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11.302 ECONOMIC DEVELOPMENT_SUPPORT FOR PLANNING ORGANIZATIONS

(Section 203 Grants for Planning and Administrative Expenses)

FEDERAL AGENCY

ECONOMIC DEVELOPMENT ADMINISTRATION, DEPARTMENT OF COMMERCE

AUTHORIZATION

Public Works and Economic Development Act of 1965, as amended; Public Law 108-373; 118 Stat. 1759; 42 U.S.C. 3143.

OBJECTIVES

To help States, sub-state planning units, Indian Tribes, and local governments strengthen economic development planning capacity and formulate and establish comprehensive economic development strategies designed to reduce unemployment and increase incomes.

TYPES OF ASSISTANCE

Project Grants.

USES AND USE RESTRICTIONS

Grants are used to help pay the cost of economic development planning and administrative expenses of organizations that carry out the planning.

ELIGIBILITY REQUIREMENTS

Applicant Eligibility

Eligible recipients are Economic Development Districts; Indian tribes; units of State and local governments; States; institutions of higher education; and public or private nonprofit organizations.

Beneficiary Eligibility

The unemployed and low-income residents of eligible areas.

Credentials/Documentation

None. Costs will be determined in accordance with OMB Circular No. A-87 for States, Local governments, and Indian Tribal Governments.

APPLICATION AND AWARD PROCESS

Preapplication Coordination

Submit a letter of interest, a statement of distress, and a proposed work program not to exceed ten pages. Assistance in the preparation of a formal application may be requested from EDA Staff. The standard application form SF-424, as furnished by EDA and required by 15 CFR, Part 24, "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments, must be used for this program. This program is excluded from coverage under E.O. 12372.

Application Procedure

Following invitation by the Agency, submit a formal application to the appropriate EDA Regional office and a copy to the EDA Economic Development Representative for the State. Applications must be cleared by the State's Intergovernmental Review Process as authorized under Executive Order 12372.

Award Procedure

The EDA Assistant Secretary approves initial grant awards to District organizations and Indian Tribes.

Deadlines

Not applicable.

Range of Approval/Disapproval Time

From 45 to 60 Days.

Appeals

Not applicable.

Renewals

Grants are normally made for a 12-month period and may be renewable if program performance is satisfactory, the area continues to exhibit substantial economic distress, and the proposed work program is acceptable. Priority funding consideration is given to previously funded partnership grants to Economic Development Districts, Indian Tribes and other eligible areas.

ASSISTANCE CONSIDERATIONS

Formula and Matching Requirements

Formula and Matching Requirements This program has no statutory formula and no legal or administrative regulations or prescribed factors to be used to allocate funds among eligible applicants. The Federal share may be 50 percent of the total project cost and the required local share must be obtained from nonfederal sources in the form of cash and/or in-kind contributions. An eligible applicant may request a supplementary grant in excess of 50 percent if it meets the criteria established in 13 CFR 301.4(b) or 13 CFR 306.3(b) as appropriate. The Assistant Secretary may authorize up to 100 percent funding for Indian Tribes.

Length and Time Phasing of Assistance

Generally 12 months. Funds are released in two payments over the course of the grant period. Aids the long-range economic development of areas with severe unemployment and low family income problems; helps to create an environment where higher paying lucrative jobs are created; and creates new, permanent jobs.

POST ASSISTANCE REQUIREMENTS

Reports

Semi-annual financial reports; progress reports 5 months and 10 months after grant start date; annual update or report of the Comprehensive Economic Development Strategy (CEDs) is due as determined by the Regional Office.

Audits

In accordance with the provisions of OMB Circular No. A-133 (Revised, June 27, 2003), recipients that are States, Local Governments, Nonprofit Organizations and Institutions of Higher Learning shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507). Commercial organizations shall be subject to the audit requirements as stipulated in the award document. States, local governments and nonprofit organizations that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year.

Records

Financial records must be maintained until 3 years after the completion of the grant project or submission of the final financial report, whichever is later, and be readily available for inspection and audit. All financial and programmatic records, supporting documents, statistical reports, and other records of grantees or sub grantees are required to be maintained by the terms of the agreement.

FINANCIAL INFORMATION

Account Identification

13-2050-0-1-452.

Obligations

(Investments) FY 04 \$23,747,000; FY 05 est \$23,667,000; and FY 06 not available.

Range and Average of Financial Assistance

\$500 to \$175,000. Average: \$59,000.

PROGRAM ACCOMPLISHMENTS

In fiscal year 2004, 395 grants were awarded to Economic Development Districts, Indian Tribes, States, urban areas and sub-state political sub-divisions. These entities carried out a variety of planning and related efforts aimed at generating jobs and income for their areas and for unemployed/underemployed residents.

REGULATIONS, GUIDELINES, AND LITERATURE

13 CFR 306 Planning Assistance.

INFORMATION CONTACTS

Regional or Local Office

Refer to Appendix IV of the Catalog for EDA Regional Office addresses.

Headquarters Office

Refer to Appendix IV of the Catalog for EDA Regional Office addresses and telephone numbers.

Web Site Address

<http://www.eda.gov/>

RELATED PROGRAMS

None.

EXAMPLES OF FUNDED PROJECTS

Projects are for the purpose of supporting staff to undertake comprehensive economic development strategies and planning by Economic Development Districts, Indian tribes, States, sub-states areas, cities and counties.

CRITERIA FOR SELECTING PROPOSALS

EDA will invest in applicants who are entrepreneurial in spirit and in action. Potential investments will be analyzed using the following five supplemental evaluation criteria of approximately equal weight: extent that proposed investments are market-based; extent that proposed investments are pro-active in nature and scope; extent that proposed investments look beyond the immediate economic horizon, anticipate economic changes, and diversify the local and regional economy; likelihood that proposed investments maximize the attraction of private sector investments and would not otherwise come to fruition absent EDA's investment; likelihood that proposed investments have a high probability of success; likelihood that proposed investments result in an environment where high skill, high wage jobs were created; and likelihood that proposed investments maximize Return on Taxpayer Investment.

General Services Administration
Office of Chief Acquisition Officer
Regulatory and Federal Assistance Division (VIR)

National Scenic Byways Program
FHWA (Federal)



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FY 2006 National Scenic Byways Program



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The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **11/29/2005**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.



Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	FHWA-2006-HEP
Posted Date:	Nov 29, 2005
Original Closing Date for Applications:	Mar 10, 2006 See also special application due date information on: http://www.bywaysonline.org/grant
Current Closing Date for Applications:	Mar 31, 2006 See also special application due date information on: http://www.bywaysonline.org/grant
Archive Date:	Jul 31, 2006
Funding Instrument Type:	Grant
Category of Funding Activity:	Transportation
Expected Number of Awards:	
Estimated Total Program Funding:	\$30,000,000
Award Ceiling:	
Award Floor:	
CFDA Number:	20.205 – Highway Planning and Construction
Cost Sharing or Matching Requirement:	Yes

Eligible Applicants

State governments
County governments
City or township governments
Special district governments
Native American tribal governments (Federally recognized)
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Additional Information on Eligibility:

Federal agencies, local units of government, and nonprofit organizations may apply to this program, but must coordinate their applications with their State Departments of Transportation (DOT). The formal applications to FHWA are submitted by the State DOTs, and the projects are generally managed by the cognizant State DOT. Tribal governments have the option submitting byway grant applications through the State or directly to the FHWA Division Office in their State.

Agency Name

U.S. Department of Transportation, DOT Federal Highway Administration

Description

The purpose of this second modification is to extend the due date for proposal submission to March 31, 2006. No other changes have been made to the announcement. The Federal Highway Administration (FHWA) has issued the FY 2006 solicitation for proposals under the National Scenic Byways Program. Under this program, the Secretary of Transportation may make grants to States or Indian tribes to implement projects on roads designated as National Scenic Byways or All-American Roads, State scenic byways, or Indian tribe scenic byways. The Secretary may also make grants to States or Indian Tribes to plan, design, and develop a scenic byway program. Eligible projects must be from one of the eight eligible activities: State Programs, Corridor Management Plans, Safety Improvements, Byway Facilities, Access to Recreation, Resource Protection, Interpretive Information, or Marketing. Priority is given to projects that demonstrate the relationship of the project to the byway, benefit the byway traveler, and leverage funds from multiple funding sources. The Federal share of the byway project grant is generally 80 percent. The Scenic Byway Grants Guidance and Information document and the Online Grant Application are available at <http://www.bywayonline.org/grants/>. Please contact your State scenic byways coordinator to discuss your application before preparing an application; their contact information can be found at: www.bywayonline.org/contacts/state_contacts.html Contact Information: Please visit the program website at www.bywayonline.org. Or contact Bethaney Bacher, 202-366-4196 or 1-800-429-9297, option 3, option 2.

Link to Full Announcement

[FY 2006 National Scenic Byways Program Announcement](#)

If you have difficulty accessing the full announcement electronically, please contact:

Bacher, Bethaney, Program Manager, Phone 202-366-4196, Email bethaney.bacher@fhwa.dot.gov [Bacher, Bethaney](#)

Synopsis Modification History

The following files represent the modifications to this synopsis with the changes noted within the documents. The list of files is arranged from newest to oldest with the newest file representing the current synopsis. Changed sections from the previous document are shown in a light grey background.

File Name	Posted Date
Modification #1	Nov 29, 2005
Original Synopsis	Nov 23, 2005

CDOT Enhancement Funds
Colorado Dept of Transportation (State)

COLORADO DEPARTMENT OF TRANSPORTATION

DEAN VAN DE WEGE, PROGRAM COORDINATOR
4201 E. Arkansas Ave.
Denver, CO 80222
(303) 757-9341/ FAX (303) 757-9868

PUBLIC FACILITIES AND PLANNING

CDOT ENHANCEMENT FUNDS

PURPOSE:

The term "enhancement" means going beyond normal, routine, or customary elements of transportation and does not include activities intended to mitigate project impacts in compliance with requirements of state or federal laws. Enhancement funds are not actually grants in the common definition, but rather they are part of the state's Surface Transportation Program (STP) budget. Ten percent of each state's STP funds must be spent on projects that qualify as enhancement projects. Often these funds are designated in coordination with a local government or tribal entity. The program is not intended for long-range major transportation projects, but rather is intended to assist government entities in developing smaller projects in a short period of time.

AREAS OF INTEREST:

Qualifying activities include construction of facilities for pedestrians and bicycles, acquisition of scenic easement and historic sites, scenic highway programs, landscaping and other scenic beautification projects, historic preservation, rehabilitation and operation of historic transportation buildings and structures, preservation of abandoned railway corridors, regulation and removal of outdoor advertising, archaeological planning, and research and mitigation of water pollution due to highway runoff.

RESTRICTIONS:

Eligible applicants are federal, state, tribal, regional, county, or municipal government agencies. Applicants must match at least 20 percent of the total project costs. All projects will be constructed under CDOT oversight and requires a contract with CDOT. Numerous federal regulations apply, including Davis-Bacon wages and environmental law.

APPLICATION PROCESS:

It is crucial that local governments work with regional representatives. Interested parties are encouraged to contact their CDOT Regional Transportation Director located in Aurora, Denver, Durango, Grand Junction, Greeley, or Pueblo.

PROPOSED DEADLINES:

Funding is typically outlined in three-year cycles.

EXAMPLES OF RECENT GRANTS:

Entity/Project	Amount
Steamboat Springs, Pedestrian/Bike Trail	\$321,000
Statewide: Abandoned Railroad Corridors	\$595,500
Historical Sign Kiosks	\$466,122
TOTAL:	\$1,382,622.00

State & Community Highway Safety
National Highway Traffic Safety Administration, Department of
Transportation (Federal)



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20.600 STATE AND COMMUNITY HIGHWAY SAFETY

FEDERAL AGENCY

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION, DEPARTMENT OF TRANSPORTATION

AUTHORIZATION

Highway Safety Act of 1966, as amended, 23 U.S.C. 401 et seq.

OBJECTIVES

To provide a coordinated national highway safety program to reduce traffic accidents, deaths, injuries, and property damage.

TYPES OF ASSISTANCE

Formula Grants.

USES AND USE RESTRICTIONS

Formula grant funds may be used for problems identified within the nine national priority program areas of Alcohol and other Drug Countermeasures, Police Traffic Services, Occupant Protection, Traffic Records, Emergency Medical Services, Motorcycle Safety, Pedestrian/Bicycle Safety, Speed Control and Roadway Safety. Other program areas identified by a State as constituting a highway safety problem in that State, e.g., pupil transportation safety programs, may be eligible for Federal funding, as encompassing a major highway safety problem in the State and for which effective countermeasures have been identified. The law provides that at least 40 percent of these Federal funds apportioned to a State for any fiscal year will be expended by the political subdivisions of such State.

ELIGIBILITY REQUIREMENTS

Applicant Eligibility

States, federally recognized Indian tribes, the District of Columbia, Puerto Rico, American Samoa, Guam, Northern Marianas, and the Virgin Islands.

Beneficiary Eligibility

Political subdivisions, through the State Highway Safety Agencies.

Credentials/Documentation

Performance plan approved by the agency is required and Highway Safety plan, certification statement, and Program Cost Summary. Costs will be determined in accordance with OMB

Circular No. A-87 for State and local governments. State Plan due date is September 1 for the formula grant program.

APPLICATION AND AWARD PROCESS

Preapplication Coordination

NHTSA Regional Administrators and FHWA Division Administrators review each State's Performance Plan and Highway Safety Plan. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. This program is exempt from the standard application forms required by the Governmentwide Common Grant Rule for State, Local, and Indian Tribal Governments. Assistance from NHTSA and FHWA is continuously available to participants in this program.

Application Procedure

Submission of Highway Safety Plan covering State and community highway safety activities for the year to NHTSA regional offices .

Award Procedure

Awards are made by NHTSA Regional Administrators.

Deadlines

Highway Safety Plans must be submitted by September 1 each year.

Range of Approval/Disapproval Time

Two months.

Appeals

Appeals of decisions by NHTSA Regional Administrators are to the NHTSA Associate Administrator for Injury Control Operations and Resources.

Renewals

Each year, States submit Performance Plans and Highway Safety Plans as part of continuing formula grant program.

ASSISTANCE CONSIDERATIONS

Formula and Matching Requirements

75 percent apportioned on total resident population; 25 percent apportioned against public road mileage in States. Federal share shall not exceed 80 percent or applicable sliding scale.

Length and Time Phasing of Assistance

Federal share is reimbursed on claims submitted in vouchers covering costs incurred. All participants have converted to the Electronic Transfer of funds method. Funds placed under

obligation are available until expended.

POST ASSISTANCE REQUIREMENTS

Reports

States are required to submit annual program reports to the Federal Highway Administration and to the National Highway Traffic Safety Administration.

Audits

In accordance with the provisions of OMB Circular No. A-133, "Audits of State and Local Governments and Nonprofit Organizations," nonfederal entities that expend financial assistance of \$500,000 or more within the State's fiscal year shall have an audit made for that year. Nonfederal entities that expend less than \$500,000 within the State's fiscal year shall have an audit made in accordance with Circular No. A-133, or in accordance with Federal laws and regulations governing the programs in which they participate.

Records

Records relating to the program shall be retained for a period not less than 3 years from the date of submission of final financial report.

FINANCIAL INFORMATION

Account Identification

69-8020-0-7-401; 69-8019-0-7-401.

Obligations

(Formula Grants) FY 04 \$160,000,000; FY 05 \$160,000,000; and FY 06 est \$167,000,000.

Range and Average of Financial Assistance

\$340,000 to \$13,000,000. Average: \$2,200,000.

PROGRAM ACCOMPLISHMENTS

The federally assisted State and Community Highway Safety programs have contributed to reducing and, subsequently, leveling out the sharp rise in traffic deaths in the period from 1966 to 1998. The fatality rate per hundred million passenger miles has been reduced from 5.5 in 1966 to 1.7 in 1998. This has been achieved in spite of more cars, more drivers, and more miles traveled on our Nation's highways.

REGULATIONS, GUIDELINES, AND LITERATURE

23 CFR, Chapter II, State and Community Highway Safety Grant Program; Manual on Uniform Traffic Control Devices; Handbook of Highway Safety Design and Operating Practice, available from Government Printing Office, Washington, DC 20402.

INFORMATION CONTACTS

Regional or Local Office

See Appendix IV of the Catalog for a listing of National Highway Traffic Safety Administration regional office addresses.

Headquarters Office

Marlene Markison, Associate Administrator for Injury Control Operations and Resources, National Highway Traffic Safety Administration, Washington, DC 20590. Telephone: (202) 366-2121. Byron Dover, Transportation Specialist, Safety Technology Division, Office of Highway Safety, Federal Highway Administration, Washington, DC 20590. Telephone: (202) 366-2161 (use the same number for FTS).

Web Site Address

<http://www.nhtsa.whatsup/fedassist/index.html>

RELATED PROGRAMS

20.205, Highway Planning and Construction.

EXAMPLES OF FUNDED PROJECTS

Selective traffic enforcement programs, both at the State and local level - Funds were used for equipment (police vehicles, communications, speed detection devices, breath testing devices, etc.), training of police personnel, and overtime salaries. Upgrading of Emergency Medical Services (EMS) at the local level: Funds were used for training of emergency medical personnel improved ambulance medical equipment, survey of EMS needs, and salaries for statewide EMS coordinators. Programs to reduce alcohol-related accidents: Funds were used for studies to identify the magnitude of the problem, personnel services (police, investigators, and court personnel), equipment (breath testing devices, radar equipment), and training of involved personnel to detect the drinking driver and to use testing equipment. Traffic records system improvement projects: Funds were used for survey of needs and requirements, system designs, system implementation, ADP equipment and supplies, traffic records, personnel, and training. Occupant Protection programs: Funds were used to develop and distribute public information and education materials relating to the use of safety belts and infant/child safety seats, and the implementation of infant/child safety seat loaner programs. Networks of public and private agencies and groups were developed and assisted regarding programs to increase awareness of the benefits of occupant protection, and to increase overall use. Activities that directly support the identification of highway hazards and the scheduling and implementation of roadway improvements (construction, operational or otherwise) to improve their safety: Funds were used for personal services, training and equipment to establish accident data systems; conduct engineering studies and analyses of high accident locations; conduct workshops in street design and capacity and work zone safety; inventory skid resistance of payment surfaces; and provide traffic engineering assistance to local jurisdictions.

CRITERIA FOR SELECTING PROPOSALS

The Federal/State relationship for the highway safety grant program is a partnership. Each State is given flexibility in the administration of its own highway safety program. Federal funds are obligated in support of a highway safety program based on problems identified by the State. States have latitude in determining projects upon which they spend their Federal monies.

Interpreting America's Historic Places: Consultation Grants
National Endowment for the Humanities (Federal)

100-100000



Interpreting America's Historic Places: Consultation Grants

RECEIPT DEADLINE: September 16, 2005 (for projects beginning April 2006)

A note to our applicants:

New guidelines for this program will be available in summer 2006. In the interim, the guidelines below can be used for reference, but should NOT be used to prepare an application.

In the meantime, you can start on your application by registering with Grants.gov.

Starting in 2006, all institutions applying for an NEH grant must submit their applications via Grants.gov. In order to submit applications, your institution must register with Grants.gov and create an institutional profile. Once registered, your organization can then apply for any government grant on the Grants.gov Web site.

To help you through the Grants.gov registration process, we have created a [handy checklist](#). More information [about Grants.gov](#) is also available.

In most cases, a project director will not be the person who registers his or her institution with Grants.gov. Registration will need to be completed by an institution's grants administrator, sponsored research official, or authorizing official.

Questions

Contact the staff of the NEH's Division of Public Programs at 202-606-8269 or via e-mail at publicpgms@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Type of Award

Successful applicants will be awarded a grant in outright funds.

Guideline Quick Browse

- [Grant Program Description](#)
- [Award Information](#)

How to obtain a print-version of this application

Call 202-606-8446, send an e-mail to info@neh.gov, or write to NEH, Office of Public Affairs, 1100 Pennsylvania Avenue, NW, Washington, D.C. 20506.

Grant Program Description

Consultation grants for Interpreting America's Historic Places help organizations initiate new interpretive programs and enrich existing public programs at places of historic significance. The "place" to be interpreted might be a single historic site, a series of sites, an entire neighborhood, a community or town, or a larger geographical region. The place taken as a whole must be significant to American history and the project must convey its historic importance to visitors.

About Interpreting America's Historic Places

Consultation grants are being offered as part of the America's Historic Places program, which supports humanities projects that promote public knowledge and understanding of American history through interpretation of significant American places. The goals of the program are to:

- enhance lifelong learning in American history by connecting nationally significant events, people, ideas, stories and traditions with specific places;
- foster the development of interpretive programs for the public that address central events, themes and issues in American history; and
- encourage consultation with humanities scholars and history organizations in the development of heritage tourism destinations.

Interpreting America's Historic Places projects should:

- interpret a place that played a significant role in American history;
- interpret the place in light of central themes and issues in American history;
- enrich the visitor experience at one or more historic places by linking the story of those places with broader themes in American history;
- make use of the specific features of one or more historic places--the site, its location, buildings, or other natural or built features--as integral parts of the proposed interpretation;
- be based on sound humanities scholarship;
- involve humanities scholars in all phases of development and implementation;

- [Eligibility](#)
- [How to Prepare and Submit an Application](#)
- [Application Review](#)
- [Award Administration](#)

Consult the Help Section

- [Cover sheet](#)
- [Sample budget \(1-page PDF\)](#)
- [Frequently asked questions](#)
- [DUNS number requirement](#)
- [Definitions of Types of Funding](#)
- [Apply via Grants.gov](#)

If you do not already have Acrobat Reader, you can download it for free from [Adobe's website](#).

- approach the subject thematically, analytically, and interpretively through an appropriate variety of perspectives;
- interest broad audiences;
- employ appealing and accessible program formats that will actively engage the public in learning; and
- expand the numbers of people reached, either by
 - incorporating multiple venues;
 - featuring creative collaborations;
 - promoting outreach to new or underserved audiences; or
 - serving as models that can be emulated.

Project formats might include visitor orientation exhibitions, interpretive displays and labeling, revised tour scripts and content-based educational materials for docents, publications such as brochures or guidebooks, interpretive driving or walking trails or tours, annotated itineraries, trail signage, video or audio displays, on-site interactive media, and digital products such as CD-ROMs or websites. Ancillary public programming, such as lecture series, hands-on workshops, radio or television programs, is also encouraged.

Applicants are encouraged to develop projects that include partners inside and outside of the traditional history community, such as heritage tourism or economic development agencies, community and other non-profit organizations, and agencies of local, state, or tribal governments. While innovative partnerships are encouraged, at least one partner should have experience in developing and implementing humanities programs.

About Consultation Grants

Every Interpreting America's Historic Places project should be well researched and conceptualized with the guidance of humanities scholars. Consultation grants allow organizations to confer with a team of advisors to help identify key humanities themes and questions during the early stages of a project's development.

Consultation grants may be used to support the costs of:

- meeting with advisors, program partners, and representatives of target audiences or other groups involved in the project, including reasonable costs associated with these consultation activities (e.g., honoraria, long-distance telephone charges, special historical research, etc.);
- traveling to other historic places with exemplary interpretive programs to learn from their accomplishments and experience;
- recruiting additional advisors and other organizations to collaborate in subsequent stages of the project;
- developing a preliminary approach for the format and design of a project; or
- conducting preliminary audience evaluation.

Each project should be guided by a team of advisors whose expertise complements that of the staff of the applicant organization. These consultants should help refine the project's concepts and themes, build on relevant scholarship, and develop possible interpretive approaches. Humanities scholars must be included; and as appropriate, so too should curators, educators or others with experience and knowledge of the humanities or the project's technical requirements. Competitive

proposals have a range of consultants whose expertise is tailored to the particular needs of the project, and who can incorporate diverse humanities perspectives. Projects that rely on a single consultant are not competitive.

Projects with oral histories should adhere to the guidelines of the Oral History Association and include the following: a description of the proposed topics for the interviews; an outline of the criteria for the selection of interviewees; a description of the qualifications of the interviewers; a discussion of how the interviews will complement other resources used in the project; and a copy of the permission or release form to be used in the project.

Digital products, such as websites, DVDs, or CD-ROMs, may be components of a larger project, or be projects in their own right. Projects relying heavily or solely on a digital format should have strong humanities content, be based on sound scholarship, and offer users an interactive and engaging experience. Although the core content might be collections of, for example, digitized documents, images, video or audio recordings, objects, or other materials, the project should feature additional content or activities that provide a context and interpretive framework. Applications should identify prospective audiences and describe plans for publicity and marketing. If appropriate, digital projects may also include complementary public humanities programs.

Consultation grants for Interpreting America's Historic Places may not be used for the following types of programs or activities:

- single-site temporary exhibitions;
- professional development;
- purchase of art or artifacts;
- programs in foreign countries;
- programs primarily for students in formal learning environments;
- general operations, renovation, restoration, rehabilitation, or construction;
- projects whose primary purpose is preservation, cataloguing, or archiving, rather than public programming;
- projects that seek to persuade participants of a particular political, philosophical, religious, or ideological point of view; or
- projects that advocate a particular program of social action.

We the People Grant Initiative

To help Americans make sense of their history and of the world around them, NEH has launched an initiative: *We the People*. Interpreting America's Historic Places is part of this initiative. NEH encourages applications that explore significant events and themes in our nation's history and culture and that advance knowledge of the principles that define America. To learn more about *We the People*, visit [the initiative's website](#). Proposals will be evaluated through NEH's established review process and will not receive special consideration.

Award Information

Awards may be up to \$15,000 and are normally made for a period of six to twelve months.

NEH support for a project in an early stage of development does not imply commitment for ongoing support. Proposals for successive phases of a project must be submitted separately and are evaluated independently. If an application for a project is already under review, another application for the same project may not be submitted.

Cost sharing

Cost sharing is not required for consultation grants.

Eligibility

Any U.S. nonprofit organization with 501(c)3 tax exempt status is eligible, as are state and local government agencies. Grants are not awarded to individuals.

NEH generally does not award grants 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 grant funds from, or sites and materials controlled by, other federal entities in their projects.

How to Prepare and Submit an Application

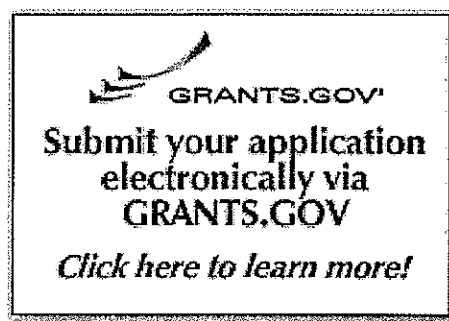
Applicants are encouraged to contact program officers who may:

- offer advice about preparing the proposal;
- supply samples of funded applications; and
- comment on a draft if it is submitted well before the deadline (usually at least four weeks). These staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal. However, previous applicants have found them helpful in strengthening their proposals.

A complete application includes:

- **Application cover sheet**

All applications must include a cover sheet, which asks you for basic information about your project, institution, and budget. You may create and submit your cover sheet to NEH online at grants.neh.gov. A printed and signed cover sheet must also accompany your application.



The project title should be brief, descriptive, and substantive, and the cover sheet should be signed by the official authorized to submit an application on behalf of the institution.

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. More information about this requirement is available.

o **Table of contents**

Include all parts of the application and page numbers.

o **Budget for consultation grants**

Provide a one-page budget. A sample budget (1-page PDF) is available for guidance.

The budget should include the following information (as appropriate):

- name of project director;
- applicant organization;
- requested grant period;
- salaries and wages (name and position of project staff, method of calculating salary);
- fringe benefits;
- consultant fees (name of consultant, type of consultant, number of days on project, daily rate of compensation);
- travel (number of people traveling, total days in travel status, per diem costs, transportation costs); and
- supplies, materials, and services (duplication, printing, long distance, equipment rental, postage).

Depending on the proposed activities, applicants may not need to use every category. For example, if applicants ask for funding for travel, per diem costs, and consultant fees, then they should only provide information about those activities.

Cost sharing (i.e., the contribution to a project of cash or of goods or services that have monetary value) is not required.

o **Narrative**

The narrative should not exceed seven single-spaced pages, with one-inch margins, and be at least 11-point type. It should contain the following information, in this order:

■ **The request**

Summarize in a few sentences the subject of the project, its programming

formats, and proposed activities.

■ **Introduction**

Identify the place to be interpreted and explain what makes it nationally significant.

The introduction should also:

- explain what happened at the site and why is important to American history;
- describe the central themes or issues in American history to be addressed by the project;
- identify the broad interpretive plan for the project and the main humanities issues and questions it will address;
- explain why the subject would have broad public appeal; and
- discuss briefly any research completed so far, including any relevant readings or reference materials consulted.

Indicate whether the project has received a "Preserve America," "Save America's Treasures," or "American Heritage Rivers" designation, and note briefly how historic significance or interpretation was part of the designation. (Include documentation with the proposal's supplementary materials.)

Note other significant awards or designations (e.g., National Historic Landmark, National Heritage Area, state-designated historic landmark or heritage area).

■ **Description**

Discuss how the interpretation will be presented to the public and explain how it will help enrich the visitor experience at one or more historic sites. Describe how the format will convey the national significance of the place and the ideas and themes of the project. How does the proposed interpretation differ from what was previously available at this historic place?

■ **Project team**

Identify the principal members of the project team, using one section for the staff of your institution and another section for the consultants. Explain each individual's role, qualifications, experience, and other relevant background information. Explain why the consultants chosen are appropriate for the project and discuss their expected contributions. Limit your descriptions to 3-4 sentences for each team member.

■ **The consultation process**

Explain how the consultation process will be structured, including meetings, site visits, and follow-up discussions. Indicate who will participate in the meetings and describe the questions that will be used to guide and focus

discussions. Describe the expected outcomes of the overall consultation process and how they will contribute to the next stage of the project's development.

- **Work plan and project timeline**

Outline a plan for carrying out the project, including a monthly schedule for the necessary tasks and the individuals responsible for them. It is often helpful to present this in a grid format.

- **Appendices**

The proposal's appendix should include a one-page description and history of the applicant organization. This should consist of:

- a brief profile of the organization, including its mission, origin, and size;
- annual operating budget;
- annual visitation;
- special characteristics and current activities;
- documentation of awards and designations; and
- humanities resources (such as collections or staff).

Applicants may also include additional materials, at their own discretion. These may include slides (up to ten, with brief captions), publications, videotapes, CD-ROMs or DVDs, or other relevant information. If applicants want the reviewers to see these materials, they should send four complete sets along with the application. If you wish to have the materials returned to you, please include a self-addressed, pre-paid mailer.

- **Résumés and letters of commitment**

Provide résumés (two pages or less) and letters of commitment from the project consultants, as well as résumés for all key project staff. Letters of commitment from consultants should confirm their willingness to participate and state briefly in their own words what they hope to contribute to the project.

Application Checklist

One original, unbound proposal, including (in this order):

- signed application cover sheet
- table of contents
- budget
- narrative
- supplementary materials
- résumés and letters of commitment

Please attach a self-adhesive note or other label that identifies the original.

Also include:

- o 3 extra copies of the signed application cover sheet
- o 6 additional copies of the complete application (please do not use heavy binders)
- o 4 copies of additional materials intended for reviewers

Send applications to:

Interpreting America's Historic Places: Consultation Grants
Division of Public Programs
National Endowment for the Humanities
Room 426
1100 Pennsylvania Avenue, NW
Washington, D.C. 20506
202-606-8269

NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service. To ensure that your application arrives by the receipt deadline, use a commercial delivery service. NEH will acknowledge the receipt of your application by e-mail. Although formal applications may not be accepted by e-mail or fax, we do recommend the use of such alternatives for other kinds of correspondence, including inquiries, preliminary drafts, recommendations, or reports.

Deadline for Submissions

Applications must be received by **September 16, 2005**, for projects beginning no earlier than April 1, 2006.

Once NEH has received a formal application, the staff will not comment on the status of that application except with respect to issues of completeness or eligibility.

Application Review

Criteria

Applications will be judged by the following criteria:

1. Is the proposed project grounded in the humanities? Is the intellectual approach to the topic clear?
2. Did the place play a significant role in American history? What happened there and why is it important? How likely is it that the proposed interpretation of the place will address central themes and issues in American history?
3. Are the specific attributes of the place--the site, its location, buildings, or other natural or built features--an integral part of the proposed story?
4. Will the project have broad appeal and engage the public? Will it enhance the visitor

experience at one or more specific sites or places?

5. Are the chosen formats good tools for presenting the ideas and themes that will convey the national significance of the place?
6. Are the proposed activities well conceived and justified for advancing the early stages of the project?
7. Are the people involved in the project--both outside consultants and the applicant organization's own staff--qualified to carry out the proposed tasks?
8. Is the plan of work realistic, clearly outlined, and efficient?
9. Is the budget reasonable?

Review and Selection Process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. The Endowment's staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions.

Award Administration Information

Award notices

Applicants will be notified by letter in March 2006. Unsuccessful applicants may obtain reasons for the funding decision on their applications by sending a letter or e-mail to NEH, Division of Public Programs, Room 426, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506 or publicpgms@neh.gov.

Administrative requirements

Before submitting an application, applicants should review their responsibilities as an award recipient and the lobbying certification requirement.

Award conditions

The requirements for awards are contained in the General Terms and Conditions for Awards to Organizations, any specific terms and conditions contained in the award document, and the applicable OMB circulars governing federal grants management.

Reporting requirements

A final performance report will be required. Further details can be found in Enclosure 2,

Performance Reporting Requirements.

A Federal Cash Transactions Report (2-page PDF) will be due within 30 days of the end of each calendar quarter. A final Financial Status Report (2-page PDF) will be due within 90 days after the completion date of the award period.

Historic Preservation Fund Grants-In-Aid
National Park Service, Department of the Interior (Federal)