



Public Engagement with Historical Records

FY 2022 Grant Announcement (Initial)

The National Historical Publications and Records Commission (NHPRC) of the National Archives support projects that promote access to America's historical records to encourage understanding of our democracy, history, and culture.

The following grant application information is for **Public Engagement with Historical Records** projects.

Funding Opportunity Number: Engagement-202110

Catalog of Federal Domestic Assistance (CFDA) Number: 89.003

- Draft Deadline (optional): **August 10, 2021**
- Final Deadline: **October 7, 2021**

NHPRC support begins no earlier than **July 1, 2022**

The deadline for this opportunity has passed. These guidelines may be used for reference, but should NOT be used to prepare an application.

Grant Program Description

The National Historical Publications and Records Commission seeks projects that encourage public engagement with historical records, including the development of new tools that enable people to engage online. The NHPRC is looking for projects that create models and technologies that other institutions can freely adopt. In general, collaborations between archivists, documentary editors, historians, educators, and/or community-based individuals are more likely to create a competitive proposal. Projects that focus on innovative methods to introduce primary source materials and how to use them in multiple locations also are more likely to create a competitive proposal.

Projects might create and develop programs to engage people in the study and use of historical records for institutional, educational or personal reasons. For example, an applicant can:

- Enlist volunteer "citizen archivists" in projects to accelerate access to historical records, especially those online. This may include, but is not limited to, efforts to identify, tag, transcribe, annotate, or otherwise enhance digitized historical records.

- Develop educational programs for K-12 students, undergraduate classes, or community members that encourage them to engage with historical records already in repositories or that are collected as part of the project.
- Collect primary source material from people through public gatherings and sponsor discussions or websites about the results.
- Use historical records in artistic endeavors. This could include K-12 students, undergraduate classes, or community members. Examples include projects that encourage researching and writing life stories for performance; using record facsimiles in painting, sculpture, or audiovisual collages; or using text as lyrics for music or as music.
- Develop technologies that encourage the sharing of information about historical records.

For a comprehensive list of the Commission's limitations on funding, please see "What we do and do not fund" (<http://www.archives.gov/nhprc/apply/eligibility.html>). Applications that consist entirely of ineligible activities will not be considered.

Award Information

A grant normally is for one to three years. **The Commission expects to make up to five grants of between \$50,000 and \$150,000.** The total amount allocated for this program is up to \$400,000. Grants begin no earlier than **July 1, 2022.**

The Commission requires that grant recipients acknowledge NHPRC grant assistance in all publications and other products that result from its support.

Eligible applicants:

- Nonprofit organizations or institutions
- Colleges, universities, and other academic institutions
- State or local government agencies
- Federally-acknowledged or state-recognized Native American tribes or groups

Projects must include at least one of the eligible activities described for this program.

Applications must include all required elements (S 424, NHPRC Narrative Budget Form, and Supplemental Materials), Applications that do not meet these criteria will not be considered.

In order to ensure eligibility, applicants should first review the rules and regulations governing NHPRC grants under the [Administering an NHPRC Grant](#) section.

Cost Sharing

The total costs of a project are shared between the NHPRC and the applicant organization.

Cost sharing is required. The applicant's financial contribution may include both direct and indirect expenses, in-kind contributions, non-Federal third-party contributions, and any income earned directly by the project. NHPRC grant recipients are not permitted to use grant funds for

indirect costs (as indicated in 2 CFR 2600.101). Indirect costs must be listed under the applicant's cost sharing contribution if they are included in the budget.

The Commission provides no more than 75 per cent of total project costs in the Public Engagement with Historical Records category. For example, a request of \$75,000 in NHPRC grant funds means the applicant institution must provide at least \$25,000 in cost share.

Other Requirements

Applicant organizations must be registered in the System for Award Management (SAM) prior to submitting an application, maintain SAM registration throughout the application and award process, and include a valid DUNS number in their application. Details on SAM registration and requesting a DUNS number can be found at the System for Award Management website at www.sam.gov. Please refer to the *User Guides* section and the Grants Registrations PDF .

Agency Contact

Applicants are encouraged to contact Nancy Melley , 202-357-5452, or nancy.melley@nara.gov at the NHPRC who may:

- Advise the applicant about the review process;
- Answer questions about what activities are eligible for support;
- Supply samples of successful applications;
- Read and comment on a preliminary draft. Applicants should submit a draft at least 2 months before the deadline.

Application Information

You must use Grants.gov to submit your proposal. All information necessary to apply is included in this announcement, the [Application Instructions](#), and the forms on Grants.gov. If you need the information supplied in an alternative format, please call the NHPRC at 202-357-5010. In the event that Grants.gov is experiencing technical difficulties that prevent submission, applicants must first attempt to resolve the issue with the Grants.gov Contact Center (800-518-4726). If Grants.gov cannot solve the problem, applicants may request an alternative. To make use of the NHPRC backup system, applicants must contact Jeff de la Concepcion (202-357-5022) no later than 3:00 Eastern Time on the day of the deadline with their valid Grants.gov Contact Center trouble-ticket number.

Preparing Your Application

Using the Application Instructions, fill out:

- the Standard Form 424
- the Standard Form 424B
- the NHPRC Budget Form

You will also prepare a Project Narrative and Supplementary Materials to attach to your Application Package.

Project Narrative

The Project Narrative is a description of the proposal. It should be no more than 20 double-spaced pages in 12-pt type on 8.5 x 11 inch paper with standard margins.

Please organize your narrative in sections:

1. **Overview:** Begin with a short description of the project's purpose and goals, the nature of the collaboration, the methodological or pedagogical challenge it seeks to address, and how it will increase public engagement with historical records. The NHPRC prefers projects that plan to test their methods at multiple organizations or with multiple audiences, depending on the type of project.
2. **Plan of Work:** Describe the plan of work for the grant period. Describe in detail the types of activities you intend to engage in and the relationships among them. Outline each stage of the planned work. Types of activities that are typical for these projects may include planning, research, prototyping, testing, and marketing. Be specific about how you intend to publicize and evaluate the project. *Applicant should not include processing and description of collections by professional staff during the project period, and digitizing of repository material by professional staff should be limited and funded from cost share.*

Be certain to include enough time to evaluate the effectiveness and impact of the project. Final evaluations should include an assessment of the costs and benefits of employing the new methods, including user surveys. Include, in the supplementary materials, charts that indicate the people, time, and resources needed for each stage.

3. **Project Products:** Describe the structure and content of the products you plan to produce for the completed project. These may include software and documentation; curriculum, training, and other educational products; websites, manuals; conference presentations; and articles; and/or brochures and pamphlets. The NHPRC expects that products will be freely available.
4. **Personnel Qualifications:** For the people or positions in the proposal, provide a narrative explanation of the qualifications of the staff who will contribute to the success of this project. Demonstrate that the project staff has the skills, educational background, and experience appropriate to the project. Explain the roles of all staff named in the project budget, both for those already on staff and for those to be hired. Names, Phone and Fax Numbers, and E-Mail Addresses of the Project Director and Key Personnel (*Please ensure*

that the project director listed on this summary is the same person listed in Section 8 (f), of the SF 424. If your institution requires a different contact person on the SF 424, please explain in one sentence.) In the supplementary materials, provide a résumé of not more than two pages per person for all staff named in the project budget. For those staff or consultants to be hired for the project, provide position descriptions or call for consultants.

- 5. Performance Objectives:** List four to six measurable objectives. Focus on quantifiable results that reflect what you intend to complete by the end of the grant period. For example, how many institutions will test your methods; what measurable improvements will there be in techniques for public participation, discovery, or use of historical records; how many people will be reached with educational and outreach programming; how many of the tools developed through the project will be available for use by the broader archival and historical publishing communities; or how many people will try these new methods. These should allow you and the Commission staff to evaluate your progress as you submit interim and final reports.

Supplementary Materials

Prepare up to 20 pages of Supplementary Materials to your Narrative, such as:

- Résumés of named staff members (please use only institutional addresses and phone numbers. No more than two pages per staff member) (required)
- Position descriptions for staff to be hired with grant funds (required, if applicable)
- Detailed work plan charts that supplement the Narrative
- Institution's preservation plan for digital materials (if applicable and available)
- Samples from existing finding aid(s) or indexes for selected materials (required, if applicable)
- Letters of support
- Statements of commitment from all project partners (if applicable)

If these materials are available on a web site, please provide the URLs. Reviewers appreciate applications with fewer supplemental pages.

Project Budget

You must submit a budget on the **NHPRC Budget Form** available on the Application Instructions page. You may include with your application a Narrative Budget Supplement for budget categories that require further detail. Provide specific budget figures, rounding to the nearest dollar.

Submission Dates and Times

Applicants are encouraged to submit drafts, but drafts are not required. The drafts should be sent by email to the Director for Technology Initiatives, Nancy Melley (nancy.melley@nara.gov) and should include a narrative and budget.

- Draft (optional) Deadline: August 10, 2021
- **Final Deadline: October 7, 2021**

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Application Review

The NHPRC staff will acknowledge receipt of the application soon after we receive it. The following evaluation criteria and weights will be used by NHPRC staff and other reviewers to form recommendations:

1. Quality and extent of the project's potential impact in increasing public engagement with historical records, especially those online. *(30 percent)*
2. Ability to complete the project's proposed objectives, judged by the qualifications of the staff and reasonableness of the work plan and budget (including cost share). *(30 percent)*
3. Transferability of the project's expected results to the archival and historical communities, including federal government entities. *(25 percent)*
4. Effectiveness of the dissemination plans for the project's results. *(15 percent)*

Application Review Process

After submitting a proposal, do not discuss the pending application with any Member of the Commission. Commission members must ensure fair and equitable treatment of all applications and do not discuss proposals with individual applicants.

Peer Reviewers

We will ask 7 to 10 external peer reviewers to evaluate the proposal.

Commission Staff

Approximately 2 months before the Commission meeting, we will send to the Project Director anonymous reviewers' comments and specific questions from the Commission staff. Applicants have an opportunity to address these questions and comments.

The Commission

After reviewing proposals, the comments of peer reviewers, the applicants' responses to the reviews, and evaluations by the Commission staff, Commission members deliberate on proposals and make funding recommendations to the Archivist of the United States who, as Commission Chairman, has final statutory authority and selects award recipients. Throughout this process, all members of the Commission and its staff follow conflict-of-interest rules to assure fair and equal treatment of every application.

Award Administration Information

Notification

Grants are contingent upon available appropriated funds. In some cases, the Commission will adjust grant amounts depending upon the number of recommended proposals and total budget. The Commission may recommend that the Archivist approve the proposal and extend an offer of a grant with applicable terms and conditions, or it may recommend rejection of the proposal.

Grant applicants will be notified within 2 weeks after the Archivist's decision.

Successful applicants will receive an informal offer of award outlining the steps that must be accomplished to qualify for the funds. Those steps include verification of their acceptance of general terms and condition, completion of a survey on their Financial Capability and Accounting Systems, and finalization of the Performance Objectives for their project.

For awards that meet or exceed the Federal government's simplified acquisition threshold (currently \$150,000), NHPRC staff will first review and consider any information about the applicant that appears in the designated integrity and performance system. This information is accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313). After this review, NHPRC staff will follow the procedures in 2 CFR 200, subpart F, Appendix I, part e.3.

Once these are received, reviewed and accepted, the NHPRC will issue an official award notice.

Administrative Requirements

In order to ensure that you can manage a grant, applicants should review the Federal grant administration rules and regulations governing grants from the NHPRC listed in the Administering an NHPRC Grant section.

Reporting

In most cases, award recipients will report on their performance in narrative reports every six months and submit financial reports once a year.

The U.S. National Archives and Records Administration

1-86-NARA-NARA or 1-866-272-6272

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