



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF EDUCATION PROGRAMS

LANDMARKS OF AMERICAN HISTORY AND CULTURE: WORKSHOPS FOR SCHOOL TEACHERS

Deadline: February 22, 2018 (for workshops to be held in summer 2019)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.163

If after reading this document you have questions about this grant program, contact the staff of NEH's Division of Education Programs at 202-606-8500 or landmarks@neh.gov. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

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I. Program Description

The Landmarks of American History and Culture program supports a series of one-week workshops for a national audience of K-12 educators that enhance and strengthen humanities teaching at the K-12 level.

The program defines a landmark as a site of historic importance within the United States and its territories that offers educators a unique and compelling opportunity to deepen and expand their knowledge of the diverse histories, cultures, traditions, languages, and perspectives of the American people. Projects employ a place-based approach, teaching historic sites through critical interpretation in order to explore central themes in American history and government, as well as in literature, art, music, and related humanities subjects.

Each workshop accommodates thirty-six participants (NEH Summer Scholars) and is offered twice during the summer (for a total of seventy-two participants). Workshops may be hosted by institutions such as community colleges, universities, four-year colleges, learned societies, libraries or other repositories, centers for advanced study, cultural organizations, professional associations, and schools or school systems. Host institutions provide facilities and arrange for accommodations for participants, who receive a stipend. NEH expects host institutions to furnish facilities conducive to scholarly engagement with topics and sites.

Landmarks projects offer participants

- enhanced knowledge of content through rigorous humanistic inquiry and pedagogical strategies relevant to the subject area and project theme;
- essential source materials, including but not limited to primary texts, documents, artifacts, and archival resources;
- learning opportunities through a variety of media and modes of engagement;
- new ways to approach their K-12-level humanities curricula as well as state or subject-specific standards, where applicable;
- a community of inquiry that encourages dialogue and the exchange of ideas; and
- a team of humanities scholars, including faculty with significant K-12 experience, who contribute to all phases of the project.

Topics should speak to the role of the humanities in the 21st-century classroom. In the interest of offering Landmarks Workshops in as many U.S. states and territories as possible, special encouragement is given to applications proposing projects in Alaska, American Samoa, Arizona, Delaware, Guam, Idaho, Indiana, Kentucky, Oregon, Maine, New Hampshire, North Dakota, the Northern Mariana Islands, Puerto Rico, South Dakota, Vermont, the U.S. Virgin Islands, West Virginia, and Wisconsin.

In addition, NEH encourages proposals for Landmarks Workshops from institutions in the states that received the least funding from NEH in the past fiscal year: Alabama, Alaska, Arkansas, Hawaii, Idaho, Iowa, Kentucky, Montana, Nebraska, Nevada, New Mexico, North

Dakota, Oklahoma, Rhode Island, South Carolina, South Dakota, Utah, Vermont, West Virginia, and Wyoming.

A map of funded Landmarks projects by state within the last ten years is available [here](#).

Applicants should make a convincing case for the historical significance and use of the Landmarks site(s), the material resources available for use, and the ways in which the workshop will enhance K-12 curricula.

Both project planning and implementation require at least one faculty or staff member with a background or significant experience in K-12 education.

Special encouragements

NEH invites projects related to its [Standing Together](#) initiative, which encourages projects related to war and military service.

NEH encourages projects that include Native American organizations as lead applicants.

NEH also encourages Landmarks projects to reach a wider audience by contributing to [EDSITEment](#), a website developed by NEH that promotes humanities education. You can find a brief introduction to EDSITEment [here](#) (PDF).

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they are submitted by institutions from states or territories that have not previously hosted an NEH Landmarks Workshop, submitted by institutions from states that received the least NEH funding in the past fiscal year, respond to the Standing Together initiative, include Native American organizations as lead applicants, or promise to contribute to EDSITEment.

Grants for NEH Landmarks of American History and Culture Workshops may not be used for

- faculty or student travel abroad;
- the development of courses for a graduate or non-degree program;
- research to produce or revise a textbook;
- promotion of a particular political, religious, or ideological point of view;
- advocacy of a particular program of social or political action;
- support of specific public policies or legislation;
- projects that fall outside of the humanities (including the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies);
- education or technical impact assessments; and

- projects that focus on pedagogical theory, research on educational methods, tests, or measurements.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For projects that develop Web-based resources, all other considerations being equal, NEH prefers those that provide free access to the public.

NEH grantees must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of handicap in any program or activity receiving federal financial assistance. For more information consult Design for Accessibility: A Cultural Administrator's Handbook [here](#).

Award information

The award period is fifteen months: October 1, 2018, to December 31, 2019.

Successful projects may receive up to \$170,000 in outright funds, matching funds, or a combination of the two. Federal matching funds are released on a one-to-one basis when a grantee secures gift funds from eligible nonfederal third parties. (Note that agencies of the federal government are not eligible third parties.)

(Learn more about different [types of grant funding](#).)

Cost sharing

Cost sharing consists of the cash contributions made to a project by the applicant and third parties, as well as third party in-kind contributions, such as donated services and goods. Cost sharing is not required in this program, except for projects receiving matching funds, and projects whose budgets exceed \$170,000. Projects with budgets exceeding \$170,000 must cost share the amount above \$170,000.

Eligibility

Any U.S. nonprofit organization with 501(c)(3) status is eligible, as are state and local governmental agencies and federally recognized Native American tribal governments. Individuals are not eligible to apply.

A director who submitted his or her first successful NEH summer program application at the March 2017 deadline is not eligible to reapply at the February 2018 deadline. First-time directors must instead complete their 2018 summer program, and receive evaluations from the NEH Summer Scholars, before they can submit proposals to direct future NEH summer programs.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications will not be reviewed.

II. Preparing and Organizing your Application

Resources for preparing a strong application

To prepare a strong application, applicants are encouraged to take the following steps:

- read these **guidelines** carefully, noting what information needs to be provided in the application;
- review the **sample narratives**, which are available on the [program resource page](#);
- consult the program's **evaluation criteria**, which are listed immediately below;
- read the **Frequently Asked Questions**, which are available on the [program resource page](#);
- contact the **program staff** (at 202-606-8500 or landmarks@neh.gov) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal by January 15, 2018**, to which program staff will respond with suggestions and advice.

As noted immediately above, applicants are encouraged to contact program officers, who can offer advice about preparing the proposal and review draft proposals that are submitted by the January 15, 2018 deadline for drafts. Draft proposals are optional; if you choose to submit one, send it as an attachment to landmarks@neh.gov. Responses to late-arriving drafts cannot be guaranteed.

Although this preliminary review is not part of the formal review process and has no bearing on the final outcome of the proposal, previous applicants have found it helpful in strengthening their applications.

Evaluation criteria

Proposals for Landmarks in American History and Culture: Workshops for School Teachers are evaluated according to the criteria below.

Evaluators should consult the Application elements for more details.

1. **Intellectual significance of the proposed topic and landmark(s)**

The significance of the topic and the landmark(s) chosen; the use of primary documents, texts, artifacts, digital tools, and archival resources to illuminate the subject under study; the rigor of the project's humanistic approaches, as manifested in the application.

2. Impact on teaching and classroom application

The alignment of the project with K-12 curricular content in humanities subject areas; the likely improvement of participants' understanding of key topics; the correspondence between the project's approach to its topic and its treatment in the existing curriculum; the likely enhancement of best practices in K-12 education.

3. Program of study

The workshop's structure and coherence; the pertinence of the topics, themes, presentations, questions, and viewpoints to be engaged; the likely success of the core readings, pedagogical approaches, and other methodologies in enhancing humanities instruction.

4. Project team

The intellectual leadership of the project directors and principal faculty; the K-12 expertise to be manifested in the workshop; the clarity of the responsibilities assigned to different members of the project staff; the anticipated participant contributions to the workshop; the strategies for building a community of inquiry.

5. Publicity and project website

The overall clarity of the plans for website design and platform; the plans for publicity, development, broad dissemination, and sustainability of the project.

6. Institutional context

The depth of the host institution's academic and scholarly resources; the availability of primary, archival, and other resources; the accessibility of libraries or other cultural repositories; the quality and availability of housing accommodations and meals.

7. Budget

The appropriateness of project costs, with an eye to the project's efficiency and economy.

Previously offered Landmarks Workshops

Proposals to repeat Landmarks Workshops previously offered are evaluated by the same criteria as new proposals. Note, however, that previous funding does not guarantee that a project will be funded again. Former project directors must submit copies of all evaluations by NEH Summer Scholars of their most recently offered NEH Landmarks Workshop or Summer Seminar or Institute program, and they should add evidence of responsiveness and fine-tuning where appropriate. NEH may give preference to new applicants whose projects would study new sites and new topics.

Application elements

The application consists of a narrative, a budget, and appendices. All pages should be formatted in twelve-point font with one-inch margins, should be collated, and should be numbered consecutively throughout. The application should be clear, free of jargon, and accessible to nonspecialists.

1. Narrative—Not to exceed fifteen double-spaced pages

Intellectual content and significance

Describe the chosen landmark(s) and how it (they) constitute(s) a compelling opportunity for engaging with American history and culture. Articulate clearly the relationship between the chosen site(s) and the topic of the workshop; the archival, material, and digital resources available for use on site; and the ways in which the structure and context of the site(s) (for example, a site's geography, topography, or architecture) will support the objectives of the project. Applicants are encouraged to think creatively about what constitutes a historic site and a place-based encounter with the humanities. Innovative projects might take place in public spaces and neighborhoods, at major waterways and in other outdoor locations, at historic homes, museums, presidential libraries, and at sites memorializing literary, artistic, or architectural achievements. If applicable, be specific about how the project targets underserved states.

Relevance and applicability for the K-12 curricula

Articulate how the project would contribute to teaching at the K-12 level. Describe how the proposed topics and landmarks align with or amplify subjects or areas of study and how the materials presented in the workshop would enhance content development and advance the participants' understanding of key chapters in American history, literature, culture, etc. Explain how workshop content would translate into classroom practice. Identify specific links between the proposed topic and its current treatment in existing curricula.

Program of study

Describe the structure of the workshop and how its subject matter will unfold; include topics, themes, presentations, questions, and viewpoints to be engaged; identify core readings and other methodologies, including pedagogical approaches.

If continuing education units (CEUs) or in-service credit will be offered through the program, please provide details.

Give careful consideration to the dates of the project in light of academic schedules. We recommend that workshops take the academic calendar into consideration by beginning no earlier than the third week of June and ending before the second week of August.

Project team and participation

Identify and describe the role of principal faculty, visiting lecturers, and other workshop staff and their responsibilities. In particular, the project team must include the participation of faculty or staff with a background or significant experience in K-12 education, in both project planning and implementation. Describe how principal and visiting faculty will illuminate the topics and readings of the workshop, and discuss how

participants will contribute to the intellectual life of the project (for example, by leading sessions, participating in sustained discussions, and undertaking individual projects). Include résumés of the project faculty and their letters of commitment in an appendix.

If applicable, discuss how your experience as director(s) in previous Landmarks workshops or comparable programs has shaped the project currently being proposed. Include in an appendix participant evaluations from the most recent iteration of your NEH summer program (Landmarks Workshop or Summer Seminar or Institute), noting—where appropriate—any fine-tuning or other changes made in response to participant comments.

Audience

Describe the anticipated audience for the workshop, including the desired mix of disciplines, grade levels, and veteran vs. new teachers (those serving five or fewer years). Special encouragement is given to participants from underserved areas. (See the Program Description above, in which the underserved areas are listed.)

NEH will provide guidance on creating a participant selection committee, convened by the project director.

Publicity and project website

Describe plans for publicizing the project and recruiting participants. Your project website will serve as a tool for publicizing, developing, broadly disseminating, and sustaining the project. It should 1) help recruit prospective participants, 2) provide intellectual and practical resources, and 3) serve as a means to extend the life of your project. Include details on the basic content and design of the project website.

For previously offered projects, please describe any basic refreshment and updating of an existing site or any major redevelopment, especially one dedicated to maximizing the project's afterlife and dissemination.

For allowable website costs, see the separate budget instructions document, which is available on the [program resource page](#).

Institutional context

Discuss the institution's intellectual and physical capacities for hosting the project. Be specific about the material, archival, and digital assets as well as scholarly facilities relevant to the workshop on site. Provide details about the availability, quality, and costs of housing. Describe the options for meals.

2. Budget

Using the Landmarks of American History and Culture sample budget (PDF) as a model, complete the budget, in at least an 11-point font. You can find links to the separate budget instructions document and sample budget on the [program resource page](#).

To produce your budget document use the Microsoft Excel budget form available on the [program resource page](#).

3. Appendices

Limit your appendices to directly relevant materials discussed in the narrative, including

- a day-by-day program of study;
- detailed reading lists;
- brief biographies or curriculum vitae for the project faculty;
- letters of commitment from the project faculty (other than the project director); and
- if applicable, evaluations from the most recent iteration of your Landmarks Workshop or Summer Seminar or Institute.

III. Submitting your Application

To be able to submit an application, applicants must have registered with Grants.gov and must have an updated Entity record in the System for Award Management (SAM). More detailed information is immediately below.

All applications to this program must be submitted via Grants.gov. NEH strongly recommends that you complete or verify your Grants.gov registration at least two weeks before the application deadline, since it takes time to process your registration.

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, the applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your organization's Entity record at least annually after the initial registration, and more frequently if required by changes in your organization's information or another award term. In order for your organization to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in its Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register your organization or update its Entity record. NEH strongly recommends that applicants update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

You must submit the application to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

Deadlines for submitting draft proposals and applications

Draft proposals (optional): Program staff recommends that draft proposals be submitted by January 15, 2018. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Staff comments in response to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Drafts should be submitted to landmarks@neh.gov.

Applications must be received by Grants.gov on or before February 22, 2018. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

IV. What Happens After the Submission of an Application

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

Proposals to repeat previously Landmarks workshops are evaluated by the same criteria as new proposals. Note, however, that previous funding does not guarantee that a project will be funded again. Former project directors must submit copies of all evaluations by NEH Summer Scholars of their most recently offered Landmarks workshop or Summer Seminar or Institute. In addition, project directors should add evidence—where appropriate—of any fine-tuning or other changes made in light of these evaluations. NEH may give preference to new applicants whose projects would study new topics.

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Uniform Guidance [§200.205](#). (See the second paragraph below the next heading for more information about the Uniform Guidance provided by the Office of Management and Budget.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in August 2018. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in October 2018. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the responsibilities of award recipients, including anti-

lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to landmarks@neh.gov.

In September 2015 NEH adopted without exception a new government-wide regulation for federal awards, referred to as the “Uniform Guidance.” The Uniform Guidance applies to all NEH awards to organizations and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers. (See 2 C.F.R. Part 200: [UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#).) NEH will identify in each grantee’s award documents the relevant terms, conditions, and administrative requirements from the Uniform Guidance with which the grantee must comply.

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH Office of the Inspector General. You can find details on how to report such allegations and suspicions [here](#).

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact:

Landmarks of American History and Culture:
Workshops for School Teachers
Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8500
landmarks@neh.gov

Grants.gov: www.Grants.gov

Grants.gov help desk: support@grants.gov

Grants.gov training documents and videos:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Grants.gov support line: 1-800-518-GRANTS (4726)

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 fifteen 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 Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and 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.

APPLICATION CHECKLIST

- Verify and if necessary update your institution’s Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- Verify your institution’s registration or register your institution with Grants.gov.** Complete at least two weeks before the deadline.
- Access the application package from Grants.gov by downloading it, or through Grants.gov Workspace.** (Note that applications submitted after December 31 must use Workspace.) The [program resource page](#) on NEH’s website has a direct link to the package. You can also search Grants.gov for this program. (Note that Grants.gov tells you to download the “application instruction” as well as the “application package.” The “application instruction” is this document, so there’s no need to download it.) The program resource page also has a direct link to the instructions for completing the package.
- Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational
 2. Supplementary Cover Sheet for NEH Grant Programs
 3. Project/Performance Site Location(s) Form
 4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Table of contents (name the file “contents.pdf”)

ATTACHMENT 2: Narrative (name the file “narrative.pdf”)

ATTACHMENT 3: Budget (which may include a budget narrative) (name the file “budget.pdf”)

ATTACHMENT 4: Appendices (name the file “appendices.pdf”)

5. Budget Narrative Attachment Form (also known as the Budget Narrative File)—
Using this form, attach **only** a copy of your institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the Grants.gov instructions for institutional applicants, which are available on the program resource page, for additional information.)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

TIMELINE

Until February 22, 2018: Contact Division of Education Programs program officers (at 202-606-8500 or landmarks@neh.gov) with questions and for advice (optional)

January 15, 2018: Submit draft proposals (optional) by this date

January 25, 2018: Create or verify your institution’s Entity record at the System for Award Management by this date

February 8, 2018: Register your institution (or verify its registration) with Grants.gov by this date

February 22, 2018: Submit application through Grants.gov by this date

April-May 2018: Peer review panels take place

July 2018: meeting of the National Council on the Humanities, followed by funding decisions

August 2018: applicants are notified of the funding decisions

October 2018: institutional grants administrators and project directors of successful applications receive award documents by e-mail

October 1, 2018: successful applicants begin work on their projects

June-August 2019: Landmarks Workshops take place

December 31, 2019: grant period ends