NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title:
Landmarks of American History and Culture

Funding Opportunity Number: 20210309-BH

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.163

Application Due Date: March 9, 2021

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

Division of Education Programs
Telephone: 202-606-8500
Email: landmarks@neh.gov
TTY: 800-877-8399

Executive Summary

The National Endowment for the Humanities (NEH) Division of Education Programs is accepting applications for the Landmarks of American History and Culture program. The purpose of this program is to support a series of one-week workshops for K-12 educators across the nation to enhance and strengthen humanities teaching at the K-12 level.

Funding Opportunity Title:	Landmarks of American History and Culture
Funding Opportunity Number:	20210309-BH
Federal Assistance Listing Number (CFDA):	45.163
Application Due Date:	March 9, 2021, 11:59 p.m. Eastern Time
Anticipated Announcement:	August 2021
Anticipated Total Annual Available FY 21 Funding:	Approximately $3,000,000 (based on three-year average for 2018-2020)
Estimated Number and Type of Awards:	Approximately 14 grants (based on three-year average for 2018-2020)
Funding Range:	Up to $190,000
Cost Sharing/Match Required:	No
Period of Performance:	24 months starting October 1, 2021 and ending September 30, 2023.
Eligible Applicants:	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See C. Eligibility Information.
Program Resource Page:	https://www.neh.gov/grants/education/landmarks-american-history-and-culture-workshops-school-teachers
Pre-Application Webinar	A pre-recorded technical assistance webinar will be posted to the program resource page by January 15, 2021.

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A. Program Description

1. Purpose

This notice solicits applications for the Landmarks of American History and Culture program from the Division of Education Programs.

The Landmarks of American History and Culture program (Landmarks) supports a series of one-week workshops for K-12 educators across the nation to enhance and strengthen humanities-based experiential learning at the K-12 level.

The program defines a landmark as a site of historic importance within the United States and its territories. Landmarks could include historic homes, museums, presidential libraries, and sites commemorating historic events and eras, as well as literary, artistic, or architectural achievements. Projects explore the significance of place within the study of culture and history, and are often situated in public spaces and neighborhoods, major waterways, national parks, or other locations of historic and cultural importance.

Project Scope

Projects employ a place-based approach to the study of humanities and are designed to offer educators a unique and compelling opportunity to deepen and expand their knowledge of the diverse histories, cultures, traditions, languages, and perspectives of the American people. Landmarks projects: (1) engage participants in a deep study of the relationship between place and central themes in American history and culture, including government, literature, the arts, architecture, archaeology, and related subjects; (2) explore how time and place can be investigated using scholarship and methodologies relevant to the study and practice of public humanities and experiential learning; and (3) provide participants with opportunities to examine and create materials for K-12 learning environments.

Project Audience

Each Landmarks workshop must accommodate thirty-six participants and must be offered twice during the summer (for a total of seventy-two participants). The content, presenters, site visits, activities, and readings should be substantially the same for each week. Workshops may be hosted by institutions such as community colleges, universities, four-year colleges, learned societies, libraries or other repositories, centers for advanced study, cultural organizations, professional associations, and schools or school systems. Host institutions provide facilities and arrange for accommodations for participants, who receive a stipend. NEH expects host institutions to furnish facilities conducive to scholarly engagement with topics and sites.

Landmarks workshops offer participants:

- enhanced knowledge of content through rigorous humanistic inquiry and pedagogical strategies relevant to the subject area and project theme
- essential source materials, including but not limited to primary texts, documents, oral histories, artifacts, and archival resources
- learning opportunities through a variety of media and modes of engagement including visits to museums, archives, or other sites; walking tours; and public performances
- new ways to approach their K-12-level humanities curricula as well as state or subject-specific standards, where applicable
- a community of inquiry that encourages dialogue and the exchange of ideas
- a team of humanities scholars, including faculty with significant K-12 experience, who contribute to all phases of the project

- opportunities to examine and design implementation strategies, curricular integration, and digital resources and tools for their respective learning environments
- projects targeted at one or more of the following grade levels: K-5, 6-8, and/or 9-12

Applicants should make a convincing case for the historical significance and use of the Landmarks site(s), the material resources available for use, the ways in which the workshop will enhance K-12 curricula, and how the project outcomes and related creative endeavors will be disseminated beyond the participant audience. Topics should speak to the role of humanities-based experiential learning in the 21st-century classroom.

Applicants should consider the dates of the proposed workshops, taking into consideration the K-12 academic calendar and beginning no earlier than the third week of June and ending before the second week of August. At least one of the two workshops supported by the grant should be held in July.

Project Requirements

At least one faculty or staff member with a background or significant experience in K-12 education, such as teacher educators, curriculum developers, or museum educators must be involved in the planning and facilitating of the project. Experienced educators who participated in previous versions of the project or the project director could serve as the education expert. The K-12 expert's role during the project is to facilitate the incorporation of workshop content into classroom teaching and experiential learning strategies in relevant and creative ways. Projects with a single director must provide for a suitable replacement director should the original director become unable to lead the project. This person should be a project scholar already familiar with the program.

Recipients will be required to create a project website and employ strategies that 1) support participant recruitment, 2) provide intellectual and practical resources for participants, and 3) extend the reach of the project. In addition to building a robust application pool and communicating with participants, the digital outreach and strategies should help increase the project's impact through a specific program of dissemination beyond the participant audience. Dissemination plans could include, for example, an online resource center with collections of materials concerning the particular landmark and broader place-based teaching methods; digital media materials, including podcasts or webinars; collaboration with local, regional/state, or national partners; work with group(s) of teachers within school districts; or multi-platform, year-round engagement such as presentations for the public, professional development for area educators or delivered in an online setting, and public dialogues or symposia.

Successful applicants will be expected to submit a white paper that documents the project, including lessons learned and the results of the project outreach and dissemination, so that others can benefit. This white paper will be posted on the NEH website, and project directors will be encouraged to disseminate the white paper among their peers.

Unallowable activities are described in D6. Funding Restrictions.

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, and the General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued December 26, 2014 or later).

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 NEH, visit https://www.neh.gov/about.

NEH Areas of Interest

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

Standing Together

In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life, NEH has launched a special initiative titled Standing Together: The Humanities and the Experience of War. This special initiative draws on the power of the humanities 1) to support advanced research in the humanities that explores war and its aftermath; 2) to promote discussion and deepened understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans; and 3) to support returning veterans and their families.

In addition, NEH especially encourages projects that include Native American organizations and communities as lead applicants and project partners.

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Over the past three competitions, the average annual funding for this program totaled $3,000,000 for an average of 14 recipients. You may apply for a ceiling amount of up to $190,000.

NEH will not determine the amount available until Congress has enacted the final FY 2022 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.

The period of performance is 24 months, with a start date of October 1, 2021 and an end date of September 30, 2023.

C. Eligibility Information

1. Eligible Applicants

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

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

2. Cost Sharing

Cost sharing is not required in this program, unless federal matching funds are requested. Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH.

Cost sharing or matching is the portion of the project costs not paid by NEH funds. Cost sharing will not be considered in the evaluation of applications.

Voluntary cost sharing consists of the cash contributions made to a project by the applicant, including unrecovered indirect costs, and by third parties as well as third-party in-kind contributions. Third-party in-kind contributions means the value of non-cash contributions (such as property or services) that benefit the funded project, and are contributed by non-federal third parties, without charge, to the recipient of the federal award.

When federal matching funds are requested, the recipient must raise dollar-for-dollar cash contributions from nonfederal third parties and have them certified by NEH before the funds are released (see NEH's Federal Matching Funds Guidelines). The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Federal matching funds are typically distributed on an annual basis over the life of the award.

Recipients are responsible for maintaining auditable records of the source and use of cost sharing contributions. See 2 CFR §200.306 for additional information.

3. Other Eligibility Information

Eligible applicants may submit multiple applications for separate and distinct projects under this announcement.

As a matter of programmatic policy, NEH will not make awards in the Landmarks of American History and Culture programs for the same project (that is, a project with essentially the same

humanities topic, focus theme, and faculty team) in consecutive years. Applications submitted in consecutive years must be for projects that are substantially different from the previously awarded project. For example, institutions that led a Landmarks workshop during summer 2020 on "Emily Dickinson and the U.S. Civil War" would be eligible to apply for a summer 2021 Landmarks institute with a project that instead focuses on "Emily Dickinson and Romanticism." Landmarks and sites may be repeated, but different humanities theme(s) for the new project are required. Project directors who are unsure about the applicability of this policy should consult with program staff.

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

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

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

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

Proposed workshops that do not include the required number of participants or that take place outside of the U.S. and its territories will not go forward for review under this announcement.

Participant Eligibility

NEH Landmarks workshops are designed primarily for full- or part-time K-12 educators who teach in public, charter, independent, and religiously affiliated schools, or as home schooling parents. Project directors may admit a limited number of educators who work outside the K-12 classroom and who can demonstrate that participation will advance project goals and enhance their own professional work. At least three spaces per workshop session or six spaces total for the entire program must be reserved for teachers who are new to the profession (five or fewer years teaching experience).

U.S. citizens, whether they reside inside or outside the United States, are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline are also eligible. Foreign nationals teaching at non-U.S. chartered institutions are not eligible to apply.

Participants may not be delinquent in the repayment of federal debt (e.g. taxes, student loans, child support payments, and delinquent payroll taxes for household or other employees).

Individuals may not apply to participate if they have been debarred or suspended by any federal department or agency. See F2 Administrative and National Policy Requirements.

D. Application and Submission Information

1. Application Package

You must apply electronically through Grants.gov, using either Workspace or your organization's system-to-system software. Use the Standard Form 424 - Short Organizational (SF-424 Short) application package associated with the funding opportunity, and follow the instructions provided by Grants.gov unless otherwise noted below. The Grants.gov registration process is described in D3. Unique Entity Identifier and System for Award Management.

The application package is available in Grants.gov. A link to the application package can be found on the program resource page.

To request a paper copy of this announcement, contact landmarks@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, 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 fifteen 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 E1. Review Criteria for full descriptions.

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

Nature of the request

In the opening paragraph, clearly explain the project's purpose and desired outcomes, duration, site-based focus, and intended audience. Indicate if this is a new project or how many times it has been offered previously. Indicate if the project is intended primarily for educators of grades/grade levels K-5, 6-8, 9-12, or a combination thereof.

Project development (only for previously offered projects)

In no more than two paragraphs, explain how your experience with a previous NEH summer project (or projects) has shaped the project currently being proposed. This section should address salient feedback from participants and identify changes to the project scope, team, scholarship, scheduling, or other matters that demonstrate steps taken to improve the project. It should also indicate plans for dissemination that will significantly increase the project's reach and impact beyond the participant audience. Detail these alterations as appropriate in the relevant section(s) of the narrative.

Intellectual content and significance (corresponds to [Review Criterion 1](#))

Describe the chosen landmark(s) and how it (they) constitute(s) a compelling opportunity for engaging with American history and culture. Articulate the relationship between the chosen site(s) and the topic of the workshop; the archival, material, and digital resources available for use on site; and the ways in which the structure and context of the site(s) (for example, a site's geography, topography, or architecture) will support the objectives of the project.

Relevance and applicability for the K-12 curricula (corresponds to [Review Criterion 2](#))

Articulate how the project would contribute to teaching at the intended K-12 level(s). Describe how the proposed topics and landmarks align with or amplify subjects or areas of study and how the materials presented in the workshop would enhance content development and advance the participants' understanding of American history, literature, culture, and/or place-based teaching in the learning of the humanities. Explain how workshop content would translate into experiential learning or other classroom or site-specific practices. Identify specific links between the proposed topic and its current treatment in existing curricula.

Program of study (corresponds to [Review Criterion 3](#))

Describe the structure of the workshop and how its subject matter will unfold; include topics, themes, presentations, questions, and viewpoints to be engaged; identify core readings, technological tools, databases, multimedia resources, and other methodologies, including pedagogical approaches to be engaged with during the workshops.

Explain how readings and discussion will allow for diverse viewpoints and how directors and visiting faculty (if any) will cultivate a climate of respect and collegiality.

If continuing education units (CEUs) or in-service credit will be offered through the program, provide details.

Project team and participation (corresponds to [Review Criterion 4](#))

Identify and describe the role and responsibilities of principal humanities and education faculty (including the replacement project director), visiting lecturers, and other workshop staff, in compliance with the requirements set forth in [A1. Purpose](#). Describe how principal and visiting faculty will illuminate the topics and readings of the workshop and discuss how participants will contribute to the intellectual life of the project (for example, by leading sessions, participating in sustained discussions, and undertaking individual projects at their respective institutions, working with educators, and/or the public). Include résumés of the project faculty and the replacement project director and their letters of commitment in [Attachment 4](#) and [Attachment 5](#).

If applicable, discuss how your experience directing previous Landmarks workshops or comparable programs has shaped the project currently being proposed. Include participant evaluations from the most recent iteration of your NEH summer program (Landmarks workshop or Summer Seminar or Institute) in [Attachment 6](#).

Audience (corresponds to [Review Criterion 2](#))

Describe the anticipated audience for the workshop, including the desired mix of disciplines, grade levels, and veteran vs. new teachers (those serving five or fewer years).

Project impact and dissemination (corresponds to [Review Criterion 5](#))

Describe the goals and key components of your project website and the personnel and activities required to create and maintain it. Describe your plans to recruit a robust pool of applicants for

the workshop, how you will communicate with participants before and after the program, and how you will share the summer output with participants and others.

Describe plans for disseminating, sustaining, and expanding the project. Present a specific program of dissemination to extend the reach of the project beyond the workshop audience and two week-long sessions. You may consider offering additional professional development opportunities in person or using an online platform, public lectures and discussions, curricular development projects, digital media projects, etc. after your institute concludes.

Institutional context (corresponds to Review Criterion 6)

Discuss the institution's intellectual and physical capacities for hosting the project. Be specific about the material, archival, and digital assets as well as scholarly facilities relevant to the workshop on site. Provide details about the availability, quality, and costs of housing. Describe the options for meals and any other relevant experiences participants may access during the program.

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
Nature of the request	Not applicable
Project development	Not applicable
Intellectual content and significance	1. Intellectual significance of the proposed topic and landmark(s)
Relevance and applicability for the K-12 curricula	2. Impact on teaching and classroom application
Program of study	3. Program of study
Project team and participation	4. Project team
Audience	2. Impact on teaching and classroom application
Project impact and dissemination	5. Project impact and dissemination
Institutional context	6. Institutional context

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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 detailed budget for the period of performance requested. The form will generate a cumulative budget for the period of performance.

Required fields are indicated in yellow. You must round to the nearest whole dollar amount in all dollar fields.

Applicants requesting federal matching funds must submit a budget reflecting total project costs that include the one-to-one required cost share for the federal matching funds. As an example, an applicant requesting $1500,000 in outright funds and $40,000 in federal matching funds must submit a budget that includes $230,000 in total project costs.

All of the items listed, whether supported by NEH funds or required cost sharing contributions (if applicable), must be reasonable, necessary to accomplish project objectives, allowable in terms of 2 CFR 200 Subpart E - Cost Principles, auditable, and incurred during the period of

performance. 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 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 H. Indirect Costs.

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 your SF-424 Application for Federal Assistance - Short Organizational. Check "Project" for budget type.

A. Senior/Key Person

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

For each senior/key person list their name and project role. 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 level of 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 terms in 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 be automatically calculated for each senior/key person.

Commonly, the budget includes a percentage of academic year or annual institutional base salary (IBS) for those faculty members participating in the project. IBS is defined as the annual compensation paid by an institution of higher education (IHE) for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. Charges to all federal awards, including NEH grants, should not exceed the proportionate share of the IBS. Such amounts may be used to release faculty members from normal duties for a specified amount of time not to exceed one course per quarter or semester. See 2 CFR §200.430 for regulations regarding extra service pay, intra-IHE consulting, and charges for work during periods not included in the base salary period. In no case, however, may this award support replacement teachers or pay faculty members for performing their regular duties.

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. Attach only one PDF file named additionalpersonnel.pdf. 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 F. Other Direct Costs.

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 benefits requested as described in 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 L. Budget Justification.

As a matter of programmatic policy, tuition remission is not allowable.

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 (see H. 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 integral to a project or activity.
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 L. Budget Justification. For all individuals classified as secretarial/clerical, provide a justification (in the budget 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 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 F. Other Direct Costs.

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 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. Attach only one PDF file named additionalequipment.pdf. In this attachment, specify 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.

D. Travel

Enter the total funds requested for both domestic (local and long-distance) and foreign travel. In 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 §200.475, and foreign travel must comply with article 10 of the General Terms and Conditions for Awards to Organizations.

Include funds for the project director(s) to attend a two-day meeting at NEH's offices in Washington, D.C. in October 2021.

Travel to regularly occurring professional meetings is not supported with NEH funds. Foreign travel is not permitted in this program.

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

Participants are expected to make their own travel arrangements using their stipends. See Participant/Trainee Support Costs.

E. Participant/Trainee Support Costs

Per 2 CFR §200.1, 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, the primary purpose of which is the dissemination of technical information beyond the non-federal entity and is necessary and reasonable for successful performance under the federal award.

NEH expects recipients to make provision for suitable housing for participants at reasonable rates. Reservations for housing, travel and services arranged either by the applicant organization or by participants must be made on a refundable basis. **Any arrangements made on a non-refundable basis are at the risk of the recipient or the participants if the services must be cancelled for any reason.**

Justify participant support costs in 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
Stipends are intended to compensate participants for their time commitment and to defray the costs of participation in the workshop, which may include expenses such as travel, lodging, and meals (for in-person workshops), and technical support (for virtual workshops). Stipend amounts are determined by NEH based on the format of the workshop. Participants enrolled in in-person workshops are to receive a stipend of $1,300. Participants in virtual workshops are to receive a stipend of $650. For workshops that include a combination of in-person and virtual sessions, use the in-person stipend rate.

Participants are expected to remain during the entire period of the workshop and to participate in its work on a full-time basis. If a participant is obliged through special circumstances to depart before the end of the seminar or institute, it shall be the recipient institution's responsibility to see that only a pro rata share of the stipend is received or that the appropriate pro rata share of the stipend is returned if the participant has already received the full stipend.

3. Travel
Leave this field blank. Participants are expected to make their own travel arrangements using their stipends.

4. Subsistence
Meals for participants are allowable only if vendors are inaccessible during the scheduled program, such as during a field trip at a remote location.

5. Other

Describe any other participant 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 costs described. Do not include staff costs.

Number of Participants/Trainees

List the number of required participants (72).

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 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 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 proposed 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 L. Budget Justification.

3. Consultant Services

List the total funds requested for all consultant services. Identify the following items in 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 they will perform.

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 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 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 §§200.331 and 332 for additional information.

Per 2 CFR §§200.1 and 331 (a), s*ubaward* 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 §200.1) 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. In determining whether an agreement between a pass-through entity and another non-federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. See 2 CFR §200.331 (c).

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 7: Federally negotiated indirect cost rate agreement.

Contractual costs as defined in 2 CFR §§200.1 and 331 (b), are occasionally sufficiently high to warrant a categorical breakdown of costs. When this is the case, provide detailed information as part of L. Budget Justification.

6. Equipment or Facility Rental/User Fees

List the total funds requested for equipment or facility rental/user fees. In 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. Rental costs under "less-than-arm's-length" leases are allowable with the condition that they must be consistent with the limitations set forth in 2 CFR §200.465(c).

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: 'places of public accommodation affecting commerce' are any inns, hotels, or other establishments not owned by the Federal Government that provide 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. "Other" project-specific costs may include promotion, acquisition fees, rights, evaluation and assessment fees, and access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). Use 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.

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).

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). Ensure that the indirect cost rate base excludes participants support costs if they are excluded in the federally negotiated indirect cost rate.

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. NEH will restrict payment on indirect costs until a fixed, final, or predetermined indirect cost rate agreement is provided by the recipient.

Organizations that wish to include indirect costs in the budget but do not have 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 §200.1, MTDC are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC exclude 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.

If you are claiming indirect costs, include a copy of your federally negotiated indirect cost rate agreement as Attachment 7: Federally negotiated indirect cost rate agreement.

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 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 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.

Cognizant Federal Agency
Enter the name of the cognizant federal agency.

I. Total Direct and Indirect Costs

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

J. Fee

Do not include any expenses under this 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 I. Total Direct and Indirect Costs.

L. Budget Justification

The budget justification attachment is required. Attach only one PDF file named justification.pdf.

Use the budget justification to provide 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 must 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 base calculation.

If your project includes voluntary cost share, describe it here. However, these costs should not be included on the Research and Related budget form.

If you are requesting federal matching funds, required cost share must be included on the Research and Related budget form. Identify the activities to be covered by such funds in the budget justification, describe your contributions to the project here. The total federal matching funds and cost share should be equal to the amounts indicated on the Supplementary Cover Sheet for NEH Grant Programs in the "Federal Matching" and "Cost Sharing" fields.

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	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required
Project/Performance Site(s) Location Form	Grants.gov form		Required
Research and Related Budget	Grants.gov form		Required
Attachments Form	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL, "Disclosure of Lobbying Activities"	Grants.gov form		Conditionally required
Attachment 1: Narrative	narrative.pdf	15	Required
Attachment 2: Work plan	workplan.pdf		Required
Attachment 3: Program of study and detailed reading list	programofstudy.pdf		Required
Attachment 4: Biographies and résumés	resumes.pdf		Required
Attachment 5: Letters of commitment	letters.pdf		Required
Attachment 6: Workshop evaluations	evaluations.pdf		Conditionally required
Attachment 7: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 8; Explanation of delinquent federal debt	federaldebt.pdf		Conditionally required

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 projects must begin on October 1, 2021 and end September 30, 2023.

7. Project Director

Provide the name, title, mailing address, email 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 the NEH Office of Grant Management 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 item 7 may **not** be the same individual listed as the Primary Contact/Grants Administrator listed in item 8. The role of the project director must be distinguished from that of the 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 your project funding information. [Learn more about different funding types.](#)

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.

Certification Regarding Lobbying

Applicants requesting awards greater than $100,000 must complete and submit the Certification Regarding Lobbying. Once selected, this form will autofill based upon information provided on the [SF-424 Application for Federal Assistance - Short Organizational](#).

Standard Form-LLL, "Disclosure of Lobbying Activities"

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

Attachments Form

Attach your narrative, budget, and the other application components to this form. Consult the [Application 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.

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.

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 PDF

portfolios containing multiple PDFs. In addition, NEH cannot accept PDFs to which security has been added (password-protection, encryption, digital signatures, etc.). Flatten any such files before uploading to Grants.gov.

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

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 or are improperly formatted. This may result in NEH rejecting your application as incomplete. It is your responsibility to ensure that all required components are properly formatted, 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 outlined in the Application Components Table.

Attachment 1: Narrative (required)

Discuss the intellectual significance of the site(s) and topics to be explored in relationship to the materials and experiences participants will engage with, and how these address humanities education through experiential learning in K-12 learning environments. Refer to the prior instructions on preparing your narrative. Name the file narrative.pdf.

Attachment 2: Work plan (required)

Describe the activities or steps that your project team will use during the period of performance to achieve each of the objectives proposed. Provide a timeline that addresses planning and design meetings, the distribution of responsibilities across the project team, collaboration with key stakeholders and speakers or presenters, coordination with institutions and sites, and other key components of running the project. 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: Program of study and detailed reading list (required)

Provide a detailed schedule for the summer program, including a daily sequence for the week that addresses the site(s) with which participants will interact; resources, readings, and other materials participants are likely to use; speakers and presenters; pedagogical strategies (where appropriate); time for participants to reflect on their experiences and/or develop curricular materials; etc. Name the file programofstudy.pdf.

Attachment 4: Biographies and résumés (required)

Include brief biographies or curriculum vitae for the project faculty. Include two-page résumés for visiting scholars and key academic personnel, including a potential replacement director (if relevant). Name the file biographies.pdf.

Attachment 5: Letters of commitment (required)

Include letters of commitment from the project faculty (other than the project director) and the potential replacement director. Include a letter of support from a senior official of the host institution, confirming the institution's commitment to the project and ensuring that relevant offices will provide timely and effective support, as well as invited guest speakers, local collaborators, and other presenters and consultants for the project.

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

Name the file letters.pdf.

Attachment 6: Workshop evaluations (conditionally required)

If applicable, include participant evaluations from the most recent iteration of your Landmarks workshop or Summer Seminar or Institute. Discuss specific examples of how participant feedback informed changes made to this iteration of the project. Name the file evaluations.pdf.

Attachment 7: 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. If a subrecipient is claiming indirect costs, submit a copy of its federally negotiated indirect cost rate agreement. Name the file agreement.pdf.

Attachment 8: Explanation of delinquent federal debt (conditionally required)

If your organization is delinquent in the repayment of any federal debt, provide explanatory information. 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.

3. Unique Entity Identifier and System for Award Management

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

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

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

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

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

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

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

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

4. Submission Dates and Times

Program officers will review draft proposals submitted by February 8, 2021. Program officers cannot 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 landmarks@neh.gov.

The due date for applications under this announcement is March 9, 2021 at 11:59 p.m. Eastern Time.

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

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

NEH will assign a tracking number beginning with BH- 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 12372](#).

6. Funding Restrictions

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

- foreign travel
- travel to regularly occurring professional meetings
- the development of courses for a graduate or non-degree program
- research to produce or revise a textbook
- the cost of replacement teachers or compensation of faculty members performing their regular duties
- the rental of recreational facilities and costs related to social events such as receptions and entertainment
- tuition fees for participants
- education or technical impact assessments
- projects that center on pedagogical theory, research on educational methods, tests, or measurements
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

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

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

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications in the Landmarks for American History and Culture program:

1. Intellectual significance of the proposed topic and landmark(s) (corresponds to narrative section [Intellectual content and significance](#))
- What is the intellectual significance of the topic and the chosen landmark(s) to humanities education?

- To what extent do the primary documents, texts, artifacts, digital tools, and archival resources illuminate the subject under study?
- How rigorous are the project's humanistic approaches, as manifested in the application?

Previously offered projects:
- To what extent does the application explain how the project will use new or additional tools, resources, or approaches to deepen participants' humanistic engagement with the topic and/or landmark(s)?

2. Impact on teaching and classroom application (corresponds to narrative section Relevance and applicability for the K-12 curricula and Audience)
- How well aligned is the project with K-12 curricular content in humanities subject areas?
- To what extent is the project likely to improve participants' understanding of key topics?
- To what extent is there correspondence between the project's approach to its topic and its treatment in the existing K-12 humanities curricula?
- To what extent are the experiences, pedagogical approaches, and other methodologies likely to enhance place-based experiential teaching and learning in K-12 humanities education?
- How adequate are the plans for participant follow-up and dissemination of resources?

Previously offered projects:
- To what extent does the application demonstrate evidence of strong participant interest as manifested by a robust applicant pool?
- To what extent does the application discuss any new or revised plans, including, but not limited to, changes informed by past participant feedback that will likely maximize the project's impact when transferred to a classroom setting?

3. Program of study (corresponds to narrative section Program of study)
- To what extent is the workshop well-structured and coherent?
- How pertinent are the topics, themes, presentations, questions, and viewpoints to be engaged?
- How well do the sessions integrate humanities concepts, content, and skills with the sites and experiential learning opportunities?
- To what extent are the core readings, pedagogical approaches, and other methodologies likely to enhance humanities instruction for the theme proposed?
- To what extent will the project team participants (i.e. visiting scholars, presenters, etc.) contribute to content and activities of the workshop?

Previously offered projects:
- Do proposed changes strengthen project structure and coherence, revise project topics, and/or improve thematic presentation?

4. Project team (corresponds to narrative section Project team and participation)
- How effective is the intellectual leadership of the project directors and principal faculty likely to be?
- To what extent does the application incorporate the expertise of a K-12 education professional into the workshops and related curricular or dissemination plans?
- To what extent does the application indicate that the different members of the project staff will effectively carry out their responsibilities?
- To what extent will the workshop successfully build a community of inquiry?

Previously offered projects:

- To what extent does the application explain any appropriate revisions to the project's faculty and staff that will strengthen the project's intellectual quality and program of study?

5. Project impact and dissemination (corresponds to narrative section [Project impact and dissemination](#))

- How clear are the plans for website design and platform maintenance, publicity, development, broad dissemination, and project sustainability?
- To what extent does the application detail a comprehensive dissemination plan?
- To what extent does the application show that the project has fully developed, clear, and persuasive plans to maximize the project reach and impact beyond the summer program and its audience?

Previously offered projects:
- To what extent does the applicant explain how the dissemination of project outcomes will extend beyond previously engaged approaches and draw upon new outlets to reach new audiences?

6. Institutional context (corresponds to narrative section [Institutional context](#))

- How do the host institution's academic and scholarly resources support the content and intellectual outcomes of the project?
- To what extent will the host institution make primary, archival, digital, and other resources available?
- To what extent will the host institution libraries, cultural repositories, and project-related sites be accessible to participants?
- To what extent will it provide housing and dining options for the participants?

7. Budget (corresponds to the [Budget](#) and [Budget justification](#))

- To what extent are the project costs appropriate and reasonable, with an eye to the project's efficiency and economy?

2. Review and Selection Process

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

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

3. Assessment of Risk and Other Pre-Award Activities

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

Applications that have received a favorable objective review are reviewed for other considerations that include past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any

public policy requirements. You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (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.

4. Anticipated Announcement and Award Dates

Applicants will be notified of funding decisions in August 2021. 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 landmarks@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grant administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by email in September 2021.

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), 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 §200.339, including suspension or debarment. (See also 2 CFR parts 180 and 3369).
3) If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in Attachment 8: 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. For more information consult *Design for Accessibility: A Cultural Administrator's Handbook*.

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.

Principles of Civility

Recipients are required to adhere to the Principles of Civility for NEH Seminars, Institutes, and Workshops. NEH expects project directors to take responsibility for encouraging an ethos of openness and respect, upholding the basic norms of civil discourse.

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.

Guidance from the Office of Management and Budget

In accordance with the Office of Management and Budget's guidance located at 2 CFR 200, all applicable Federal laws, and relevant Executive guidance, NEH will review and consider applications for funding pursuant to this Notice of Funding Opportunity in accordance with the:

- President's September 2, 2020 memorandum, entitled Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities;
- Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR §200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR §200.216),
  - Promoting the freedom of speech and religious liberty in alignment with Promoting Free Speech and Religious Liberty (E.O. 13798) and Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities (E.O. 13864) (2 CFR §§200.300, 200.303, 200.339, and 200.341),

- Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR §200.322), and

Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR §200.340).

3. Reporting

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

1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an annual basis. 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. Further information will be provided in the Notice of Action.

3.) **Final Reports**. Recipients must submit a final financial report and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, 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. Further information will be provided in the Notice of Action.

4.) **Participant Selection Report**. Recipients must submit a report detailing the selection of participants to the Landmarks workshop. The report will be due on June 1, 2022.

5.) **White Paper**. Recipients must submit a white paper. This white paper should document the project, including lessons learned and the results of the project outreach and dissemination, so that others can benefit. The white paper is due with the final report, within 120 calendar days after the end of the period of performance ends. It will be posted on the NEH website.

Learn more about Performance Reporting Requirements and Financial Reporting Requirements.

G. Agency Contacts

If you have questions about the program, contact:

Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8500
landmarks@neh.gov

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

Office of Grant Management

National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
grantmanagement@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 8:00 a.m. to 8:00 p.m. Eastern Time at:

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

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

Grants.gov Applicant Support
Telephone: 1-800-518-4726
International Calls: 606-545-5035
Email: support@grants.gov
Grants.gov Support

Always obtain a case number when calling for support.

H. Other Information

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.