

APPLICATION COVER SHEET FOR NEH GRANT PROGRAMS

1. PROJECT DIRECTOR OR INDIVIDUAL APPLICANT

Mr. Mrs. Ms. Dr. Prof. Major Field of Study: U8

Name (last, first, middle): _____
Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____

Telephone (work): _____ (home): _____ Fax: _____

2. INSTITUTION INFORMATION

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

DUNS Number: _____ Employer ID Number: _____

3. TYPE OF APPLICANT

<input checked="" type="checkbox"/> Institution	<input type="checkbox"/> Individual	<i>Fellowships, Stipends & Faculty Research Awards</i>	
Type: _____	Citizenship: <input type="checkbox"/> US <input type="checkbox"/> Other	<input type="checkbox"/> University	<input type="checkbox"/> College Teacher
Status: <input type="checkbox"/> Private Nonprofit	Country: _____	Teacher	Ind. Scholar
<input type="checkbox"/> Unit of State/Local Gov't	Month/Year: _____	<input type="checkbox"/> Jr. Scholar	<input type="checkbox"/> Sr. Scholar

4. CONGRESSIONAL DISTRICT: _____

5. GRANT PROGRAM: NEH on the Road

6. TYPE OF APPLICATION: New Supplement Current Grant Number(s): (not applicable)

7. PROJECT FIELD CODE: U8

8. PROJECT TITLE: Grant to Support Public Programs for Traveling Exhibition

9. PROJECT DESCRIPTION (use only the space provided):

The museum requests a \$1,000 grant to help support the cost of public humanities programming when it hosts the traveling exhibition.

10. REQUESTED GRANT PERIOD: From: _____ To: _____

Applicant Name: _____
Project Title: _____

11. PROJECT FUNDING FOR INSTITUTIONS

Programs other than Challenge Grants

- a. Outright Funds \$ 1,000
- b. Federal Match \$ 0
- c. Total from NEH \$ 1,000
- d. Cost Sharing \$ n/a
- e. Total Project Costs \$ 1,000

Challenge Grants applicants only

- a. Fiscal Year #1 \$ _____
- b. Fiscal Year #2 \$ _____
- c. Fiscal Year #3 \$ _____
- d. Total from NEH \$ _____
- e. Non-Federal Match \$ _____
- f. Total \$ _____

12. ADDITIONAL FUNDING

Will this proposal be submitted to another NEH division, government agency, or private entity for funding?

Yes No If yes, indicate where and when: _____

13. GRANT ADMINISTRATOR INFORMATION FOR INSTITUTIONS

Mr. Mrs. Ms. Dr. Prof. Title: _____

Name (last, first, middle): _____

Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

14. FELLOWSHIPS AND SUMMER STIPENDS APPLICANTS

List the name, department, and institutional affiliation of your referees.

a. (not applicable)

b. (not applicable)

Summer Stipends applicants only: Provide the name, title, and signature of your nominating official.

Printed name: (not applicable) Title: _____

Signature: _____ Date: _____

15. CERTIFICATION

By signing and submitting this application, the individual applicant or authorizing official is providing the applicable certifications as set forth in these guidelines.

Printed name of individual applicant / authorizing official: _____

Title of individual applicant / authorizing official: _____

Signature: _____ Date: _____

For NEH use only: date received: application #: initials:

Instructions for “NEH On the Road” Application Cover Sheet

All applications to host an exhibition must be accompanied by an application cover sheet

1. Project director

Provide the personal contact information for the person conducting the project, including name, address, e-mail, and telephone and fax numbers. (The *major field of study* field is pre-filled.)

2. Institution information

Indicate the name and address of your institution. Provide your institution’s DUNS Number and Employer Identification Number.

All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution’s grant administrator or chief financial officer to obtain their institution’s DUNS number. Federal grant applicants can obtain a DUNS number for free by calling 1-866-705-5711. For more information about obtaining a DUNS number, visit www.neh.gov.

3. Type of applicant

The *institution* box is pre-checked.

Describe the type of institution: educational (e.g. secondary school, school district, two-year college, four-year college), religious organization, museum, historical society, government (e.g., state, local), media (e.g., TV, radio, newspaper), library (e.g., local, public, research), center (e.g., advanced study, research), or any other term that best describes the institution.

Institution status: Indicate private nonprofit or a unit of government.

Individual: Not applicable

Fellowships, Stipends, & Faculty Research Awards: Not applicable

4. Congressional district

Provide the number of your congressional district. Institutional applicants should use the district in which their institution resides. If you don’t have a congressional district (e.g., you live in a state or U.S. territory that doesn’t have districts), put a “0.”

If you need help determining your district, please visit the House of Representatives website at www.house.gov and use the “Find Your Representative” tool.

5. Grant program - Pre-filled

6. Type of application - Pre-filled

7. Project field code - Pre-filled

8. Project title - Pre-filled

9. Project description - Pre-filled

10. Requested grant period

Give the beginning and ending date of the requested grant period.

11. Project funding - Pre-filled

12. Additional funding - Pre-filled

13. Grant administrator information for institutions

Indicate the form of address, position title, name, and institution for the official responsible for the administration of the grant (e.g. negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants or research officer, or a sponsored program official. The project director should normally not be listed here.

Enter the mailing address, telephone and fax numbers, and e-mail of the grant administrator.

14. Fellowship and Summer Stipend applicants - not applicable

15. Certification

Provide the name and title of the authorizing official of the institution. The authorizing official (such as the president, vice president, executive director, provost, or chancellor) is the person who is authorized to submit the application for funding on the applicant institution's behalf and provide the certifications required below. This person must sign and date the application.

NEH is required by federal regulations to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Institutional applicants are required to certify that they will comply with the non-discrimination statutes. More information about the certifications can be found in the Award Administration section of NEH's guidelines or by contacting NEH's Office of Grant Management, Room 311, Washington, DC, 20506, (202) 606-8494. Applicants should read the certifications before signing the application.

16. 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 the average time to complete this application is two hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application. Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Director of the Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 20503. 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.

Humanities Public Programs with NEH on the Road Exhibitions

Why host public programs?

Hosting this exhibition isn't complete without strong public humanities programs. *NEH on the Road* is made possible through the National Endowment for the Humanities, a federal agency that promotes lifelong learning. As such, we anticipate that every host will flesh out the exhibition with programs that will build on the ideas in the exhibition and add new dimensions to it.

What are *humanities* public programs?

Humanities programs use the academic disciplines of the humanities (such as history, literature, philosophy, art history, or others) to create greater awareness of the historical, cultural, or social context of the exhibition topics and to provide new, more inclusive ways of looking at the subject so that audiences can gain additional insights into familiar topics. In general, the humanities are the stories, analytical approaches, ideas, and writings that help us make sense of our lives and enhance our ability to think creatively and critically about our world.

What program resources are available for this exhibition?

In order to do this successfully, it is normally best to rely on a humanities scholar or other equivalent expert to help provide a bigger picture. There are many possible formats (including lectures, panel exchanges, demonstrations, film and reading discussions and more), and we encourage you to think creatively about what might work best with your audiences. One important component of nearly any humanities program is an opportunity for active exchange between the general public and a humanities scholar or topical expert. Open discussion and an active engagement in questions and ideas invest audiences in your topic, enable diverse viewpoints to be expressed, and lead to further inquiry. Through the humanities, we hope that the programs will help people to reflect on our heritage and diverse traditions and make meaningful connections to our contemporary lives.

With this exhibition, you'll receive a comprehensive Programming Guide with a broad range of suggestions on how to expand your project with educational programs, public events, student activities and supplemental local materials. The guide includes speaker suggestions, film and reading resources, web links to relevant topics, ideas for gathering ancillary collections, and exhibit-related lesson plans for your teachers. The guide also provides extensive background information for your docents. In addition, you'll receive a ready-made family activity guide to enhance visitors' experiences with the exhibition, enabling your audiences to use the exhibit as an opportunity to discover and critique--to use the humanities.

What's the next step?

Early planning is the best way to ensure that your humanities programs will be first rate. Once your exhibition is confirmed, review your Programming Guide and be sure to contact your state humanities council for suggestions about programs or scholars who have a track record in public programming in your state. (Contact information for all the state councils is available on the NEH website, www.neh.gov.) You can also get in touch with nearby colleges for scholar and speaker recommendations. Involve community experts in your planning and remember to include diverse vantage points and public discussion at each of your events. Help is also available by talking to the folks at ExhibitsUSA who have helped organize the exhibition. Finally, be sure to share your humanities programs with ExhibitsUSA. We're looking forward to this exhibition experience being a well-rounded one, with plenty of fun and stimulating humanities public programs.

NEH on the Road, Leslie Przybylek, Curator of Humanities Exhibitions, Mid-America Arts Alliance
2018 Baltimore, Kansas City, Missouri 64108, 816/421-1388 x 214

NEH on the Road - Exhibition and Public Programming Application

1. Exhibition _____

2. Organization _____

3. Please check all that describe your institution's main focus. (Several categories may apply)

_____ Anthropology _____ Science _____ Natural History

_____ Art _____ History _____ Children/youth

_____ Other (please specify) _____

4. Briefly describe your institution's mission. _____

5. What is the population of the community you serve? _____

6. Why are you interested in hosting this exhibition, and why do you think your visitors will find it appealing? _____

7. Are there local objects, histories, stories, etc. that can enhance or supplement this exhibition? If so, please describe them. _____

8A. How will you credit NEH as the exhibition sponsor? What will be your strategies for publicizing the exhibition and for attracting visitors? Please include any plans for outreach to new and/or underserved audiences.

8B. (If you are NOT a college or university gallery, skip to question 9.) If you are a college or university gallery, please explain how you will reach and engage audiences beyond your student body and academic community. _____

9. What will your procedure be for selecting speakers, panelists, discussion leaders, or other humanities experts for public programs? Be as specific as you can as to the humanities expertise you will be looking for (i.e., history, literature, art or music history, archaeology, anthropology, philosophy, or other humanities disciplines).

10. What humanities topics and ideas do you hope to explore through the public programs? How do they relate to the content of the exhibition? What do you hope your visitors will learn by participating in the programs?

11. What program formats do you plan to use (e.g., lectures, panels, symposia, reading and discussion, film-discussion, special gallery tours, special activities for families or children, off-site tours, etc.)? Please say a few words about what will happen at each type of program. Provide at least two clear examples.

12. How will the \$1,000 program grant from NEH be allocated among the programs listed in the previous question? In addition to that amount, what do you anticipate the total cost of all programs and activities will be?
