees for equipment and facilities. Identify and justify each rental/user fee in your [budget justification](#). Expenses might include rental of dedicated production space, cameras, or editing suites.

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

Allowable conference costs may include rental of facilities per [2 CFR §200.432](#). Rental costs under “less-than-arm's-length” leases are allowable with the condition that they must be consistent with the limitations set forth in [2 CFR §200.465\(c\)](#).

Federally funded meetings and conferences must be held 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 a list of fire code compliant hotels.

7. Alterations and Renovations

Leave this line blank.

8-10. Other

List costs not previously included in other budget categories or in the indirect cost pool. “Other” project-specific costs may include promotion, distribution, acquisition fees, rights, evaluation and assessment fees, and access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). Itemize and justify costs in your [budget justification](#). “Miscellaneous” and “contingency” are not acceptable budget categories.

Per [2 CFR §200.438](#), social and entertainment costs are not allowed. Per [2 CFR §200.423](#), alcoholic beverages are unallowable.

Fiscal agent and fiscal sponsor fees are unallowable.

G. Total Direct Costs

Total direct costs will be automatically calculated.

H. Indirect Costs

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvement; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base, usually the project's modified total direct costs (MTDC).

Carefully review your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates—for example, “research,” “instruction,” and “other sponsored activities.” With rare exceptions, your institution's “research” rate will **not** be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in paragraph (c)(1) of [2 CFR §200.414](#), federal agencies must use the negotiated rate(s) in effect at the time of the initial award throughout the life of the federal award. Award levels will not be adjusted in future years as a result of changes in negotiated rates. Except as provided in [2 CFR §200.414](#), when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate used at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed. NEH will restrict payment of indirect costs until a fixed, final, or predetermined indirect cost rate agreement is provided by the recipient.

An organization that wishes to include indirect costs in its budget but does not have a federally negotiated indirect cost rate may choose one of the following options:

- direct cost all expenses;
- submit an indirect cost proposal to their cognizant federal agency to negotiate a rate within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR §200.414](#)); or
- charge a de minimis rate of 10% of MTDC (see [2 CFR §200.414\(f\)](#))

Per [2 CFR §200.1](#), MTDC are all 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 in excess of \$25,000.

If you choose one of these options, indicate this under Indirect Cost Type.

If applicable, include a copy of your federally negotiated indirect cost rate agreement as [Attachment 8 : Federally negotiated indirect cost rate agreement](#).

Indirect Cost Type

Enter the type of indirect cost rate (e.g., other sponsored activities, all programs, instruction, 10% de minimis, etc.) and base (e.g., salaries, salaries & fringe, MTDC, etc.) and whether the activity and rate are onsite or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries. If you do not have a current indirect rate(s) approved by a federal agency but intend to (re)negotiate, indicate "None--will negotiate." If needed, provide additional detail in your [budget justification](#).

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency. Enter your 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 your indirect cost base.

Funds Requested (\$)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

Total indirect costs will be automatically calculated.

Cognizant Federal Agency

Enter the name of your cognizant federal agency, if applicable.

I. Total Direct and Indirect Costs

Total costs will be automatically calculated.

J. Fee

Leave this field blank.

K. Total Costs and Fee

This field will be automatically calculated. Since there is no fee, this will be the same amount as [I. Total Direct and Indirect Costs](#).

L. Budget Justification

A budget justification is required. Save the document as a PDF named justification.pdf. Attach only one file.

Provide the information requested to support your budget. If applicable, the following categories must be justified: [equipment](#), [travel](#), and [other direct costs](#). If your project includes subawards, detail and quantify all subaward costs.

Your budget justification must specifically describe how costs have been calculated and how each item will support the proposed objectives. If you have a quote(s), include it here.

You may include a line-item budget for the complete project, including the categories listed above, as part of the budget justification. If your total costs exceed the amount of your projected NEH award, you **must** include a line-item budget for the complete project, including the categories listed above.

Explain any exclusions applied to your indirect costs base calculation.

If you have requested federal matching funds, identify the activities supported by your required cost share, and the source(s) of funding. Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes.

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

Include other pertinent information, but do not use your budget justification to expand your narrative.

Application Components

Your application consists of a series of forms included in Grants.gov Workspace and other components which you will prepare and upload to the [Attachments Form](#).

Applications missing any required documents or conditionally required documents will be considered incomplete and will be rejected from further consideration.

Applications that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.

Grants.gov form/Attachment	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required
Project/Performance Site(s) Location Form	Grants.gov form		Required
Assurances as to Labor Standards	Grants.gov form		Required
Research and Related Budget	Grants.gov form		Required
Attachments Form	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL “Disclosure of Lobbying Activities”	Grants.gov form		Conditionally required
Attachment 1: Narrative	narrative.pdf	15	Required
Attachment 2: Work plan	workplan.pdf		Required
Attachment 3: Detailed treatment	treatment.pdf	8 for a single film; 5 per treatment for a series	Required
Attachment 4: Description of a work sample	Worksample.pdf		Required
Attachment 5: Bibliography	bibliography.pdf	2	Required

Attachment 6: Résumés and letters of interest or commitment	resumesandletters.pdf	2 pages per résumé	Required
Attachment 7: Images and links to other assets	images.pdf		Optional
Attachment 8: Federally negotiated indirect cost rate agreement	agreement.pdf		Optional
Attachment 9: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required

SF-424 Application for Federal Assistance – Short Organizational

This form includes basic information about the project, the project director, and the institution. Items **1**, **2**, and **4** will be automatically filled in; item **3** should be left blank.

5. Applicant Information

Provide your organization’s legal name, address, employer/taxpayer identification number (EIN/TIN), D-U-N-S® number, website address, and [congressional district](#). For example, if your institution is located in the 5th congressional district of your state, put a “5.” If your institution does not have a congressional district (for example, it is in a state or U.S. territory that does not have districts, or is in a foreign country), put a “0” (zero).

Select the applicant type that best describes your organization from the drop-down menu.

Institutions applying to federal programs are required to include a unique entity identifier, currently a D-U-N-S® number. If you do not know your identifier, contact your grants administrator or chief financial officer.

6. Project Information

a. Provide the title of your project. It should be brief (no more than 125 characters, including spaces). Successful applications typically have titles that are descriptive of the project and easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

b. Provide a brief (no more than one thousand characters, including spaces) description of your project. It should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities.

c. List the start and end dates for your project. Your project must start on the first day of a month and end on the last day of a month.

7. Project Director

Provide the project’s 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 and is critical to its success. You must notify the NEH Office of Grant Management immediately if the project director named in the application changes.

8. Primary Contact/Grants 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 named in item 7 may **not** be the same individual named as the primary contact/grants administrator named in item 8. The role of the project director must be distinguished from that of the institutional grants administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. Financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grants administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, award documents, an extension, a supplement or amendment) is addressed to the institutional grants administrator and copied to 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 the president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. Consult the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

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

2. Institutional Information

Select the appropriate institution type from the drop-down menu.

3. Project Funding

Enter the amount of each [type of funds](#) requested, as well as required cost share to unlock federal matching funds, if applicable. Do not include voluntary cost share.

4. Application Information

Indicate whether the proposal will be submitted to other NEH programs, government agencies, or private entities for funding. If so, specify when and to whom. NEH frequently cosponsors projects with other funders. Providing this information will not prejudice the review of your application.

For type of application, check "new."

Select the project's primary discipline from the drop-down menu. Optionally, select the project's secondary and tertiary disciplines.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur during the period of performance. You may include multiple performance sites. If you need to add more locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Position your cursor over each field to view instructions.

Assurances as to Labor Standards

Per U.S. Department of Labor regulations set forth in [29 CFR Part 505](#), recipients must provide written assurance that all professional performers, scriptwriters, and related or supporting professional personnel employed on projects or productions supported in whole or in part by NEH will be paid not less than the minimum union or guild rates, and that no part of any project or production will be performed or engaged in under working conditions which are unsanitary,

hazardous, or dangerous to the health and safety of such individuals. Applicants must submit the Assurances as to Labor Standards Under Section 5(i) and Section 7(g) of the National Foundation on the Arts and Humanities Act of 1965, as Amended. Review [Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities](#).

Certification Regarding Lobbying (conditionally required)

If you are requesting an award greater than \$100,000, you must submit the Certification Regarding Lobbying. Once selected, this form 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)

If non-federal funds have been or will be used for lobbying, you must submit Standard Form-LLL, “Disclosure of Lobbying Activities.” See [2 CFR §200.450](#).

Attachments Form

This form can accommodate up to fifteen attachments. Consult the [Application Components Table](#) to name and sequence your attachments in the proper order so that NEH can easily identify them.

Attachments must be in Portable Document Format (.pdf). Reformat all non-PDF files (i.e., Word, Excel, images, etc.) as PDFs. If an attachment contains multiple documents, merge them into a single file. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten these files before uploading to Grants.gov.

Visit the [Grants.gov Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, contact your system administrator.

Limit file names to 50 or fewer characters. Do not attach any documents with the same name. Each attachment should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. If you do not follow these naming conventions, your application may be rejected.

Grants.gov may accept and validate your submission even if required components are missing or are improperly formatted. This may result in NEH rejecting your application as incomplete. It is your responsibility to ensure that all required components are properly formatted, attached, and submitted.

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#).

Name the file narrative.pdf.

Attachment 2: Work plan (required)

Provide a detailed, month-by-month schedule of the major work to be done during the period of performance, including the specific people involved. The work plan should clearly demonstrate how the humanities advisers will be involved in reviewing and shaping the project.

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

Name the file workplan.pdf. The work sample corresponds to [review criterion 6](#)

Attachment 3: Detailed treatment (required)

Include a detailed treatment that describes how the program will unfold from start to finish. Present a clear narrative. Identify specific audio and visual materials, and demonstrate how the film will integrate the humanities analysis and interpretive content.

For applicants seeking support for a single short documentary, the treatment should not exceed eight pages, and may be shorter, depending on the length and scope of the proposed film.

For applicants seeking support for a short documentary series, include at least two detailed treatments (not to exceed five pages per treatment), and shorter descriptions of other films in the series.

You may use published humanities scholarship, archival resources, footage that you have shot, preliminary interviews, and other research as the foundation for your detailed treatment.

Name the file treatment.pdf. The script or detailed treatment corresponds to [review criteria 1, 2, and 3](#).

Attachment 4: Description of a work sample (required)

Submit a sample of a previously completed work that best demonstrates the experience and qualifications of the media team to develop and produce the proposed project successfully. Provide a URL link to the sample. Describe it and indicate the roles played by members of the media team.

You may include a trailer, rough cut, or work-in-progress for the proposed project, in addition to a sample of a completed work. A trailer, rough cut, or work-in-progress is not considered a “completed work” and is not required.

If you are requesting NEH support for supplementary digital components, include an example of previously completed work from the principal members of the digital team. Identify the project personnel who worked on this sample and include additional information on the audience or distribution of the work sample. Clearly indicate that this URL is your digital work sample.

You are encouraged to submit your samples by providing links to a video-sharing service, such as Vimeo or YouTube. You are responsible for ensuring that the link to the sample remains active and that the sample will be accessible throughout the review period. If you are linking through a third party, such as a broadcaster or distributor, confirm that the link will be accessible. Check your links and passwords carefully when you submit your application; periodically check these links after you submit it. You may not revise your online sample after the deadline; however, if you notice that a link is broken after the application is submitted, notify the Division of Public Programs to request permission to fix it.

Per [2 CFR §200.111](#), you must submit your application in English. Work samples that are in a language other than English must be accompanied by a translation (for documents) or include subtitles (for videos and film clips).

Name the file worksample.pdf. The work sample corresponds to [review criterion 4](#).

Attachment 5: Bibliography (required)

Include a bibliography of the humanities scholarship that significantly informs the project, not to exceed two pages. Any standard format is acceptable.

Name the file bibliography.pdf. The bibliography corresponds to [review criteria 1, 2, and 3](#).

Attachment 6: Résumés and letters of interest or commitment (required)

List the media team and humanities advisers, using the following format: Joan Smith (American studies, University of Maryland), or John Smith (producer, ABC Films). Attach résumés (of two pages or fewer) and letters of commitment from the key persons on the media team and all consultants (including humanities advisers or scholars). Include letters of commitment from all participating organizations as well as any letters of interest or commitment you have received from broadcasters or distributors.

Elected government officials and current members of NEH'S [National Council on the Humanities](#) may not serve as letter writers.

Name the file resumesandletters.pdf. The résumés and letters of interest or commitment correspond to [review criterion 3](#).

Attachment 7: Images and links to other assets (optional)

You may include examples (including links) and brief descriptions of images and audio and visual materials.

Name the file images.pdf. If included, this attachment corresponds with [review criteria 1 and 2](#).

Attachment 8: 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, submit a copy of the agreement. If a subrecipient is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If you are requesting the de minimis rate, this attachment is not required.

Name the file agreement.pdf.

Attachment 9: Explanation of delinquent federal debt (conditionally required)

If your organization is delinquent in the repayment of any federal debt, provide explanatory information. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, 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.

3. Unique Entity Identifier and System for Award Management

Before submitting an application, your organization must have a current and active [D-U-N-S® number](#) (a unique entity identifier), [System for Award Management \(SAM\)](#) registration, and [Grants.gov](#) registration. [Learn more about this multistep process](#).

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. If your D-U-N-S® number and SAM registration are not active and current at the time of Grants.gov submission, your application will be rejected.

You should allow several weeks for the registration process. If you fail to allow sufficient time to complete registration with SAM or Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement.

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.

D-U-N-S®

Your organization must obtain a unique entity identifier, currently a valid [Dun and Bradstreet Data Universal Numbering System \(D-U-N-S®\) number](#). D-U-N-S® numbers are unique nine-digit numbers assigned to all types of business organizations, including nonprofits and government entities.

System for Award Management (SAM)

Your organization must register with the [System for Award Management \(SAM\)](#) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110\(b\)](#) or [\(c\)](#), has an exception approved by the agency under [2 CFR §25.110\(d\)](#)).

If you have not already done so, you will be required to create a [Login.gov](#) user account. When registering or renewing in SAM, you will be required to review and agree to the Financial Assistance Representations and Certifications, a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations.

Grants.gov

Your organization must register with [Grants.gov](#) before submitting an application. Applications must be submitted 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 with Grants.gov and create an Organizational Applicant Profile, a request will be sent to your E-Business Point of Contact to assign the appropriate Grants.gov roles to individuals within your organization. This includes the authorized organization representative (AOR) who will give permission 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 authorized organization representative (AOR) is current.

Grants.gov maintains [a library of instructional videos](#) which may be helpful resources as you prepare your application.

4. Submission Dates and Times

Program officers will review drafts submitted by July 7, 2021. Drafts submitted after this date will not be reviewed. This optional preliminary review is not part of the formal selection process

and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft, send it as an attachment to publicpgms@neh.gov.

The deadline for applications under this notice is August 11, 2021 at 11:59 p.m. Eastern Time.

Applications must be complete, within the specified page limits, and validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your application status](#).

When NEH receives your application from Grants.gov, the agency will assign it a tracking number beginning with TT-. A tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If a technical problem is detected, NEH will notify you via email. It is your responsibility to correct any errors prior to the deadline.

Once you have applied, NEH will not comment on the status of your application except on issues of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

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

6. Funding Restrictions

Awards made under this notice may not be used for the following purposes:

- projects unrelated to [A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary](#)
- fictional films, including dramatic adaptations of literary works
- projects that will satisfy requirements for educational degrees or formal professional training
- projects intended primarily for students in formal learning environments (though projects may include components that can be used in classrooms)
- general operations, renovation, restoration, rehabilitation, or construction of station or production facilities
- creation, preservation, or cataloging of archival materials and collections, including the creation of online archives and oral history archives
- fiscal agent fees
- obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment)
- 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 and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

See also the unallowable costs included in [2 CFR 200 Subpart E - Cost Principles](#).

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications in the Short Documentaries program:

1. Humanities significance

- The relevance and responsiveness of the project to [*A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary*](#)
- The likely contribution of the project to public understanding of the humanities, including the significance of the subject and the humanities ideas
- The quality and relevance of the humanities scholarship informing the project
- The extent to which the project offers an analytical perspective on the themes and ideas that underlie it
- If applicable, the extent to which the episodes of a proposed series are thematically linked to each other

2. Creative approach, treatment, and resources

- The audiovisual approach of the film or series
- The likelihood that the film or series will effectively convey the humanities content in an engaging manner
- The overall audiovisual style; the treatment, archival materials, and other resources that the applicant will use in the film(s)

3. Project personnel

- The qualifications and potential contributions of the advising scholars and key organizational staff
- The demonstrated technical skills, experience, and creative approach of the media team

4. Work sample

- The quality of the work sample, and its demonstration of the qualifications of the media team to produce the proposed project successfully

5. Audience reach, distribution

- The estimated size of the audience
- The likely public reach and impact of the proposed film(s)
- The appeal of the project to a general audience, the quality of the project's distribution plan

6. Work plan, budget, likelihood of success

- The quality of the work plan
- The quality of the fundraising plan
- The likelihood that the applicant will achieve the project's goals
- The appropriateness of the project's costs

Each criterion corresponds to specific sections of the narrative and the other application components. See [D2. Content and Form of Application Submission](#).

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness, and then uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are

experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the [review criteria](#) in this Notice of Funding Opportunity. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff comment on matters of fact or on significant issues that otherwise would be missing from peer reviews, then makes recommendations to the [National Council on the Humanities](#). The National Council meets at least twice annually to advise the NEH Chairman. The Chairman considers the advice provided by the review process and, by law, makes all funding decisions. [Learn more about the NEH review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

Applications that have received a favorable review are subsequently reviewed for other considerations, including past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements.

You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, such requests do not guarantee that an award will be made.

After reviewing applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate. NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR §200.206](#)).

Award decisions are discretionary and are not subject to appeal to any NEH official or board.

4. Anticipated Announcement and Award Dates

NEH will notify applicants of funding decisions by email in April 2022. This notification is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting publicpgms@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by email in April 2022.

2. Administrative and National Policy Requirements

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 \(for grants and cooperative agreements issued December 26, 2014 or later\)](#), and the specific terms and conditions in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

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.

- 1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.339](#), including suspension or debarment. See also 2 CFR parts [180](#) and [3369](#).
- 3) If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 9: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. All other considerations being equal, NEH gives preference to those that provide free access to the public.

Recipients must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate 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

Recipients may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, 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 an excerpt from resulting grant product(s) in [Humanities](#) magazine or on the NEH website.

Acknowledging NEH support

All 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.

Program income policy

Recipients must report income directly generated by NEH-funded activities or earned by the recipient or subrecipient as a result of the award during the period of performance and for seven years following the end of the period of performance. When NEH funding of a project amounts to \$50,000 or more, and the total program income earned after the period of performance exceeds \$50,000, NEH reserves the right to make a claim to or to restrict the use of the federal share of income earned during the seven years following the period of performance. The federal share is a percentage based upon the proportion of NEH support of the total project costs. Review the [NEH Program Income Policy](#).

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

Recipients must comply with the following reporting requirements. Reports must be completed online in eGMS Reach, the NEH online grant management system, unless otherwise instructed.

- 1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an **annual** basis. Further information will be provided in the Notice of Action.
- 2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report to NEH on an **annual** basis. Further information will be provided in the Notice of Action.
- 3.) **Final Reports**. Recipients must submit a Federal Final 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 program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance. Further information will be provided in the Notice of Action.
- 4.) **Final product(s)**. Recipients must submit copy of the completed film(s) are also required within 120 calendar days after the period of performance ends. NEH requires recipients producing a film or television program to submit a trailer upon request along with the finished film or program. Further information will be included in the Notice of Action.

Following the period of performance, NEH requests that recipients voluntarily keep the agency informed of new or changing project distribution arrangements.

Learn more about [Performance Reporting Requirements](#) and [Financial Reporting Requirements](#).

G. Agency Contacts

If you have questions about the program, contact:

Division of Public Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8269
publicpgms@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
grantmanagement@neh.gov

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

If you have questions about registering or renewing your registration with login.gov or [SAM.gov](https://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](https://grants.gov), contact [Grants.gov Applicant Support](#), 24 hours a day, 7 days a week, excluding federal holidays. at:

[Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726
International Calls: 606-545-5035
Email: support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

Organizations seeking support for the development of longer films, or the development of a series of films (regardless of length), should apply to [Media Projects: Development Grants](#). Media Projects: Development Grants enable media producers to collaborate with scholars to develop humanities content and to prepare programs for production.

Organizations seeking support for the production of a longer documentary film should apply to [Media Projects: Production Grants](#). Media Projects: Production Grants support the production and distribution of documentary films, television programs, radio programs, and podcasts.

The Division of Public Programs supports standalone digital projects through a separate program, [Digital Projects for the Public](#). If your primary project activity is the production of short film or video for digital distribution, you should apply to this program, Short Documentaries, rather than Digital Projects for the Public.

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 fifteen hours to complete this application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

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 June 30, 2021.