



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

12. **How will project be evaluated? Include a list of evaluation committee members.** (You do not need to answer this question for planning projects.)

**BUDGET**  
See *Guidelines*, pages 14-17.

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

**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. If income for cost-share includes admission or registration fees, see *Guidelines*, page 16. PLEASE ORGANIZE THE BUDGET EXPLANATION THE SAME WAY THAT THE EXPENSE SUMMARY IS ORGANIZED.**

### 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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title of Authorizing Official

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Title of Proposal

## 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 an 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 of 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.