



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Title: Climate Smart Humanities Organizations

Funding Opportunity Number: 20230117-CLI

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.130

Application Deadline: January 17, 2023

**Ensure your SAM.gov and Grants.gov registrations and passwords are current.
It may take up to one month to register with SAM.gov and Grants.gov.
NEH will not grant deadline extensions for lack of registration.**

Office of Challenge Programs
Email: challenge@neh.gov
Telephone: 202-606-8309
Telecommunications Relay Service: 7-1-1

OMB control number 3136-0134, expiration date October 31, 2024

Executive Summary

The National Endowment for the Humanities (NEH) Office of Challenge Programs is accepting applications for the Climate Smart Humanities Organizations program. This program supports comprehensive assessment and strategic planning efforts by humanities organizations to mitigate physical and operational environmental impacts and adapt to a changing climate. Projects will result in climate action and adaptation planning documents or similar detailed assessments including prioritized, measurable actions and their expected outcomes. Proposals must address how strategic planning for climate change will increase the organization’s resilience and support its work in the humanities over the long term. Projects are financed through a combination of federal matching funds and gifts raised from third-party non-federal sources.

Funding Opportunity Title	Climate Smart Humanities Organizations
Funding Opportunity Number	20230117-CLI
Federal Assistance Listing Number	45.130
Optional Draft Deadline	November 29, 2022, 11:59 p.m. Eastern Time
Application Deadline	January 17, 2023, 11:59 p.m. Eastern Time
Anticipated Award Announcement	August 2023
Anticipated FY 2023 Funding	Approximately \$6,000,000
Estimated Number and Type of Awards	Approximately 20-30 grants
Award Amounts	Up to \$300,000
Matching Requirements	Yes, 1:1, non-federal third-party gifts. See C2. Matching Requirements .
Period of Performance	Up to 24 months. Projects must start on October 1, 2023.
Eligible Applicants	<ul style="list-style-type: none"> • nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • accredited institutions of higher education (public or nonprofit) • state and local governments and their agencies • federally recognized Native American Tribal governments <p>See C. Eligibility Information for additional information.</p>
Program Resource Page	https://www.neh.gov/program/climate-smart-humanities-organizations
Pre-Application Webinar	October 27, 2022, 2:00 p.m. Eastern Time Register for the webinar .
Published	October 20, 2022

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A. Program Description

1. Purpose

The Climate Smart Humanities Organizations program strengthens the institutional base of the humanities by funding organizational assessments and strategic planning that sustain and protect historical, cultural, educational, intellectual, and physical assets from the risks of climate change. As energy costs rise and natural disasters become more frequent, humanities organizations—such as museums, libraries, archives, historic sites, and colleges and universities—face an enormous task: to anticipate operational, physical, and financial impacts of current and future climate-related events on their institutions and the audiences they serve, while also reducing their own impacts on the environment.

To increase climate-related resilience, organizations should establish plans and prioritize actions that reduce their impact on the environment through mitigation and their vulnerability from extreme events through adaptation. Together, mitigation and adaptation can inform comprehensive resilience planning that addresses climate challenges, protects assets, reduces costs, and facilitates collaboration between executive leadership, staff, volunteers, consultants, board members, community leaders, and the audiences served by the organization. Strategic planning for climate change is an essential part of sustaining humanities organizations' operations and activities—becoming climate smart.

The Climate Smart Humanities Organizations program offers federal matching funds to support comprehensive organizational assessments like those described above. The strategic planning project might consider challenges including—but not limited to—reduction of the institution's carbon footprint or greenhouse gas emissions, climate-related threats to physical facilities, continuity of operations, staff and visitor safety, financial sustainability, and the role of humanities organizations as community leaders before, during, and after climatic events. Organizational assessments and strategic plans must convey direct, tangible benefits to the applicant institution.

Examples of climate smart projects might include:

- A university museum develops a strategic plan to meet campus-wide zero emissions targets and increase its resilience. The process includes an audit of current energy use, evaluation of building and mechanical systems, and calculating the carbon footprint of daily operations. Working with university facilities and outside contractors, the museum establishes a step-by-step plan that details operational and physical changes required to meet zero emissions, along with required resources.
- An archive located adjacent to a river analyzes the costs, risks, and benefits of adapting its current building to meet increasing flood hazards, renovating or relocating an existing building farther inland, or building a new, purpose-built structure outside of the local community. Activities include working with local experts to identify projected flood risk, pre-decisional cost estimates for renovation and new construction, and community listening sessions to evaluate the impact of a relocated archive.
- Five historic homes establish a consortium to coordinate resilience efforts through individual and joint strategic planning. Working with a shared consultant, each site identifies climate-related risks and opportunities that impact their humanities

collections and programming and develops a comprehensive climate action plan specific to their buildings and operations. The group also engages in joint training exercises and establishes a formal partnership to develop a shared off-site collection storage space that is more energy efficient, reduces costs, and protects humanities collections from climate-related hazards.

Assessment and planning activities

Climate smart strategic planning focuses on two distinct but related types of activities that increase resilience: **mitigation planning** that focuses on reducing your institution's environmental impact and energy costs; and **adaptation planning** that prepares for and adjusts to actual and expected climate change scenarios to protect humanities-focused institutional assets and facilities. To learn more about mitigation and adaptation, see the Frequently Asked Questions on the [program resource page](#).

NEH encourages you to propose comprehensive assessment and strategic planning activities that address both mitigation and adaptation, but you may choose to focus on one or the other. All projects will result in one or more strategic planning document(s) and a prioritized list of climate smart actions that includes targets, timelines, and required resources. Strategic planning documents should be informed by a range of assessments and activities that address the whole of a humanities organization's operations. The plans should also articulate the benefits to the organization's cultural and educational assets, facilities, services, staff, and audiences served. To increase awareness of climate smart strategic planning efforts, NEH encourages wide public and professional dissemination of your final plan. See [Grant products](#).

Mitigation activities inform a comprehensive climate action plan or similar strategic document that details a framework for measuring and reducing your organization's carbon footprint and other climatic impacts to reduce energy costs and increase resilience. Climate action plans generally include an inventory of existing emissions and waste production, energy audits or benchmarking, emission reduction or clean energy targets, and prioritized reduction actions and resources necessary to achieve stated goals. Comprehensive climate action plans should be based on multiple building and operational assessments such as:

- comprehensive energy audits of an organization's building(s), land use, utilities, operations, and facilities
- calculating the organization's carbon footprint, including energy sources, transportation, material use, and supplies
- testing of existing HVAC, natural gas, water, and other systems to improve efficiency
- installation of energy, waste, or carbon footprint monitoring and sub-metering equipment to measure consumption

The resulting climate action plan might set intentions for short-, medium-, or long-term organizational actions such as:

- evaluating alternative energy sources, such as solar, geothermal, wind, or hydrogen fuel cells as long term cost-efficient and sustainable options
- identifying building improvements that would result in increased operational efficiencies and lower energy use
- landscape improvements, such as reforestation or native groundcover, to support better environmental conditions and offset carbon producing-activities

- encouraging lower-carbon transportation options for visitors, staff, and operations such as bicycle and pedestrian access, public transportation, and ride sharing
- establishing organizational recycling, composting, reuse, and water reduction plans

Adaptation activities inform a comprehensive climate vulnerability assessment or similar risk-based adaptation plan that identifies the likelihood of future climate hazards and their potential impact on your humanities organization’s building(s), operations, finances, programming, staff, and audiences. A risk-based adaptation plan generally includes an assessment of demographic and environmental context, impact of past climatic events, modeling of climate trends and future scenarios, and a prioritized list of action steps and resources required to reduce risk. A comprehensive climate adaptation plan should be informed by multiple types of risk-based assessments such as:

- examining location-specific risks associated with sea level rise, extreme weather, flooding, or wildfire
- assessing buildings and grounds to determine capacity to withstand current and future climatic events
- evaluating the impact of changing environmental conditions on programs and operations, such as timing and location of events, operating hours, and seasonal programming
- collecting data to record trends in temperature, weather, or other climate-related events over time and modeling future scenarios
- assessing current emergency and continuity of operation plans to align with climate-smart strategic planning and support the humanities mission of the organization

The resulting climate adaptation plan might set intentions for short-, medium-, or long-term actions for your organization such as:

- developing conceptual plans to retrofit, relocate, or strengthen existing buildings, systems, and landscaping
- considering climate smart water management, such as reduction of impervious surfaces, and water recycling/reuse efforts that capture rainfall and mitigate water damage to humanities-centered buildings, collections, and programming
- establishing emergency and continuity of operation plans and training for staff, volunteers, and visitors
- development of mutual aid networks of related humanities organizations in a geographic area
- establishing community partnerships that support the organization’s adaptation and resilience efforts

Comprehensive organizational resilience planning will involve overlapping activities that support both mitigation and adaptation efforts. NEH encourages you to develop proposals that reflect both institutional and audience needs and include climate smart strategic planning activities specific to your location, humanities mission, and resources. A comprehensive planning process might include additional climate smart activities such as:

- hiring a sustainability officer or contractor to evaluate current operations and coordinate assessment efforts for the final strategic plan
- training to encourage climate smart behavior of staff and visitors/users to reduce institutional environmental impact and raise awareness of climate smart efforts

- forming internal and external working groups, including consultants and community forums
- collecting and analyzing data, writing reports, and working with outside experts
- developing educational materials, signs, equipment, and training activities directly associated with humanities-centered climate smart strategic planning
- disseminating the completed strategic plans; for example, through online posting, publication, and presentations

Consortium proposals

You may propose to undertake planning efforts for your organization alone or as part of a consortium of humanities organizations in the same location or region. Consortium proposals consist of two or more humanities organizations working together on strategic planning for climate change and might include sharing consultants, training, or resources. Project outcomes will include actionable climate smart strategic plans for each consortium member and/or a detailed, actionable climate smart plan for future partnership activities, including roles and responsibilities of each consortium member. Joint activities may include:

- utilizing consultants or sharing existing staff with smaller humanities organizations to support comprehensive strategic planning for climate change
- establishing a mutual aid network of humanities institutions with shared emergency supplies, training with first responders, and contracts for remediation services after severe weather events
- planning for shared resources, such as sourcing alternative energy, shared collection storage spaces, or transportation partnerships that result in mutual benefit, lower costs, and reduced carbon footprint
- initiating collective efforts to meet organizational, state, or local climate targets, such as emissions or energy use reduction, building standards, or zero waste goals
- establishing partnerships that facilitate reuse and repurposing of materials and/or supplies
- developing shared climate literacy efforts for staff, visitors, students, or other users

Your organization and all organizations that receive NEH funds in a consortium proposal must work in the humanities (see [A2. Background](#)). You must identify these consortium organizations in the budget as subrecipients (see [F5. Subawards/Consortiums/Contractual Costs](#) in the budget instructions) and provide a letter of commitment from each that explains their role in the project in [Attachment 5: Letters of commitment and support](#). Subrecipients must meet NEH eligibility requirements and provide you with a subrecipient budget in [Attachment 8: Subrecipient budget\(s\)](#). Subrecipients may raise and contribute third-party non-federal gift funds to help meet your organization's match requirement; however, funds may not originate directly from the subrecipient organizations. See [Subrecipient monitoring requirements](#).

Nonprofit organizations whose work is not in the humanities, such as performing or creative arts centers, may participate in consortium activities and should provide a letter of commitment but may not receive NEH funds. NEH will require successful applicants to submit a formal Memorandum of Agreement signed by all consortium participants.

Grant products

Projects must result in one or more detailed, data-informed climate smart strategic planning documents with specific goals, targets, and associated actions that your organization intends to undertake after the period of performance of the NEH award. The climate smart plan should

describe the expected benefits to the organization’s cultural and educational assets, facilities, services, staff, and audiences served, and how it will enhance, promote, and sustain work in the humanities. It may exist in digital or hard copy and may include information regarding the planning process, operational assessments, impact on the humanities, results of energy or building audits, conceptual design documents, educational materials, future targets, and evaluation metrics.

You should propose activities to disseminate the completed strategic plan to appropriate stakeholders, including board members, staff, audiences (e.g., visitors, students, users), municipal partners (e.g., first responders), volunteers, community representatives, and peer institutions. NEH encourages you to make your plan publicly available on your website and in other public-facing formats. You must submit a white paper and your completed plan to NEH. See [F3. Reporting](#).

Restriction on implementation activities, design, renovation and construction

Implementation activities proposed in the final climate smart strategic plan must be pre-decisional; that is, they do not commit the organization to a particular plan of action beyond the period of performance of the NEH award. Rather, as with all strategic plans, the implementation activities are considered iterative and set intentions - but not final policy - for future organizational behavior.

Similarly, building or site renderings and preliminary design documents developed as part of climate smart strategic planning must also be pre-decisional, that is, they can inform opportunities identified in the final climate smart plan, but not commit the organization to a particular course of action. No element of the final climate smart plan may restrict the subsequent consideration of alternatives to avoid or minimize adverse effects on historic properties or sites. Advanced schematic design and construction documents, including those intended to be used for procurement and/or financing, and planning solely intended to inform future construction or renovation are not allowable in this program. See [Related funding opportunities](#).

If your application includes activities that would require review under [Section 106 of the National Historic Preservation Act of 1966 and National Environmental Policy Act of 1969](#), NEH will remove those from the scope of the project prior to issuing an offer or award. Removal of these activities may result in a corresponding budget reduction.

See [D6. Funding Restrictions](#) for unallowable activities.

See [E1. Review Criteria](#) for the criteria NEH will use to evaluate applications under this notice.

2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

Under [Section 3\(a\) of the National Foundation on the Arts and the Humanities Act of 1965, as amended](#), “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy;

archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

Use the [Funded Projects Query Form](#) to find examples of NEH-supported projects.

[Learn more about NEH.](#)

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award amounts

NEH anticipates awarding approximately \$6,000,000 to an estimated 20-30 recipients per deadline.

You may request up to \$300,000 in federal matching funds. Your request should be appropriate to your organization’s fundraising capacity, number of participating organizations, and the goals of the project.

Successful applicants will receive an offer of federal matching funds, subject to specific regulatory and other conditions. See [C2. Matching Requirements](#). NEH will issue the award only when you have met the conditions of the offer. Recipients must certify that they have raised eligible contributions from third-party non-federal gifts before NEH releases federal matching funds (see [NEH Federal Matching Funds Guidelines](#)). The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Typically, NEH distributes federal matching funds on an annual basis over the period of performance.

NEH will not determine the amount available until Congress makes appropriations for FY 2023. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency action to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

If you receive an offer, NEH will assess your institution’s ability to raise and certify funds, meet award conditions, and the progress of your proposed project. NEH may withdraw its offer if you fail to meet the offer conditions or raise matching funds with supporting documentation. See [E4. Anticipated Announcements and Award Dates](#).

Issuance of an award and funding beyond the first year is dependent on the availability of appropriated funds in subsequent fiscal years, satisfactory performance (including meeting the offer conditions and raising third-party non-federal gifts), and a decision that continued funding is in the best interest of the federal government. Failure to raise third-party non-federal gifts

according to the agreed upon funding schedule may also result in a reduction or forfeiture of award funds.

Period of performance

You may request a period of performance up to 24 months with a start date of October 1, 2023.

The period of performance is the span of time during which you may incur expenses to carry out the work under the award. It must start on the first day of the month and end on the last day of a month.

C. Eligibility Information

1. Eligible Applicants

To be eligible to apply, your organization must be established in the United States or its jurisdictions as one of the following types:

- a [nonprofit organization recognized as tax-exempt under section 501\(c\)\(3\) of the Internal Revenue Code](#)
- an [accredited institution of higher education](#) (public or nonprofit)
- a state or local government or one of their agencies
- a [federally recognized Native American Tribal government](#)

The organization or its subunit must work primarily in [the humanities](#) and support research, education, preservation, or public programming in one or more fields of the humanities.

If your organization is an eligible applicant, it may apply on behalf of a consortium of collaborating humanities organizations. Your organization will function as the recipient of the NEH award and will be programmatically, legally, and fiscally responsible for the award, including reporting and compliance requirements, financial transactions, certification of gifts to release federal matching funds, and subrecipient monitoring, if applicable. The recipient may not function solely as a fiscal sponsor; your organization must make substantive contributions to the success of the project.

Individuals and other organizations, including foreign and for-profit entities, are ineligible.

Institutions of higher education and local governments

In most cases, the primary applicant for Climate Smart Humanities Organizations must work solely in one or more areas of the humanities. Institutions of higher education and local/tribal governments are eligible applicants only if they are applying on behalf of one or more humanities-based subunits, such as a library, archive, or museum. Institutions of higher education and units of government proposing projects that do not focus exclusively on humanities-based subunits and result in strategic planning documents for humanities-based institutions are not allowable. Completed plans must be specific to the subunit(s) named in the application.

Institution-specific foundations

Typically, the institution undertaking a Climate Smart Humanities Organizations award applies for, receives, and manages the award (both federal matching funds and third-party non-federal

gifts). However, in some instances, institution-specific foundations specifically created for the purpose of raising money for a single entity, such as a university or a museum, may serve as the legal recipient.

The institution-specific foundation must have a memorandum or other form of legal agreement in place designating it as the agent for the recipient for soliciting and receiving donations for the Climate Smart Humanities Organizations award. If NEH makes an award, the arrangement is subject to the flow down requirements at [2 CFR § 200.332](#).

Creative and performing arts organizations

Organizations dedicated to the creation or performance of art, such as arts centers and performing arts venues, are not eligible. Such organizations may participate as a consortium member but may not receive NEH award funds. See [Consortium proposals](#).

2. Matching Requirements

Budget expectations and fundraising

You may propose a budget of up to \$600,000 (\$300,000 from NEH plus \$300,000 in third-party non-federal gifts). The budget should be appropriate to project activities and institutional fundraising capacity. In general, NEH anticipates that budgets for projects proposed by individual organizations will be less than those proposed by consortiums.

NEH will issue awards with federal matching funds and require you to raise third-party non-federal gifts at an equal ratio to the amount you request from NEH (1:1). NEH will not release funds until you raise and certify eligible gifts. **In-kind gifts and funds derived from the recipient organization are not eligible sources of certified gifts in this program.**

If you apply on behalf of a consortium, consortium members may raise third-party non-federal gifts in support of the NEH award, but such gifts may not originate from the members themselves.

If NEH selects your project for funding, you should raise and certify all eligible gifts and pledges from third-party non-federal sources (see [Federal Matching Funds Guidelines](#)) by **July 31, 2024**. If you fail to certify required gifts by then, NEH may reduce or terminate your award.

You may certify gifts at the time of application. See [Attachment 9: Certification of gifts](#).

You must maintain auditable records of the source and use of required certified gifts. See [2 CFR § 200.306](#).

For additional information on allowable gifts and certification requirements, see [NEH Federal Matching Funds Guidelines](#).

Allowability of gifts

You must raise gifts from third-party non-federal sources. Gifts may not originate from the recipient institution itself. This restriction also applies to superordinate multi-campus college and university systems. You may not shift or reallocate internal funds for matching purposes.

The applicant submitting on behalf of a consortium is responsible for certifying all gifts. Consortium members that are subrecipients may independently fundraise and secure eligible

third-party non-federal gifts; however, funds may not originate from consortium members' budgets or general operating funds.

You must use Climate Smart Humanities Organizations funds (federal matching funds and third-party non-federal gifts) only to support the purposes outlined in the approved budget within the period of performance.

See [NEH Federal Matching Funds Guidelines](#) for information on allowable gifts and the supporting documentation you must submit to NEH.

3. Other Eligibility Information

If you are a current recipient of an award from the Office of Challenge Programs, you may apply to the Climate Smart Humanities Organizations program if you are in the final calendar year of your period of performance. If your project is selected for funding, NEH will not issue the Climate Smart Humanities Organizations award until you have completed all activities of the active Challenge award and you have submitted all final reports, and NEH has approved them. This restriction only applies to awards issued through the Office of Challenge Programs; you may have multiple applications and awards through other NEH offices or divisions. Contact program staff at challenge@neh.gov if you have questions about this restriction.

If you submit multiple applications (including submitting to the wrong funding opportunity or making corrections/updates), NEH will only accept your last validated submission prior to the deadline under the correct Grants.gov funding opportunity.

You may revise and resubmit previously rejected applications. Submissions are subject to the application requirements and [review criteria](#) of this competition.

Per 2 [CFR § 200.403\(f\)](#), you must not include the same project costs in more than one application for federal funding and/or approved federal award budget. However, you may submit multiple proposals for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

NEH does not make awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible. Proposals for the construction of permanent improvements to lands or facilities that belong to another federal agency are typically ineligible for NEH support. You may use funds from, or sites and materials controlled by, other federal entities in your project, but you may not use them as gifts to release NEH matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations provided you do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in 2 [CFR §§ 200.1](#) and [.331\(a\)](#). You may obtain the services of foreign individuals and consultants to carry out programmatic activities on a fee-for-service basis, as specified in [2 CFR § 200.459](#). You may obtain goods and services from foreign vendors, such as in-country transportation services, in accordance with [2 CFR § 200.331\(b\)](#). If you plan to submit an application involving international collaboration, contact program staff at challenge@neh.gov.

Except for the rare cases covered by its [late submission policy](#), NEH must receive your application by the [deadline](#).

NEH will not consider incomplete, nonresponsive, or ineligible applications for funding.

NEH will not review applications that exceed page limits or deviate from formatting instructions. See the [Application Components Table](#).

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20230117-CLI. There is also a link on the [program resource page](#).

Once you have located the funding opportunity in Grants.gov, you will find the application package under the “Package” tab. It includes a series of required and conditionally required forms. You will upload additional application components using the [Attachments Form](#).

You must complete a multistep registration process to submit your application. See [D3. Unique Entity Identifier and System for Award Management](#).

Contact challenge@neh.gov to request a paper copy of this notice.

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

2. Content and Form of Application Submission

Your application will include a [narrative](#), [budget](#), and other [forms](#) and [attachments](#). You will complete the forms within Grants.gov Workspace and upload other components into the [Attachments Form](#). See the Application Component Table.

NEH has assigned each application component one of the following designations:

- Required: You must submit this component.
- Conditionally Required: You must submit this component if your proposal meets the specified conditions.
- Optional: You may submit this component, but NEH does not require it.

You must submit all required components and conditionally required components relevant to your proposal. **NEH will not review applications missing any required documents or relevant conditionally required documents.**

In addition, NEH has established page limits for some application components:

- Mandatory: You must not exceed the page limit.
- Suggested: NEH encourages, but does not require, you to abide by the page limit.

Take note of the page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or deviate from formatting instructions.**

Your application components must conform to the following formatting requirements, unless otherwise indicated:

- pages no larger than standard letter (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

In addition, you are encouraged to format your components consistent with the following:

- single-spacing
- a readable font such as Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style (citations are included in page counts)

Application Component Table

Application Component	File Name	Designation	Page limits
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget		Required	
Attachments Form		Required	
Certification Regarding Lobbying		Conditionally required	
Standard Form-LLL "Disclosure of Lobbying Activities"		Conditionally required	
Attachments			
1: Narrative	narrative.pdf	Required	10 pages (mandatory)
2: Work plan	workplan.pdf	Required	2 pages (suggested)
3: Institutional profile	profie.pdf	Required	2 pages (suggested)
4: Résumés of project team members	resumes.pdf	Required	2 pages per person (suggested)
5: Letters of commitment and support	letters.pdf	Required	
6: Consortium participants	consortium.pdf	Conditionally required	1 page per organization (suggested)
7: Other supporting documentation	documentation.pdf	Optional	up to 5 pages (suggested)
8: Subrecipient budgets	subrecipient.pdf	Conditionally Required	
9: Certification of gifts	certification.pdf	Optional	
10: Federally negotiated indirect cost rate agreement	delinquentdebt.pdf	Conditionally required	
11: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	

Narrative

Compose a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to ten single-spaced pages with one-inch margins and a font size of at least eleven points. Do not include an executive summary or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit. You may include hyperlinks to outside references or sources; however, all key information must be contained within the narrative.

Organize your narrative using the following section headings. Each section aligns with one or more [review criteria](#) NEH will use to evaluate your proposal.

Humanities significance and impact (about 2 pages; aligns with [review criterion 1](#))

Briefly describe your organization, its site, mission, governance, and humanities focus (collections, research, educational activities, and/or programs). Identify the audience(s) you serve, including its size. Make a case for the significance of your organization in advancing the humanities at a local, regional, national, and/or international level. You may refer to the institutional profile in [Attachment 3](#) and provide two or three examples and links to online offerings to illustrate your humanities collections and activities. Outline the expected impact of the proposed climate smart planning (both on the organization and its audiences), its contribution to climate mitigation and adaptation, and its benefits to the organization, including long-term sustainability.

If your organization is leading a consortium proposal, explain the benefits of collaborative planning and its increased impact. You may refer to the list of consortium members in [Attachment 6](#).

Strategic goals and institutional commitment (about 1 page; aligns with [review criteria 1 and 2](#))

Describe the motivations leading up to the current proposal including current and expected impacts of climate change on your organization and its humanities mission. Explain how comprehensive and strategic climate smart planning aligns with long-term institutional goals and whether it is part of a larger institutional, municipal, state, or other strategic planning process. Describe any preliminary efforts and how this proposal will build upon, expand, or supplant those efforts. Describe the commitment of your organization's leadership and staff to climate smart planning and intentions for future implementation of goals, including possible sources of financial support. Refer to letters of commitment and support in [Attachment 5](#). If applicable, include a brief description of consortium members' goals and commitments.

Project outline and methodology (about 2 pages; aligns with [review criterion 3](#))

Detail the climate smart planning activities you would undertake. Explain how the proposed activities will result in a comprehensive strategic planning document. Indicate whether the assessment and final plan will address both mitigation and adaptation, or only certain aspects of climate smart planning. Discuss the choice of the approach or methodology underlying the planning process and refer to any specific standards, best practices, or assessment types that will inform the project. Describe the role of consultants and other outside participants. Identify the resources you consulted as you developed the application.

Work plan and budget (about 2 pages; aligns with [review criterion 4](#))

Provide a timeline in narrative form to explain the climate smart activities that will lead to the completed strategic plan and its dissemination (e.g., meetings and working groups internal to the organization; meetings with consortium members, if applicable; assessment, data gathering and testing processes; consultations with visitor/user and local community groups; writing the plan; dissemination). Identify the stakeholders who will be involved in activities at each juncture (e.g., leadership, different groups of institution staff, consortium members, community representatives, or local government representatives). Indicate which or what kind of consultants you will retain for different stages and aspects of the planning.

Summarize how you would expend award funds. Indicate the estimated total staff time and cost; costs for consultants; testing and data collection; payments to consortium members, if applicable; other compensation; and plan for assessment, publication, and/or dissemination. The narrative should align with the work plan in [Attachment 2](#) and the [Research and Related Budget](#) and [budget justification](#).

Fundraising plan (about 1 page; aligns with [review criterion 4](#))

Demonstrate your organization's long-term financial stability and its history of fundraising. Describe your plans and potential sources for raising the third-party non-federal gifts required to release the federal matching funds. Delineate the fundraising strategy and timeline in alignment with the work plan in [Attachment 2](#) and the requested period of performance. If applicable, detail funds raised to date and plans for soliciting the balance. If applicable, explain the role of consortium members in raising third-party non-federal gifts.

Project and fundraising teams (about 1 page; aligns with [review criterion 5](#))

Explain your organization's capacity to undertake comprehensive climate smart planning or how it will obtain the knowledge and means to do so. Identify the key members of the project team at your organization and briefly explain their roles in the planning and fundraising process. Do the same for consultants, contractors, advisors, and consortium partners, if applicable. For consortium proposals, discuss the distribution of responsibilities across each member institution and how they will collaborate. Explain the involvement of external consultants and advisors and whether they are already engaged or need to be hired. If applicable, identify collaboration with key stakeholders such as community leaders, local government, or other partners. You may refer to [Attachment 4](#).

Deliverables, dissemination, and next steps (about 1 page; aligns with [review criterion 6](#))

Describe the expected form and content of the climate smart strategic plan. Explain when and how your organization, and, if applicable, consortium members, intend to move forward to evaluate, modify, and implement the findings of the climate action and adaptation plan beyond the period of performance. Detail how you will disseminate the plan and engage various audiences and stakeholders (e.g., online and/or print publication, local events, and presentations at meetings of professional organizations.)

Narrative Alignment	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
<u>Humanities significance and impact</u>	<u>1. Humanities significance and impact</u>
<u>Strategic goals and institutional commitment</u>	<u>1. Humanities significance and impact</u> <u>2. Institutional commitment</u>
<u>Project outline and methodology</u>	<u>3. Quality of the plan</u>
<u>Work plan and budget</u>	<u>4. Work plan and budget</u>
<u>Fundraising plan</u>	<u>4. Work plan and budget</u>
<u>Project and fundraising teams</u>	<u>5. Quality of the project team</u>
<u>Deliverables, dissemination, and next steps</u>	<u>6. Plan assessment, dissemination, and next steps</u>

Research and Related Budget

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a [budget justification](#).

Complete a single detailed budget for the entire period of performance. The form will generate a cumulative budget.

Your budget must total the federal matching funds requested from NEH and the required third-party non-federal gifts. See the [NEH Federal Matching Funds Guidelines](#) regarding the allowability of gifts for matching purposes.

The total federal matching funds and third-party non-federal gifts must equal the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields. Learn about [types of funds NEH offers](#).

The form indicates required fields in yellow. Round all costs to the nearest whole dollar. The inclusion of a cost category on the Research and Related Budget does not necessarily mean that an expense is allowable. See [D6. Funding Restrictions](#) to ensure that proposed costs are allowable.

If you will provide voluntary cost share, do not include it on the Research and Related Budget form. You may describe it in your [budget justification](#).

All costs, whether supported by NEH funds or required third-party non-federal gifts, must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of performance. All costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F - Audit Requirements](#).

You should only include your own employees under [A. Senior/Key Person](#) and [B. Other Personnel](#). Include team members in leadership roles in the project under [A. Senior/Key Person](#).

Include other team members under [B. Other Personnel](#). Include costs for non-employees under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#), as appropriate.

If you charge indirect costs to the project, you must not charge those same costs to the project as direct costs. See [H. Indirect Costs](#).

Introductory Fields

If not pre-populated, indicate your organization's Unique Entity Identifier, name, and the period of performance. This should be the same as the information you provide on your [SF-424 Application for Federal Assistance - Short Organizational](#). You may need to complete the [SF-424](#) prior to completing your Research and Related Budget. Your period of performance must start on the first day of the month and end on the last day of the month. For budget type, check "project."

A. Senior/Key Person

Include personnel who are employed by the applicant institution in leadership roles on the project. Do not include collaborators at other institutions or consultants, as you will include them in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) for each senior/key person and identify the number of months they will devote to the project. If you do not include base salaries, your award may be delayed.

Many non-academic institutions organize their budgets using calendar months. If your organization does not differentiate between academic and summer months, use only the calendar months column.

If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns. You may also use both columns if your institutional policy requires accounting for academic and summer months separately. If your institution does not use a nine-month academic year and a three-month summer period, include your institution's definition of these terms in your [budget justification](#).

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR § 200.431](#), fringe benefits are allowances and services you provide in addition to salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

The form will calculate the requested salary and fringe benefits for each key person.

The form has space for up to eight people. If you request funds for additional key personnel, list them in a separate document using the same format as the Research and Related Budget. Save the document as a PDF named additionalpersonnel.pdf and attach it under "Additional/Senior Key Persons." If applicable, enter the total funds you are requesting for additional senior/key persons in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

B. Other Personnel

Include personnel employed by the applicant institution who will play a supporting role on the project. For each project role, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in [A. Senior/Key Person](#). The form will calculate the requested salary and fringe benefits for each group.

Post-doctoral associates, graduate students, and undergraduate students

As a matter of programmatic policy, NEH has disallowed student costs, including post-doctoral associates, graduate students, and undergraduate students.

Secretarial/Clerical

In most circumstances, you should include the salaries of administrative, secretarial, or clerical staff as indirect costs (see [H. Indirect Costs](#)). Per [2 CFR § 200.413\(c\)](#), you may charge salaries for administrative or clerical staff as direct costs only if the following conditions are met:

- The administrative or clerical services are integral to a project or activity.
- The individuals involved can be specifically identified with the project or activity.
- You explicitly include these costs in your budget or have prior written approval from NEH.
- You will not recover the costs as indirect costs.

If you include administrative or clerical salaries in your budget as direct costs, document how direct charging meets all four conditions in your [budget justification](#). NEH may request additional information to assess if proposed costs are allowable.

Additional Other Personnel

List additional project roles, if applicable. The form has space for six named roles. If you have more, combine project roles on the form and explain in your [budget justification](#).

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

Do not list collaborators at other institutions or consultants here, as you will include them in [F. Other Direct Costs](#).

C. Equipment Description

Equipment is defined as nonexpendable personal property costing \$5,000 or more per item and having a service life of more than one year (unless your organization has established a lower level). See [2 CFR §§ 200.313](#) and [.439](#).

You may purchase equipment if analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in [F. Other Direct Costs](#)). You may charge depreciation in compliance with [2 CFR § 200.436](#).

Per [2 CFR § 200.322](#), you should preference goods, products, and materials produced in the United States purchased or acquired under a federal award. If your application is selected for funding, you must include the requirements of this section in all subawards, contracts, and purchase orders for work or products.

List each item of equipment you plan to purchase and its estimated cost, including shipping and maintenance. Include supporting information, such as a price quote, in your [budget justification](#).

The form has space for ten items. If you request funds for additional equipment, list them in a separate document. Save the document as a PDF named `additionalEquipment.pdf` and attach it under “Additional Equipment.” Enter the total funds you are requesting for the additional equipment in the “Total funds requested for all equipment listed in the attached file” field.

The form will calculate total equipment costs.

D. Travel

Enter the total funds you are requesting for both domestic travel (local and long-distance) and foreign travel (including travel to Canada and Mexico). Provide a detailed breakdown of costs for each trip in your [budget justification](#). **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

Travel costs must comply with [2 CFR § 200.475](#) and the [General Terms and Conditions for Awards to Organizations](#). NEH uses the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

You may not use NEH funds to attend regularly occurring professional meetings unless the purpose of attending is to disseminate project-related findings.

Include travel costs for participants in [E3](#) and travel costs for consultants in [E3](#).

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

Participants are the beneficiaries, not the providers, of a service or training opportunity (such as a workshop, conference, seminar, or symposium) funded by a federal award.

[2 CFR § 200.1](#) defines participant support costs as direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

[2 CFR § 200.432](#) defines a conference as a meeting, retreat, seminar, symposium, workshop, or event, the primary purpose of which is the dissemination of technical information beyond the non-federal entity, and which is necessary and reasonable for successful performance under the federal award.

Include supporting information in your [budget justification](#). **If you or your participants make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the total funds you are requesting for participant stipends.

3. Travel

Enter the total funds you are requesting for participant travel. In your [budget justification](#), name the travelers (if known) and itemize their travel expenses (e.g., roundtrip airfare, mileage, public transportation fares, parking fees, etc.).

4. Subsistence

Enter the total funds you are requesting for participant subsistence. Subsistence expenses include lodging and service charges; meals, including taxes and tips; and incidental expenses (e.g., fees and tips).

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees, bottled water, etc.) and enter the total funds you are requesting. You may provide additional information in your [budget justification](#).

Number of Participants/Trainees

Enter the total number of participants. This field cannot exceed 999.

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

Enter the total funds you are requesting for materials and supplies that cost less than \$5,000 per item, regardless of its useful life, unless your organization has established a different capitalization level. See [2 CFR §§ 200.314](#) and [.453](#).

2. Publication Costs

Enter the total funds you are requesting for publication costs, including the costs of documenting, preparing, publishing, or otherwise making available to others the findings and products of the work conducted under the award. Include supporting information in your [budget justification](#).

3. Consultant Services

Enter the total funds you are requesting for consultant services. If your project includes an external advisory committee, include associated costs here.

Consultant fees must comply with [2 CFR § 200.459](#).

4. Automated Data Processing (ADP)/Computer Services

Enter the total funds you are requesting for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. Include personal computers and accessories under [Materials and Supplies](#).

If a third party will provide these services, include them in [Subawards/Consortium/Contractual Costs](#).

5. Subawards/Consortium/Contractual Costs

Enter the total funds you are requesting (both direct and indirect costs) for activities third parties will perform.

Per [2 CFR §§ 200.1](#) and [.331\(a\)](#), a subaward is an award you issue to a subrecipient to carry out part of your federal award. Subawards do not include payments to contractors (as defined in [2 CFR §§ 200.1](#) and [.331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs.

You may provide a subaward through any form of legal agreement, including an agreement you consider a contract. The substance of your relationship with a third party is more important than the form of the agreement when determining if the third party functions as a subrecipient or contractor. See [2 CFR § 200.331\(c\)](#).

NEH may request additional information in order to assess if proposed costs are reasonable and allowable. See [2 CFR §§ 200.331](#) and [.332](#).

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each. See [Attachment 8: Subrecipient Budget\(s\)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 10: Federally negotiated indirect cost rate agreement](#). You do not have to include an agreement for any subrecipient that requests the 10% de minimis rate.

See [F2. Administrative and National Policy Requirements](#) for additional information on monitoring subrecipients' performance.

6. Equipment or Facility Rental/User Fees

Enter the total funds you are requesting for rental fees for equipment and facilities (sometimes referred to as user fees).

If you will use your own equipment and facilities, you may charge depreciation in compliance with [2 CFR § 200.436](#). Alternatively, if you will use equipment you purchased with federal funds under another award, you may charge user fees consistent with [2 CFR § 200.313\(c\)\(2\)](#). You may not charge both depreciation and user fees.

If you will host a conference, you may rent facilities per [2 CFR § 200.432](#). If you are renting facilities under a "less-than-arm's-length" lease, you must comply with [2 CFR § 200.465\(c\)](#).

Federally funded meetings and conferences must take place in properties that comply with the [Hotel and Motel Fire Safety Act of 1990 \(Pub. L. 101-391\)](#). Consult the U.S. Fire Administration's [National Master List](#) for fire code compliant hotels.

7. Alterations and Renovations

Leave this line blank. Per [2 CFR § 200.462](#), costs you incur for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

List items you have not included in other previous categories or in the indirect cost pool. "Other" project-specific costs may include fees for promotion, acquisition, rights, evaluation and assessment, and accessibility accommodations (e.g., audio description, sign-language

interpretation, closed or open captioning, large-print brochures/labeling). “Miscellaneous” and “contingency” are not acceptable budget categories.

Per [2 CFR § 200.432](#), allowable conference costs include speakers’ fees, costs of meals and refreshments, and other incidental items. You must exercise discretion and judgment to ensure that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award.

Food and/or meals are only allowable when vendors are unavailable during the scheduled program. You may not use federal funds for meals/food/refreshments at receptions or “networking” events. If participants will receive complimentary meals or refreshments during meetings, conferences, training, or other events while on NEH-supported travel, you must reduce the per diem you charge to award accordingly. Per [2 CFR § 200.423](#), you may not use federal funds for alcoholic beverages.

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

Indirect costs are costs that your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

You do not have to claim indirect costs, but if you do, calculate the amount you may request by multiplying the applicable indirect cost rate by the distribution base, which is typically the project’s modified total direct costs (MTDC).

Per [2 CFR § 200.1](#), MTDC are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subaward). **MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward above \$25,000.**

Review your institution’s negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates, such as “research,” “instruction,” and “other sponsored activities.” An institution’s “research” rate is not the appropriate rate for inclusion in NEH project budgets, except in rare cases, since it is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in [2 CFR § 200.414\(c\)\(1\)](#), NEH must use the negotiated rate(s) that are in effect at the time it issues your award and will not adjust the rate(s) throughout the life of your award. NEH will not adjust your award amount due to changes to your negotiated rates.

If an educational institution does not have a negotiated rate with the federal government when NEH issues an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), but has a provisional rate, NEH must use the provisional rate until a final cost is negotiated and approved by the cognizant agency, except as provided in [2 CFR § 200.414](#). If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, NEH may disallow indirect costs.

If your organization does not have a federally negotiated indirect cost rate, you may:

- submit an indirect cost proposal to your cognizant federal agency to negotiate a rate within three months of your award's period of performance start date; or
- charge a de minimis rate of 10% applicable to MTDC (see [2 CFR § 200.414\(f\)](#))

If you choose one of these options, indicate this under [Indirect Cost Type](#). If you do not choose either of the above options, you may only charge costs that are allocable, allowable, and reasonable to the award.

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 10: Federally negotiated indirect cost rate agreement](#), when applicable.

Indirect Cost Type

Enter the type of indirect cost rate (e.g., "other sponsored activities," "all programs," "instruction," "10% de minimis," etc.) and base (e.g., "MTDC," "salaries," "salaries & fringe," etc.) and whether the activity and rate are on- or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries (for example, if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement with your cognizant agency, but intend to negotiate one, write "None-will negotiate." If needed, provide additional detail in your [budget justification](#).

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency (or the 10% de minimis rate) as a number without special characters (i.e., 32.5).

Indirect Cost Base (\$)

Enter the base for each indirect cost type. Describe any exclusions in your [budget justification](#). If applicable, refer to your federally negotiated indirect cost rate agreement to determine how to calculate the indirect cost base.

Funds Requested (\$)

Enter the funds you are requesting for each indirect cost type.

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

Enter the name of your cognizant federal agency and a point of contact, if applicable.

I. Total Direct and Indirect Costs

The form will calculate total project costs.

J. Fee

Leave this field blank.

K. Total Costs and Fee

The form will calculate this field, which will be the same amount as [I. Total Direct and Indirect Costs](#).

L. Budget Justification

You must provide a budget justification to support your project, including the amount requested from NEH plus required third-party non-federal gifts. Specifically describe how each item supports your proposed objectives, detail how you calculated costs, and provide supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

If you are requesting federal matching funds, identify the expected source(s) of funding. See the [NEH Federal Matching Funds Guidelines](#) for information on allowable third-party non-federal gifts you can use for matching purposes. All third-party non-federal gifts should be raised by July 31, 2024.

Your requested federal matching funds and required third-party non-federal gifts should correspond with the amounts on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields, respectively.

Save the document as a PDF named justification.pdf. Attach only one file to the Research and Related Budget form. Do not use your budget justification to expand your narrative.

A. Senior/Key Person

Detail the salary and wages you will pay to each Senior/Key Person. Provide their names and briefly describe their roles in and suitability to the project. Identify the fringe benefit rate and explain the base for each person. If your organization follows an academic calendar, explain any differences in compensation between academic and summer months.

If salary and wages for key personnel are not part of the proposed budget and will be paid from institutional funds, enter “zero” on the Research and Related Budget and explain here.

B. Other Personnel

List names (if known), roles, months, and requested salary and fringe benefits for other personnel, including facilities or operations staff directly involved with the project, and secretarial/clerical personnel.

If your budget includes secretarial/clerical personnel, describe how they meet the four conditions for inclusion as a direct cost.

C. Equipment Description

Detail the number and unit cost for each item and explain how you determined these figures. Provide vendor quotes or price lists, if applicable.

D. Travel

For each trip, provide the name of the traveler (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other associated expenses. Explain how you determined these figures. You must justify each trip separately, except for recurring local trips, which you may group together.

For local travel, include the mileage rate, number of miles, reason for travel, and staff members completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. You must use the lowest available commercial fares for coach or equivalent accommodations. **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

E. Participant/Trainee Support Costs

Describe how you calculated participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

F. Other Direct Costs

1. Materials and Supplies

Indicate general categories (e.g., personal computers, digital cameras, archival supplies). Provide a total for each category. Itemize categories totaling \$1,000 or more and provide vendor quotes or price lists, if applicable.

2. Publication Costs

Indicate print runs and justify costs, including vendor quotes, if applicable.

3. Consultant Services

Identify each consultant, describe the services they will perform, specify the number of days of service, outline travel costs, and provide total costs. If applicable, include consultants' proposals.

4. Automated Data Processing (ADP)/Computer Services

Itemize the cost for each service and include established service rates, if applicable.

5. Subawards/Consortium/Contractual Costs

List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe its role in the project, the activities it will carry out, and the associated costs. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract).

For each contractor, itemize costs using the same categories as the Research and Related Budget and provide relevant supporting documents.

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 8: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

Identify and justify each rental fee. Provide relevant supporting documentation.

7. Alterations and Renovations

Do not list any alteration or renovation costs. Per [2 CFR § 200.462](#), costs you incur for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8. Other Costs

Itemize, describe, and justify any other direct costs. Include supporting documentation. "Miscellaneous" and "contingency" are not acceptable budget categories.

H. Indirect Costs

If you include indirect costs in your project budget, identify the rate(s), explain the base(s), and describe any exclusions.

Application Components

SF-424 Application for Federal Assistance – Short Organizational

This form requests basic information about your institution, the proposed project, and key contacts. Items 1, 2, and 4 will be automatically filled in; leave item 3 blank.

5. Applicant Information

a-d. Provide your organization's legal name, address, and web address. Select the applicant type that best describes your organization from the drop-down menu.

e-f. Provide your organization's employer/taxpayer identification number (EIN/TIN), and Unique Entity Identifier assigned by the [System for Award Management](#). If you do not know your identifier, contact your grant administrator or chief financial officer. See [D3. Unique Entity Identifier and System for Award Management](#).

g. Provide your [congressional district](#) with your two-character state abbreviation followed by your three-character district number. For example, if your institution is in the 5th congressional district of Alabama, enter "AL-005." If your institution is in a state or U.S. jurisdiction that does not have districts, enter "000" in place of the district number. If your institution is outside the U.S., enter "00-000."

6. Project Information

a. Provide your project's title. It should be brief (no more than 125 characters, including spaces), descriptive of the project, and easily understood by the general public. If NEH funds your project, the agency may retitle your project for clarity in internal and external communications, including the public announcement of awards. Regardless, you may use your preferred title when carrying out the project.

b. Provide a brief description of your project (no more than one thousand characters, including spaces). You should write the description for a non-specialist audience, clearly stating the importance of the proposed work and its relation to larger issues in the humanities.

c. State your project's period of performance start and end dates. Your project must start on October 1, 2023, and end on the last day of the last month of your period of performance. See [B2. Summary of Funding](#) for allowable periods of performance.

7. Project Director

Provide the project director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. You must notify the NEH Office of Grant Management immediately if you need to change project directors.

If the project director is not employed by the applicant organization, you must have a formal written agreement with the project director that specifies an official relationship between the parties even if the relationship does not involve a salary or other form of remuneration.

8. Primary Contact/Grant Administrator

Provide the name, title, and contact information for the official responsible for the administration of the award (e.g., negotiating the budget, ensuring compliance with the terms and conditions of the award, and submitting federal financial reports and gift certifications).

As a matter of NEH policy, the project director and primary contact/grant administrator must not be the same person.

The grant administrator (also called the “institutional grant administrator”) functions as the representative of the recipient organization. This individual should have authority to act on the organization’s behalf in matters related to the administration of the award. The institutional grant administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions to the period of performance, and changes in key personnel.

NEH will address official correspondence (for example, the offer letter or Notice of Action) to the institutional grant administrator and copy the project director.

9. Authorized Representative

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “authorizing official,” is typically the institution’s president, vice president, executive director, board chair, provost, or chancellor. The institution’s Grants.gov E-Business Point of Contact must designate the AOR. See the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

Select the project director’s major field of study from the drop-down menu.

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

- Under “Outright Funds,” enter zero.
- Under “Federal Match,” enter the amount of federal matching funds you are requesting.
- Under “Cost Sharing,” enter the required cost share you will provide to release the federal matching funds (dollar-for-dollar). Do not include voluntary cost share.

Learn more about the [types of funding NEH offers](#).

4. Application Information

Indicate whether you or others will submit complementary proposals to other NEH programs, government agencies, or private entities. If so, specify when and to whom. NEH will not consider this information when evaluating the merits of your proposal. See [C3. Other Eligibility Information](#) for restrictions regarding overlapping costs.

For type of application, check “new.”

Select the project’s primary discipline from the drop-down menu. If applicable, select the project’s secondary and tertiary disciplines.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where you will conduct project activities during the period of performance.

Enter [congressional districts](#) using the two-letter state abbreviation followed by your three-character district number. For example, if your institution is in the 5th congressional district of Alabama, enter “AL-005.” If your institution is in a state or U.S. jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.”

The form has space for 300 sites. If your project includes additional locations, list them in a separate document. Save the document as a PDF named additionallocations.pdf and attach it under “Additional Locations.”

Certification Regarding Lobbying (conditionally required)

If you request more than \$100,000, you must submit the Certification Regarding Lobbying. Add this optional form to your application package in Grants.gov and it will autofill based upon information provided on the [SF-424 Application for Federal Assistance - Short Organizational](#).

Standard Form-LLL, “Disclosure of Lobbying Activities” (conditionally required)

If you have or will use non-federal funds for lobbying, you must submit Standard Form-LLL, “Disclosure of Lobbying Activities.” Add this optional form to your application package in Grants.gov. See [2 CFR § 200.450](#).

Attachments Form

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf)**. Convert all non-PDF files (e.g., Word, Excel, images) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. You must ensure that each attachment is within the page limit, if applicable.

Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features (or “flatten” these files) before uploading to Grants.gov.

Consult the [Application Components Table](#) to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if file names are more than 50 characters; if you use the same name for multiple files; or if file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly. You must ensure that you have formatted, attached, and submitted all required components correctly. If you have not, NEH may reject your application as incomplete or nonresponsive.

Learn about [Adobe software compatibility with Grants.gov](#) and ensure that you can use your version of Adobe Acrobat Reader to download, complete, and submit your application.

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#).

The narrative must not exceed ten single-spaced pages. Name the file narrative.pdf.

Attachment 2: Work plan (required)

Your work plan should reflect the major activities you describe in your [narrative](#), the project dates on your [SF-424 Application for Federal Assistance - Short Organizational](#), and your [Research and Related Budget](#).

Describe the activities that will take place during the period of performance to achieve each of the proposed objectives, including raising required third-party non-federal funds. Use a timeline that includes each activity and identifies responsible staff. Explain how outcomes from one activity will carry over into the next. Specify the project team members involved in each activity. For community-based consortium projects, discuss the distribution of responsibilities across each institution. As appropriate, identify meaningful support and collaboration with key stakeholders in planning activities.

The work plan should not exceed two pages. Name the file workplan.pdf.

Attachment 3: Institutional profile (required)

Provide the institution's URL and the following in an outline:

1. Relevant facts and statistics about the institution or organization, including its:
 - a. history
 - b. mission
 - c. governance and administration
 - d. physical facilities (including whether the applicant institution owns or leases structures)
 - e. humanities staff size and composition (including the percentage of all staff who are in the humanities)
 - f. humanities collections (including the percentage of all collections that are in the humanities)
 - g. accreditation or affiliation, if applicable
2. Data on recent humanities activities, including:
 - a. types and numbers of enrollments, programs, exhibitions, courses, and degrees awarded in the past two years
 - b. percentage of total offerings that are in the humanities
 - c. size and nature of audience or population served, including annual visitor numbers and the metrics used to determine them
 - d. cost to participants (if any)
 - e. evidence for the success of these humanities activities

If available, provide a URL for the institution's latest annual report.

For applications involving multiple institutional partners, only the applicant of record must provide a full institutional profile. Include abbreviated profiles for partners in [Attachment 6: Consortium Participants](#).

The institutional profile should not exceed two pages. Name the file profile.pdf.

Attachment 4: Résumés of project team members (required)

Include résumés for key personnel, consultants, and contractors. For staff that will be hired using grant funds, include a brief position description.

Resumes should not exceed two pages in length per person. Name the file resumes.pdf.

Attachment 5: Letters of commitment and support (required)

Provide at least one statement of the commitment to climate smart planning, fundraising, and future implementation from your organization's leadership (e.g., president, director, chair of the board of trustees, provost, dean). Additional letters may describe working relationships between your organization and other individuals and entities cited in the application. You may also include letters of commitment from outside contractors or subject experts. If applicable, NEH strongly encourages a letter from each member of a consortium-based application. Letters of commitment should be signed and dated.

Elected federal government officials, NEH staff, and current members of the [National Council on the Humanities](#) may not serve as letter writers.

Name the file letters.pdf.

Attachment 6: Consortium participants (conditionally required)

If you are submitting a consortium proposal, provide a brief description of the institution, mission, audience, and humanities activities for each consortium member. Provide an additional brief description of that organization's role in the consortium and contributions to the project.

Descriptions should not exceed one page per organization. Name the file consortium.pdf.

Attachment 7: Other supporting documentation (optional)

You may include other relevant documents to support your application, for example, executive summaries of previous energy audits and larger state, local, or community climate action plans that relate to project activities. You may also include hyperlinks.

Supporting documentation should not exceed five pages. Merge all relevant materials into a single document and name the file documentation.pdf.

Attachment 8: Subrecipient budget(s) (conditionally required)

If your project includes subawards, you must provide a separate Research and Related Budget and budget justification for each subrecipient.

Download a [fillable PDF of the Research and Related Budget form](#) from the NEH website for your each subrecipient. You must open and complete this form in Adobe Reader 8.0 or higher rather than in your web browser.

Prepare a budget and budget justification for each subrecipient using the [same instructions](#) in this notice, with a few exceptions:

- Enter the subrecipient’s Unique Entity Identifier, organization name, and period of performance start and end date (these fields will not prepopulate).
- For “budget type,” check “Subaward/Consortium.”

If your subrecipients have a federally negotiated indirect cost rate, you must honor it. If they do not have a federally negotiated indirect cost rate, they may negotiate a rate with you consistent with [2 CFR § 200.414](#) or they may use the de minimis rate.

Rather than attaching related documents (budget justification, additional personnel, additional equipment) to the form itself, you will separately convert each document into a PDF and combine all subrecipients’ budget forms and related documents into a single document. Do not attach portfolios containing multiple PDFs. Name the file subrecipient.pdf.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features (or “flatten” these files) before merging them into a single PDF and uploading it to the [Attachments Form](#).

Name the file subrecipient.pdf.

Attachment 9: Certification of gifts (optional)

If you have raised third-party non-federal gifts prior to the application deadline you may certify gifts with the application. If so, complete the [Certification of Gifts/ Pledges Form](#), available on the [program resource page](#). If your gift certification includes pledges, you must attach supporting documentation, including the date pledges will be paid. **In-kind gifts and funds derived from the recipient organization or consortium members are not eligible sources of certified gifts in this program.**

See [NEH Federal Matching Funds Guidelines](#).

Name the file certification.pdf.

Attachment 10: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, provide a copy of the agreement. If applicable, provide the indirect cost rate agreements for subrecipients claiming indirect costs. If you and your subrecipients are requesting the de minimis rate, you do not need to submit this attachment.

Name the file agreement.pdf.

Attachment 11: Explanation of delinquent federal debt (conditionally required)

If your organization is delinquent in the repayment of any federal debt, explain why. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, if applicable, and that you are current on all payments due. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

Before submitting its application, your organization must register with the [System for Award Management \(SAM\)](#) and [Grants.gov](#). [Learn more about this multistep process.](#)

NEH encourages organizations with SAM registrations to check the validation of their UEI well in advance of the deadline to ensure that they are accurate, current, and active. Due to the recent transition from D-U-N-S® numbers to Unique Entity Identifiers in April 2022, the Federal Service Desk is currently experiencing long delays with UEIs requiring validation. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

You should allow several weeks to register with SAM and Grants.gov. NEH will not waive the online submission requirement or extend the application deadline to allow additional time for you to complete registration with SAM or Grants.gov.

Login.gov

If you have not already done so, you must create a [Login.gov](#) user account to register and log in to SAM and Grants.gov. Login.gov is a secure sign in service used by the public to sign in to participating government agencies. [Create and link your account now.](#)

System for Award Management (SAM)

Your organization must register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration with current information at all times during which you have an active federal award or an application under consideration by a federal agency. See [2 CFR § 25.110](#) for exceptions. SAM will assign your organization a [Unique Entity Identifier](#).

When registering or renewing in SAM, the system will prompt you to review and agree to certain financial assistance certifications and representations, as required by [2 CFR § 200.209](#).

If your SAM registration is not active and current at the time an award is made, NEH may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

[Check the status of your SAM.gov registration.](#)

Grants.gov

Your organization must register with [Grants.gov](#) using your Login.gov credentials before submitting an application. You must submit your application using [Grants.gov Workspace](#) or a Grants.gov system-to-system solution. Workspace is a shared, online environment where team members may simultaneously access and edit forms within a grant application.

After you register and create an [Organizational Applicant Profile](#), Grants.gov will email your E-Business Point of Contact to assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR), who will give you permission to complete and submit applications on behalf of your organization.

If you have previously registered with Grants.gov, confirm that your registration is still active and that your authorized organization representative (AOR) is current.

Consult the [Grants.gov Online User Guide](#) if you have questions. Grants.gov maintains [a library of instructional videos](#) which may be helpful as you prepare your application.

4. Submission Dates and Times

Drafts

Program officers will review draft application materials submitted by November 29, 2022, at 11:59 p.m. Eastern Time. Program officers will not review late drafts.

Drafts should contain the narrative, work plan, and preliminary budget justification.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it useful to strengthen their applications. If you choose to submit a draft, send it as an attachment to challenge@neh.gov. Do not submit drafts through Grants.gov.

Applications

The deadline for applications under this notice is January 17, 2023, at 11:59 p.m. Eastern Time.

Applications must be complete, comply with length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your Grants.gov application status](#).

When NEH receives your application, the agency will assign it a tracking number beginning with CLI-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS, NEH's electronic grants management system, will reject your application and notify you by email. eGMS cannot detect other errors such as missing components or excess pages.

NEH recommends you submit your application 48 hours prior to the deadline so that you have time to correct any technical errors eGMS has notified you of or that you have discovered. It is your responsibility to correct any errors prior to the deadline.

NEH will not comment on the status of your application except regarding matters of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

6. Funding Restrictions

You may not use awards made under this notice for the following purposes:

- routine operating costs
- obtaining sources of project financing other than fundraising (e.g., loans, tax credits)
- costs associated with undertaking construction, alterations, or renovation, including advanced schematic design development and construction documents
- projects that do not focus exclusively on humanities-based subunits and result in strategic planning documents for humanities-based institutions
- costs associated with scientific research or commercial opportunities
- purchase of vehicles
- delivery of primary, post-secondary, or public educational programming
- activities related to temporary or permanent exhibitions and installation projects
- fellowships, scholarships, or stipends
- media productions
- costs for activities performed by federal entities or personnel
- 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
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

See [2 CFR 200 Subpart E - Cost Principles](#) for other unallowable costs.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications under this notice:

1. **Humanities significance and impact:** The humanities significance of the applicant organization, its mission, programming, and/or collections. The potential impact of the proposed climate smart goals on institutional resilience, humanities programming, collections, education, or scholarship in the long term. If applicable, the merits of a proposal involving a consortium.
2. **Institutional commitment:** The level of institutional commitment to the planning process and future implementation of the proposed climate action plan. The alignment of climate smart planning activities with the institution's mission and existing strategic goals. If applicable, the level of commitment from consortium members.
3. **Quality of the plan:** The comprehensiveness and methodological soundness of the proposed activities and elements that comprise the climate action planning process. The alignment with existing best practices; national, state, and local climate or clean energy goals; and stakeholder needs.

4. **Work plan and budget:** The feasibility, efficiency, and productivity of the planning project, as demonstrated by the work plan. The soundness and feasibility of the proposed fundraising plan and timeline. The reasonableness of the proposed budget.
5. **Quality of the project team:** The experience and appropriateness of the project team, including the project director, fundraising and facilities staff, staff at partner institutions (if applicable), and consultants. If applicable, the experience and appropriateness of participating staff from consortium members.
6. **Plan assessment, dissemination, and next steps:** The soundness and feasibility of the evaluation of the planning process, dissemination of the climate smart action plan, and the likelihood that the goals and measures of the plan will be implemented. As applicable, the quality and institutional focus of individual plans for consortium members.

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all applications that pass this initial screening.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the activities that the program supports. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

NEH program officers supplement the peer reviewers' comments to address matters of fact or significant points that the peer reviewers have overlooked. They then make funding recommendations to the [National Council on the Humanities](#). The National Council meets at least twice each year to review applications and advise the NEH Chair. By law, the Chair has the sole authority to make final funding decisions.

Following NEH's public [announcement of funded projects](#), you may request copies of the peer reviewers' evaluations of your proposal by contacting challenge@neh.gov.

[Learn more about the NEH review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

Following the Chair's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; analyze the project budget; assess the applicant's management systems; confirm the applicant's continued eligibility; and evaluate compliance with [public policy requirements](#).

NEH will consider information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). FAPIIS is a database that contains information to support award decisions as required by the [Federal Acquisition Regulation](#). You may comment on information provided by federal awarding agencies about your organization. NEH will review FAPIIS when assessing your organization's integrity, business ethics, and record of performance under federal awards, as described in [2 CFR § 200.206](#). Per [2 CFR § 200.213](#), NEH will report determinations that your organization is not qualified to FAPIIS.

OGM may request that you submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or undertake certain activities (such as negotiating an indirect cost rate) in anticipation of an award. Such requests do not guarantee that NEH will make an award.

After completing its risk assessment, NEH will determine whether making an award would be consistent with the agency's risk management policy, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to make awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award ([2 CFR § 200.206](#)).

NEH's award decisions are discretionary and are not appealable to any federal official or board.

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in August 2023. The NEH Office of Grant Management will send awards and offers to successful applicants through eGMS Reach.

NEH will issue awards to recipients that have certified third-party non-federal gifts and have satisfied all award conditions.

NEH will issue offers to applicants that have not certified third-party non-federal gifts and/or not yet met award conditions. An offer is not an award or a guarantee of an award. The offer formally communicates NEH's recommended level of funding for the project and the conditions you must meet before NEH issues an award. An offer is not an authorization to begin project activities or incur related costs. See [F2. Administrative and National Policy Requirements](#).

F. Federal Award Administration Information

1. Federal Award Notices

If NEH selects your application for an award, the NEH Office of Grant Management will issue award documents through eGMS Reach once you have met all regulatory requirements and certified eligible third-party non-federal gifts.

2. Administrative and National Policy Requirements

Each award is subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

By submitting an application, you certify that neither your institution nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

You must comply with [2 CFR §§ 180.335](#) and [.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

If you cannot attest to the statements in this certification, explain why not in [Attachment 11: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH strives to make the products of its awards available to the broadest possible audience. NEH's goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of award products. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

You must comply with [Section 504 of the Rehabilitation Act of 1973](#), which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#).

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire under an award. In accordance with [2 CFR § 200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in [Humanities](#) magazine or on its website.

Acknowledging NEH support

Materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.

Subrecipient monitoring requirements

Per [2 CFR § 25.300](#), you may only issue subawards with federal funds to organizations that have obtained and provided their Unique Entity Identifier. Subrecipients are not required to complete registration with the [System for Award Management \(SAM\)](#) to obtain a Unique Entity Identifier. See [D3. Unique Entity Identifier and System for Award Management](#).

You must monitor your subrecipients to ensure that they use their subawards for authorized purposes; comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and achieve their performance goals. You must ensure that your subrecipients track, appropriately use, and report program income generated by the subaward. See [2 CFR § 200.332](#) for information that must be included in subaward agreements.

Program income

If your NEH-supported activities generate income during the period of performance, you must use it for additional approved project-related activities. See [2 CFR § 200.307](#) for income that you generate after the period of performance.

Section 106 of the National Historic Preservation Act of 1966 and National Environmental Policy Act of 1969

If your application includes activities that would require review under [Section 106 of the National Historic Preservation Act of 1966 \(54 U.S.C. § 306108\)](#) and [National Environmental Policy Act of 1969 \(42 U.S.C. § 4321, et seq.\)](#), NEH will remove those from the scope of the

project prior to issuing an offer or award. Removal of these activities may result in a corresponding budget reduction.

Non-pre-decisional activities that could trigger a reduction in scope or budget include those that restrict the subsequent consideration of alternatives to avoid or minimize adverse effects on historic properties or sites, such as:

- development of schematic design and construction documents for a building or site
- renovations associated with equipment installation
- ground disturbing activities

See [Restriction on implementation activities, design, renovation and construction](#).

Build America, Buy America

Awards involving installation of permanently affixed equipment, funded, in whole or in part, by federal funds, are subject to the Build America, Buy America Act ([Pub. L. 117-58 § 70901, et seq.](#)). NEH may not obligate funds for a project involving construction, renovation, or facility infrastructure (such as the Infrastructure and Capacity Building Challenge Grants or the Sustaining Cultural Heritage Collections programs) unless all the iron, steel, manufactured products, and construction materials that the project uses are produced in the United States. These requirements must be included in all subawards, contracts, and purchase orders for work or products under this notice. Reference the [award term](#) for further information.

Recipients purchasing permanently affixed equipment must submit an assurance of BABA compliance to NEH; ensure that the requirement is included in relevant contracts and subcontracts and retain documentation regarding the sourcing of all permanently affixed equipment funded with NEH gifts and third-party matching funds as part of their award documentation. Failure to comply with BABA may result in NEH disallowing costs.

Davis-Bacon Act and related labor requirements

Awards involving installation of permanently affixed equipment, funded, in whole or in part, by federal funds, are subject in their entirety to the Davis-Bacon Act as amended ([40 U.S.C. § 3141, et seq.](#)). The recipient must furnish assurances to the Secretary of Labor that all laborers and mechanics employed by contractors or subcontractors on NEH-supported construction projects will be paid wages at rates that are not less than those prevailing on similar construction in the locality, as determined by the Secretary of Labor. Learn about [Davis-Bacon and related acts](#).

See [2 CFR Part 200 Appendix 2 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#).

Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by reporting allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures to the [NEH Office of the Inspector General](#).

Termination

NEH reserves the right to terminate awards consistent with [2 CFR § 200.340](#).

3. Reporting

If you receive an award, you must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. NEH will provide further information in the Notice of Action.

1. **Federal Financial Report(s).** You must submit the Federal Financial Report (SF-425) annually.
2. **Performance Progress Report(s).** You must submit a performance progress report annually.
3. **Final Reports.** You must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives and accomplishments; barriers encountered; and your overall experiences during the period of performance.
4. **Climate Smart Plan:** You must submit a white paper with your final climate action, adaptation, or similar plan, including supporting documentation as needed, to NEH within 120 calendar days after the end of the period of performance.
5. **Gifts Certification** –You must submit a [Certification of Gifts/Pledges](#) form to certify third-party non-federal gifts by July 31, 2024. You may certify gifts up to three times a year to release federal matching funds or to fulfill any portion of the matching requirement. See [NEH Federal Matching Funds Guidelines](#) for information on certifying gifts.

Learn more about [performance reporting requirements](#) and [financial reporting requirements](#).

G. Agency Contacts

If you have questions about the program, contact:

Office of Challenge Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8309
challenge@neh.gov

If you have questions about administrative requirements or allowable costs, contact:

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8494
grantmanagement@neh.gov

If you have questions about Section 106 or NEPA, contact:

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
hpe@neh.gov

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

If you have questions about registering or renewing your registration with login.gov or SAM.gov, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

[Federal Service Desk](#)
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov Applicant Support at:

[Grants.gov Applicant Support](#)
Telephone: 1-800-518-4726
International Calls: +1-606-545-5035
support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

If you are seeking support for short-term projects that focus on purchasing storage furniture and rehousing collections; improving environmental conditions (including the installation of climate control systems); and installing security, lighting, and fire-prevention systems, you should consider applying to the [Sustaining Cultural Heritage Collections](#) and [Preservation Assistance Grants](#) programs. If you are seeking support for climate smart implementation activities, such as building modifications or other construction, you should consider the [Infrastructure and Capacity Building Challenge Grants](#) program.

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice (“SORN”) published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of

applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in 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 to invite comments on the paperwork burden. NEH estimates that on average it takes sixty hours to complete an application. This estimate includes time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Time needed may vary from program to program.

You may 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 Funding Opportunity Officer at grantmanagement@neh.gov. 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. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.