NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

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

Funding Opportunity Number: 20210518-CHA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.130

Application Due Dates:
May 18, 2021
September 28, 2021

Ensure your SAM.gov and Grants.gov registrations and passwords are current.
NEH will not grant deadline extensions for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to 1 month to complete.

Office of Challenge Programs
Telephone: 202-606-8309
Email: challenge@neh.gov
Federal Relay: 800-877-8399

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 Notice of Funding Opportunity is for capital projects that support the design, purchase, 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. This includes the purchase and installation of related moveable and permanently affixed equipment and critical building systems, such as electrical, climate control, security, life safety, lighting, utilities, telecommunications, and energy management. Expenditures must be shown to bring long-term benefits to the institution and to the humanities more broadly.

Funding Opportunity Title:	Infrastructure and Capacity Building Challenge Grants: Capital Projects
Funding Opportunity Number:	20210518-CHA
Federal Assistance Listing Number (CFDA):	45.130
Application Due Dates:	May 18, 2021, 11:59 p.m. Eastern Time September 28, 2021, 11:59 p.m. Eastern Time
Anticipated Announcements:	December 2021 and April 2022
Anticipated Total Annual Available FY 22 Funding:	Approximately $6,500,000 per deadline (Capital Projects and Digital Infrastructure combined)
Estimated Number and Type of Awards:	Approximately 12-15 grants per deadline (Capital Projects and Digital Infrastructure combined)
Funding Range:	Up to $750,000
Match Required:	Yes. See C2. Matching Requirements.
Period of Performance:	Up to five years. The period of performance may begin as early as March 1, 2022 and no later than June 1, 2022 (for proposals submitted on or before the May 18, 2021 deadline). The period of performance may begin as early as July 1, 2022 and as late as October 1, 2022 (for proposals submitted on or before the September 28, 2021 deadline).
Eligible Applicants:	Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public and 501 (c)(3) institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See C. Eligibility Information.
Program Resource Page:	https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants
Pre-Application Webinar:	March 19, 2021 at 2:00 p.m. Eastern Time Join the webinar.

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A. Program Description

1. Purpose

This notice solicits applications for the Infrastructure and Capacity Building Challenge Grants: Capital Projects program. This program supports capital projects that strengthen the institutional base of the humanities with grants that support infrastructure development and capacity building to help institutions and organizations secure and sustain their core buildings, sites, collections, and/or humanities activities for the long-term.

Grants support the design, purchase, construction, restoration, or renovation of buildings or sites of historical, architectural, or cultural significance and facilities that house humanities collections or are used for humanities activities. This includes the purchase and installation of related moveable and permanently affixed equipment for monitoring and protecting collections (whether on exhibit or in storage), and for critical building systems, such as electrical, climate control, security, life safety, lighting, utilities, telecommunications, and energy management.

Proposed projects must enhance the institution's impact on the humanities over the long term and build on careful strategic planning.

In accordance with [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 HBCUs, TCUs, and Hispanic-serving institutions of higher education (HSIs), as well as from two-year community colleges. These institutions are eligible for special matching requirements; see [B. Federal Award Information](#) and [C. Eligibility Information](#).

Potential applicants are advised that approved projects must undergo an NEH review process to ensure compliance with the laws and regulations applicable to federally supported construction and renovation activities before any work can begin and NEH releases any federal funding ([Section 106/National Historic Preservation Act](#), [National Environmental Policy Act](#), [Davis-Bacon](#) wages, federal interest, among others); see the [budget instructions](#), [F2. Administrative and National Policy Requirements](#), and [Administration of NEH Challenge Infrastructure and Capacity Building Challenge Grants](#). You are encouraged to familiarize yourself with the applicable rules and regulations and to contact program staff to discuss your project in order to build adequate time and budget considerations into your proposal. See [G. Agency Contacts](#).

Fundraising costs for the project are limited to 10 percent of total project costs (federal funds plus non-federal certified gifts) during the period of performance.

Unallowable activities are described in [D6. Funding Restrictions](#).

Funding categories

The Infrastructure and Capacity Building Challenge Grants program funds two distinct types of projects, each with its own Notice of Funding Opportunity: Capital Projects (covered in this Notice of Funding Opportunity) and Digital Infrastructure (covered in a separate Notice of Funding Opportunity available on the [program resource page](#)).

2. Background

This program is authorized by [20 U.S.C. §956, *et seq*](#). 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 December 26, 2014 or later)](#), and [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#).

According to the 1965 National Foundation on the Arts and the Humanities Act, "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."

Examples of previously funded projects may be found by using the [NEH's Funded Projects Query Form](#).

To learn more about NEH, visit https://www.neh.gov/about.

NEH Areas of Interest

NEH is especially interested in supporting projects that advance humanities-related work in the following area.

"A More Perfect Union": NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 250th Anniversary

As our nation approaches its 250th anniversary in 2026, NEH encourages projects that promote a deeper understanding of American history and culture and that advance civic education and knowledge of our core principles of government. The agency-wide "[A More Perfect Union](#)" initiative will help Americans better understand the world's oldest constitutional democracy and how our founding ideals are met in a modern, pluralistic society.

NEH welcomes consideration of diverse topics in American history, from Native American culture to rural life to the rise of the industrial city, from the Civil War to the Cold War to the Civil Rights movement, etc. We also seek projects that examine foundational documents in U.S. history, as well as projects that examine historical objects, places, traditions, events, and individuals who collectively shaped our states and nation. Applications about the contributions of under-represented communities are highly encouraged.

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

Approximately $6,500,000 is expected to be available to fund up to 12-15 recipients per deadline (Capital Projects and Digital Infrastructure combined). You may apply for a ceiling amount of up to $750,000. The requested grant amount should be appropriate to the humanities needs and the fundraising capacity of the institution. See [C2. Matching Requirements](#) for information on matching ratios.

NEH will not determine the amount available until Congress has enacted the final FY 2022 budget. This program notice is subject to the availability of appropriated funds, and is a contingency action to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

You may request a period of performance of up to five years. The period of performance may begin as soon as March 1, 2022 and as late as June 1, 2022 for proposals submitted for the May 18, 2021 deadline. The period of performance may begin as soon as July 1, 2022 and no later than October 1, 2022, for proposals submitted for the September 28, 2021 deadline. All projects must begin on the first day of a month.

Successful applicants will be awarded federal matching funds. Recipients must certify that they have raised eligible contributions from non-federal 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. Federal matching funds are typically distributed on an annual basis over the life of the award.

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 the recipient's ability to raise matching funds), and a decision that continued funding is in the best interest of the Federal Government.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public and 501(c)(3) institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.

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

In addition to the general eligibility criteria described above, institutions claiming a 1:1 match ratio must be one of the following types of organizations:

- 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 in the Department of Education's list of HBCUs (click on [Accredited HBCU listing](#));
- public or nonprofit 501(c)(3) Hispanic-serving institutions of higher education:
    - To determine whether your institution is eligible, begin by consulting 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, locate your institution's name in column A ("Institution Name"). Next, scroll across to look at column AS ("HSI"). If the row for your institution in that column has a number 5 or 6, you are affiliated with a Hispanic-Serving Institution. Institutions must apply annually to the U.S. Department of Education for Title III and Title V eligibility designations. Institutional designations therefore can change from year to year.
    - Another way to establish the institution's eligibility is by visiting the [Department of Education's Office of Postsecondary Education Institutional Service](#) website.

Click on "Application for Designation as an Eligible Institution." Then click on "Check Main Campus Eligibility." Enter the name of your institution or OPE ID number. Select your institution and click on "View Eligibility."

- If you are unable to verify your institution's current 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 dated 2020 or 2021 or other document from the U.S. Department of Education, certifying Title III and Title V eligibility. Attach a PDF of this as Attachment 12. 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 at this link: https://nces.ed.gov/collegenavigator/ (search for your institution, then click on "Enrollment"). Or,

- U.S. tribal college or university recognized by the Department of Education and listed at http://www.aihec.org/who-we-serve/TCUmap.cfm.

Individuals, foreign and for-profit entities are not eligible to apply.

2. Matching Requirements

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

Eligible applicants (other than HBCUs, TCUs, HSIs, and two-year community colleges) must meet the following matching ratios:

- Requests for grants $500,000 or less must be matched at $3 in non-federal gifts for every $1 in federal funds (3:1).
- Requests for grants exceeding $500,000 and up to $750,000 must be matched at $4 in non-federal gifts for every $1 in federal funds (4:1).

Sample matching requirements for applicants meeting general eligibility

Match Ratio (Non-federal: federal)	Requested NEH Challenge Grant funds	Gifts to be raised by grant recipient (from third-party non-federal donors)	Total project cost
3:1	$500,000	$1,500,000	$2,000,000
4:1	$750,000	$3,000,000	$3,750,000

Eligible HBCUs, TCUs, HSIs, and two-year community colleges must match $1 in non-federal gifts for every $1 in federal funds, regardless of the awarded amount.

Sample matching requirements for HBCUs, TCU's, HSI's and two-year community colleges

Match Ratio (Non-federal: federal)	Requested NEH Challenge Grant funds	Gifts to be raised by recipient (from third-party non-federal donors)	Total project cost
1:1	$550,000	$550,000	$1,100,000

Fundraising period

Recipients may raise gifts – non-federal third-party pledges or donations - **no earlier than** five months prior to the application deadline through the period of performance end date (no earlier than December 19, 2020 for proposals submitted for the May 18, 2021 deadline and no earlier than April 29, 2021 for proposals submitted for the September 28, 2021 deadline).

Allowability of gifts

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 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 approved fundraising period.

The majority of gifts allowable for matching must be *restricted*—that is, donations made explicitly in response to or in anticipation of the Challenge Grant. Donors of *restricted* gifts must be aware that their gifts will be used to fulfill the match of the Challenge Grant and that their gifts will be used to support the purposes outlined in the approved Challenge Grant application.

Unrestricted gifts—that is, gifts donated without limitations on their use—may be allowable, but the donor must have made the gift within the fundraising period. **The total of unrestricted gifts that may be certified cannot exceed the amount of the federal portion of the Challenge Grant**.

Certain types of gifts, such as real estate, earned income, planned giving, and in-kind gifts, are subject to special limitations. Discounts on contracted goods and services, as well as contributions from federal sources, are not allowable for matching.

Recipients must use Challenge Grant funds, both federal and non-federal, only to support the purposes outlined in the approved Challenge Grant budget.

Additional information on allowable gifts is available in Administration of NEH Challenge Infrastructure and Capacity Building Grants.

Release of Challenge Grant matching funds

The federal portion of Challenge Grants is typically offered in annual installments. During a five-year period of performance, funds are typically released when completely matched according to the required ratio (1:1, 3:1, or 4:1) and amount. Variations on the sample below are possible and your proposed schedule should align with your proposed workplan and period of performance. NEH reserves the right to modify match and release schedules.

Sample schedule for applicants meeting general eligibility requirements for a Challenge Grant offer of $300,000, with a 3:1 match ratio

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
NEH funds (federal) offered	$25,000	$100,000	$100,000	$75,000	n/a	$300,000
Non-federal gifts to be raised	$75,000	$300,000	$300,000	$225,000	n/a	$900,000
Total Challenge funds (federal + non-federal)	$100,000	$400,000	$400,000	$300,000	n/a	$1,200,000

Sample schedule for HBCUs, TCUs, HSIs, and two-year community colleges for a Challenge Grant offer of $300,000, with a 1:1 matching ratio

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
NEH funds (federal) offered	$25,000	$100,000	$100,000	$75,000	n/a	$300,000
Non-federal gifts to be raised	$25,000	$100,000	$100,000	$75,000	n/a	$300,000
Total Challenge funds (federal + non-federal)	$50,000	$200,000	$200,000	$150,000	n/a	$600,000

Recipients are encouraged to certify gifts in advance of the required matching schedule during the period of performance. Depending on the availability of program funds, advance certification may result in the early release of federal funds. See Attachment 10: Certification of gifts raised to date.

Recipients are responsible for maintaining auditable records of the source and use of required matching gifts. See 2 CFR §200.306 for additional information.

3. Other Eligibility Information

You may apply for only one Infrastructure and Capacity Building Challenge Grant deadline per calendar year. Previous recipients of Challenge Grants—including Infrastructure and Capacity Building Challenge Grants (CHA), Challenge Grants (CH), Cooperative Agreements and Special Projects (ZZ), and Special Initiatives (CZ)—are eligible to apply for a subsequent Challenge Grant beginning in the third year after the submission of the final financial report for its most recent NEH Challenge Grant. For example, if a prior Challenge Grant recipient submitted their final financial report in 2018, they would not be eligible to apply for a subsequent Challenge Grant until 2021. Recipients of Next Generation Challenge Grants (ZB and ZA), Humanities Access Grants (ZH), and Creating Humanities Communities grants (ZR) are exempt from this requirement.

Proposals involving collaboration among multiple institutions for a proposed project are eligible, but one institution must serve as the applicant of record that will be legally, programmatically, and fiscally responsible for the award. Institution-specific foundations, for example those that support colleges and universities, may not make donations to their own institution's Challenge Grant; they may, however, serve as the applicant on behalf of their institution (see Administration of NEH Infrastructure and Capacity Building Challenge Grants).

If for any reason an application is submitted more than once prior to the application deadline (including submitting to the wrong funding opportunity number or making corrections/updates), NEH will only accept your **last** validated online submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs.

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using funds from, or sites and materials controlled by, other federal entities in their projects. Such resources may not, however, be used as gifts to release NEH matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. Nevertheless, otherwise eligible American institutions may apply for collaborative projects involving U.S. and foreign organizations provided they do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined by 2 CFR §200.1 and 2 CFR §200.331(a). This limitation does not preclude American institutions from obtaining the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in 2 CFR §200.459; it also does not preclude vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, please consult beforehand with the program staff.

All application materials must be received by the application deadline. Late, incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications that exceed specified page limits will not be reviewed. See the Application Components Table.

D. Application and Submission Information

1. Application Package

You must apply electronically, using either Grants.gov Workspace or your organization's system-to-system software. Use the Standard Form 424 (SF-424) application package associated with the funding opportunity and following the instructions provided by Grants.gov unless otherwise noted below.

There are four application packages available in Grants.gov. Select the appropriate package based upon your project type and deadline.

CAP52021 - Capital Projects (May 18, 2021 deadline)
DIG52021 - Digital Infrastructure (May 18, 2021 deadline)
CAP92021 - Capital Projects (September 28, 2021 deadline)
DIG92021 - Digital Infrastructure (September 28, 2021 deadline)

To request a paper copy of this notice, contact challenge@neh.gov. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

Your application will consist of a narrative, budget, budget justification, and other required forms and components described below.

i. Project Narrative

The narrative provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to eight single-spaced pages with one-inch margins and a font size no smaller than twelve point.

NEH has aligned each section of the narrative with a corresponding review criterion. Refer to E1. Review Criteria for full descriptions.

Successful applications will contain the information below. Use the following section headings for the narrative.

Humanities significance and audience (about 2 pages; corresponds to review criterion 1)

Briefly describe the institution, its governance, and its current and proposed building, site, collections, activities, and/or programs. Make a case for 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 provide a list of examples and links to online offerings to illustrate humanities collections and activities, such as programming, collections, and/or exhibition materials in Attachment 12. Describe the current and intended audiences to be served (including their estimated size). Explain how the capital project will benefit these constituents—directly and indirectly, currently and in the long-term. Describe how the project could attract new audiences.

Long-term impact and institutional commitment (about 1 page; corresponds to review criterion 2)

Describe how the proposed capital 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 capital project will directly and indirectly help 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.

Capital project activities and planning (about 1 page; corresponds to review criterion 3)

Describe the capital project activities to be supported by the Challenge Grant (in alignment with the work plan in Attachment 3). Explain the history of the project's development and any pre-planning to date. Describe your plans and preparations to bring the project into compliance with local, state, and federal regulations for historic preservation, where applicable. Provide planning and/or design documents in Attachment 7.

Financial capacity and fundraising plans (about 1 page; corresponds to review criterion 4)

Offer evidence of the institution's long-term financial stability and its history of fundraising, resources, leadership, and experience that will enable it to conduct a successful campaign for the proposed capital project. If the NEH-supported project is a smaller component of a larger program, 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 the requested period of performance. Describe potential sources of eligible gifts to meet the NEH matching requirement. If applicable, include specific information on funds raised to date and plans for soliciting the remainder.

Project and fundraising personnel (1 to 2 pages; corresponds to review criterion 5)

Identify the project team, collaborators, partners, and specialists involved in capital project activities and their roles. Describe how the institution has or will obtain the appropriate knowledge, resources, and capabilities to successfully complete the capital project (e.g., prior experience, project management capabilities). List the staff and/or 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; corresponds to review criterion 6)

Describe the deliverables and outcomes of the capital project listed in Attachment 9. Explain how the institution, through its mission, personnel, governance, facilities, and resources, will sustain them beyond the period of performance.

NARRATIVE GUIDANCE	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	

Narrative Section	**Review Criteria**
Humanities significance and audience	1. Humanities significance and audience
Long-term impact and institutional commitment	2. Long term impact and institutional commitment
Capital project activities and planning	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

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

You must submit your project budgets using 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 of the items listed, whether supported by NEH funds or required matching contributions, 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.

Any 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.

Note, that for purposes of expenditure, there is no distinction between federal funds and non-federal gifts. Even if the proposal is part of a larger project, the Challenge Grant budget should

be limited to requested NEH funds plus the minimum required non-federal 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 non-federal 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 salary and fringe benefits of applicant staff and consultant fees that are directly related to the administration of the proposed project. This includes fundraising, oversight of the project and compliance with the terms and conditions of the award (including required reporting). All salaries and wages claimed must be 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 include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. All fringe benefits claimed must be in compliance with 2 CFR §200.431.

Fundraising costs may not exceed 10 percent of total Challenge funds (federal funds plus non-federal certified gifts).

Consultant fees claimed must be in compliance with 2 CFR §200.459.

Important note: To protect the federal interest in real property that has been purchased, constructed or has undergone major renovation with NEH funds, recipients awarded more than $500,000 must record a Notice of Federal Interest (NFI) in the appropriate official records of the jurisdiction in which the property is located. Other administrative and legal expenses include filing fees for recording a Notice of Federal Interest against the property in the local land records office, if applicable (see 2 CFR §200.316 and Administration of NEH Challenge Infrastructure and Capacity Building Grants), the costs of bid advertising, and insurance costs (see 2 CFR §200.447).

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 or altered/renovated/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 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 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 allowable per 2 CFR § 200.324(d).

10. Equipment

Enter costs of equipment to be purchased. 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.

Equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing.

Per 2 CFR §200.322, as appropriate and to the extent consistent with law, applicants should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

11. Miscellaneous

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

12. Subtotal

Enter the sum of lines 1 through 11.

13. Contingencies

Enter construction contingency costs. See 2 CFR §200.433.

14. Subtotal

Enter the sum of lines 12 and 13.

15. Program Income

Leave this line blank.

16. Total project costs

Enter the amount in 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 4:1 match ratio

iii. Budget Justification

The budget justification should include two components:

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

Sample annual aggregate Challenge Grant, non-federal gifts, and total:

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
NEH funds requested:	$25,000	$100,000	$100,000	75,000	n/a	$300,000
Non-federal gifts:	$75,000	$300,000	$300,000	$225,000	n/a	$900,000
Total	$100,000	$400,000	$400,000	$300,000	n/a	$1,200,000

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 Challenge 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.

   A construction estimate may be provided to supplement this section of the budget narrative.

iv. Application Components

In addition to the standard forms included in the Grants.gov application package, your application also consists of a narrative, budget justification, and other required attachments. You will upload these components into the Attachments Form.

The Application Components Table below will help you prepare a complete application. Applications missing any required documents or conditionally required documents from this list will be considered incomplete and will be rejected from further consideration.

Proposals that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.

Application component	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required

Project/Performance Site Location(s) Form	Grants.gov form		Required
SF-424C (Budget Information for Construction Projects)	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL, Disclosure of Lobbying Activities	Grants.gov form		Conditionally required
Attachments Form	Grants.gov form		Required
Attachment 1: Narrative	narrative.pdf	8	Required
Attachment 2: Budget justification	justification.pdf		Required
Attachment 3: Work plan	workplan.pdf	3	Required
Attachment 4: Institutional profile	profile.pdf	2	Required
Attachment 5: Résumés for key personnel	resumes.pdf	2-page limit per résumé	Required
Attachment 6: Letters of commitment or support	letters.pdf		Required
Attachment 7: Planning and design documents	design.pdf		Required
Attachment 8: Site description (SF-429A)	429a.pdf		Required
Attachment 9: Project outcomes and deliverables	outcomes.pdf	1	Required
Attachment 10: Certification of gifts raised to date	giftcertification.pdf		Conditionally required
Attachment 11: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required
Attachment 12: Additional supporting documentation	documentation.pdf	not to exceed 10 pages	Optional

SF-424 Application for Federal Assistance – Short Organizational

This form asks for basic information about the project, the project director, and the institution. Items **1**, **2**, and **4** will be automatically filled in; item **3** should be left blank. Provide the following information:

5. Applicant Information

Provide your organization's legal name, address, employer/taxpayer identification number (EIN/TIN), D-U-N-S® number, website address, and congressional district of the institution.

If your institution is located, for example, in the 5th Congressional District of your state, put a "5." If your institution doesn't have a congressional district (for example, it is in a state or U.S. territory that doesn't have districts or is in a foreign country), put a "0" (zero).

Also choose the "type" that best describes your institution (you only need to select one).

All institutions applying to federal programs are required to provide a D-U-N-S® number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their

institution's grants administrator or chief financial officer to obtain their institution's D-U-N-S® number.

6. Project Information

a. Provide the title of your project. Your title should be brief (no more than 125 characters, including spaces). Successful applications will typically have titles that are descriptive of the project, substantive, and free of specialized language. Most importantly, your title should be 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 are permitted to use their preferred title for any award products.

b. Provide a brief description of your project (no more than one thousand characters). The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities.

c. List the starting and ending dates for your project up to five years. All starting dates are on the first day of a month. All ending dates are on the last day of a month. Ensure that your start and end dates align with your work plan for the project and fundraising.

7. Project Director

Provide the name, title, and contact information for the project director. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. 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. Because the project director's involvement in the proposed project is critical to its success, applicants must notify NEH immediately if the project director listed in the application changes.

8. Primary Contact/Grants Administrator (IGA)

Provide the contact information for the official responsible for the administration of the NEH award (that is, negotiating the project 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 listed in item 7 **may not** be the same individual listed as the Primary Contact/Grants Administrator listed in item 8. The role of the project director must be distinguished from that of the IGA, 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. All financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grants administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, the award document, an extension, a supplement, or amendment) is addressed to the institutional grants administrator and copied to the project director.

9. Authorized Representative

Provide the 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, provost, or chancellor. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. Consult the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs

Provide the following information:

1. Project Director

Use the pull-down menu to select the major field of study for the project director. If the project director is an administrator or fundraiser, you may select "Other: Public Administration" or "Other: Business."

2. Institutional Information

Select the appropriate institution type from the drop-down menu.

3. Project Funding

Enter the requested amount of federal funds as "Federal Match" and your non-federal third-party gifts as "Cost Sharing."

4. Application Information

Indicate whether the proposal will be submitted to other NEH programs, government agencies, or private entities for funding. If so, indicate when and to whom. NEH frequently cosponsors projects with other funders. Providing this information will not prejudice the review of your application.

For Type of Application, check "new."

Enter the primary project discipline (and, if you like, the project's secondary and tertiary disciplines as well).

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur **during the period of performance**. This form allows for the collection of multiple performance sites. If you need to add more project/performance site locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

SF-424C: Budget Information for Construction Projects

Refer to the prior instructions on preparing your budget using the SF-424C.

Certification Regarding Lobbying

Applicants requesting awards greater than $100,000 must complete and submit the Certification Regarding Lobbying.

Standard Form-LLL, "Disclosure of Lobbying Activities"

If non-federal funds have been or will be used for lobbying, you must also complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities." See 2 CFR §200.450 for additional information.

Attachments Form

Attach your narrative, budget, and the other application components to this form. Consult the Application Component Table to learn about the required application components, how to name each attachment, and the order in which to attach them. You must name and attach your files in the proper order so that NEH can identify them.

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple documents, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

When you open the Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach.

Note the following Grants.gov file naming conventions: limit file names to 50 or fewer characters. Do not attach any documents with the same name. All attachments should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

Grants.gov may accept and validate your submission even if required components are missing. This may result in NEH rejecting your application as incomplete. It is your responsibility to ensure that all required components are properly attached and submitted.

v. Attachments

Provide the following items in the order specified below to complete the content of the application. Each attachment must be saved as a PDF and named in accordance with naming conventions specified below and outlined in the Application Components Table.

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your narrative.

The narrative must not exceed eight pages. 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 that may have been accomplished to date. The work plan must reflect both the timeline for fundraising *and* project activities. You may present the work plan as a chart, in narrative form (with headings), or a combination of both.

Include a schedule with the anticipated start and finish dates and the number of months for each of the following critical milestones (as applicable) within the project period: facility or land purchase; 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; additional design documents and permitting; purchase and installation of equipment, etc.

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

The work plan must not exceed 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, such as its
   a. history
   b. mission
   c. governance and administration
   d. physical facilities (including whether structures are owned or leased by the applicant institution)
   e. humanities staff size and composition (including the percentage of all staff who are in the humanities)
   f. humanities collections (including the percentage of all collections that are in the humanities)
   g. accreditation or affiliation (if applicable)
2. Data on recent humanities activities, including
   a. types and numbers of enrollments, programs, exhibitions, courses, and degrees awarded in the past two years
   b. percentage of total offerings that are in the humanities
   c. size and nature of audience or population served
   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.

Provide a URL for the institution's latest annual report.

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

Attachment 5: Résumés for key personnel (required)

Include brief résumés (no longer than two pages each) for the project director and other staff with major responsibilities for the project's implementation. Include persons listed in the budget justification, as well as consultants to the project. List job or position descriptions for any staff who will be hired specifically to work on the project.

Name the file resumes.pdf.

Attachment 6: Letters of commitment or support (required)

Include letters of commitment or support from appropriate institutional 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.

Other letters of support, such as from scholars in the field, and participants in or beneficiaries of the humanities activities, may be included as appropriate. Letters of commitment must be signed and dated. Letters from the applicant's Congressional Representatives or Senators and members of the National Council on the Humanities should not be included.

Name the file letters.pdf.

Attachment 7: Planning and design documents (required)

Include planning and design documents such as architectural schematics, collections assessment reports, and other pertinent materials that inform and guide the proposed activities. Drawings should be to scale and clearly identify the proposed project components.

Name the file design.pdf.

Attachment 8: Site description (SF-429A Real Property Status Report) (required)

NEH requires applicants with proposed projects involving new construction, expansion, alteration, renovation, repair, rehabilitation, or ground disturbance to provide information on anticipated environmental and historic preservation impacts as part of their applications for NEH review. You must submit a Real Property Status Report (SF-429A) using the NEH SF-429A with your application. This form and instructions are available on the program resource page.

After completing this form, save it, and then print it to PDF, using either the Adobe PDF print driver or the Microsoft print-to-PDF driver in Microsoft Office.

Name the file 429a.pdf.

Attachment 9: Project outcomes and deliverables (required)

List expected outcomes and deliverables that will result from the proposed project. For large capital projects, list only those outcomes and deliverables that will be funded through the included budget.

Project outcomes and deliverables must not exceed one page. Name the file outcomes.pdf.

Attachment 10: Certification of gifts raised to date (conditionally required)

If gifts were pledged or received within the fundraising period (five months prior to the application deadline), you may certify funding using the Certification of Matching Gifts for NEH Challenge Grants form.

Name the file giftcertification.pdf.

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

If you are delinquent in the repayment of any federal debt, provide explanatory information on a separate page or pages. Also provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, 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.

Attachment 12: Additional supporting documentation (optional)

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 file an NFI (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 2020 or 2021 letter or other document from the Department of Education, certifying Title III and Title V eligibility.

Documentation may not exceed 10 pages. Merge all relevant materials into a single document and name the file documentation.pdf.

3. Unique Entity Identifier and System for Award Management

All organizations must submit their applications for NEH funding using Grants.gov Workspace or a Grants.gov system-to-system solution. Before using Grants.gov for the first time, each organization must have an Employer Identification Number (EIN) and register with Grants.gov.

The Grants.gov registration process requires completing information in three separate systems:

1. Dun and Bradstreet (https://fedgov.dnb.com/webform)
2. System for Award Management (SAM) (https://www.sam.gov/SAM/)
3. Grants.gov (https://www.grants.gov/web/grants/applicants/organization-registration.html)

Organizations must obtain a Unique Entity Identifier, currently a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number. Organizations must also register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under 2 CFR §25.110(b) or (c), or has an exception approved by the agency under 2 CFR §25.110(d)).

If you have not already done so, SAM.gov will require entities to create a Login.gov user account. Applicants renewing or updating their registrations are strongly advised to know the email address associated with their current SAM.gov user account. Using the same email address allows SAM.gov to automatically migrate your roles. If a different email address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. As of February 2, 2019, you will be required to review and agree to the Financial Assistance Representations and Certifications when registering or renewing in SAM.gov. These are a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations. You can review your organization's SAM registration here.

NEH may not make an award to an applicant until the applicant has complied with all applicable D-U-N-S® and SAM requirements and, if an applicant has not fully complied with the requirements by the time NEH is ready to make an award, NEH may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

If you have already completed Grants.gov registration for NEH or another federal agency, confirm that the registration is still active and that the Authorized Organization Representative (AOR) has been approved.

If you fail to allow sufficient time to complete registration with SAM or Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement.

4. Submission Dates and Times

Program officers will review draft proposals submitted by April 6, 2021 for applications intended for the May 18, 2021 deadline and August 17, 2021 for applications intended for the September 28, 2021 deadline. Program staff will not review drafts submitted after these deadlines. Although this optional preliminary review is not part of the formal review process and has no bearing on the final outcome of the proposal, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft proposal, send a narrative, preliminary workplan, and preliminary budget as attachments to challenge@neh.gov.

There will be two application deadlines under this notice:

May 18, 2021, at 11:59 p.m. Eastern Time
September 28, 2021, at 11:59 p.m. Eastern Time

Applications must be complete, within the specified page limits, and validated by Grants.gov under the correct funding opportunity number prior to the deadline to be considered under this notice.

Confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have received your application.

NEH will assign a tracking number beginning with "CHA" to your application when it has been received by the agency. The assignment of a tracking number does not, however, guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If NEH's system detects a technical problem with your application after retrieving it from Grants.gov, NEH will send you an email notification.

Once an applicant formally submits an application, NEH will not comment on its status except with respect to issues of completeness and eligibility.

5. Intergovernmental Review

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

6. Funding Restrictions

Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

Funds under this notice may not be used for the following purposes:

- indirect costs
- routine operating costs
- fundraising costs in excess of 10 percent of total project costs (federal funds plus non-federal certified gifts)
- interpretive activities related to museum and gallery renovation or installation projects
- fellowships, scholarships, or stipends
- obtaining sources of project financing other than fundraising, such as loans, tax credits, etc.
- retiring existing 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 that is not within the scope of the approved project
- cost plus a percentage of cost and percentage of construction cost methods of contracting
- purchase of vehicles
- 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 and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

Also see the unallowable costs included in [2 CFR 200 Subpart E - Cost Principles](#).

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

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](#).

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications in the Infrastructure and Capacity Building Challenge Grants: Capital Projects program:

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?
- If partners are identified, are they appropriate and committed to the project?

3. Project plans
- Is the plan for the capital project advanced and thought through well enough to be realistic and feasible?
- Are the work plan and budget to complete the project convincing?
- To what extent have applicable local, state, and federal regulations been taken into consideration?

4. Fundraising plans
- To what extent do the institution's organization, resources, and history of fundraising suggest that it will be able to conduct a successful campaign to meet the NEH matching requirement?
- Is the timeline and plan for fundraising convincing 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 all the necessary aspects of the proposed activities?
- Does the fundraising team possess the appropriate expertise and cover all 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 capital project, as described, help the applicant achieve its long-term goals for work in the humanities?
- How will the institution sustain the project outcomes in the long-term?

2. Review and Selection Process

NEH staff review applications for eligibility and completeness. NEH uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the review criteria outlined in this Notice of Funding Opportunity. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff comment on matters of fact or on significant issues that otherwise would be missing from peer reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at least twice annually to advise the NEH Chairman. The Chairman considers the advice provided by the review process and, by law, makes all funding decisions. [Learn more about NEH's review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR §200.206](#)).

Applications that have received a favorable objective review are reviewed for other considerations that include past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements. You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities in anticipation of an award. However, even at this point in the

process, such requests do not guarantee that an award will be made. Following review of all applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate.

Award decisions are discretionary and are not subject to appeal to any NEH official or board.

NEH is required to review and consider any information about your organization that is in the Federal Awardee Performance and Integrity Information System (FAPIIS). You may review and comment on any information about your organization that a federal awarding agency previously entered. NEH will consider any of your comments, in addition to other information in FAPIIS in making a judgment about your organization's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed as described in 2 CFR §200.206. A determination that an applicant is not qualified will be reported by NEH to FAPIIS (2 CFR §200.213).

4. Anticipated Announcement and Award Dates

Applicants will be notified of funding decisions by email in December 2021 (for proposals submitted for the May 18, 2021 deadline) or April 2022 (for proposals submitted for the September 28, 2021 deadline). For successful applicants, this notification 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

Institutional grants administrators and project directors of successful applications will receive offer documents conditional upon certification of matching funds from the NEH Office of Grant Management by email in January 2022 (for proposals submitted for the May 18, 2021 deadline) or May 2022 (for proposals submitted for the September 28, 2021 deadline). If you certified matching funds at the time of application, you will receive award documents from the NEH Office of Grant Management by email in January 2022 or May 2022.

2. Administrative and National Policy Requirements

Awards are subject to 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued December 26, 2014 or later), Administration of NEH Challenge Infrastructure and Capacity Building Grants, and the specific terms and conditions in the offer letter and Notice of Action.

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 roof, 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 <u>may not start physical work (demolition, construction, or renovation)</u> until NEH has completed its environmental and historic preservation compliance reviews required by NEPA and Section 106 of the NHPA.

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

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 also comply with all applicable government-wide laws and requirements. See articles 25 through 32 of the [General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued December 26, 2014 or later)](#) and [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#). Also see [2 CFR Part 200 Appendix 2 —Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#).

Debarment, suspension, ineligibility, and voluntary exclusion certification

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.

1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.339](#), including suspension or debarment. (See also 2 CFR parts [180](#) and [3369](#)).
3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 11 Explanation of delinquent federal debt.](#)

Providing access to NEH-funded products

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

NEH recipients must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult *Design for Accessibility: A Cultural Administrator's Handbook*.

Acknowledging NEH support

All 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.

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.

3. Reporting

Recipients must comply with the reporting and review activities described below. All reports must be completed online in eGMS Reach, NEH's online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an annual basis.

2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report to NEH on an annual basis.

3.) **Final Reports**. Recipients must submit a final financial report, a final performance report, and a final certification report within 120 calendar days after the period of performance ends.

4.) **Real Property Status Report**. If applicable, recipients using NEH funds to purchase land or buildings, or for new construction, expansion or major renovations must submit the Real Property Status Report (SF-429A, General Reporting) annually during the period of performance and the five-year post-award period covered by the NFI.

5.) **Tangible Personal Property Report**. If applicable, recipients must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. Recipients are required to report all equipment with an acquisition cost of $5,000 or more per unit purchased with NEH funds.

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

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

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

Federal Service Desk: FSD.gov
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov 24 hours a day, 7 days a week, excluding federal holidays at:

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

Always obtain a case number when calling for support.

H. Other Information

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.

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 fifteen 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 June 30, 2021.