



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title:
**Infrastructure and Capacity Building Challenge Grants:
Digital Infrastructure**

Funding Opportunity Number: 20200515-CHA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.130

Application Due Date: May 15, 2020

**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
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Executive Summary

The National Endowment for the Humanities (NEH) Office of Challenge Programs is accepting applications for the Infrastructure and Capacity Building Challenge Grants program. This notice of funding opportunity is for Digital Infrastructure projects that support the maintenance, modernization, and sustainability of **existing** digital scholarly projects and platforms.

Funding Opportunity Title:	Infrastructure and Capacity Building Challenge Grants: Digital Infrastructure
Funding Opportunity Number:	20200515-CHA
Federal Assistance Listing Number (CFDA):	45.130
Application Due Date:	May 15, 2020, 11:59 p.m. Eastern Time
Anticipated Announcement:	December 2020
Anticipated Total Annual Available FY21 Funding:	Approximately \$12,500,000 (Capital Projects and Digital Infrastructure combined)
Estimated Number and Type of Awards:	Up to 30 grants (Capital Projects and Digital Infrastructure combined)
Funding Range:	Up to \$750,000
Match Required:	Yes. See Section C2 Matching Requirements .
Period of Performance:	Up to 6 years for eligible Historically Black Colleges and Universities, Tribal Colleges and Universities, Hispanic-serving institutions of higher education, and two-year community colleges. Up to 5 years for all other eligible applicants. The period of performance begins as early as May 1, 2021 and no later than September 1, 2021.
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 Section C Eligibility Information .
Program Resource Page:	https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants
Pre-Application Webinar:	A pre-recorded technical assistance webinar will be available on the program resource page on March 20, 2020.

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A. Program Description

1. Purpose

This notice solicits applications for Infrastructure and Capacity Building Challenge Grants. This notice of funding opportunity is for Digital Infrastructure projects that support the maintenance, modernization, and sustainability of **existing** digital scholarly projects and platforms.

It must be stressed that not every digital scholarly project or platform rises to the level of infrastructure. Many digital tools, databases, or collections may have been designed mainly for temporary use, while others may have failed to find a long-term audience. By contrast, a digital project is considered “digital infrastructure” if it is widely used by a community over the long term. Such digital projects support many users across multiple institutions and communities over a sustained period of time. Such projects should strive for dedicated funding and full-time staff support to ensure they can thrive and continue to provide services to the field. This program only supports digital infrastructure projects.

Activities supported under this notice may include but are not limited to: integrating digital resources for improved long-term preservation and access; extending the functionality of existing digital platforms to improve sustainability; creating mechanisms for ensuring the long-term functioning of digital resources; developing and modernizing digital architecture; improving data management; upgrading software and hardware systems; updating and enhancing existing content; improving the user experience; training and outreach activities; and developing business practices related to project sustainability and associated personnel costs.

Proposed projects must enhance the humanities over the long term and build on careful strategic planning to strengthen and enrich an institution’s humanities activities.

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.

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 may be eligible for special periods of performance and matching requirements; see section [B. Federal Award Information](#) and [C. Eligibility Information](#).

Potential applicants are encouraged to contact program staff to discuss their projects.

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

Funding categories

Infrastructure and Capacity Building Challenge Grants funds two distinct types of projects, each with its own notice of funding opportunity: Digital Infrastructure (covered in this notice of funding opportunity) and Capital Projects (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 available online at <https://securegrants.neh.gov/publicquery/main.aspx>.

To learn more about the National Endowment for the Humanities, 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 areas.

“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

Type of applications sought: new.

NEH will provide funding in the form of grants.

2. Summary of Funding

Approximately \$12,500,000 is expected to be available to fund up to 30 recipients in the Infrastructure and Capacity Building Challenge Grants program (Digital Infrastructure and

Capital Projects 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.

NEH will not determine the amount available until Congress has enacted the final FY 2021 budget. This program notice is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

HBCUs, TCUs, HSIs, and two-year community colleges may request a period of performance of up to six years, provided they meet the criteria stipulated in section [C1. Eligible Applicants](#). All other applicants may request a period of performance of up to five years. All projects have a period of performance start date no earlier than May 1, 2021, and no later than September 1, 2021.

Successful applicants will be awarded Challenge matching funds. Recipients must certify that they have raised eligible contributions from non-federal third parties before matching funds are released (see Section III of [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#)). The full amount of Challenge matching funds may not be available for release in the first year of a multi-year period of performance. Challenge 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, 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 seeking a period of performance of six years and/or claiming a 1:1 match ratio must meet one or more of the following requirements:

- 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](#)," available at the link)
- 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 Eligibility Matrix, compiled by the Department of Education and available [here](#). (Scroll down to the middle of the webpage; then click on "Eligibility Matrix 2018." The Eligibility Matrix typically appears as the second item under "Tips and Assistance.")

- The Eligibility Matrix is a read-only Excel worksheet that lists data for all potentially eligible postsecondary institutions. First, locate your institution’s name in column A (“Institution Name”). Next, scroll across to look at column AV (“HSI Elig”). If the row for your institution in that column appears green and has a number 5 or 6, you are affiliated with an eligible institution.
- If you’re unable to verify your institution’s status as a Hispanic-Serving Institution by consulting the most recent Eligibility Matrix, you may establish your institution’s status with a 2019 or 2020 letter or other document from the Department of Education, certifying Title III and Title V eligibility. Obtain a PDF of this document from your institution and include it in [Attachment 11: Additional supporting documentation](#). In addition to submitting documentation of Title III and Title V eligibility, your institution must also meet the 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.”)
- 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 Challenge matching funds, recipients must raise and certify eligible matching gifts from non-federal third-party sources.

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

- Requests for grants of \$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	\$600,000	\$2,400,000	\$3,000,000

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 college applicants

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 from non-federal third-party sources five months prior to the application deadline through the period of performance end date.

Allowability of gifts

To be eligible for matching, gifts may not derive from the recipient institution itself. Recipients may not supplant, shift, or reallocate internal funds for matching purposes. All non-federal funds, such as matching pledges and gifts must be new—that is, given (and pledges fulfilled) during the fundraising period.

The majority of gifts eligible 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. Pledges of unrestricted gifts require no reference to the NEH challenge, except that the gifts must be pledged and paid 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.**

Some 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 eligible for matching.

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

Additional information on allowable gifts is available in Section III of the [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#).

Release of Challenge matching funds

The federal portion of Challenge Grants is typically offered in annual installments. NEH releases federal funds according to a schedule that allows donations received as early as five months prior to the application deadline through the period of performance. During a five-year period of performance, funds are typically released in the first three years when completely matched according to the required ratio (3:1 or 4:1) and amount. The fourth year's installment allows the release of the federal funds when matched one-to-one, with the remaining parts of the match to be raised in the fifth year, to allow time in the final year of the period of performance to finish the match and collect outstanding pledges.

Sample match and release schedule for applicants meeting general eligibility requirements

NEH Challenge Grant offer of \$300,000, with a 3:1 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	\$75,000	\$300,000	\$300,000	\$75,000	\$150,000	\$900,000
Total Challenge funds (federal + non-federal)	\$100,000	\$400,000	\$400,000	\$150,000	\$150,000	\$1,200,000

The federal portion of Challenge Grants to HBCUs, TCUs, HSIs, and two-year community colleges is typically released in annual installments over a six-year period of performance. NEH releases funds when completely matched according to the required one-to-one ratio and amount. The fundraising period begins as early as five months prior to the application deadline and can include donations through the period of performance.

Sample match and release schedule for HBCUs, TCUs, HSIs, and two-year community colleges

NEH Challenge offer of \$300,000, with a 1:1 matching ratio

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
NEH funds (federal) offered	\$25,000	\$75,000	\$100,000	\$50,000	\$25,000	\$25,000	\$300,000
Non-federal gifts to be raised	\$25,000	\$75,000	\$100,000	\$50,000	\$25,000	\$25,000	\$300,000
Total Challenge funds (federal + non-federal)	\$50,000	\$150,000	\$200,000	\$100,000	\$50,000	\$50,000	\$600,000

Variations on a typical match and release schedule are possible. NEH makes the final determination of the match and release schedule.

Recipients are encouraged to certify gifts in advance of the required matching schedule. Depending on available program funds, advance certification may result in the early release of federal funds.

Recipients are responsible for maintaining auditable records of the sources and use of required matching gifts. See [2 CFR §200.306](#) for additional information.

3. Other Eligibility Information

Applicants may apply for only one NEH Challenge Grant per calendar year (either Capital Projects or Digital Infrastructure). 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 2017, they would not be eligible to apply

for a subsequent Challenge Grant until 2020. 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.

If for any reason an application is submitted more than once prior to the application due date (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 §200.92](#) and [2 CFR §200.330\(a\)](#). 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, 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 are required to apply online through [Grants.gov Workspace](#) using 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.

Infrastructure and Capacity Building Challenge Grants have two application packages available in Grants.gov. Please select the appropriate package based upon your project type.

Capital2020 -Capital Projects
Digital2020 -Digital Infrastructure

To request a paper copy of this announcement, please contact challenge@neh.gov. Applicants who are deaf or hard of hearing (TTY users) 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 ten double-spaced pages with one-inch margins and a font size no smaller than twelve points.

NEH has aligned each section of the narrative with a corresponding review criterion. Refer to [Section E1. Review Criteria](#) for full descriptions.

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

Project overview (corresponds with Review Criterion “[Impact and sustainability](#)”)

Summarize the proposed digital infrastructure project and describe how it will directly and indirectly help the applicant achieve long-term goals for its work in the humanities. Explain whether the proposed project is part of a larger project and how it aligns with long-range organizational, institutional, or consortia planning. Provide a concise history of the digital project, platform, enterprise, or repository, including information about previous related work and financial support, and its impact on the humanities community. Summarize how the organization, institution, or consortium, through its mission, personnel, governance, facilities, and resources, is capable of sustaining this digital infrastructure project for the long-term.

Humanities significance and audience (corresponds with Review Criterion “[The significance of humanities activities and audience](#)”)

Describe the existing digital infrastructure platform, repository, or enterprise from a humanities perspective. What is its purpose? What disciplines does it touch? How does it impact humanities research, teaching, or learning? Describe the current users of the digital project, platform, repository, or enterprise (e.g., scholars, students, the public), its current importance to the humanities community, and how an NEH Challenge Grant will enable the applicant to continue to serve that community (or new communities) in improved ways.

Personnel and project plan (corresponds with review criterion “[Personnel and appropriateness of plans](#)”)

Summarize the activities supported by the Challenge Grant (that correspond with [Attachment 2: Work plan](#)). Identify the project team, collaborators, partners, and specialists, including fundraising staff (as appropriate), involved in digital infrastructure project activities and describe how the institution has or will obtain the appropriate knowledge, resources, and capabilities to successfully complete the proposed activities (e.g., prior experience and expertise and project management capabilities). Provide letters of support and commitment from appropriate institutional officials, program partners, constituents, and/or outside experts in the field in [Attachment 7: Letters of commitment](#).

Describe the architecture of the existing digital project or platform, including software and hardware. Describe how it is currently maintained and by whom. Describe your current access model for your users (e.g., is it free to use? Is there a subscription model?). If your project creates or stores data, summarize your long-term data management strategy and provide more detail in [Attachment 8: Data management plan](#). Identify the guidelines or standards you will adhere to with respect to accessibility and universal design for the digital environment, as well as what sorts of disabilities the project will accommodate (for example, cognitive or physical disabilities, impaired sight, or impaired hearing).

Identify any risks and note how they might adversely affect the project and overall schedule. Describe your strategies to mitigate these risks, so as to keep the project on budget and on schedule.

Evaluation (corresponds with Review Criteria “[Evaluation](#)”)

Describe how you currently solicit feedback from your user community for improvements to the existing project or platform. Explain how you plan to evaluate the Challenge Grant, in both qualitative and quantitative terms (as appropriate). Describe how you will measure outcomes and determine whether the project has accomplished its stated goals. You may provide evaluation materials (for example, a survey that you might conduct) in [Attachment 13: Additional supporting documentation](#).

Fundraising and financial capacity (corresponds with Review Criteria “[Fundraising and financial capacity](#)”)

Describe the plans for raising eligible gifts to meet the NEH matching requirement. If the project is a smaller component of a larger project, please briefly describe how you intend to finance the entire project. Offer evidence of long-term financial stability at the institution (if appropriate, this information may refer to information provided in [Attachment 4: Financial statements](#)). Explain how the applicant’s history of fundraising, resources, leadership, staff, and experience will enable it to conduct a successful fundraising campaign. Describe the fundraising strategy, which should align with the project timeline and work plan, and include specific information on funds raised to date and plans for soliciting additional funds; explain its feasibility and how it will broaden the base of institutional support.

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
Project overview	Impact and sustainability
Humanities significance and audience	The significance of humanities activities and audience
Personnel and project plan	Personnel and appropriateness of plans
Evaluation	Evaluation
Fundraising and financial capacity	Fundraising and financial capacity

ii. Research and Related Budget

Applicants must submit a project budget using the Research and Related Budget Form found in the Grants.gov application package, and attach a [budget justification](#) in section L of this form.

Complete a separate detailed budget for each year of the period of performance requested. The form will generate a cumulative budget for the period of performance.

Required fields are indicated in yellow. If no funds are requested for a required field, enter "0." You must round to the nearest whole dollar amount in all dollar fields.

Your requested grant amount and the non-federal gifts required to meet the match must be included on the Research and Related budget form. The total requested NEH funds and required gifts should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the "Federal Matching" and "Cost Share" fields.

Up to 10 percent of total project costs (federal funds plus non-federal certified gifts) may be used for fundraising costs incurred during the period of performance.

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. All costs are subject to audit, record retention and other requirements set forth in [2 CFR 200 Subpart F](#).

The inclusion of a cost category on the Research and Related Budget Form does not automatically indicate that an expense is allowable in this program. See section [D6. Funding Restrictions](#) for a list of unallowable costs. Carefully review these instructions to ensure that costs are not disallowed.

When indirect costs are charged to the project, ensure that expenses included in the organization's indirect cost pool are not charged to the project as direct costs. For further information, see [Section H. Indirect Costs](#) of this form.

Introductory Fields

If not pre-populated, indicate your organization's D-U-N-S® number, the name of your organization, and the period of performance start and end dates. The period of performance start and end dates should be the same as on your [SF-424 – Application for Federal Assistance - Short Organizational](#). Check "Project" for budget type.

Section A. Senior/Key Person

Include the names of the project director and other senior/key persons employed by the applicant organization who are involved in the project.

Indicate the name and project role of each senior/key person. Enter the annual compensation and identify the number of months the senior/key person will devote to the project in the applicable box (i.e., calendar, academic, summer). Use either calendar months OR a combination of academic and summer months.

If effort does not change throughout the year, you may use only the calendar months column. You may use both the academic and summer months columns if your institutional business process requires noting each separately even if effort remains constant. If effort varies between academic and summer months, leave the calendar months column blank and use only the academic and summer months columns. If your institution does not use a 9-month academic year or a 3-month summer period, indicate your institution's definition of these in [section L. Budget justification](#).

Regardless of the number of months being devoted to the project, indicate the salary and amount of fringe benefits being requested for the senior/key person. Per [2 CFR §200.431](#), 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. The sum of requested salary and fringe benefits will automatically calculate for each senior/key person.

The form can accommodate up to eight senior/key persons. If you are requesting funds for more senior/key persons than the form allows, you must include an attachment listing the additional senior/key person(s) in the "Additional Senior/Key Persons" field. Use the same format as the budget form and include all the information identified in this section. If you have attached a file with additional senior/key persons, enter the total funds requested for everyone listed in the attachment in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

All salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [466](#). All fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

Do not list details of collaborators at other institutions or consultants here, as they will be included in [section F. Other Direct Costs](#).

Section B. Other Personnel

For each project role category described below, identify the number of personnel proposed, the total number of months, the total salary, and total fringe requested as described in Section A. Senior/Key Person. Totals will be automatically calculated.

Post-doctoral associates, graduate students, and undergraduate students

For all post-doctoral associates, graduate students, and undergraduate students, individually list names, roles, associated months, and requested salary and fringe benefits in [Section L. Budget Justification](#).

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. Such costs are subject to the reporting requirements in [2 CFR §200.430](#), and must be treated as direct or indirect cost in accordance with the actual work being performed. Tuition remission may be charged on an average rate basis.

Secretarial/Clerical

In most circumstances, the salaries of administrative, secretarial, or clerical staff at educational institutions and nonprofit organizations are included as part of indirect costs. However, examples of situations where direct charging of administrative or clerical staff salaries may be appropriate may be found at [2 CFR §200.413 \(c\)](#).

Inclusion of such costs may be appropriate only if **all** of the following conditions are met:

1. Administrative or clerical services are directly involved in a project or activity (for example, a project coordinator)
2. Individuals involved can be specifically identified with the project or activity
3. Such costs are explicitly included in the budget or have prior written approval of the federal awarding agency
4. The costs are not also recovered as indirect costs

Requests for direct charging for secretarial/clerical personnel (i.e., administrative and clerical staff) must be appropriately justified in [Section L. Budget Justification](#). For all individuals classified as secretarial/clerical, provide a justification documenting how they meet all four conditions. NEH may request additional information for these positions in order to assess allowability.

Other Project Roles

List any additional project role(s) in the blank(s) provided. Identify the number of each personnel proposed.

You may include up to six named roles. If you have more than six, you must combine project roles here and add an explanation about the named roles in [Section L. Budget Justification](#).

All salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [466](#). All fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

Do not list details of collaborators at other institutions or consultants here, as they will be included in [Section F. Other Direct Costs](#).

Section C. Equipment Description

List each item of equipment to be purchased with Federal funds and its estimated cost (including shipping and maintenance), and justify each in [Section L. Budget Justification](#).

Equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing (equipment rental/user fees should be included in the budget in [F. Other Direct Costs](#)). Equipment is defined as nonexpendable personal property costing \$5,000 or more and having a service life of more than one year (unless the organization has established a lower level). See [2 CFR §§200.313](#) and [439](#).

Consistent with [Executive Order 13788](#) ("Buy American and Hire American"), recipients and subrecipients who purchase equipment and products costing \$10,000 or more per unit with grant funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

You may add up to ten equipment items to this list. If you request funds for more equipment than the form allows, you must include an attachment listing the additional equipment items in this "Additional Equipment" field. Enter the information in a separate file and attach it as a PDF. List each additional item and the funds requested for each individual item. If you have attached a file with additional equipment, enter the total funds requested for all the equipment listed in the attachment.

Total equipment costs will be automatically calculated based on the sum of the "Funds Requested" column and the "Total funds requested for all equipment listed in the attached file" field.

Section D. Travel

Enter the total funds requested for both domestic (both local and long-distance) and foreign travel. In [Section L. Budget Justification](#), include the purpose, destination, dates of travel (if known), and the names and number of travelers for each trip. If the dates of travel are not known, specify the estimated length of trip (e.g., 3 days). **All trips—both foreign and domestic—must be justified individually.**

For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging using written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. Any arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason. All travel costs claimed must be in compliance with [2 CFR §200.474](#), and foreign travel must comply with article 10 of the [General Terms and Conditions for Awards to Organizations](#).

NEH funds may not be used to support attendance at regularly-occurring professional meetings unless the purpose of attending is to disseminate project-related findings.

Total travel costs will automatically calculate based on domestic and foreign travel costs. Travel to Canada and Mexico should be considered foreign travel.

Section E. Participant/Trainee Support Costs

Per [2 CFR §200.75](#), participant support costs are direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

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

Justify participant/trainee support costs in [Section L. Budget Justification](#).

Total participant support costs will be automatically calculated based on the sum of the Funds Requested column.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

List the total funds requested for Participant/Trainee stipends.

3. Travel

List the total funds requested for Participant/Trainee travel. In Section L. Budget Justification, name the travelers (if possible) and reflect the travel expenses for each (e.g., roundtrip airfare, mileage or public transportation, related parking, etc.). Any arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.

4. Subsistence

List the total funds requested for Participant/Trainee subsistence. Subsistence expenses include:

- (a) Lodging and service charges;
- (b) Meals, including taxes and tips; and
- (c) Incidental expenses (fees and tips given to porters, baggage carriers, hotel staff, and staff on ships).

5. Other

Describe any other Participant/Trainee support costs (e.g., local ground transportation to various venues, admission fees, bottled water, etc.) and list the total funds requested for all other Participant/Trainee costs described.

Number of Participants/Trainees

List the total number of proposed Participants/Trainees. The value of this field cannot exceed 999.

Section F. Other Direct Costs

Total Other Direct Costs will be automatically calculated based on the sum of the Funds Requested column.

1. Materials and Supplies

List the total funds requested for materials and supplies. Include the total funds requested for materials and supplies to be used in the project costing the lesser of the capitalization level established by the applicant or \$5,000, regardless of the length of its useful life. See [2 CFR §§200.314](#) and [453](#).

In [Section L. Budget Justification](#), indicate general categories, including an amount for each category. Categories with amounts less than \$1,000 are not required to be itemized.

2. Publication Costs

List the total funds requested for publication costs. The proposal budget may request funds for the costs of documenting, preparing, publishing, or otherwise making available to others, the findings and products of the work conducted under the award. Include supporting information in [Section L. Budget Justification](#).

3. Consultant Services

List the total funds requested for all consultant services. Identify the following items in [Section L. Budget Justification](#), as applicable:

- each consultant, the services he/she will perform, total number of days, travel costs, and the total estimated costs; and
- persons who are confirmed to serve on external advisory committees to the project. Describe the services to be performed.

All consultant fees claimed must be in compliance with [2 CFR §200.459](#).

4. Automated Data Processing (ADP)/Computer Services

List the total funds requested for ADP/computer services. The cost of the applicant's computer services, including computer-based retrieval of scientific, technical, and education information may be requested. In [Section L. Budget Justification](#), include the established computer service rates at the proposing organization, if applicable. If such services are provided by a third-party, include them in [line 5 Subawards/Consortium/Contractual Costs](#).

5. Subawards/Consortium/Contractual Costs

List the total funds requested for project activities to be undertaken by third-party subrecipients. This includes subawards and other contractual costs proposed for the project. A complete itemization of the cost comprising the charge should be provided in [Section L. Budget Justification](#), organized using the same categories present on the Research and

Related budget. If there is more than one subrecipient, each must be justified separately in the budget justification. See [2 CFR §§200.330 and 331](#) for additional information.

Per [2 CFR §§200.92](#) and [330\(a\)](#), *subaward* means an award provided by a pass-through entity (the recipient) to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor (as defined in [2 CFR §200.23](#)) or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

This line item should include both direct and indirect costs for all subrecipients. If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement as part of [Attachment 10: Federally negotiated indirect cost rate agreement](#).

Contractual costs, as defined in [2 CFR §§200.22](#) and [330\(b\)](#), are occasionally sufficiently high to warrant a categorical breakdown of costs. When this is the case, provide detailed information as part of [Section L. Budget Justification](#).

6. Equipment or Facility Rental/User Fees

List the total funds requested for equipment or facility rental/user fees. In [Section L. Budget Justification](#), identify and justify each rental/user fee.

Applicants may charge depreciation in compliance with [2 CFR §200.436](#). If the equipment was purchased with federal funds under another award, user fees may be appropriate (see [2 CFR §200.313 \(c\)\(2\)](#)). The applicant may not charge both depreciation and user fees. Per [2 CFR §200.432](#), allowable conference costs may include rental of facilities.

The Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391) states that federally funded meetings and conferences cannot be held in properties that do not comply with the law. The Act is applicable to all places of public accommodation affecting commerce, and requires that such properties are equipped with:

- hard-wired, single-station smoke detectors in each guestroom in accordance with the National Fire Protection Association (NFPA) standard 72;
- an automatic sprinkler system, with a sprinkler head in each guest room in compliance with NFPA standards 13 or 13R. Properties three stories or lower in height are exempt from the sprinkler requirement.

Note: 'place of public accommodation affecting commerce' means any inn, hotel, or other establishment not owned by the Federal Government that provides lodging to transient guests, except that such term does not include an establishment treated as an apartment building for purposes of any State or local law or regulation or an establishment located within a building that contains not more than five rooms for rent or hire and that is actually occupied as a residence by the proprietor of such establishment.

The United States Fire Administration (USFA) is charged with carrying out FEMA's responsibilities with respect to the Hotel and Motel Fire Safety Act of 1990. In addition to compiling, maintaining and publishing the National Master List, USFA is also responsible for taking steps to encourage states to promote the use of automatic sprinkler systems and automatic smoke detection systems.

7. Alterations and Renovations

Do not include any expenses under 7. Alterations and Renovations. Per [2 CFR §200.462](#), costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

Include items not previously listed under other budget categories or in the indirect cost pool in lines 8-10. Use [Section L. Budget Justification](#) to further itemize and justify. “Miscellaneous” and “contingency” are not acceptable budget categories.

Per [2 CFR §200.432](#), allowable conference costs may include speakers’ fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the NEH award. If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Alcoholic beverages are unallowable and may not be included in your budget.

Section G. Total Direct Costs

This total will be automatically calculated based on the sum of the Total funds requested for all direct costs (sections A-F).

Section H. Indirect Costs

Indirect costs (sometimes referred to as Facilities and Administration or “F&A”) are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Items that would typically be regarded as indirect costs include the depreciation on buildings, equipment and capital improvement, operations and maintenance expenses, salaries of executive officers, accounting and legal services.

Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base (usually the modified total direct costs of the project).

For applicants seeking reimbursement for indirect costs: carefully review your institution’s negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions of higher education negotiate multiple rates—for example, “Research,” “Instruction,” and “Other Sponsored Activities.” With rare exceptions, your institution’s “Research” rate will **not** be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Note: Except as provided in paragraph (c)(1) of [2 CFR §200.414](#), federal agencies must use the negotiated rates in effect at the time of the initial award throughout the life of the federal award. Award levels may not be adjusted in future years as a result of changes in negotiated rates. Except as provided in [2 CFR §200.414](#), when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate used at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed.

Organizations that wish to include indirect costs in the budget but have **never** had a federally negotiated indirect cost rate may choose one of the following options:

- direct cost all expenses;
- submit an indirect cost proposal to their cognizant federal agency to negotiate a rate with the federal government within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR §200.414](#)); or
- per [2 CFR §200.414\(f\)](#), the applicant may charge a de minimis rate of 10 percent of modified total direct costs (MTDC).

Per [2 CFR §200.68](#), modified total direct costs are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. If you choose one of these three options, indicate on the budget form which option you are choosing.

Indirect Cost Type

Enter the type of indirect cost (e.g., Other Sponsored Activities (OSA), All Programs, Instruction, 10% de minimis, etc.) and base (e.g., Salaries, Salaries & Fringe, MTDC, etc.) and whether the activity and rate are off-site or onsite. If more than one rate or base is involved for a given type of indirect cost, then list them as separate entries. If you do not have a current indirect rate(s) approved by a federal agency but intend to (re)negotiate, indicate "None--will negotiate." Use [Section L. Budget Justification](#) if additional space is needed.

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with the cognizant federal agency. This field should be entered using a rate such as "32.5."

Indirect Cost Base (\$)

Enter the amount of the base for each indirect cost type. Use [Section L. Budget Justification](#) to explain any exclusions applied to the F&A base calculation.

Funds Requested (\$)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

This total will be automatically calculated from the "Funds Requested" column in Section H. Indirect Costs.

Cognizant Federal Agency

Enter the name of the cognizant Federal Agency.

Section I. Total direct and indirect costs

This total will be automatically populated from the sum of Total Direct Costs (from [Section G. Direct Costs](#)) and the Total Indirect Costs (from [Section H. Indirect Costs](#)).

Section J. Fee

Do not include any expenses under Section J. Fee.

Section K. Total Costs and Fee

This total will be automatically calculated from the sum of Total Direct Costs and Fee (from sections "I. Total Direct and Indirect Costs" and "J. Fee"). Since there is no fee, this should be the same amount as in [Section I. Total Direct and Indirect Costs](#).

Section L. Budget justification

The "Budget Justification" attachment is required. Attach only one PDF file named justification.pdf.

The budget justification has 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	Total NEH funds requested:	Total non-federal gifts:	Total:
Year 1	\$25,000	\$75,000	\$100,000
Year 2	\$100,000	\$350,000	\$450,000
Year 3	\$100,000	\$350,000	\$450,000
Year 4	\$75,000	\$125,000	\$200,000
Total	\$300,000	\$900,000	\$1,200,000

2. The additional information requested in each budget category identified above and any other information the applicant wishes to submit to support the budget request. The budget justification should specifically describe how each item will support the achievement of proposed objectives. If you have a quote(s), you may include it here. The following budget categories must be justified, where applicable: equipment, travel, participant/trainee support, and other direct cost categories.

Also use the Budget Justification to explain any exclusions applied to the F&A base calculation.

Do not use the budget justification to expand the project narrative.

iii. Application Components

In addition to the standard forms included in the Grants.gov application package, your application also consists of a narrative 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	Not applicable (Grants.gov form)		Required
Supplementary Cover Sheet for NEH Grant Programs	Not applicable (Grants.gov form)		Required
Project/Performance Site Location Form	Not applicable (Grants.gov form)		Required
Research & Related Budget	Not applicable (Grants.gov form)		Required
Certification Regarding Lobbying	Not applicable (Grants.gov form)		Conditionally required
Standard Form-LLL, Disclosure of Lobbying Activities	Not applicable (Grants.gov form)		Conditionally required
Attachments Form	Not applicable (Grants.gov form)		Required
Attachment 1: Narrative	narrative.pdf	10	Required
Attachment 2: Work plan	workplan.pdf		Required
Attachment 3: Institutional profile	profile.pdf	1	Required
Attachment 4: Financial statements	financial.pdf		Required
Attachment 5: List of trustees and staff	trustees.pdf		Required
Attachment 6: Résumés for key personnel	resumes.pdf	2 pages each	Required
Attachment 7: Letters of commitment	letters.pdf		Required
Attachment 8: Data management plan	datamanagement.pdf	2	Required
Attachment 9: Sustainability plan	sustainability.pdf	3	Required
Attachment 10: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 11: Certification of gifts raised to date	giftcertification.pdf		Conditionally required
Attachment 12: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required
Attachment 13: Additional supporting documentation	documentation.pdf	25	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), descriptive, and substantive. 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 (no more than one thousand characters) description of your project. 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. All starting dates are on the first day of a month. All ending dates are on the last day of a month.

7. Project Director

Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. 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

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 section 7 may **not** be the same individual listed as the Primary Contact/Grants Administrator listed in section 8. The role of the project director must be distinguished from that of the institutional grant 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. 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 grant 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 grant 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. For more information, 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.

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.

Research and Related Budget

Refer to the prior instructions on preparing your budget using the [Research and Related Budget form](#).

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, 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 Components 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. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form) into PDFs. 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.

iv. 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](#). Name the file narrative.pdf.

Attachment 2: Work plan (required)

Attach the work plan for the project that includes all information detailed in the [narrative](#) instructions. The project work plan must include a schedule with the number of months for each phase of the project, including fundraising. Add additional detail as appropriate for your

proposed project. Include and describe the current status of the project including any steps that may have been accomplished to date and identify the person or entity accountable for each milestone. If funds will be sub-awarded or expended on contracts, describe how your organization will ensure the funds are properly documented. Name the file workplan.pdf.

Attachment 3: Institutional profile (required)

Provide the following in an outline **limited to one page**:

1. Relevant facts and statistics about the institution or organization, including its
 - a. history
 - b. mission
 - c. governance and administration
 - d. physical facilities (including whether 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. number of publications produced (if applicable); and evidence for the success of these humanities activities

For applications involving multiple institutional partners, only the applicant of record must provide an institutional fact summary. Partner institutions, however, are welcome to submit fact summaries to document their institutional character and humanities capacities.

Name the file profile.pdf.

Attachment 4: Financial statements (required)

Include the applicant's financial statements (Statement of Financial Position, Statement of Activities, and Statement of Cash Flows) with notes for the three most recently completed fiscal years. Where the application concerns a sub-unit of a larger whole (for example, a library on a university campus), include summaries for the smaller units. Figures should be compatible with figures cited elsewhere in the proposal. Applicants should explain significant operating surpluses or deficits in accompanying notes. Name the file financial.pdf.

Attachment 5: List of trustees and staff (required)

Include a list of the applicant's current board of governors or trustees with their professional affiliations and a list of staff members principally involved with the proposed project, indicating their professional qualifications. Name the file trustees.pdf.

Attachment 6: Résumés for key personnel (required)

Include résumés for the project director and persons occupying the key positions described in the budget, not to exceed two pages in length per person. In the event that a biographical sketch is included for an identified individual who is not yet hired, include a letter of commitment from that person with the biographical sketch. Name the file resumes.pdf.

Attachment 7: Letters of commitment (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. Other letters of support, such as from partners, scholars in the field, staff involved in carrying out the humanities activities, and participants in or beneficiaries of the humanities activities, should 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 8: Data management plan (required)

Prepare a data management plan (DMP) for your project. The members of your project team should consult this document during and beyond the project's period of performance. The plan should identify what data your project will generate and/or collect; describe how your team will manage and disseminate data, including outlining the rights and obligations of all parties with respect to their roles and responsibilities in the management and retention of research data and how changes to project staffing will impact this; and explain any costs stemming from the management of data in the budget justification.

You should address the following topics in the DMP:

- the types of data that your project might generate and eventually share with others, and under what conditions, including, if relevant, a discussion of policies about public access and sharing provisions to ensure protection of privacy, confidentiality, security, intellectual property, and other rights or requirements
- how data and metadata will be managed and maintained and by whom, including a discussion of physical and cyber resources and facilities that will be used to effectively preserve and store research data (these can include third-party facilities and repositories)
- for projects involving partnerships with industry or other user communities, a discussion of how data will be shared and managed with partners, institutional affiliates, and other major stakeholders
- factors that might impinge on the ability to manage data, for example, legal and ethical restrictions on access to non-aggregated data
- the lowest level of aggregated data that project directors might share with others in the scholarly or scientific community, given that community's norms on data
- the mechanism(s) for sharing data and/or making it accessible to others, including addressing how timely access to data will be assured
- other types of information that should be maintained and shared regarding data, for example, the way it was generated, analytical and procedural information, and the metadata

The data management plan must not exceed two pages. Name the file datamanagement.pdf.

Attachment 9: Sustainability plan (required)

Please include a sustainability plan for your project (not to exceed three pages). This plan should discuss the long-term financial needs of the project or platform and show how it will continue to be able to meet its goals after the period of performance has ended. Describe institutional support and future funding streams necessary to allow the project to thrive beyond the period of performance. The content of the plan will vary, depending on the activities being undertaken during the period of performance.

You may wish to consult the NEH-funded reports [Sustaining Digital Resources: A Briefing Paper for Leaders of Projects with Scholarly Content](#) and [The Socio-Technical Sustainability Roadmap](#) for advice on developing your plan. Name the file sustainability.pdf.

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

If the applicant institution is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. Name the file agreement.pdf.

Attachment 11: Certification of gifts raised to date (conditionally required)

If there were gifts raised within the five months prior to the application deadline, you may certify funding using the [Certification of Matching Gifts for NEH Challenge Grants](#) form and submit the supporting documentation. Name the file giftcertification.pdf.

Attachment 12: 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 13: Additional supporting documentation (optional)

Applicants may include other directly relevant documents to support the application such as supplementary materials demonstrating humanities activities and user communities, and evaluation materials.

If a Hispanic-Serving Institution of higher education is unable to verify their institution's status as an HSI by consulting the most recent Eligibility Matrix, include a PDF of a 2019 or 2020 letter or other document from the Department of Education, certifying Title III and Title V eligibility.

Merge all relevant materials into a single document that must not exceed 25 pages. Name the file documentation.pdf.

3. Unique Entity Identifier and System for Award Management

All organizations must submit their applications for NEH funding via [Grants.gov Workspace](#). 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 e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail 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 3, 2020. Program staff will not review drafts submitted after this deadline. 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 it as an attachment to challenge@neh.gov.

The due date for applications under this announcement is May 15, 2020 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 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 12373](#).

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:

- one-time or day-to-day operating expenditures with minimal long-term impact rather than substantive work to maintain, sustain, maintain, modernize and sustain existing digital infrastructure
- projects that mainly involve digitization
- fellowships, scholarships, or stipends
- attendance at recurring or established conferences or professional meetings unless directly related to project-related education and training activities
- 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 (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies)

See [Section 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 Digital Infrastructure applications in the Infrastructure and Capacity Building Challenge Grants program:

Impact and sustainability

(corresponds to narrative section [Project overview](#) and [Attachment 9: Sustainability Plan](#))

To what extent will the project, as described, help the applicant achieve its long-term goals for work in the humanities? To what extent is the proposed project aligned with long-range

institutional planning? How will the applicant sustain the digital infrastructure project into the future?

Significance of the humanities activities and audience reach

(corresponds to narrative section [Humanities significance and audience](#))

To what extent is the digital infrastructure significant to the humanities and how is it used for humanities research, teaching, or learning? What audience and/or humanities community will this project serve, and what is its estimated size? To what extent will the audience benefit from the activities resulting from the award? What is the intellectual significance of this project, platform, repository, or enterprise, as it stands today, to that humanities community?

Personnel and project plan

(corresponds to narrative section [Personnel and project plan](#), [Attachment 2: Work plan](#), and [Attachment 8: Data Management plan](#))

Are the staff members' roles and expertise appropriate to successfully complete the proposed project, including activities and fundraising? Are the timeline and proposed activities realistic? Do they align with the work plan and budget? Are the proposed methodologies and/or technologies appropriate for the project goals? Is there a discussion of risk and plans for mitigating risk? Has the project team identified and addressed issues of accessibility and universal design for the digital environment for its intended audience of users?

Evaluation

(corresponds to narrative section [Evaluation](#))

Does the application demonstrate appropriate quantitative and/or qualitative evaluation strategies, as relative to the proposed activities?

Fundraising and financial capacity

(corresponds to narrative section [Fundraising and financial capacity](#) and [Attachment 4: Financial Statements](#))

To what extent do the applicant's long-term financial stability, fundraising plan, resources, leadership, staff, and history of fundraising success indicate that it will be able to conduct a successful campaign to meet the NEH matching requirement? To what extent does the applicant offer evidence that the fundraising plan is feasible and aligned with project work plan? To what extent will the fundraising strategy broaden the base of institutional support?

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 comments 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 §200.205](#)).

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 (such as negotiation of an indirect cost rate) 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 §200.205](#). A determination that an applicant is not qualified will be reported by NEH to FAPIIS ([2 CFR §200.212](#)).

4. Anticipated Announcement and Award Dates

Applicants will be notified of funding decisions by e-mail in December 2020. For successful applicants, this notification is not an authorization to begin performance or incur related costs. Applicants may request evaluations of their applications by emailing challenge@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grant 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 e-mail in January 2020. Applicants that certified matching funds at the time of application will receive award documents from the NEH Office of Grant Management by e-mail in January 2020.

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 Notice of Award.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

You must comply with [2 CFR §§180.335](#) and [180.350](#) 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 §200.338](#), 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 12: 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.

Copyright information

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under an award. In accordance with [2 CFR §200.315 \(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish an excerpt from resulting grant product(s) in *Humanities* magazine or on the NEH website.

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 following reporting and review activities:

- 1.) **Federal Financial Report.** Recipients must submit the Federal Financial Report (SF-425) on an **annual** basis. It must be completed online in eGMS Reach. Further information will be provided in the Notice of Action.
- 2.) **Performance Progress Report(s).** Recipients must submit a performance progress report to NEH on an **annual** basis. It must be completed online in eGMS Reach. Further information will be provided in the Notice of Action.

- 3.) **Final Reports.** Recipients must submit a final financial report, a final performance report, and a final certification report within 90 calendar days after the period of performance. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goal and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance. The final reports must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action.
- 4.) **Tangible Personal Property Report.** If applicable, recipients must submit the Tangible Personal Property Report (SF-428) and any related forms within 90 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. Tangible personal property reports must be submitted online through eGMS Reach. Further information will be included in the Notice of Action.

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 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:

The 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](#)
[Self-Service Knowledge Base](#)

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

NEH offers a variety of funding opportunities for digital projects that do not rise to the level of infrastructure projects.

Applicants seeking support for short-term projects intending to digitize or reformat a humanities collection should apply to the [Humanities Collections and Reference Resources](#) program.

Applicants seeking support to create websites, mobile applications, games, and virtual environments that significantly contribute to public engagement with the humanities should consider the [Digital Projects for the Public](#) program.

Projects involving digital technologies that do not focus on strengthening the **organizational, institutional, or consortial** base of the humanities through activities to maintain, modernize, and sustain **existing** digital infrastructure (i.e. digital projects and platforms, such as websites, research portals, databases, virtual collections, digital critical editions, a suite of software tools, digital reference works) should consider the [Digital Humanities Advancement Grants](#) program. Within the DHAG program, Level I awards may support planning for the revitalization and/or recovery of existing digital projects that promise to contribute substantially to scholarship, teaching, or public knowledge of the humanities.

Projects that focus on serving the preservation and access field more generally by developing new standards, practices, methodologies, and workflows for preserving and creating access to humanities collections are eligible for support through NEH's [Research and Development](#) program.

[Preservation Assistance Grants for Smaller Institutions](#) help small and mid-sized institutions—such as libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities—improve their ability to preserve and care for their significant humanities collections, which may include digital materials.

The [National Digital Newspaper Program \(NDNP\)](#) is a partnership between the National Endowment for the Humanities and the Library of Congress to create a national digital resource of historically significant newspapers published between 1690 and 1963, from all the states and U.S. territories. This searchable database will be permanently maintained at the Library of Congress (LC) and will be freely accessible online (see the [Chronicling America: Historic American Newspapers website](#)).

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 956 et seq.](#) The principal purpose for which the information will be used is to process the application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that 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.