



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF EDUCATION PROGRAMS

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

FREQUENTLY ASKED QUESTIONS

What qualifies as a landmark for this program?

A landmark is a specific location in the United States or its territories that has significance for our history and culture. A landmark may be a recognized historical monument or group of monuments, such as a presidential residence, a Civil War battlefield, a colonial settlement, or a site associated with a major writer, artist, or musician. A historical district or a collection of thematically related structures and sites within a local region could also qualify. If you have any questions about your proposed landmark, consult an NEH program officer, by calling 202-606-8380 or sending an e-mail message to landmarks@neh.gov.

What is the most important element of an application to direct an NEH Landmarks Workshop?

The most important element is the specific humanities content of the project. Thus the application should address the significance of the subject and landmark(s); the topics, questions, and readings that form the core of the intellectual conversation; and the qualifications of the humanities faculty who will lead the project.

What are the review criteria?

In brief, the review criteria are 1) intellectual quality and significance; 2) impact; and 3) feasibility. Please see Section V of the grant guidelines for additional details.

Are there types of projects that NEH does not support?

Yes. Please review the bulleted list of examples found at the end of Section I of the program guidelines.

May I offer a workshop with one week for national participants and a second week for commuting participants?

Yes. You will still need to arrange for housing for participants in the week for national participants, but not for the week for commuting participants.

May I offer a workshop with two weeks for commuting participants?

No. At least one week of your workshop must serve a national audience.

May I offer a workshop with two weeks for national participants?

Yes. In that case you will need to arrange for housing for participants in both weeks.

Should the instruction offered in each week of the workshop be the same?

Yes. But if your workshop has a week for commuting participants, you may vary your emphases for that audience to some extent. You may also have a different dissemination plan for commuting participants (for example, by convening them for a follow-up activity). Nevertheless, the content, presenters, site visits, activities, and readings should be substantially the same in each week.

How early or late in the summer should a workshop take place?

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

When scheduling workshops, should I have an interval between them?

Yes. Although in some cases you might need to hold the workshops in quick succession, it is preferable to give time between sessions for the workshop leaders to fine-tune the intellectual and practical aspects of the project, as needed.

I'd like to hold a welcoming reception or a final dinner for the participants in my workshops. May I pay for this out of grant funds?

No. NEH grant funds may not be used for social events (though you may seek funds for an event of this sort from another source). However, you may include water or light refreshments in your project budget for site visits and other project-related activities.

May an independent scholar apply to direct a workshop?

Yes. An independent scholar can direct a workshop if an eligible institutional applicant agrees to sponsor the project and submit an application to NEH. Only U.S. nonprofit organizations with IRS tax-exempt status, state and local governmental agencies, and federally recognized Indian tribal governments are eligible applicants. Individuals are not eligible to apply to this program.

May non-U.S. citizens serve as directors or other personnel for NEH Landmarks Workshops?

Yes. Non-U.S. citizens may be involved in NEH Landmarks Workshops as directors, faculty, scholarly experts, and other project personnel.

May I co-direct a workshop with a colleague who is not on the faculty of the institution hosting the workshop?

Yes. In this situation, both you and the co-director would receive \$9,000 (60 percent of \$15,000, the compensation for a single director). Your salary would be entered under Item 1a of the budget, and your co-director's would be entered under Item 3.

My institution would not be an appropriate host for a workshop, but another nearby college would be. May I hold my program there?

Yes. Contact a program officer in the Division of Education Programs (by calling 202-606-8380 or sending an e-mail message to landmarks@neh.gov) for details on how to do this.

Do I need to include a “master teacher” on my project staff?

No. All projects should address how workshop content can be incorporated into classroom teaching. This guidance may be offered by project scholars, a master teacher, a teacher who participated in a previous workshop, or other personnel with relevant expertise.

Should I include an on-site coordinator in my project budget?

Yes.

Does my institution need a grant writer to prepare an application?

No, but scholars knowledgeable about the subject should be involved early in formulating the project and writing the application.

Are program officers available to answer questions via phone or e-mail?

Yes. Program officers can offer advice on a full range of issues, such as content, scheduling, and logistics. We strongly encourage you to contact a program officer and to follow up with a preliminary sketch of the proposal (which should be submitted to landmarks@neh.gov by December 15, 2015, using the form for the sketch available on the [program resource page](#)) and/or a draft proposal (which should be submitted to landmarks@neh.gov by January 25, 2016). Call 202-606-8380 or send an e-mail message to landmarks@neh.gov.

I just found out that my institution will submit an application for another Landmarks workshop. Will NEH fund only one?

Each application is evaluated on its own merits. NEH might fund both applications, one, or neither.

My institution applied for a grant last year and was unsuccessful. Will this be held against us if we apply again this year?

No.

When will I be notified about the outcome of my application?

Applicants will be notified of the outcome in August 2016.

Is there anything I may do to increase my chances for success next time?

Request a copy of the comments provided to NEH by outside evaluators during the review. You must request this material by sending an e-mail message to landmarks@neh.gov. After reading these comments, you should follow up with a telephone call or e-mail message to a program officer.