030ADV23R0047
Responses to Questions – Lewis-Houghton Civics and Democracy Initiative
Week Ending June 4, 2023

#	Question	Answer
1	The NOFO uses the term "invites education-focused organizations knowledgeable about teaching about and/or creating music and other creative arts to apply". However it seems heavily focused on music. My question is this - are we eligible to apply, or do you only want work that is focused on music?	Per Section A of the Notice of Funding Opportunity, the Library of Congress invites education-focused organizations knowledgeable about teaching about and/or creating music **and other creative arts** to apply for 12-month cooperative agreements, of up to $100,000 each, to develop digitally-enabled learning initiatives for secondary education based on creative arts-driven instructions, especially focused on music, in history, civics and democracy. Applicants are not restricted to music-related projects.
2	In 2021 I helped to create a non-profit in 2021 to help support the XXX Center's mission of music for everyone. I'm wondering if this non-profit could oversee a grant, if it were approved. If so, would I identify the foundation as the applicant, or myself, who would be the lead person implementing the goals of the grant. And would the EIN for the Foundation serve, or do we need to register with SAM.gov?	Per Section C of the Notice, not-for-profit organizations knowledgeable about teaching about and/or creating music and other creative arts-based materials are eligible to apply. The Library will accept applications from organizations only, not individuals. Applicants should identify at least one (1) key personnel on the project, and list their details (or another appropriate contact person) where required on the Cover Page of the Proposal Narrative. If an award is made, it will be to the organization, *not* to the key personnel or contact person listed on the application. Per Section D.4 of the Notice, successful applicants **must** be registered on SAM.gov before an award is made. This process can take several weeks, so if an Institution is not already registered, it should start that process immediately.
3	My inquiry is about multiple institutions submitting in collaborative partnerships. Is it possible for 3-4 separate organizations to file an umbrella application, with each requesting no more than the allowable maximum award ($100,000)? If not, and they must apply separately, how do you recommend in the title, narrative and/or budgets of each application that the collaborative partnership be plainly identified? Is there some other way to indicate this in each application?	Multiple organizations may submit separate applications under one collaborative project. The title of the collaborative project should be on the Cover Page and in the body of the Proposal Narrative of each applicable organization's proposal. The maximum grant amount that any one of these organizations receive will be $100,000 per year.
4	We plan to apply for the Library of Congress's Lewis-Houghton Civics and Democracy Initiative. However, I do have some questions regarding the application	Per Section D.2 of the Notice, all questions relating to this Notice must be submitted via email to tps-grant@loc.gov no later than June 19, 2023 at 2:00 PM Eastern Time. Answers

	process/expectations. As the point of contact, I would love an opportunity to meet with you virtually to discuss the funding application and what it entails for a grantee. I can meet over phone or Zoom call, and my schedule can be flexible. Please know that we highly appreciate your time and look forward to hearing from you.	will be provided in an online Questions and Answers document hosted at grants.gov.
5	Our proposed project will require digital tagging of Library primary resources. Is this something we should build into the budget or is this done by the LoC outside of applicants' budgets?	The Library includes tags for all of its digitized primary sources.
6	Can we include an undergraduate focus in our grant proposal?	No, the wording the Congressional appropriation funding the Lewis-Houghton Civics and Democracy Initiative specifically identifies secondary students as the target for these grants. See section A.2 of the Notice of Funding Opportunity for more information.
7	The grant is for 12 months with a possibility of renewal for two additional years and the proposed program is expected to be designed, developed, and implemented during the grant period. Would a proposed project have to be fully implemented during the initial 12 months? Or could the design and development phases occur during the first year and the development and implementation phases occur during the second and third year?	There is no requirement that Lewis-Houghton grants be fully implemented within one year. Applicants should include information about anticipated project activities and results during years two and three of the grant, if awarded.