

Latino Americans: 500 Years of History
Grant Acceptance Form – Due June 19, 2015

Please sign and return this form immediately to authorize payment of grant funds. Email, fax or mail Grant Acceptance Form to arrive no later than Friday, June 19 to:

American Library Association
Public Programs Office
Attention: Samantha Oakley
50 E. Huron / Chicago, IL 60611
Fax: 312-280-5759
Email: soakley@ala.org

Sign below to indicate your understanding and acceptance of the \$3,000 grant guidelines posted at <https://apply.ala.org/latinoamericans/guidelines>, including:

- All programs will be completed during the July 1, 2015 – June 30, 2016 grant term, according to grant guidelines.
- A minimum of two scholar-led viewing and discussion programs featuring episodes of the LATINO AMERICANS documentary will be hosted.
- A minimum of two additional public programs that relate to Latino American history and culture will be hosted.
- Credit will be given to funders in all program and publicity materials using the following credit line: *Latino Americans: 500 Years of History*, a public programming initiative produced by the National Endowment for the Humanities (NEH) and the American Library Association (ALA), is part of an NEH initiative, *The Common Good: The Humanities in the Public Square*.
- Funds received will be used to support the program activities described in your grant application.
- To update your program schedule, speakers, or other information, please log on at <https://apply.ala.org/latinoamericans/home> after July 1. Substantive changes to original program plans must be sent to publicprograms@ala.org and approved in writing.
- An online final report must be submitted to ALA. Instructions for report completion will be sent under separate cover.
- NOTE: By accepting this award, your organization agrees to allow ALA and NEH to use the program plans described in your proposal for promotional purposes. To opt out of this, email publicprograms@ala.org.

ALA PPO Grant # LA 105232 (see ALA email message for your grant #)

Name of Organization (check will be made payable to the organization as listed below):

Fort Bend County Libraries

Signature, Project Director:

Megan Moore

Signature, Organization Director:


Clara J. Russell

Signature, Authorized Official:

Robert E. Hebert

Robert E. Hebert, County Judge

6-23-2015

 apply.ala.org
Sign In



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Project Guidelines

RECEIPT DEADLINE: May 1, 2015

Date posted: February 16, 2015

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

Questions?

Contact the American Library Association (ALA) staff at 1-800-545-2433, ext. 5045, or publicprograms@ala.org. Hearing-impaired applicants can contact the National Endowment for the Humanities (NEH) via TDD at 1-866-372-2930.

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I. Program Description

Latino Americans: 500 Years of History, a public programming initiative for libraries and other cultural organizations, will support exploration of the rich and varied history and experiences of Latinos, who have helped shape the United States over the last five centuries and who have become, with more than 50 million people, the country's largest minority group.

Produced by the National Endowment for the Humanities (NEH) and the American Library Association (ALA), *Latino Americans: 500 Years of History* is part of an NEH initiative, [The Common Good: Humanities in the Public Square](#).

The program is designed for libraries, museums, community arts and cultural organizations, historical societies, public television station affiliates, state humanities councils, and others that seek to facilitate informed discussion in their communities about the long and fascinating history of Latinos in the United States. This project will feature as a public programming cornerstone the NEH-funded PBS documentary series *Latino Americans*, a production of WETA Washington, DC; Bosch and Co., Inc.; and Latino Public Broadcasting (LPB).

The goals of *Latino Americans: 500 Years of History* are:

- to bring scholarship on Latino American histories and cultures to new audiences;
- to engage people in examining and documenting the histories of Latino Americans in their communities; and
- to foster understanding of local histories in regional, national, and international contexts.

Up to 200 grants will be awarded to eligible institutions around the country to support program series that explore key humanities themes presented in the *Latino Americans* documentary. Participating sites will host scholar-led screening and discussion events that focus on at least two episodes of the six-part series, as well as other programs developed to engage local communities, such as oral history programming, local history exhibits, reading and discussion series, arts and humanities festivals, interpretive tours of historical and cultural sites, and live author and artist events.

All *Latino Americans: 500 Years of History* programs must take place between July 1, 2015 and June 30, 2016.

Key Subjects and Themes

The six-hour, landmark *Latino Americans* documentary series chronicles the history of Latinos in the United States from the 16th century to present day. Below are three key themes that are addressed within the documentary.

Additional resources related to the themes are [available on this website](#). NEH and ALA will continue to add resources to support scholarly programs over the coming months. Applicant organizations are strongly encouraged to present program plans that explore one or more of these topics.

- **Re-examining America's Social and Cultural History**

The history of Latino Americans is several hundred years long, yet in many ways it is an untold story. With Latinos as one of the fastest growing and largest minority populations in the United States, the reexamination of our shared history and cultural identity has never been more important. The *Latino Americans* documentary offers ample opportunity for examining the 500-year history of Latinos in the United States, including the myriad Latino influences on U.S. social and cultural life.

The story of immigration lies at the heart of the *Latino Americans* documentary series. The film provides a starting point from which to further explore questions of why various immigrant groups left their native countries, how they became part of America, and how "American" and "Latino" culture have been historically defined.

Through diverse contributions to literature, music, art, film, food, and other areas, Latino Americans have made an enormous impact on American culture. From the origins of Mexican culture and identity in the Southwest to the formation of Puerto Rican American identity in post-World War II New York, Latino culture has powerfully changed the flavor and feel of American life.

- **The Fight for Equal Rights**

The Latino American fight for equal rights appears throughout various historical periods, as represented in the *Latino Americans* documentary series. Individual stories and the history of collective movements illustrate the struggle for political representation, educational access and equality, economic rights and opportunity, veterans' rights, and civil and human rights for Latinos.

When U.S. Army Captain and surgeon Hector Garcia returned to Texas after World War II, he began offering medical services to Mexican American veterans, leading him on a journey to fight the institutionalized discrimination that had denied Latino veterans their medical and educational benefits. In California, Cesar Chavez championed the fight for human rights facing migrant farm workers, co-founding the United Farm Workers Organization in 1962 and becoming a nationally known activist. In support of educational rights, high school teacher Sal Castro led the largest student walkout in U.S. history in 1968, protesting unequal conditions in the Los Angeles Unified School District and advocating for inclusion of classes in Mexican-American history.

Through these and other stories, the *Latino Americans* documentary details struggles against segregation, poverty, racial violence, discrimination, exploitation, and other injustices. We are invited to look at war as a transformative force in the fight for equality and examine struggles that immigrants have faced throughout United States history.

- **Building America, Becoming Latino American**

Latino Americans examines the history of Latinos in America from the 16th century to the present day, chronicling countless contributions and introducing many fascinating characters from our history and present day. We meet heroes who served America's efforts through both military service and on the home front, including Guy Gabaldon, who was awarded a Silver Star for his heroism in fighting and capturing Japanese soldiers during World War II. We hear the story of Herman Badillo, the first Puerto Rican elected to Congress, who championed landmark legislation supporting bilingual education and voting rights.

We explore the lives, stories, and contributions of Latina Americans, including actress and singer Rita Moreno, poet and author Julia Alvarez, and Supreme Court Justice Sonia Sotomayor. We are introduced to those whose lives exemplify the American Dream, such as Eligio Peña, who emigrated from the Dominican Republic and founded a supermarket chain in New York, and the Capo family, who fled Cuba and rebuilt a furniture business in Miami with the help of a loan from the Small Business Administration.

Conduct for NEH-funded Programs

As with all programs funded by NEH, discussions organized as part of *Latino Americans: 500 Years of History* must be characterized by an ethos of openness and respect, upholding the basic norms of civil discourse. Specifically, they must be conducted without partisan advocacy; respectful of divergent views; free of ad hominem commentary; and devoid of ethnic, religious, gender, or racial bias.

If your project will include published user-generated content, explain the criteria and process to be used for selecting and monitoring that content. Describe the policies and process to monitor online media and prevent the dissemination of obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

NEH does not fund programs designed to persuade audiences of a particular political, religious, or ideological point of view, or projects that advocate a particular program of social or political action.

II. Award Information

Option 1: \$3,000 Awards

NEH and ALA will make up to 150 awards of \$3,000 to eligible institutions across the country. Programming requirements appear below under Requirements for Grantees.

Option 2: \$10,000 Awards

NEH and ALA will make up to fifty (50) larger awards of up to \$10,000 to support applicants that are interested in hosting a more ambitious program series. Programming requirements appear below under Requirements for Grantees. **Applicants interested in receiving a larger grant must complete an extended version of the online application.** These proposals will first be considered for an award up to \$10,000; if not selected for funding at the higher level, the proposal will then be considered for a \$3,000 award.

Benefits for Grant Recipients

Recipients of a *Latino Americans: 500 Years of History* grant will receive the following:

1. A cash award of either \$3,000 or up to \$10,000 that may be used to support the following eligible program expenses:
 - a. Payment of scholar honoraria and other speaker and presenter fees (e.g., to support author visits, musical performances, local history tours);
 - b. Payment to program partners for reimbursement or direct funding of services and support provided to the project;
 - c. Program promotion and publicity;
 - d. Purchase of collection materials (e.g., books, DVDs, subscription databases) that support *Latino Americans* programming;
 - e. Library staff, community partner, and/or scholar travel and lodging to attend *Latino Americans* programs hosted during the ALA Annual Conference in June 2015 (see below); and
 - f. Other program-related expenses for activity described within funded proposals.
- g. Grant funds may not be used to support indirect costs (i.e., general administrative expenses).
2. A DVD collection of the six-part documentary series *Latino Americans* with public performance rights (PPR).
3. Print materials for local program promotion, including posters, bookmarks, and postcards. Materials will be offered in English and Spanish.
4. A suite of online resources developed to support local programs.
5. Invitation to a series of three conference programs for *Latino Americans* project directors, staff, and partners, which will take place on Sunday, June 28, 2015, during the ALA Annual Conference in San Francisco. Participants will hear from national project scholars, grassroots community outreach advisors, oral historians, and library and bilingual programming experts. Attendees will also be invited to participate in a model viewing and discussion session lead by a *Latino Americans* humanities scholar.
6. Invitations to participate in periodic online learning opportunities for grantees, intended to assist local project directors in refining program plans for their series, offering bilingual programming, setting goals, working with local project scholars, recruiting and working with community partners, facilitating discussion group meetings, recruiting audiences, promoting the series, budgeting, and evaluating programs.
7. Technical and programming support from the ALA Public Programs Office throughout the grant term, including participation in an online discussion list for *Latino Americans: 500 Years of History* project directors and staff.

Requirements for \$3,000 Grantees

NEH and ALA will provide \$3,000 awards that support in-depth, scholar-led discussion of the *Latino Americans* documentary series, as well as related programs that explore the thematic content of the series. All institutions that receive a **\$3,000 grant** must meet the following program requirements:

1. Host at least two viewing and discussion events, screening at least two episodes of the *Latino Americans* documentary series.
2. Recruit one or more qualified scholars to lead each viewing and discussion program.
3. Host at least two additional *Latino Americans* programs, for a total of four required public programs.
 - a. Additional programs may be scholar-led viewing and discussion events or other programs related to Latino American history, such as local and oral history programs, walking tours, museum exhibits, digital projects such as websites, performances that combine arts and humanities content, cultural festivals, and audio or video productions.
4. Appoint one staff member as the project director (local coordinator) of the project.
5. Promote the programs to the widest possible public audience. Applicants must describe in detail how they plan to attract public audiences to their programs.
6. Schedule programs to take place between July 1, 2015 and June 30, 2016.
7. Provide a final performance report to ALA by the July 31, 2016 deadline.

Requirements for \$10,000 Grantees

All institutions that receive a **\$10,000 grant** must meet the \$3,000 program requirements above, as well as the following additional requirements:

1. Demonstrate strong community partnerships with at least two historical, cultural, media, community, and/or educational organizations, evidenced by letters of support and clear descriptions of each partner's anticipated contribution to your program series. Partners may help market the program, reach target audiences, identify and recruit scholars, create supplemental projects, host events, develop content, provide supplemental funding, and, in general, extend the reach and visibility of the initiative.

2. Host at least two additional *Latino Americans* programs, beyond the four required at the \$3,000 grant level, for a total of six required public programs (a minimum of two film screenings and four other programs). Applicants should plan ambitious programs across multiple venues or formats that are likely to make a strong impact in the community.
3. Describe plans to attract sizeable audiences and to generate sustained community involvement during the grant period and after the grant term has ended.
4. Describe plans to address community outreach, local history programming, and program evaluation.
5. Recruit two or more qualified scholars to lead public discussion programs and bring diverse scholarly perspectives to the project.

Applicants for a \$10,000 grant are encouraged to review [program examples](#) prior to planning a proposal.

III. Eligibility

Any U.S. nonprofit organization with IRS tax-exempt status is eligible to apply, as are state and local governmental agencies and federally recognized Indian tribal governments. Eligible institutions may include, but are not limited to, public, school, academic, community, and research libraries; museums; disciplinary and professional associations; historical societies; community arts and cultural institutions; state and territorial humanities councils; institutions of higher learning; and public media stations.

Individuals and organizations without IRS tax-exempt status are not eligible to apply. Federal entities are also ineligible to apply. Applications from organizations whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities may also be deemed ineligible. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

It is up to each applicant institution to determine its IRS tax-exempt status and confirm eligibility. NEH and ALA cannot confirm this status during the application phase.

IV. Application and Submission Information

ALA will accept applications for *Latino Americans: 500 Years of History* **between February 16 and May 1, 2015**.

Please review the [Frequently Asked Questions](#) before filling out an application.

Getting Started

To begin the application process, go to <https://apply.ala.org/latinoamericans>.

To apply for *Latino Americans: 500 Years of History*, you must complete the following steps:

- REGISTER (if you have not previously registered when applying for a different project)
- LOG IN (if you have already registered when applying for a different project)
- COMPLETE PROJECT DIRECTOR INFORMATION
- INDICATE ATTENDANCE AT JUNE 2015 ORIENTATION (ATTENDANCE OPTIONAL)
- WRITE THE \$3,000 PROPOSAL NARRATIVE 1
 - Provide text to complete each of five sections for Narrative 1
- WRITE THE \$10,000 PROPOSAL NARRATIVE 2 (OPTIONAL)
 - Provide text to complete each of six sections for Narrative 2
- COMPLETE THE PROGRAM SCHEDULE
 - Using the table structure provided, include details about each program, event, or other activity described in your proposal
- PROVIDE BUDGET DETAIL
 - Using the table structure provided, include details about how you will spend your grant to support the activities outlined in your proposal
- UPLOAD SUPPORTING MATERIALS
- LIST AUTHORIZING OFFICIAL AND CERTIFY AUTHORIZATION
- REVIEW AND EDIT YOUR APPLICATION
- SUBMIT YOUR APPLICATION

1. Register

Before you access the application, you must register to create an application account.

OR

2. Log In

If you have already registered when applying for another ALA Public Programs Office grant project, you may log in using your e-mail address and password.

3. Complete Project Director Information

Note: The project director is the person who will be responsible for coordinating the entire proposed *Latino Americans* program series. He or she will be the primary point of contact for the project at the applicant institution.

To complete Step 3, provide all the information that is requested on the Project Director Information screen. You must then save the information.

One piece of information that you must supply is the applicant institution's DUNS number. All institutions receiving an award are required to provide a DUNS number, issued by Dun & Bradstreet. Project directors should contact their institution's grants administrator or chief financial officer to obtain their institution's DUNS number. Federal grant or subgrant applicants can obtain a DUNS number free of charge by calling 1-866-705-5711. ([Learn more](#) about the requirement.)

After clicking the "SAVE" button, you will be able to return to the application at any time and log in using your e-mail address and password. This will allow you to edit, save, and return to your application as needed prior to the May 1, 2015 submission deadline.

4. Indicate Attendance at June 2015 Orientation (ATTENDANCE OPTIONAL)

5. Write the \$3,000 Proposal Narrative

Before you compose the narrative part of this proposal, we strongly recommend that you read these guidelines carefully. If you do not, your proposal is unlikely to be competitive.

Please write a brief narrative describing your plans for presenting *Latino Americans: 500 Years of History* at your organization. The proposal narrative consists of five sections (described immediately below). Please note that each section of the narrative may not exceed 600 words.

Be sure to address the following points in your narrative:

- a. Describe why your institution would like to participate in this project, including community interests and demographics, key themes from the *Latino Americans* series that you intend to explore, and why the cultural life of your community would benefit from examining Latino American history. Please state three primary goals for your institution/community for this project.
- b. Describe your plans to host scholar-led viewing and discussion programs that feature episodes of *Latino Americans*. (At least two episodes must be screened.) Be sure to include which episodes will be used; why you selected them; what format your program will take, including length and humanities questions that will be explored during discussion; scholar/speaker background(s), including discipline and highest degree obtained; and evaluation plans. *Note: You will be asked to upload a vita or biography (up to two pages) for the scholar(s) and his or her letter of commitment to participate in the project in the Uploads section. Applications without a confirmed project scholar will not be considered.
- c. Describe your plans to host at least two additional *Latino Americans* programs. Provide as much information as possible about your program format(s); how each program relates to your overall goals, speakers, and presenters; any content that will be explored (e.g., book titles, film titles); and how related content was selected. *Note: If you are applying for a \$10,000 grant, you should skip this question.
- d. Describe the target audience for your *Latino Americans* programs, plans for outreach efforts to attract program participants, and your overall publicity plans for the series. Attach samples of previous or current program publicity materials, if available, in the Uploads section.
- e. Summarize your organization's commitment to and history of adult programming for public audiences. Please provide specific examples of program successes, including attendance figures.

6. Write the \$10,000 Proposal Narrative (OPTIONAL)

NEH and ALA will provide awards of up to \$10,000 to support high-profile, multi-event series that bring together diverse local organizations and yield a sustained, community-wide focus on Latino American history. Proposals that articulate unique community goals, address community issues, explore and document local history, and propose multi-format and replicable program models are encouraged. Reviewers will also look for proposals that include comprehensive program evaluation and plans to use grant funds in ways that will offer community-wide benefits beyond the grant term.

Be sure to address the following points in your expanded narrative:

- f. Applicants for a \$10,000 award are required to collaborate with at least two community partners when planning and implementing their program series. Possible community partners include: a local public radio or television station; a public, college, or university library; a historical society or history center; a museum; or a state humanities council. Please tell us about each of your community partners and fully describe their roles in the project. Attach a letter of commitment from each partner in the Uploads section.
- g. Describe your plans to host four or more *Latino Americans* programs, in addition to the two required film discussion events. Provide as much information as possible about your program format(s); explain how each program relates to your overall project goals; list all speakers, presenters and/or interviewees; and identify humanities questions that will be explored. Describe content that will be incorporated (e.g., book titles, film titles, objects, sites, archival collections), how related content was selected; and where the content would be presented. If the project will have an online component, briefly describe the website or other platform that would host the content.
- h. How will your institution implement a comprehensive public awareness campaign, conduct meaningful community outreach efforts, or in other ways address NEH's goal of fostering high-profile programs that reach significant and diverse audiences? Describe any plans to provide ongoing public access to programs and materials created during the grant period.
- i. Tell us how your institution will meet help meet NEH's goal of engaging people in examining and documenting the histories of Latino Americans in their communities. Describe programs or activities that will be implemented and include plans to make the local histories captured publicly available (e.g., physical exhibitions, library collections, online, radio or television broadcast). To the extent possible, plans described here should also be included in the Program Schedule section.
- j. Describe the methods that will be used to evaluate how well your program met its goals and objectives. Include detailed plans to collect feedback from speakers, presenters, community partners, and program attendees. Explain how feedback will be evaluated and how results will be compiled and shared with NEH/ALA for the final report.

- k. Share any plans you may have to extend the benefits that your community will receive through a *Latino Americans* grant beyond the grant term (July 2015 – June 2016).

7. Complete the Required Programs Schedule

Using the table generator provided in the online application, provide a schedule of the programs, events, and other activities described in your proposal. As applicable, please indicate the date, time, location, event type/format, brief description, anticipated attendance, and speaker(s) for each program that will be hosted during your series.

Example

1/15/16, 7:00 p.m., Main Street Public Library, Viewing and discussion program, Screening of *Latino Americans* – Episode 1, 100, Dr. Lee Smith – Professor of Latino Studies, Cornell University

8. Budget Detail

Using the table generator provided, complete a budget for your proposed *Latino Americans* grant activities.

9. Upload Supporting Materials

9.A Upload CVs/Biographies

Upload the vita or biography of the project director, local project scholar(s), and other key speakers/presenters described in the proposal narrative.

9.B Upload Letters of Commitment and Support

Upload letter(s) of commitment from community partner(s) and local project scholar(s) here.

9.C Upload Sample Publicity Materials (OPTIONAL)

Upload samples of previous or current program publicity materials related to efforts described in your proposal narrative (Narrative 1.d).

10. Certify Authorization to Submit Application

An application to host *Latino Americans: 500 Years of History* is an application for an award from the ALA, using funding provided by the NEH, an agency of the federal government. ALA is required by law to ask applicants to identify for each application a certifying official who is authorized to submit applications for funding on behalf of the organization.

To complete this section, you must enter all of the information that is requested.

11. Review and Edit Your Application

The Review and Edit page summarizes all the information that you have entered, including your Project Director Information and your Proposal Narrative. From this page you can:

- review and edit each section;
- save the entire application and log out of the system; or
- move ahead to certify and submit your application.

12. Submit Your Application

Once you have completed all parts of your application, you may submit it at any time by selecting the Submit button. **All applications must be submitted by 11:59 p.m. CST on May 1, 2015.** Applications submitted after that time will be considered ineligible.

Note that once you have submitted your application, you can no longer alter it. The application will then be submitted for review.

You will receive an e-mail confirming submission of your application. At the confirmation page you will be able to print out a copy of your application. Print and keep this copy for your records.

V. Application Review

Applications will be evaluated according to the following criteria:

- **Clarity and completeness of the application.** Has the applicant supplied all required information, including all sections of the proposal narrative and the programming schedule? Are plans and ideas for programs described clearly?

- **Qualifications of the local project scholar(s).** The local project scholar should have a Ph.D. or another advanced degree in U.S. History, American Studies, Latino/Chicano Studies, or another relevant humanities subject. His or her experience should include teaching this subject at a college or university, and ideally, presenting programs for out-of-school adults.
- **Quality of proposed programs.** Likelihood that the project will engage broad public audiences in documenting and understanding Latino American histories and cultures.
- **Quality of marketing and outreach plan,** including the explanation of the role of program partners.
- **The overall vision for the program series.** How does this project relate to your community and your institution's previous public programs? How will it contribute to the community's cultural life?

Other factors that may influence the final selection of libraries include the following:

- **Location of the sites.** The selection committee would like programs to take place in all regions of the country.
- **Size and demographics of the community.** The selection committee seeks a mix of communities of different sizes and varied demographics.

Applicants are encouraged to address questions about the selection guidelines, process, and requirements to the ALA Public Programs Office at 1-800-545-2433, ext. 5045, or publicprograms@ala.org.

Review and Selection Process

Each application will be assessed by a panel of librarians, program staff from other eligible institutions, and project staff of ALA and NEH. The Chairman of NEH will make the final decisions.

VI. Award Administration Information

- Application deadline: May 1, 2015
- Grant notification: June 15, 2015
- DVDs, promotional materials ship: June 15, 2015
- Cash grants distributed: July 1, 2015
- Orientation programs (OPTIONAL): June 28, 2015, San Francisco, CA

(Part of the 2015 ALA Annual Conference)

- Programming period: July 1, 2015 – June 30, 2016
- Final report due: July 29, 2016

Award notification

Applicants will be notified of their award status by e-mail on June 15, 2015.

Reporting requirements

Award recipients will be required to submit an online final performance report to ALA by Friday, July 29, 2016.

VII. Points of Contact

If you have questions about the program, contact:

Public Programs Office
 American Library Association
 1-800-545-2433, ext. 5045
publicprograms@ala.org

VIII. Other information

Privacy policy



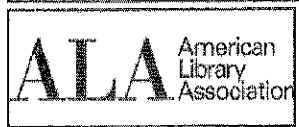
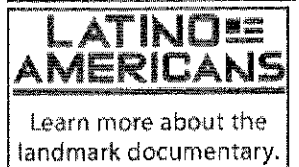
Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or 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 the average time to complete this application is three 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 Chief Guidelines Officer at guidelines@neh.gov; 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.

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