

## **LEH Guidelines for Web Site Projects**

Deadline: May 1 annually, for projects beginning July 1 and ending the following June 30. Applications are submitted electronically and will be available on the LEH Web site by April 1 of each year.

As described in the General Guidelines for All Applications, competitive proposals for Web site projects will set forth clear goals; demonstrate substantive humanities content; involve qualified humanities scholars in project planning, implementation and evaluation; and be suitable for a general adult, out-of-school audience.

Applications for Web site projects should also address the following:

1. Appropriateness of Format. Explain how the Web site format is appropriate for conveying the humanities content to the audience. Because the sharing and discussion of ideas is central to the humanities, describe the nature and the structure of the proposed Internet-based interactivity and how it will facilitate the audience's experience of the humanities content. Provide a thorough description of the specific resources available, such as audio and visual materials, historical documents, and interviews. Explain how the organization and presentation of the material will enhance the audience's understanding of the humanities content and advance the project's intellectual goals.

2. Project Style and Technical Feasibility. To convey the project's general style and technical feasibility, the application must include:

- A **Design Document** that describes the project's architecture, navigation, style of interactivity, and the overall look and feel of the project. It should describe how the interactivity combines the principal materials available for the project and integrates the analysis and interpretive content. This document must not exceed 2 MB.
- **Photos, storyboards, computer screen captures**, or other graphics with your application. You should group these images in a single attachment. Images should be edited so that the total attachment does not exceed 2 MB. Include in this attachment a list of the images.
- A **sample** that best represents the approach and format of the proposed project. If the digital work is on a Web site, provide the URL and clearly indicate that this Web site is your sample. If the sample or prototype is on CD or DVD, submit 15 copies.

3. Technical Personnel. Provide information about the principal members of the project's technical team. Summarize each person's qualifications and contributions to the project. Discuss professional experience and suitability for the proposed project.

4. Publicity and Distribution. Include a detailed plan for how the audience will be directed to the proposed Web site. Plans should be tailored to the specific needs of the format and target audience. Specific details are essential.

5. Web Site Maintenance. Include long-term (multi-year) plans for the maintenance of Web sites.