



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title:
**Infrastructure and Capacity Building Challenge Grants:
Capital Projects**

Funding Opportunity Number: 20230517-CHA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.130

**Application Due Dates:
May 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
Telephone: 202-606-8309
Email: challenge@neh.gov
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 Infrastructure and Capacity Building Challenge Grants: Capital Projects. This program supports the purchase, design, construction, restoration, or renovation of buildings or sites of national, historical, architectural, or cultural significance and facilities that house humanities collections or are used for humanities activities. Projects are financed through a combination of federal matching funds and related fundraising from nonfederal third parties. Proposals must enhance the institution’s long-term impact on the humanities and build on careful strategic planning.

Funding Opportunity Title	Infrastructure and Capacity Building Challenge Grants: Capital Projects
Funding Opportunity Number	20230517-CHA
Federal Assistance Listing Number (CFDA)	45.130
Optional Draft Deadline	April 5, 2023, 11:59 p.m. Eastern Time
Application Due Date	May 17, 2023, 11:59 p.m. Eastern Time
Anticipated Award Announcement	December 2023
Anticipated Total Annual Available FY 2024 Funding	Approximately \$6,500,000
Estimated Number and Type of Awards	Approximately 15-20 grants
Funding Range	Level 1: Up to \$150,000 Level 2: \$150,001 to \$500,000 Chair’s Special Awards: \$500,001 to \$1,000,000
Match Required	Yes. See C2. Matching Requirements .
Period of Performance	Level 1: Up to two years Level 2: Two to five years Chair’s Special Awards: Two to five years The period of performance must begin between March 1, 2024, and June 1, 2024.
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.</p>
Program Resource Page	https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants
Pre-Application Webinar	February 27, 2023, at 2:00 p.m. Eastern Click here to register .
Published	February 17, 2023

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A. Program Description

1. Purpose

This notice solicits applications for Infrastructure and Capacity Building Challenge Grants: Capital Projects. The program strengthens the institutional base of the humanities by helping organizations secure and sustain their core buildings, sites, collections, and/or humanities activities for the long term. The program supports capital projects through a combination of federal matching funds and related fundraising from nonfederal third parties. Proposed projects must enhance the institution's long-term impact on the humanities and build on careful strategic planning.

Awards support the purchase of real property or equipment and the design, construction, restoration, or renovation of buildings or sites of historical, architectural, or cultural significance and other facilities that house humanities collections or are used for humanities activities. Activities may include:

- hiring consultants who specialize in fundraising, historic preservation, and project planning
- planning and conceptual design
- developing schematics and construction drawings
- construction
- purchasing and installing related permanently affixed or moveable equipment for monitoring and protecting collections (whether on exhibit or in storage)
- purchasing and installing critical building systems, such as electrical, climate control, security, life safety, lighting, utilities, telecommunications, and energy management
- developing historic preservation plans
- site and infrastructure assessments

Deliverables may include:

- documents determining the feasibility of the planned capital project
- completed design and construction drawings
- completed construction
- completed installation of critical building systems

In accordance with [Executive Order 13647](#) on Native American affairs, [Executive Order 13779](#) on Historically Black Colleges and Universities (HBCUs), [Executive Order 13592](#) on Tribal Colleges and Universities (TCUs), and [Executive Order 13555](#) on Educational Excellence for Hispanics, NEH especially welcomes Challenge Grant applications from federally recognized Native American Tribal governments, Native Hawaiian organizations, HBCUs, TCUs, and Hispanic-Serving Institutions of higher education (HSIs), as well as from two-year community colleges. These institutions and entities are eligible for a 1:1 match ratio. See [B. Federal Award Information](#) and [C. Eligibility Information](#).

NEH will issue an offer of support to successful applicants. An offer formally communicates the level of funding approved for the project and the conditions that must be met before NEH issues an award. Conditions include, but are not limited to [Section 106/National Historic Preservation Act](#), [National Environmental Policy Act](#), [Davis-Bacon Act](#), [Build America, Buy America Act](#), and [federal interest](#). Familiarize yourself with the applicable rules and regulations and contact NEH

staff to discuss your project in order to include adequate time and funding into your proposal. See [G. Agency Contacts](#).

NEH will issue an award only when all regulatory requirements have been met and the applicant has certified eligible third-party, nonfederal gifts. See [E4. Anticipated Announcement and Award Dates](#) and [F1. Federal Award Notices](#).

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

See [E1. Review Criteria](#) for the standards used to evaluate your proposal.

Funding levels

Capital Projects are funded in two levels with different match ratios and periods of performance depending on the amount requested.

	Level 1	Level 2	Chair's Special Awards
Period of performance	Up to two years	Two to five years	Two to five years
Required match ratio	1:1 for all applicants	<ul style="list-style-type: none"> • 1:1 for applicants meeting special eligibility requirements • 3:1 for applicants meeting general eligibility requirements See C2. Matching Requirements .	<ul style="list-style-type: none"> • 1:1 for applicants meeting special eligibility requirements • 4:1 for applicants meeting general eligibility requirements See C2. Matching Requirements .
Maximum NEH federal matching funds	\$150,000	\$500,000	\$1,000,000
Maximum required third-party, nonfederal gifts	\$150,000	\$1,500,000	\$4,000,000
Maximum total project costs	\$300,000	\$2,000,000	\$5,000,000

Chair's Special Awards

If you are proposing an ambitious project of exceptional significance and impact, you may apply for a Chair's Special Award of \$500,001 to \$1,000,000. (Applicants meeting general eligibility requirements must match their NEH award at a ratio of 4:1, for a total maximum project cost of \$5,000,000. Applicants meeting special eligibility requirements must match their NEH award at a ratio of 1:1, for a total maximum project cost of \$2,000,000.) These projects must demonstrate their potential to have an especially significant impact on the humanities in the long-term. Chair's Special Awards are rare; NEH typically awards no more than one or two per year.

Fundraising

Limited fundraising costs (no more than 10 percent of total project costs) are allowable at all three funding levels.

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](#), the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), and [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#).

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.](#)

American Tapestry: Weaving Together Past, Present, and Future

American Tapestry: Weaving Together Past, Present, and Future is a wide-ranging special initiative at NEH that leverages the humanities to tackle some of the most pressing challenges of our time: strengthening our democracy, advancing equity for all, and addressing our changing climate. The initiative encourages humanities projects that elevate the role of civics in schools and public programs, advance knowledge of the country’s history and political institutions, and examine threats to its democratic principles. The initiative also encourages projects that explore the untold stories of historically underrepresented groups and build capacity at cultural and educational institutions to benefit underserved communities. Finally, the initiative welcomes projects that promote research into the historical roots and cultural effects of climate change and support the cultural and educational sectors in building climate resilience. By supporting humanities projects that align with these three themes—strengthening our democracy, advancing equity for all, and addressing our changing climate—the *American Tapestry* initiative seeks to tell our country’s history in all its complexity and diversity.

NEH also encourages projects that include Native American organizations and communities as applicants and project partners. NEH will give all applications equal consideration in accordance with the program’s [review criteria](#).

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 approximately \$6,500,000 to fund an estimated 15-20 recipients.

You may request up to \$150,000 for Level 1 awards. You may request between \$150,001 and \$500,000 for Level 2 awards.

In rare circumstances, NEH may make Chair's Special Awards between \$500,001 and \$1,000,000 for projects that will have a particularly significant impact on the humanities.

Your request should be appropriate to your organization's fundraising capacity and the goals of the project. See [C2. Matching Requirements](#) for information on match ratios.

Successful applicants will receive an offer of federal matching funds, subject to specific regulatory and other conditions. NEH will issue the award only when the conditions of the offer are met. Recipients must certify that they have raised eligible contributions from nonfederal third parties before matching funds are released (see [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#)). The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. NEH typically distributes federal matching funds annually over the life of the award.

NEH will not determine the amount available until Congress enacts the final FY 2024 budget. This notice is subject to the availability of appropriated funds, and is a contingency action taken to ensure that, should funds become available for this purpose, NEH can process applications and issue offers in a timely manner.

If you receive an offer, NEH will assess your institution's ability to raise and certify funds and to meet award conditions, as well as the progress of your proposed project. This stage frequently lasts six months or more while conditions are being met and third-party gift funds are certified. Failure to meet the offer conditions or raise matching funds with supporting documentation may result in NEH's withdrawal of the offer. 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 for Infrastructure and Capacity Building Challenge Grants in subsequent fiscal years, satisfactory recipient performance (including meeting the offer conditions and raising third-party, nonfederal gifts), and a decision that continued funding is in the best interest of the Federal Government. Failure to raise third-party, nonfederal 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 two years for Level 1 projects and from two to five years for Level 2 projects and Chair's Special Awards.

Your period of performance must start between March 1, 2024, and June 1, 2024.

The period of performance must start on the first day of the month. NEH may delay the period of performance start date if the offer letter conditions are not met, or matching funds are not raised by the stated deadlines.

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 organization types:

- a [nonprofit organization with 501\(c\)\(3\) tax-exempt status](#)
- an [accredited institution of higher education](#) (public or 501(c)(3))
- a unit of state or local government
- a [federally recognized Native American Tribal government](#)

Applicants must work wholly or in part in the humanities, and must support research, education, preservation, or public programming in the humanities.

If your organization is eligible, you may apply on behalf of a consortium of collaborating organizations. If NEH selects your proposal for funding, you will be programmatically, legally, and fiscally responsible for the award.

To be eligible, you must not function solely as a fiscal agent for another entity and must make substantive contributions to the success of the project.

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

Note on institution-specific foundations

Typically, the institution undertaking the Challenge Grant applies for, receives, and manages the award (both federal matching funds and third-party, nonfederal 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 be 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 Challenge Grant. If NEH issues a Challenge Grant, the arrangement is also subject to the flow down requirements at [2 CFR § 200.332](#).

Additional eligibility requirements for 1:1 match ratio

In addition to the general [eligibility criteria](#), the following types of organizations may claim a [1:1 match ratio](#) at all funding levels:

- [federally recognized Native American Tribal governments](#)
- public or 501(c)(3) Native Hawaiian organizations, as defined by the Native American Graves Protection and Repatriation Act ([25 U.S.C. § 3001\(11\)](#)). Eligible organizations are those included on the [U.S. Department of the Interior Native Hawaiian Organization Notification List](#)

- public or 501(c)(3) nonprofit community colleges and post-secondary two-year institutions of higher education
- public or nonprofit 501(c)(3) U.S. Historically Black Colleges or Universities, as defined by Executive Order 13532. Eligible institutions are those included on the [U.S. Department of Education’s list of accredited HBCUs](#)
- U.S. Tribal college or university recognized by the Department of Education and [included on this map](#)
- public or nonprofit 501(c)(3) Hispanic-Serving Institutions of higher education:
 - To determine whether your institution is eligible, consult the most recent version of the Eligibility Matrix on the [U.S. Department of Education website](#). The Eligibility Matrix is a read-only Excel worksheet that lists data for postsecondary institutions. First, select “HSI” from the options at the bottom of the screen. Find your institution and then look at column J (“Meets the [year] Title V HSI Definition”). If the column states “yes,” your institution is eligible.
 - If you are unable to verify your institution’s status as a Hispanic-Serving Institution by consulting with your university administration or by consulting the most recent Eligibility Matrix, you may establish your institution’s status with a letter or other document from the U.S. Department of Education dated 2022 or 2023, certifying Title III and Title V eligibility. Attach a PDF of this as [Attachment 10](#). In addition to submitting documentation of Title III and Title V eligibility, your institution must also meet the U.S. Department of Education’s [definition of a Hispanic-Serving Institution](#). You may determine your institution’s eligibility by consulting enrollment data for your institution using the [National Center for Education Statistics’ College Navigator](#) (search for your institution, then click on “Enrollment”).

2. Matching Requirements

In order to receive federal matching funds, recipients must raise and certify eligible matching gifts and pledges from third-party, nonfederal sources (see [Administration of NEH Infrastructure and Capacity Building Challenge Grants](#)).

Match ratios for applicants meeting general eligibility requirements

Eligible applicants (other than federally recognized Native American Tribal governments, Native Hawaiian organizations, HBCUs, TCUs, HSIs, and two-year community colleges) must meet the following match ratios:

- Requests for Level 1 grants up to \$150,000 must be matched at \$1 in third-party, nonfederal gifts for every \$1 in federal funds (1:1).
- Requests for Level 2 grants from \$150,001 to \$500,000 must be matched at \$3 in third-party, nonfederal gifts for every \$1 in federal funds (3:1).
- Requests for a Chair’s Special Award from \$500,001 to \$1,000,000 must be matched at \$4 in third-party, nonfederal gifts for every \$1 in federal funds (4:1).

NEH may make an offer lower than the amount you requested. In that case, the match ratio of a reduced offer will correspond with the levels established in this notice. For instance, if an applicant requests a Chair’s Award of \$850,000 (to be matched 4:1) but is offered \$500,000, the recipient would be required to raise a 3:1 match of \$1,500,000, for a total award of \$2,000,000.

Sample match ratio and matching requirements for applicants meeting general eligibility

Match ratio (nonfederal: federal)	Requested NEH funds (maximum)	Gifts to be raised by recipient (from third-party, nonfederal donors)	Total project costs
1:1 (Level 1)	\$150,000	\$150,000	\$300,000
3:1 (Level 2)	\$500,000	\$1,500,000	\$2,000,000
4:1 Chair's Special Award	\$1,000,000	\$4,000,000	\$5,000,000

Match ratios for applicants meeting special eligibility requirements

Eligible federally recognized Native American Tribal governments, Native Hawaiian organizations, HBCUs, TCUs, HSIs, and two-year community colleges must match \$1 in nonfederal gifts for every \$1 in federal matching funds up to the maximum request of \$1,000,000 (1:1).

Sample matching requirements for federally recognized Native American tribal governments, Native Hawaiian organizations, HBCUs, TCUs, HSIs, and two-year community colleges

Match ratio (nonfederal: federal)	Requested NEH matching funds	Gifts to be raised by recipient (from third-party, nonfederal donors)	Total project costs
1:1	\$350,000	\$350,000	\$700,000

Fundraising period

Recipients may raise gifts (third-party, nonfederal donations or pledges) **no earlier than five months prior to the application deadline** (December 18, 2022) through the period of performance end date.

Allowability of gifts

Recipients must raise gifts from third-party, nonfederal sources. Gifts may not derive from the recipient institution itself. Recipients may not supplant, shift, or reallocate internal funds for matching purposes. This restriction also applies to gifts derived from superordinate multi-campus college and university systems.

To count toward the matching requirement, all gifts must be donated or pledged, and all pledges paid, during the [fundraising period](#).

Recipients must use Challenge Grant funds (federal matching funds and third-party, nonfederal gifts) only to support the purposes outlined in the approved Challenge Grant budget within the period of performance.

The majority of third-party, nonfederal gifts allowable for matching should be *restricted*. Restricted gifts are restricted by the donor to be used for the same purposes supported by the

Challenge Grant. (Unrestricted gifts are not designated by the donor for any specific purpose.) Donors of restricted gifts must state or be aware that their gifts will be used for the Challenge Grant or the purpose supported by the Challenge Grant.

The combined total of certified unrestricted gifts, real estate, in-kind gifts, and earned income gifts may not exceed the total federal matching portion of the Challenge Grant.

Certain types of gifts, such as real estate, earned income, planned giving, and in-kind contributions are also subject to special limitations.

Detailed information on allowable gifts and the supporting documentation that must be submitted with the [Certification of Matching Gifts for NEH Challenge Grants](#) is available in [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#).

Gifts and Matching Funding Schedule

Once NEH awards a Challenge Grant, it typically obligates federal matching funds in annual installments. During the period of performance, funds are obligated when completely matched according to the [required ratio](#) and approved Gifts and Matching Funding Schedule. Variations on the sample below are possible, and your proposed schedule should align with your work plan and period of performance. NEH reserves the right to modify Gifts and Matching Funding Schedules.

Sample schedule for applicants meeting general eligibility requirements for an offer of \$300,000 in federal matching funds, with a 3:1 match ratio, and a five-year period of performance

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
NEH federal matching funds	\$25,000	\$100,000	\$100,000	\$75,000	\$0	\$300,000
Third-party, nonfederal gifts to be raised	\$75,000	\$300,000	\$300,000	\$225,000	\$0	\$900,000
Total project costs (federal + nonfederal)	\$100,000	\$400,000	\$400,000	\$300,000	\$0	\$1,200,000

Recipients may certify eligible third-party, nonfederal gifts ahead of the Gifts and Matching Funding Schedule. Should additional federal matching funds become available, NEH may release funds ahead of schedule.

Failure to raise and certify gifts to meet the annual federal matching offer amount in the approved funding schedule may result in a forfeiture of federal matching funds for that year or termination of the federal award.

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

3. Other Eligibility Information

Your organization may submit only one application for Infrastructure and Capacity Building Challenge Grants per deadline. This includes applications from subordinate units under a parent organization.

If your organization submits multiple applications (including submitting to the wrong funding opportunity or making corrections/updates), NEH will accept only the 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 notice.

If NEH has previously made an award in support of your project, you may submit an application for a new or subsequent stage of the project, which NEH will assess using the [same criteria](#) as other applications in the current competition.

If you are a current recipient of an award from the Office of Challenge Programs, you may apply to the Infrastructure and Capacity Building Challenge Grants 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 Infrastructure and Capacity Building Challenge Grant 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.

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 will not consider applications submitted after the [deadline](#).

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

NEH will not consider 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 20230517-CHA. 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.
- Recommended: NEH encourages, but does not require, you to submit this component.

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, NEH encourages you 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 Components Table

Application component	File Name	Designation	Page limit
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site Location(s) Form		Required	
SF-424C (Budget Information for Construction Projects)		Required	
Certification Regarding Lobbying		Conditionally required	
Standard Form-LLL, Disclosure of Lobbying Activities		Conditionally required	
Attachments Form		Required	
Attachments			
1: Narrative	narrative.pdf	Required	10 pages (mandatory)
2: Budget justification	justification.pdf	Required	
3: Work plan	workplan.pdf	Required	3 pages (suggested)
4: Institutional profile	profile.pdf	Required	2 pages (suggested)
5: Résumés for key personnel	resumes.pdf	Required	2 pages per résumé (suggested)

6: Letters of commitment or support	letters.pdf	Required	
7: Planning and design documents	design.pdf	Recommended	10 pages (suggested)
8: Site conditions	site.pdf	Conditionally required	
9: Additional supporting documentation	documentation.pdf	Recommended	10 pages (suggested)
10: Subrecipient budget(s)	subrecipient.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. Do not include an executive summary, cover page, or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

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

Introductory statement (about 1 page; aligns with [review criterion 1](#))

Briefly describe your organization’s humanities purpose and activities and connect them explicitly to the proposed capital project or, if applicable, to the specific part of a larger capital project that NEH funds will support. State how the project and its outcomes will enhance the institution’s humanities infrastructure and capacity. Explain how your organization plans to sustain the outcomes and benefits of the project and for how long.

If you are requesting a Chair’s Special Award, describe how the humanities significance and impact of the project merits this higher funding level.

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

Describe your institution, its governance, and its current and proposed building, site, collections, activities, and/or programs. Explain fully why they are important for the humanities at a local, national, and/or international level. You may refer to the institutional profile in [Attachment 4](#) and list examples and links to online offerings to illustrate your humanities collections and activities, such as the selection of programming, collections, and/or exhibition materials in [Attachment 10](#). Describe the current and intended audiences to be served (including their estimated annual size). Explain how the capital project will benefit these constituents—directly and indirectly, currently and over the long term. If applicable, describe how the organization seeks to attract new or diverse audiences through this project, including

efforts to engage communities of color and others who have been historically underserved and marginalized.

Long-term impact and institutional commitment (about 1 page; aligns with [review criterion 2](#))

Describe how the proposed project will impact the institution's building, site, humanities collections, and/or its humanities activities. Explain how it aligns with institutional strategic plans, and whether it is part of a larger initiative. Describe how the project will directly and indirectly achieve the institution's long-term goals for its work in the humanities. Provide letters of support and commitment from appropriate institutional officials, program partners, constituents, and/or outside experts in the field in [Attachment 6](#).

For sites intended for both humanities and arts activities, discuss how the project will impact the humanities in particular, clarifying the percentage of space or programming that are or will be dedicated specifically to humanities collections, materials, or activities.

Capital project planning and activities (about 1 to 2 pages; aligns with [review criterion 3](#))

Describe the activities the Challenge Grant will support (in alignment with the work plan in [Attachment 3](#)). Explain the history of the project's development and any pre-planning work to date. Describe how you plan to bring the project into compliance with federal, state, and local regulations for historic preservation, where applicable (in alignment with the site conditions in [Attachment 8](#)). You may provide a **selection of** planning and/or design documents in [Attachment 7](#).

Financial capacity and fundraising (about 1 to 2 pages; aligns with [review criterion 4](#))

Demonstrate your institution's long-term financial stability and its history of fundraising, resources, leadership, and experience that will enable it to conduct a successful fundraising campaign. If the NEH-supported project is a smaller component of a larger one, briefly explain how you intend to finance the entire plan. Describe the fundraising strategy and timeline for the proposed project in alignment with the work plan in [Attachment 3](#) and your requested period of performance. Identify potential sources of eligible third-party, nonfederal gifts to meet the matching requirement. If applicable, detail funds raised to date and plans for soliciting the balance.

Project and fundraising personnel (1 to 2 pages; aligns with [review criterion 5](#))

Identify the project team and describe their roles. Indicate if there are collaborators outside of the organization, such as community partners or advisors. Explain the involvement of specialist consultants and contractors (e.g., architects, engineers, owner's representatives) and whether they are already engaged or need to be hired. Describe how the institution has or will obtain the appropriate knowledge, resources, and capacity to successfully plan for or execute the capital project (e.g., prior experience, project management expertise).

Identify the staff and consultants responsible for fundraising and financial management of the project and indicate their competency for their roles and responsibilities.

Deliverables, outcomes, and sustainability (about 1 page; aligns with [review criterion 6](#))

Describe your anticipated deliverables and outcomes. Explain how the institution, through its mission, personnel, governance, facilities, and resources, will sustain them over the long term. For example, how will the feasibility of the proposed capital project be assessed? What are the staffing plans for the new or renovated space? How will it be maintained? What is the expected lifespan of purchased furnishings or equipment?

NARRATIVE GUIDANCE	
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>
Introductory statement	1. Humanities significance and audience
Humanities significance and audience	1. Humanities significance and audience
Long-term impact and institutional commitment	2. Long-term impact and institutional commitment
Capital project planning and activities	3. Project plans
Financial capacity and fundraising plans	4. Fundraising plans
Project and fundraising personnel	5. Project and fundraising teams
Deliverables, outcomes, and sustainability	6. Project outcomes and their sustainability

Budget (SF-424C: Budget Information for Construction Programs)

You must submit your project budget using the SF-424C, Budget Information for Construction Programs, which is included in the Grants.gov application package. Enter your budget information into the SF-424C using the instructions below.

All costs, whether supported by NEH funds or required cost sharing contributions (if applicable), 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. See the property and procurement standards set forth in [2 CFR 200 Subpart D](#). See [D6. Funding Restrictions](#) for a list of unallowable costs. All costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F - Audit Requirements](#).

Pursuant 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 unless all of 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.

Construction or renovation contracts in excess of \$2,000 awarded by recipients or subrecipients funded by federal funds, in whole or in part, are subject in their entirety to the [Davis-Bacon Act](#), as amended, and must include Davis-Bacon wage reporting. When relevant, ensure that all quotes for services reflect Davis-Bacon compliant contracts.

[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 [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#), any award specific terms and conditions, and other relevant policy requirements apply to both federal matching funds and third-party, nonfederal gifts. If the proposal is part of a larger project, limit the Challenge Grant budget to requested NEH funds plus the minimum required third-party, nonfederal gifts for each year of the period of performance.

Column A – Total Cost: Identify only allowable project costs under the proposed Challenge Grant project in this column (Challenge and nonfederal matching funds).

Column B – Costs Not Allowable for Participation: Leave this column blank. Do not include costs identified as unallowable under [D6. Funding Restrictions](#).

Column C – Total Allowable Costs: Column C should equal the amount under Column A.

1. Administrative and legal expenses

Enter the cost of administrative and legal expenses.

Administrative expenses include staff salary and fringe benefits and consultant fees directly related to the administration of the proposed project. This includes fundraising, oversight, and compliance with the terms and conditions of the award (including required reporting). You must claim salaries and wages in compliance with [2 CFR §§ 200.430](#) and [.466](#).

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. You must claim fringe benefits in compliance with [2 CFR § 200.431](#).

If you request fundraising costs, clearly identify them in your budget justification. Fundraising costs must not exceed 10 percent of total project costs.

You must claim consultant fees in compliance with [2 CFR § 200.459](#). You must ensure consultant rates are comparable to local market prices for similar services.

You may include costs associated with routine administrative actions such as property acquisition, obtaining variances, and construction contract negotiation. Per [2 CFR 200 § 200.435](#), this excludes defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringements.

2. Land, structures, right-of-way, appraisals, etc.

Enter the acquisition, right-of-way, or appraisal costs for land and structures.

3. Relocation expenses and payments

Enter the costs of relocation expenses and payments to lease temporary space while the main space is being constructed, altered, renovated, or repaired.

4. Architectural and engineering fees

Enter costs related to architectural and engineering fees such as feasibility studies, design work, and related costs incurred throughout the project.

5. Other architectural and engineering fees

Enter other architectural and engineering fees such as surveys, tests, and borings; sustainable design services, including commissioning; preparation of the [National Environmental Policy Act](#) Environmental Assessment; and Section 106 consultation under the [National Historic Preservation Act](#) and associated documents.

6. Project inspection fees

Enter fees for permits, structural certification, onsite technical services (such as site monitoring), and other project inspection fees.

7. Site work

Enter costs related to site work such as site clearance, grading, sidewalks, drives, parking areas, and landscaping costs.

8. Demolition and removal

Enter costs related to demolition or removal of structures, including landfill and hauling fees.

9. Construction

Enter costs related to construction such as building, conversion, extension, preservation, alteration, and renovation of facilities; and installation of permanently affixed equipment (such as HVAC, electrical, and other systems) and utilities.

Cost plus a percentage of cost and percentage of construction cost methods of contracting are not allowed per [2 CFR § 200.324\(d\)](#).

10. Equipment

Enter costs of equipment you will purchase. Equipment is defined as nonexpendable personal property costing \$5,000 or more and having a useful life of more than one year. See [2 CFR §§ 200.313](#) and [.439](#).

You may purchase equipment if analysis demonstrates that it is more economical and practical than leasing. The purchase of vehicles is prohibited.

11. Miscellaneous

Enter miscellaneous costs such as equipment rental, temporary storage, supplies, and items not previously listed under other budget categories. "Miscellaneous" is not an acceptable line item within this category. **Indirect costs are not allowable.**

12. Subtotal

Automatic sum of lines 1 through 11.

13. Contingencies

Enter construction contingency costs. See [2 CFR § 200.433](#).

14. Subtotal

Automatic sum of lines 12 and 13.

15. Program Income

Leave this line blank.

16. Total project costs

Same amount as line 14.

17. Federal assistance requested

Enter the following into line 17:

- 50% -for applicants requesting a 1:1 match ratio
- 25% - for applicants requesting a 3:1 match ratio
- 20% - for applicants requesting a Chair’s Special Award with a 4:1 match ratio

Budget Justification

Your budget justification should include two components:

1. An estimate of the NEH funds requested, third-party, nonfederal gifts to be raised, and total project costs for each year of the period of performance.

Sample Gifts and Matching Funding Schedule for an applicant requesting \$500,000 in federal matching funds with a 3:1 match ratio and a four-year period of performance

	Year 1	Year 2	Year 3	Year 4	Total
Federal matching funds requested	\$100,000	\$175,000	\$150,000	\$75,000	\$500,000
Third-party, nonfederal gifts to be raised	\$300,000	\$525,000	\$450,000	\$225,000	\$1,500,000
Total project costs	\$400,000	\$700,000	\$600,000	\$300,000	\$2,000,000

2. A detailed and concise justification that further breaks down cost items under each category of the [SF-424C](#). The budget justification should clearly describe the purpose of expenditures and align with the proposed project as described in the [narrative](#). Identify the names of key personnel that will be supported with NEH funds, and their roles and responsibilities on the project. The budget justification should show quantities, unit prices and total cost, as applicable. Do not use the budget justification to expand the project narrative.

You may provide construction estimates to supplement the budget justification.

You will attach your budget justification to the Attachments Form as [Attachment 2](#).

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; item 3 should be left 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 grants administrator or chief financial officer.

g. Provide your [congressional district](#). For example, if your institution is located in the 5th congressional district of Alabama, enter "AL-005." If your institution does not have a congressional district (for example, it is in a state or U.S. jurisdiction that does not have districts, or is in a foreign country), 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. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients may use their preferred title for any award products.

b. Provide a brief description of your project (no more than one thousand characters, including spaces). It should be written for a nonspecialist audience and describe 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 the first day of a month and end on the last day of a month. Ensure that your start and end dates align with your work plan for the project and fundraising. See [B2. Summary of Funding](#) for allowable periods of performance.

7. Project Director

Provide the project director's name, title, and contact information. Typically, the project director is either the leader of the fundraising team, the senior institutional administrator overseeing the project, or the senior manager with operational oversight of the construction activities. 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 the project director named in the application changes.

If the project director is not employed by the applicant organization, they 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/Grants Administrator

Provide the name, title, and contact information for the official responsible for the administration of the award (e.g., negotiating the budget and ensuring compliance with the terms and conditions of the award). This person is often a grants administrator or sponsored programs official.

As a matter of NEH policy, the project director named in item 7 must not be the same individual named as the primary contact/grants administrator named in item 8. The role of the project director must be distinct from that of the institutional grants administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. The institutional grants administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel. Similarly, NEH will send official correspondence (for example, an offer letter, award documents, an extension, a supplement, or amendment) to the institutional grants administrator and a copy to 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 president, vice president, executive director, board chair, provost, or chancellor. The institution's Grants.gov E-Business Point of Contact must designate the AOR.

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

Select the project director's major field of study from the drop-down menu. If the project director is an administrator or fundraiser, you may select "Other: Public Administration" or "Other: Business."

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

Enter the requested amount of federal funds as "Federal Match" and your third-party, nonfederal gifts as "Cost Sharing." **Do not include any costs under "Outright Funds."**

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 project activities will occur during the period of performance. The primary site must be where the renovation, repair, or new construction will occur.

Enter [congressional districts](#) using the two-letter state abbreviation followed by your three-character district number. For example, if your institution is located 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

If you request more than \$100,000, you must submit the Certification Regarding Lobbying. Add this 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”

If you have or will use nonfederal funds for lobbying, you must submit Standard Form-LLL, “Disclosure of Lobbying Activities.” Add this 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 pages. Applicants whose narratives exceed ten pages will be rejected from further consideration. Name the file narrative.pdf.

Attachment 2: Budget justification (required)

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

Name the file justification.pdf.

Attachment 3: Work plan (required)

Attach a work plan that includes a schedule of major fundraising and project milestones as described in the [narrative](#), including any steps you have accomplished to date. The work plan should reflect the timeline for both fundraising *and* project activities. You may present the work plan as a chart, in narrative form (with headings), or as a combination of both.

Include a schedule with the anticipated start and end dates and the number of months for each of the following critical milestones within the period of performance of the award: planning activities; facility or land purchase; construction planning and design; construction documents, permits and/or variances; meeting [federal environmental and historic preservation requirements](#); contract procurement; site work, foundation, fabrication, material shipments, utilities and systems, fit-out, millwork and casework; purchase and installation of equipment, etc.

Ensure that dates and milestones in your work plan align with your period of performance and fundraising schedule. Build sufficient time into your work plan to account for an environmental and historic preservation review. **You may not begin construction until these requirements are completed.** The time required will vary based on the complexity of the project and other site-specific factors.

The work plan has a suggested length of three pages. Name the file workplan.pdf.

Attachment 4: 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 statement
 - c. governance and administration
 - d. physical facilities (including whether it owns or leases its structures)
 - e. humanities staff size and composition (including the percentage of all staff who work 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; annual visitor or participant figures
- d. cost to participants (if any)
- e. evidence for the success of these humanities activities

For applications involving multiple institutional partners, only the applicant of record must provide an institutional profile.

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

The institutional profile has a suggested length of two pages. Name the file profile.pdf.

Attachment 5: Résumés for key personnel (required)

Include brief résumés for the project director and other staff with major responsibilities for the project. Include persons listed in the [budget justification](#), as well as key consultants to the project. List job or position descriptions for any staff who will be hired specifically to work on the project.

The suggested length for résumés is two pages per person. Name the file resumes.pdf.

Attachment 6: Letters of commitment or support (required)

Include letters of commitment or support from appropriate officials confirming the institution's commitment to the humanities activities and to meeting the requirements of the Challenge Grant. If your proposed project involves collaboration among multiple organizations, provide documentation such as a memorandum of agreement or letters of commitment that describe the partnership, roles, and responsibilities.

You may include other letters of support, such as from scholars in the field, community leaders, and participants in or beneficiaries of the humanities activities, as appropriate. Letters of commitment should refer to the application for NEH support and must be signed and dated.

Elected 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 7: Planning and design documents (recommended)

Include a **selection** of planning and design documents such as renderings and line drawings, collections assessment reports, and other pertinent materials that inform and guide the proposed activities. Drawings should clearly identify the proposed project components. Crop or reformat renderings and line drawings to fit the standard letter size (8 1/2" x 11"). See [H. Other Information](#) for formatting guidance.

The selection of planning and design documents has a suggested limit of 10 pages. Name the file design.pdf.

Attachment 8: Site conditions (conditionally required)

If your project involves the development of final design or construction documents, or the execution new construction, expansion, alteration, renovation, repair, rehabilitation, or ground disturbing activities, you must include a description of the site, project, and potential anticipated environmental and historic preservation impacts of the project for NEH's review. If you are unsure of a response to a particular question, please state so.

Include the following information, as applicable:

A. Site Conditions

1. Does your organization own the property? If not, identify who owns the property and the arrangement by which you have use of the site.
2. Identify the size of the project site, in terms of measured acreage or square units (e.g., 1.5 acres, 0.8 sq. km.).
3. Describe existing buildings and ancillary facilities (e.g., storage buildings, parking lots) on the project site. For each building and ancillary facility, identify the age of construction, number of stories, height, and total sq. feet or units. For example:
The Weems Library is a four-story Arts and Crafts building with an existing footprint of 5,000 sq. feet and total square footage of 18,250 sq. feet. The building was constructed in 1910. It sits on a .5 acres urban site that also contains two ancillary structures, an 8x8 storage shed, and a 600 sq. feet garage.
4. Clearly describe the work project funds (NEH and required matching funds) will support. For example:
The construction project involves renovation and expansion of the Weems Library. The project will involve renovation of the first and second floors of the original structure to create new collection storage and reading rooms, and demolition of a 2,000 sq. foot addition, constructed in 1978. The building will be expanded by the construction of a four-story addition with a 6,000 sq. foot footprint, and adjacent parking lot with 100 spaces of 2,000 sq. feet, and a 4,000 sq. foot storm water retention pond. Proposed total ground disturbance of the funded project is 12,000 sq. feet. Reference the attached site plans and schematics.
5. Describe the current zoning and land use surrounding the site. Include the code and brief description.
6. Explain if the project alters current land use. If so, what is the proposed zoning?
7. If the project involves the purchase, construction, or lease of new facilities (including temporary facilities and trailers), will it: substantially increase the capacity of an existing facility or be significantly greater in scope than other development taking place in the area?
8. Is physical work on the project already underway? If so, what work has occurred?

B. Historic Preservation Information

1. In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, is it listed or eligible for listing in the [National Register of Historic Places](#), and/or is it a [National Landmark](#)?
2. Does the project involve structures over 50 years old?
3. Will the project occur at, in, or near properties listed on or eligible for listing on the National Register of Historic Places?
4. Is the project located within or adjacent to any known federal, state, or local historic districts?
5. Will the project substantially change existing interior or exterior elements of a building?

6. Will the project involve ground disturbance, either temporary or permanent, of the surrounding property?
7. Will the project potentially encroach upon, change views to, or change noise levels around any historical, architectural, or archeological property, or properties with religious or significant context to Indian Tribes ([36 CFR § 800.16\(m\)](#))?
8. Are there any public concerns or controversy with respect to effects of the project on historic resources?

C. Environmental Conditions

1. Are there existing environmental compliance requirements or ongoing monitoring related to the property (parcel or building), such as restrictive covenants related to past site remediation?
2. Will the project take place on a site where there is known or potential contamination of soil, surface water, or groundwater?
3. If the project includes renovation of an existing building or ground disturbing activities, has a Phase I Environmental Site Assessment been prepared for the property?
4. Describe the current vegetation on site (e.g., grasses, shrubs, heavily wooded).
5. Will the project cause or increase soil erosion from proposed construction activities such as grading?
6. Are there any oceans, lakes, rivers, streams, or wetlands on the site or adjacent to the site? If yes, include an 8 1/2" x 11" excerpt of the [National Wetland Inventory Map](#), state or local wetlands map, or site-specific wetlands map with this attachment.
7. Will the project include discharge into, or the filling or dredging of wetlands?
8. Is the project site located in either a 100-year or a 500-year floodplain (including new site features, such as new buildings, additions, fences, parking lots, signage, etc.), or will the project adversely impact flood flows, discharge stormwater, increase base flood levels or potentially support development in a floodplain? Include an 8 1/2" x 11" excerpt of the Flood Insurance Rate Map image from the [FEMA Flood Map Service Center](#) with this attachment. Clearly mark the location of the facility and include the National Flood Insurance Program Panel Number. Refer to the [NEH Interim Federal Flood Risk Management Standard](#) for applicable elevation or floodproofing standards.
9. Is the project located in a state that borders the Atlantic Ocean, Pacific Ocean, Great Lakes, Chesapeake Bay, or Gulf of Mexico? If yes, is the project located in the state's coastal zone? To access your state's coastal zone program and review their maps, please see the [NOAA's Office for Coastal Management, States and Territories Working on Ocean and Coastal Management](#).
10. Will the project convert agricultural lands to non-agricultural uses or impact Prime 3 Farmland Soils or Soils of Statewide Importance?
11. Will the project occur near or adversely affect a plant or animal species listed on the federal or state list of endangered or threatened species, or a specific critical habitat of an endangered or threatened species?
12. Will the project affect nesting bald eagles or migratory birds? Will the project require a migratory birds permit?
13. Will the project affect a specifically designated Wildlife Refuge or Wilderness Area?
14. Will the project affect a wild, scenic, or recreational river area or create conditions inconsistent with the character of the river? (A consideration for activities that are in or near any wild and scenic waterway including construction of stream/river crossings, intake structures, outfalls, etc.).
15. Will the project have direct or indirect effects on park land, other public lands, or areas of recognized scenic or recreational value? (For example, how will the activity affect the view?)

D. Human environmental and controversy

1. Will the proposed project displace or relocate any businesses, or residents, including low-income or minority populations?
2. Will the project have adverse effects on human health or environment, in particular minority or low-income populations within the vicinity of the project?
3. Are there any public concerns or controversies with respect to the project site, adjacent sites, or effects of the project on low income or minority populations, Indian Tribes, or historic, cultural, or environmental resources?
4. Are there other known controversies related to the proposed project?

Name the file site.pdf.

Attachment 9: Additional supporting documentation (recommended)

You may include other relevant documents to support the application, including materials that illustrate humanities activities, such as programming and/or exhibition materials, organizational brochures, or evaluation materials (metrics or survey documents). Your application may include links or URLs to relevant documents, webpages, or other materials.

If you propose to renovate leased property, you must submit a copy of the existing or proposed long-term lease agreement (the lease must extend at least five (5) years from the end of the proposed period of performance), the landlord or lessor's consent to the renovation, and the landlord or lessor's agreement to the period of federal interest of five (5) years from the period of performance end date and to file a Notice of Federal Interest (as applicable).

If a Hispanic-Serving Institution of higher education is unable to verify its status as an HSI by consulting the most recent Eligibility Matrix, include a PDF of a 2022 or 2023 letter or other document from the Department of Education, certifying Title III and Title V eligibility.

Additional supporting documentation has a suggested limit of 10 pages. Merge all relevant materials into a single, flattened PDF and name the file documentation.pdf.

Attachment 10: Subrecipient budget(s) (conditionally required)

If your project includes subawards, you must provide a separate SF-424C and budget justification for each subrecipient (i.e., a public library foundation acting as a pass-through entity should submit a separate budget for the library or its parent organization undertaking the construction).

Download a [fillable PDF of the SF-424C](#) from the NEH website for 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."

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.

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 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. 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 proposals submitted by April 5, 2023, 11:59 p.m. Eastern Time. Program officers will not review late drafts.

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 helpful in strengthening their applications. If you choose to submit a draft proposal, send a narrative, preliminary work plan, and preliminary budget as attachments to challenge@neh.gov.

Applications

The deadline for applications under this notice is May 17, 2023, 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 CHA-. 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 at least 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:

- indirect costs
- routine operating costs
- fundraising costs in excess of 10 percent of total project costs
- interpretive activities related to museum and gallery renovation, temporary exhibitions, or installation projects
- construction or renovation of spaces whose primary use is for the creation or performance of art (such as auditoriums or theaters to be used primarily for theatrical or musical performances)
- fellowships, scholarships, or stipends
- obtaining sources of project financing other than fundraising (e.g., loans, tax credits)
- repayment of debt such as mortgages, liens, or loans
- abandoned plans (i.e., costs associated with a design that will not be used to construct the building)
- architectural and engineering fees for work outside the scope of the approved project
- cost plus a percentage of cost and percentage of construction cost methods of contracting
- purchase or lease of vehicles
- 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.

See [H. Other Information](#) for a list of related funding opportunities.

E. Application Review Information

1. Review Criteria

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

1. Humanities significance and audience

- In what ways are the institution's current and proposed building, site, collections, activities and/or programs significant for the advancement of the humanities?
- Who are the identified audiences served, and how will they benefit from the outcomes of the capital project over the long term?

2. Long-term impact and institutional commitment

- How well is the proposed project aligned with and integrated into long-range institutional planning?
- How strong is the institution's commitment to the project and its expected outcomes?
- Is the anticipated humanities impact commensurate with the level of funding requested?
- If partners are identified, are they appropriate and committed to the project?

3. Project plans

- Is the project realistic and feasible?
- Are the work plan and budget convincing?
- Does the project comply with applicable federal, state, and local regulations?

4. Fundraising plans

- To what extent do the institution's organization, resources, and history of fundraising suggest that it will conduct a successful campaign to meet the requirement to raise third-party, nonfederal gifts?
- Is the timeline and plan for fundraising realistic and aligned with the capital project?
- Are the prospective sources of funding promising and realistic?

5. Project and fundraising teams

- Does the project team possess the appropriate expertise and cover the necessary aspects of the proposed activities?
- Does the fundraising team possess the appropriate expertise and cover the necessary aspects of the proposed activities?

6. Project outcomes and their sustainability

- Are the proposed outcomes and deliverables reasonable and aligned with the budget and work plan?
- To what extent will the project, as described, help the institution achieve its long-term goals for work in the humanities?
- How compelling are the institution's plans to sustain the project outcomes in the long term?

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.](#)

[Apply to be a peer reviewer for NEH.](#)

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 a Section 106 consultation) 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](#)).

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 December 2023.

The NEH Office of Grant Management will send offers to successful applicants through eGMS Reach. 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 the applicant must meet before NEH issues its award.

An offer is not an authorization to begin capital project activities or incur related costs. See [F2. Administrative and National Policy Requirements](#).

Applicants may request evaluations of their applications by emailing challenge@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

The NEH Office of Grant Management will issue award documents to recipients through eGMS Reach once all regulatory requirements are met and the recipient certifies eligible third-party, nonfederal gifts.

[Learn more about managing an NEH award.](#)

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 \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

These requirements apply to both the NEH federal matching funds and third-party, nonfederal gifts.

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

NEH-supported Infrastructure and Capacity Building Challenge Grants: Capital Projects must be reviewed under Section 106 of the National Historic Preservation Act of 1966 (NHPA) ([54 U.S.C. § 306108](#)) and the National Environmental Policy Act of 1969 (NEPA) ([42 U.S.C. § 4321, et seq.](#)) when the proposed project involves:

- new construction and expansion projects (including demolition);
- alteration/renovation/repair projects where exterior changes to the building façade or surroundings may be made (including roofs and windows);
- interior renovations to a building that is over fifty (50) years old, or is historically, architecturally, or culturally significant;
- ground disturbing activities (including parking lots);
- a change in land use that is significant (such as the proposal is an integral part of a larger redevelopment project);
- an impact within or to a floodplain or wetland;
- a determination of an adverse effect that cannot be mitigated on a property eligible for inclusion on the National Register of Historic Places; and/or

- an extraordinary circumstance, such as public controversy or extensive site contamination.

If NEH funds your project, you may not start physical work (demolition, construction, or renovation) until NEH has completed its environmental and historic preservation compliance reviews required by NEPA and Section 106 of the NHPA.

Review NEH's [Section 106 and NEPA guidance](#) to familiarize yourself with the Section 106 process.

NEH Flood Risk Management Standard

If your proposed project is located in or near a 100-year or 500-year floodplain, please refer to the following [NEH Flood Risk Management Standard](#) for additional guidance for elevation and floodproofing requirements in accordance with [Executive Order 13690: Establishing a Federal Flood Risk Management Standard](#).

Reducing Climate-Related Financial Risk

In alignment with [Executive Order 14030 Climate-Related Financial Risk](#), NEH encourages applicants to integrate measures into their projects to reduce impacts on the environment and consider design and construction improvements to reduce the institution's vulnerability to natural disasters and climate-related events on their institutions. Examples of measures may include increasing utilizing energy from alternative sources, improving energy efficiency, using sustainable building materials, or addressing location-specific risks such as floodproofing in areas prone to flooding, or utilizing fire resistant materials in areas at risk of wildfires.

Build America, Buy America

Awards involving construction, renovation, or facility infrastructure funded in whole or in part by federal funds are subject to the Build America, Buy America Act (BABA) ([Pub. L. 117-58 § 70901, et seq.](#)). NEH may not obligate funds for a project involving construction, renovation, or facility infrastructure unless all the iron, steel, manufactured products, and construction materials incorporated into the project are produced in the United States, or the project falls under a NEH waiver.

When applicable, BABA requirements must be included in all subawards, contracts, and purchase orders for work or products under this notice. Recipients must submit an assurance to NEH of BABA compliance; ensure that the requirement is included in relevant contracts and subcontracts; and retain documentation regarding the sourcing of iron, steel, manufactured products, and construction materials funded with NEH matching funds and third-party, nonfederal gifts as part of their award documentation. Failure to comply with BABA may result in NEH disallowing costs.

Reference the [award term](#) for further information.

Davis-Bacon Act and related labor requirements

Construction or renovation projects 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 more about Davis-Bacon and related acts.](#)

Federal interest requirements

To protect the federal interest in real property that has been purchased, constructed or has undergone major renovation with NEH funds, there is a period of federal interest that extends five (5) years from the period of performance end date. During this time, the real property must be used for the intended humanities activities, and the owner may not sell, lease, transfer, assign, mortgage, or otherwise convey any interest in the property without prior written approval from the NEH Office of Grant Management.

Recipients of awards over \$500,000 must record a Notice of Federal Interest (NFI) in the appropriate official records of the jurisdiction in which the property is located. (See [2 CFR §§ 200.1, 200.330](#), and [200.316](#) and [Administration of NEH Challenge Infrastructure and Capacity Building Grants.](#))

Native American Graves Protection and Repatriation Act of 1990

The Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) provides protection of Native American graves and items, including human remains, funerary objects, and sacred objects. NAGPRA applies to any organization that controls or possesses Native American human remains and associated funerary objects and that receives federal funding, even for a purpose unrelated to the Act. [Learn more about NAGPRA.](#)

Other requirements for projects involving construction, renovation, repair, rehabilitation, and ground and visual disturbances

NEH-funded Infrastructure and Capacity Building Challenge Grants: Capital Projects must comply with all applicable government-wide laws and requirements. See the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#) and [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#). See [2 CFR Part 200 Appendix 2 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#).

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 those that provide free access to the public.

Recipients 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](#).

Debarment, suspension, ineligibility, and voluntary exclusion certification

By applying, 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](#).

Acknowledging NEH support

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

If the project includes renovation or construction activities, the building or site should prominently display a plaque or other permanent sign acknowledging NEH support. If NEH's award contributed to a broader fundraising campaign, the recipient must include NEH in any published list of donors to that campaign related to the NEH-supported project.

When appropriate, the recipient should include the term "humanities" in the names of galleries, classrooms, library rooms, and other named spaces that the recipient built or renovated with award funds. The recipient should consult with its NEH program officer about how to acknowledge NEH in a name or title.

Subrecipient monitoring requirements

Per [2 CFR § 25.300](#), recipients may only issue subawards with federal funds to organizations that have obtained and provided to the recipient a 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](#).

Recipients must monitor subrecipients to ensure that subawards are used for authorized purposes, comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and that performance goals are achieved. Recipients must ensure that 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

All program income generated as a result of awarded funds must be used for approved project-related activities. The program income alternative applied to the award(s) under the program will be addition. Post-award requirements for program income can be found at [2 CFR § 200.307](#).

Eliminate waste, fraud, and abuse

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

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 progress on program-specific goals; 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.) **Real Property Status Report.** If you use NEH funds to purchase land or buildings, or for new construction, expansion, or major renovations, you must submit the Real Property Status Report (SF-429-A, General Reporting) annually during the period of performance and the five-year post-award period.
- 5.) **Tangible Personal Property Report.** If you use NEH funds to purchase equipment, you must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. You must report all equipment with an acquisition cost of \$5,000 or more per unit purchased with NEH funds.
- 6.) **Certification of Matching Gifts for NEH Challenge Grants.** You must submit a Certification of Matching Gifts for NEH Challenge Grants form to certify third-party, nonfederal gifts by July 31 of each year during the period of performance until the total amount of required gifts have been raised. You may certify gifts up to three times a year to release all or part of that year's federal funds or to fulfill any portion of the matching requirement. See [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#) 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 NEPA and NHPA, 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](https://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: 1-866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through [Grants.gov](https://grants.gov), contact [Grants.gov](https://grants.gov) Applicant Support at:

[Grants.gov Applicant Support](#)
U.S. calls: 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

Specifications for renderings and line drawings

Format line drawings and renderings to fit on standard letter size (8 1/2" x 11") paper. There are no requirements for borders or specific font type or size.

Floor plans must be legible, with the scale clearly indicated on each page, and indicate the location of equipment and workspace. If applicable, submit drawings of the existing and proposed space.

The drawings should indicate:

- functional layout of the entire area
- size dimensions, function, and the net and gross square feet for each room

- location of the proposed construction/renovation area in the existing building (including building name/address and the floor(s) affected) with affected/renovated areas clearly marked
- changes or additions to the existing building and systems; notes that annotate these changes may be made directly on the plan
- functional layout of the proposed facility

Clearly indicate the size (dimensions and square footage of each space) that will be supported by the project.

Although the line drawings do not count toward the page limits, do not include additional text unrelated to the information requested in the instructions above.

Related funding opportunities

If you are seeking support for public programming, exhibitions, and museum interpretive projects, you should consider applying to the [Public Humanities Projects](#) program.

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 may also consult the [Sustaining Cultural Heritage Collections](#) and [Preservation Assistance Grants](#) programs.

If you are seeking support for assessment and strategic planning activities to mitigate physical and operational environmental impacts and adapt to a changing climate, you should consider applying to the [Climate Smart Humanities Organizations](#) 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 also to invite comments on the paperwork burden. NEH estimates that on average it takes sixty hours to complete this application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

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.