

11. **Description of proposed project** (continued).

12. **How does the project meet AHC guidelines?** Please limit your responses to the space provided, except for C. below. Refer to *Guidelines*, especially pages 2-6. Please note that this application form must be supplemented with attachments (see *Guidelines*, pages 7-13)

A. **Planning** (Tell us how the project was planned. Be specific about how humanities scholars and representatives of your specific Arkansas audience were involved in the planning).

B. **Humanities content of project** (How is this a humanities project? How will the humanities disciplines and scholars involved illuminate the issues being considered?).

C. **List the principal humanities scholars and their fields, and briefly explain what they will do.** Add an additional page if necessary.

D. Identify the audience to be served by this project and explain how they will benefit (include an estimate of the number of people to be served).

E. Describe your plan for publicity and/or distribution.

F. Evaluation

1. Describe the evaluation plan for assessing how well the project achieved its objectives.

2. List the name and affiliation of each member of the evaluation committee. Indicate whether the committee member is a humanities scholar, a member of the proposed audience, or a project planner.

Please note: it is necessary to copy only pages 1, 2, 3, and 6 of this form when submitting the required twenty-five copies of the grant application. Page 5, with the appropriate signature in ink, must be submitted with the original of the application.

Instructions for Certification

1. The Arkansas Humanities Council (AHC) is required to seek from applicants a certification regarding the nondiscrimination statutes and a certification regarding debarment and suspension.
2. By signing and submitting the certification form, the authorizing official of the applicant institution provides the applicable certifications. When a prospective applicant is unable to provide AHC with certification regarding the nondiscrimination statutes, the prospective applicant is not eligible to apply for funding from the AHC. When the applicant is unable to provide certification regarding debarment and suspension, the applicant shall attach an explanation to the proposal. The explanation of why the certification on debarment and suspension cannot be submitted will be considered in connection with the AHC's funding determination. Failure to furnish a certification or an explanation shall disqualify such person from receiving an award from AHC.
3. The certification regarding the nondiscrimination statutes shall obligate the applicant for the period during which the federal financial assistance is extended. There are two exceptions. If any personal property is acquired with AHC assistance, this certification shall obligate the applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with AHC support, this certification shall obligate the applicant or any transferee for as long as the property or structure is used for the grant or similar purposes. This certification is binding on the applicant, its successors, transferees, and assignees, and on the authorizing official whose signature appears on the certification form.
4. The certifications are material representations of fact on which reliance will be placed when AHC determines to fund the application. If it is later determined that the applicant knowingly provided an erroneous certification, in addition to other remedies available to the federal government, the National Endowment for the Humanities (NEH) may pursue available remedies including suspension and/or debarment.
5. The applicant shall provide immediate written notice to AHC if at any time the applicant learns that its certifications were erroneous when submitted or have become erroneous by reason of changed circumstances.
6. The applicant agrees by submitting the certification form that, should the proposal referenced on the certification form be funded by AHC, it shall not knowingly enter into any project related transactions (as defined under "lower tier covered transactions") with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NEH.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the required certification. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except where specifically authorized by NEH, if a participant in a covered lower tier transaction knowingly enters into such a transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the other remedies available to the federal government, NEH may pursue available remedies, including suspension and/or debarment.
9. The following definitions apply to the terms used in each of the certifications.

Definitions

Covered Transactions: A covered transaction is either a primary covered transaction or a lower tier covered transaction.

Debarment: An action taken by a debarring official in accordance with 45 CFR Part 1169 to exclude a person from participating in covered transactions. A person so excluded is "debarred".

Ineligible: Excluded from participation in federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549.

Lower Tier Covered Transaction:

- (a) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.
- (b) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C.2304(g) and 41 U.S.C.253(g) (currently \$25,000) under a primary covered transaction.
- (c) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are project directors, principal investigators, and providers of federally-required audit services.

Participant: Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered transaction. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered transaction as a agent or representative of another participant.

Person: Any individual, corporation, partnership, association, unit of government, or legal entity, however organized, except foreign governments or foreign governmental entities, public international organizations, or foreign government owned or controlled entities.

Primary Covered Transaction: This is normally any nonprocurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation agreements, and any other nonprocurement transaction between a federal agency and a person.

Principal: Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has critical influence on or substantive control over a covered transaction, whether or not employed by the participant.

Proposal: A solicited bid, application, request, invitation to consider, or similar communication by or on behalf of a person seeking to participate or to receive benefit, directly or indirectly, in or under a covered transaction.

Suspension: An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue.

Voluntarily Excluded: The status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.

CERTIFICATIONS

1. Certification Regarding the Nondiscrimination Statutes

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations:

a. Title VI of the Civil Rights Act of 1964 (42 U.S.C.2000d et seq.), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;

b. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C.794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;

c. Title IX of the Education Amendments of 1972, as amended (20 U.S.C.1681 et. seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and

d. The Age Discrimination Act of 1975, as amended (42 U.S.C.6101 et. seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction (45 CFR 1169):

a. The prospective lower tier participant (applicant) certifies, by submission of this certification form, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

b. Where the prospective lower tier participant (applicant) is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this certification form.

By signing and submitting this certification form in connection with the below referenced proposal, the authorizing official of the applicant institution is providing the applicable certifications as set forth above regarding debarment and suspension and compliance with the nondiscrimination statutes.

Signature of Authorizing Official	Date	
Name of Authorizing Official		
Title of Authorizing Official		
Address		
City	State	Zip
Telephone		
Title of proposal		

BUDGET SUMMARY

See *Guidelines*, pages 14-18.

A. Income

- 1. Cash from applicant's own funds \$ _____
- 2. In-kind contributions from third parties \$ _____
- 3. Cash contributions from other sources (list donor and amount)
 - a. Private _____ \$ _____
 - b. Corporate _____ \$ _____
 - c. Government
 - 1. local _____ \$ _____
 - 2. state _____ \$ _____
 - 3. federal _____ \$ _____
 - d. Total of 3.a plus 3.b plus 3.c \$ _____
- 4. Grant requested from the Arkansas Humanities Council \$ _____
- 5. Total of 1 plus 2 plus 3.d plus 4 (this should equal the amount in the bottom right corner of the Expense Summary below) \$ _____

An admission or registration fee will be charged (check one): Yes No
 If "yes," see *Guidelines for Grant Applications*, page 16.

B. Expenses (see *Guidelines*, pages 15-17)

Item	Cost-Share			4. AHC Grant Requested	5. Total
	1. Cash from Applicant	2. In-Kind	3. Cash from Other Sources		
1. Personnel					
a. Salaries and wages					
b. Fringe benefits					
c. Honoraria					
2. Travel					
3. Supplies and materials					
4. Printing and duplicating					
5. Postage and telephone					
6. Equipment rental or purchase					
7. Facilities rental (include lodging in 2.)					
8. Advertising					
9. Other (specify)					
TOTALS					

IMPORTANT: PLEASE ATTACH AN EXPLANATION OF EACH BUDGET ITEM. The budget explanation should contain enough information to show that the costs are reasonable and directly related to the plan of activities for the project. PLEASE ORGANIZE THE BUDGET EXPLANATION THE SAME WAY THAT THE EXPENSE SUMMARY IS ORGANIZED.