



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF EDUCATION PROGRAMS

**LANDMARKS OF
AMERICAN HISTORY AND
CULTURE: WORKSHOPS
FOR SCHOOL TEACHERS**

Deadline: February 25, 2016 (for workshops to be held in summer 2017)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.163

Item referred to in this document needed to complete your application:

- Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Preliminary sketches and draft proposals (optional)

Program staff recommends that preliminary sketches be submitted by December 15, 2015, and draft proposals no later than January 25, 2016. Time constraints may prevent staff from reviewing preliminary sketches and draft proposals submitted after those dates. The form to use for the sketch is available on the [program resource page](#). Preliminary sketches and drafts should be submitted to landmarks@neh.gov.

Questions?

Contact the staff of NEH's Division of Education Programs at 202-606-8500 or landmarks@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

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.

System for Award Management Entity records

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.

I. Program Description

The Landmarks of American History and Culture program supports a series of one-week workshops for K-12 educators. NEH Landmarks of American History and Culture Workshops use historic sites to address central themes and issues in American history, government, literature, art, music, and related subjects in the humanities.

Each workshop is offered twice during the summer. Workshops accommodate thirty-six school teachers (NEH Summer Scholars) at each one-week session. At least one workshop week must serve a national audience and provide housing for participants. The other workshop week may also serve a national audience; alternatively, it may limit its audience to participants who are able to commute and do not require housing.

The goals of the workshops are to

- increase knowledge and appreciation of subjects, ideas, and places significant to American history and culture through humanities reading and site study;
- build communities of inquiry and provide models of civility and of excellent scholarship and teaching;
- provide teachers with expertise in the use and interpretation of historical sites and of material and archival resources; and
- foster interaction between K-12 educators and scholarly experts.

NEH Landmarks Workshops are academically rigorous and focus on primary sources and scholarly works relevant to major themes of American history and culture. Leading scholars should serve as lecturers or session leaders. Workshops should also enable participants to work with primary documents and develop a project.

NEH Landmarks Workshops are held at or near sites important to American history and culture, such as presidential residences or libraries; colonial-era settlements; major battlefields; historic districts; parks and preserves; sites of key economic, social, political, and constitutional developments; and places associated with major writers, artists, and musicians. Applicants should make a compelling case for the historical significance of the site(s), the material resources available for use, and the ways in which the site(s) will enhance the workshop.

NEH Landmarks Workshops may be hosted by institutions or organizations 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. NEH expects host institutions to provide facilities conducive to scholarly engagement with topics and sites. Host institutions must arrange suitable housing for participants for the week or weeks that serve a national audience; participants would use the stipends provided by NEH to pay for their housing. Host institutions need not offer housing for a week serving participants who commute.

The Common Good: The Humanities in the Public Square

NEH invites projects related to its new initiative, The Common Good: The Humanities in the Public Square. This initiative seeks to connect the study of the humanities to the current conditions of national life. Many of today's challenges require more than ever the forms of understanding and knowledge represented by the humanities. They require the broadest possible engagement of scholars and the public with the resources of the humanities, including but not limited to the study of language, literature, history, philosophy, comparative religion, and ethics. The study of the humanities can help illuminate the complexity of many contemporary challenges while enriching our understanding of the common good.

Note that the Common Good initiative incorporates the [Standing Together](#) initiative, which encourages projects related to war and military service.

More information about the Common Good initiative is available [here](#).

NEH also encourages Landmarks projects that can 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 respond to the Common Good initiative or the Standing Together initiative or promise to contribute to EDSITEment.

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

- projects that seek to promote a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action;
- empirical research in the social sciences;
- specific policy studies;
- educational or technical impact assessments;
- work undertaken in the pursuit of an academic degree;
- the preparation or publication of textbooks; 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.

II. Award Information

Awards for Landmarks Workshops will not exceed \$160,000 for programs serving commuters in one of their two weeks and \$180,000 for programs serving a national audience in both weeks.

Award period

The award period is fifteen months: October 1, 2016, to December 31, 2017.

Cost sharing

Cost sharing is not required in this program.

III. Eligibility

Any U.S. nonprofit organization with IRS tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

A director who submitted his or her first successful NEH summer program application before the February 2015 deadline is not eligible to reapply before the February 2016 deadline. First-time directors must instead complete their 2016 NEH 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.

IV. Application and Submission Information

Applicants are encouraged to contact program officers, who can offer advice about preparing the proposal and review preliminary sketches and draft proposals that are submitted at the appropriate deadline: December 15, 2015 for preliminary sketches, and January 25, 2016 for partial or full drafts. The preliminary sketch form is available on the [program resource page](#). You may submit a sketch, a draft, or both a sketch and a draft. Preliminary sketches and draft proposals are optional; if you choose to submit either one, send it as an attachment to landmarks@neh.gov. Responses to late-arriving sketches and 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.

Please consult the documents on the [program resource page](#): the sample application narratives, the sample budgets, and the FAQs (frequently asked questions).

HOW TO PREPARE YOUR APPLICATION

Applicants should begin by reviewing the evaluation criteria listed below in Section V.

The application should be clear, free of jargon, and accessible to nonspecialists. Applicants should refrain from proposing activities not supported by NEH. (These activities are listed beginning at the top of page 4, near the end of the Program Description section of the guidelines.)

Your application should consist of the following parts:

1. Table of contents

List all parts of the application and provide page numbers for them. Beginning with the narrative description, number the pages consecutively through all sections of the application, including the appendices.

2. Narrative

Limit the narrative to *twenty* double-spaced pages with one-inch margins and a font size no smaller than *twelve* points. Use appendices to provide concise supplementary material directly germane to the project.

Provide a detailed description of the project, consisting of the following sections:

- *Intellectual rationale*

Provide an intellectual justification for the workshop and address the importance of the subject for understanding American history and culture. Explain the significance of the selected landmark(s) and show how on-site resources will contribute to the workshop's goals. Identify topics that participants will explore in the workshop and put them in their scholarly and educational contexts. Describe the intended impact on school teachers and their students.

- *Content and design*

Describe how the project will be structured. In particular, describe

- the landmark(s) to be studied and how the workshop will make use of the site(s);
- the central questions to be engaged through discussions and scholars' presentations;
- the readings in detail, showing how their approaches and arguments illuminate the subject under study;
- other resources and materials to be used, and activities to be undertaken;
- plans for facilitating participants' individual projects (formulating lesson plans, developing classroom resources, undertaking research, etc.) and for providing feedback; and
- any other outcomes or products for broader dissemination, such as digital resources on the project website, webinars, or local follow-up activities.

Note: NEH Landmarks Workshops are expected to foster collegial intellectual inquiry as set forth in the [Principles of Civility for NEH Seminars, Institutes, and Workshops](#).

Because of school calendars, NEH Landmarks Workshops should begin no earlier than late June and end by early August. NEH recommends that at least one of the two workshops supported by the grant should be held in July.

- *Faculty and staff*

Identify the principal faculty, visiting lecturers, other humanities professionals, and support staff. Describe their roles, responsibilities, and qualifications. In an appendix, provide up-to-date letters of commitment and brief (two-page) résumés; alternatively, you may submit one- to two-page narrative biographies. *The persons who bear*

primary intellectual responsibility for the workshop should provide résumés of no more than five pages in an appendix.

- *Audience*

Describe the anticipated audience for the workshop, including the desired mix of disciplines, grade levels, and other characteristics. Keep in mind that Landmarks Workshops should draw on a national pool of applicants for at least one week.

NEH staff will provide guidelines for general eligibility and selection criteria, along with guidelines for applications to participate in a Landmarks workshop. You should indicate any special criteria pertinent to participating in the proposed workshop.

Workshop participants must be chosen by a selection committee convened by the project director. Landmarks selection committees customarily consist of three members: the project director, one of the project scholars, and a school teacher.

- *Publicity and project website*

Describe plans for publicizing the project and recruiting participants. (See the second paragraph on page 10 for details on NEH publicity efforts.) Include details on the basic content and design of the project website. This website will serve as a tool for attracting potential participants and informing them about the syllabus and reading list/bibliography, as well as the landmark site(s), project director, and scholarly experts. You may budget up to \$5,000 for publicity and the development of the project website.

To ensure broad dissemination of the project resources beyond the primary audience of NEH Summer Scholars, NEH will provide links to websites of selected projects through its [EDSITEment](#) web portal for teachers. You can find a brief introduction to EDSITEment [here](#) (PDF).

- *Professional development*

NEH recognizes that many teachers will want to obtain continuing education units (CEUs) or in-service credit for their participation in a workshop. When feasible, the application should discuss how the project will provide necessary documentation for the teachers.

- *Institutional context*

Provide specific details about the availability, quality, and costs of housing. Describe the options for meals. Discuss the academic and technological resources available for the workshop.

3. Budget

Provide a budget for the workshop. You can find two sample budgets (one for workshops serving a national audience in both weeks, the other for workshops serving a commuting audience in one week) on the [program resource page](#).

All of the items listed must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

You must calculate your budget correctly. If your application is approved for funding and the budget submitted as part of the application included errors, you will be required to submit a revised budget correcting the errors.

When indirect costs are charged to the project, take care to ensure that expenses included in the organization's indirect-cost pool are not charged to the project as direct costs.

If the applicant institution is claiming indirect costs, submit a copy of its current federally negotiated indirect-cost rate agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Budget Narrative Attachment Form (also known as the Budget Narrative File). (See the instructions for this form in the Application Checklist at the end of this document.) Alternatively, you must attach a statement to the form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; or c) that the applicant institution is using the government-wide rate of up to 10 percent of the total direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each subgrant or subcontract in excess of \$25,000).

A. Participant stipends

Workshops are held two times during the summer and accommodate thirty-six teachers at each one-week session. For the week or weeks with a national audience, you should budget a \$1,200 stipend for each participant; the stipend is intended to cover travel, housing, meals, and other expenses. NEH expects the sponsoring institution to make provision for suitable housing for participants at reasonable rates. For a week serving commuting participants, you should budget a \$600 stipend for each participant. Please see the two sample budgets for examples of each option.

B. Operating costs

Item 1: Salaries and wages

Item 1a: List here compensation for the project director(s) employed by the applicant institution. Project directors are compensated for conducting all aspects of the program, including overseeing all arrangements, recruiting and selecting participants, and conducting the residential portion of the project during the summer. Directors may not assume any other commitments when the participants are in residence. The NEH compensation rate is \$15,000. If there are two directors, each should receive 60 percent of this amount, or \$9,000. Compensation for directors or co-directors not employed by the applicant institution should be listed under Item 3.

Item 1b: List other project faculty, lecturers, or professional administrative staff employed by the applicant institution. We recommend that applicants employ on-site coordinators or assistants, as appropriate to the managerial and logistical needs of the project. Depending on their assignments and duties, the compensation of the

additional project personnel may be calculated on the basis of a suitable percentage of their full-time academic-year or administrative salary or on a per diem basis. The role and duties that the project staff performs should justify the costs charged to the workshop budget.

If a member of the participant selection committee (other than the project director) is employed by the applicant institution, a \$250 stipend for that individual would be included in this line of the budget.

Item 1c: List clerical and administrative support, as well as any support that graduate assistants will provide.

Item 2: Fringe benefits

Calculate fringe benefits for those individuals employed by the applicant institution and listed in Items 1a, 1b, and 1c. Fringe benefits may include contributions for such items as Social Security, employee insurance, and pension plans. Only those benefits that are not included in an organization's indirect-cost pool may be shown as direct costs. Keep in mind that fringe benefits for clerical, administrative, and part-time personnel may be calculated at different rates than those used for employees on academic-year appointments. The breakdown shown in the budget form should reflect these calculations.

Item 3: Consultant fees

List those individuals who are not employed by the applicant institution and will contribute to the project as visiting lecturers and leaders of breakout sessions. Programs may pay honoraria for distinguished visiting faculty up to \$750 per person per day. Enter travel and subsistence reimbursement for consultants in Item 4. If a director or co-director is not employed by the applicant institution, this person's salary should be entered here, using the compensation amount provided in Item 1a above.

Note: A \$250 stipend for any member of the participant selection committee (other than the project director) who is not employed by the applicant institution would be included in this budget item.

Item 4: Travel

List travel and accommodation expenses for visiting consultants listed in Item 3. Include costs for the project director's travel to a two-day project directors' meeting held in Washington, D.C. The project director's travel to and from a workshop site is allowed, as are accommodation expenses at that site. Calculate costs in conformity with the applicant institution's policy.

Item 5: Supplies and materials

You may request funds to cover reasonable administrative and project charges for supplies—for example, reading, computer, and instructional materials. Please note that these costs may be included only if they are not part of the indirect-cost pool.

Item 6: Services

Services include the cost of duplication and printing, long-distance telephone charges and postage, rental of films and equipment, technical support, rental of buses and vans for site visits, and subcontracts of any kind. If you plan to collaborate with another institution, the grants office of the applicant institution may wish to consult with the NEH Office of Grant Management. Note that you may also include modest charges for food, such as light refreshments and water on site visits. All charges must be essential to the project. (See below for the list of inadmissible budget items.) Justify these modest requests in the budget narrative. Include an itemization of subcontract costs.

Note on publicity and project website. NEH posts lists of the workshops on its website; it also distributes this information to teachers through electronic bulletin boards, e-mail discussion lists, individual e-mail messages, and printed brochures distributed at professional conferences. To supplement this general publicity, project budgets should include a modest amount of money (up to \$5,000) for expenses such as a project website, a communications intern, and publicity efforts to constituencies unique to the specific Landmarks workshop.

Item 7: Total operating costs are calculated by adding items 1 through 6.

C. Indirect costs (overhead)

These costs are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Items that would be regarded as indirect costs include the salaries of executive officers, and the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

Calculate indirect costs by applying a negotiated indirect-cost rate to a distribution base (typically a portion of the direct costs of the project). Note that NEH does not allow grantees to charge indirect costs on participant stipends. For that reason, you may not include participant stipends in the distribution base.

Organizations that wish to include overhead charges in the budget but do not have a current federally negotiated indirect-cost rate or have not submitted a pending indirect-cost proposal to a federal agency may choose one of the following options:

1. NEH will not require the formal negotiation of an indirect-cost rate, provided that the charge for indirect costs does not exceed the government-wide rate of up to 10 percent of direct costs, less distorting items (including, but not limited to, capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of \$25,000). This option is not available to a sponsorship or umbrella organization—that is, an organization that applies for a grant on behalf of an organization that may not be eligible to apply directly to NEH for a grant. Applicants choosing this option should understand that they must maintain documentation to support overhead charges claimed as part of project costs.
2. If your organization wishes to use a rate higher than 10 percent, provide on the budget form an estimate of the indirect-cost rate and the charges. If the

application is approved for funding, instructions will be provided in the award document on how to negotiate an indirect-cost rate with NEH.

D. Amount requested from NEH

Amount requested includes items A, B, and C (Total Project Costs).

Budget narrative

You may include a brief budget narrative when requested costs are unusual or not obviously related to the proposed project. In particular, it may be useful to clarify requested compensation levels. If released time from teaching duties is proposed, indicate clearly how it will be used. Provide justifications in the narrative for equipment rentals and purchases.

Inadmissible budget items

The following costs are not allowable and may not appear in project budgets:

- the cost of replacement teachers or compensation for faculty members performing their regular duties;
- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment; and
- tuition fees for participants. (At the discretion of the applicant institution, credit may be awarded to participants who seek it. If any filing fee or tuition must be charged, fix it at the lowest possible rate and charge it directly to those participants wishing to receive credit. Do not deduct such fees from the participants' stipends.)

4. 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 résumés, and
- letters of commitment.

Number the pages of your application package, including the appendices, consecutively.

5. Evaluations

Project directors of previously funded NEH summer programs must submit

1. copies of all NEH Summer Scholars' evaluations of their most recently offered NEH summer program; and

2. an explanation of how their experience as directors has shaped the project currently being proposed. This explanation may be woven into the narrative description of the project or included in this section of the application.

HOW TO SUBMIT YOUR APPLICATION

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.

Deadlines

Preliminary sketches and draft proposals (optional): Program staff recommends that preliminary sketches be submitted by December 15, 2015, and draft proposals by January 25, 2016. Time constraints may prevent staff from reviewing sketches and draft proposals submitted after those dates. 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. Preliminary sketches and drafts should be submitted to landmarks@neh.gov. The form for preliminary sketches is available on the [program resource page](#).

Applications must be received by Grants.gov on or before February 25, 2016. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

V. Application Review

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

1. Intellectual quality and significance

- Intellectual significance
 - Does the project focus on an important subject in American history and culture?
 - Is the site or collection of sites significant for understanding the specific subject in its broader American historical and cultural context?
- Readings and sources
 - Are the primary and secondary texts well chosen to illuminate the subject under study?

- If applicable, does the project draw on other sources as appropriate (for example, performances, artworks, material objects) for understanding the subject under study?
- Does the project draw upon sound humanities research and rigorous scholarship?
- Faculty
 - Do the principal faculty members have strong scholarly records and a commitment to excellent teaching?
 - Do their contributions promise to illuminate the site(s) and topic(s) under study?
- Overall quality of proposal
 - Is the proposal's intellectual rationale clear and persuasive?
 - Is the proposal's content amply set forth?
 - Does the proposal provide a balanced exploration of the topic(s) under study?
 - Is the proposal free of professional jargon and accessible to nonspecialists?

2. Impact

- Impact on participants
 - Will the workshop engage participants in collegial intellectual inquiry?
 - Will the experience benefit teachers intellectually and professionally?
- Broader impact
 - Is the project likely to succeed in offering the intellectual content of the workshop to a broader audience?

3. Feasibility

- Project design and activities
 - Is the program design well suited to the subject matter and audience?
 - Are the workshop schedule and activities well planned, described in adequate detail, and realistic?
 - Does the applicant refrain from proposing activities not supported by NEH? (See the bulleted list beginning on the top of page 4.)

- Scholars and project setting
 - Do letters from visiting scholars and consultants demonstrate commitment?
 - Does the project setting provide access to relevant resources and support collegial interaction?
- Administration and budget
 - Are the plans for administration sound and well developed?
 - Are the costs of the project reasonable in view of the project's design and likely results?

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.

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 summer 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.

A director who is leading a workshop for the first time in 2016 must wait for the 2017 deadline to submit an application, in order to include participant evaluations of the previous workshop.

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](#).

VI. Award Administration Information

Applicants will be notified of the decision by e-mail in August 2016. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in September 2016. 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.

VII. Points of Contact

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

If you need help using Grants.gov, refer to

Grants.gov: www.Grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>
Grants.gov support line: 1-800-518-GRANTS (4726)

VIII. Other Information

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.
- **Download the application package from Grants.gov.** 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”)
 - ATTACHMENT 5: Evaluations, if you have previously directed an NEH summer program (name the file “evaluations.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.