



NATIONAL ENDOWMENT FOR THE HUMANITIES

DIVISION OF EDUCATION PROGRAMS

LANDMARKS OF AMERICAN HISTORY AND CULTURE

FREQUENTLY ASKED QUESTIONS

(Updated 10/18/2023)

1. What is the Landmarks of American History and Culture program?

The Landmarks of American History and Culture program (Landmarks) supports a series of one-week residential, virtual, and combined format workshops across the nation to enhance how K-12 educators, higher education faculty, and humanities professionals incorporate place-based approaches to teaching and scholarship in the humanities.

2. What qualifies as a landmark for this program?

Landmarks projects explore a range of locations in the United States or its jurisdictions with historical or cultural significance. A landmark may be a recognized historical monument, marker, or memorial, a group of monuments or markers, public art, a residence, battlefield, settlement, presidential library or archive, or a site associated with a major writer, artist, or musician.

Physical, natural, and cultural landscapes, as well as a historical district or a collection of thematically related structures and sites within a local region could also qualify. Projects also examine the significance of memory, unmarked sites of cultural and historical significance, and change over time in a place or region. If you have any questions about your proposed landmark, consult an NEH program officer by emailing landmarks@neh.gov.

3. Who can attend Landmarks workshops designed for K-12 educators?

Full- or part-time K-12 educators who teach in public, charter, independent, and religiously affiliated schools, or as home schooling educators. Workshops for K-12 Educators may also admit individuals whose work lies outside classroom teaching but is directly related to humanities education (e.g., librarians, curriculum consultants, museum educators).

Each workshop session hosts 30-36 participants for a total of 60-72 participants per workshop. 20% of the available spots for the entire project must be reserved for educators new to the profession (five or fewer years of teaching experience).

For additional eligibility requirements, see section C. Eligibility Information in the NOFO.

4. Who can attend Landmarks workshops designed for higher education and/or humanities professionals?

Full- or part-time faculty who teach undergraduate students at two- and four-year public or private institutions and/or those whose work lies outside of undergraduate teaching but is directly related to the humanities (i.e., academic librarians, employees of centers or special offices, etc.). Landmarks projects also host full- and part-time humanities professionals associated with museums, historical societies, historic and cultural sites, libraries, archives, or who work as independent scholars.

Each workshop session hosts 20-24 participants for a total of 40-48 participants per workshop. 20% of the available spots for the entire project must be reserved for early career faculty (three or fewer years as higher education faculty) and/or non-tenure track faculty. Ten percent of the available spots must be reserved for advanced graduate students (individuals who have reached candidacy in a doctoral program or are in the final year of a terminal degree program).

For additional eligibility requirements, see section C. Eligibility Information in the NOFO.

5. May non-U.S. citizens participate in a Landmarks workshop?

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 eligible to participate. Foreign nationals teaching abroad are not eligible to participate. See C3. Other Eligibility Information in the NOFO.

6. In what formats can Landmarks workshops be offered?

Landmarks support residential, virtual, and combined format workshops across the nation. All workshops, regardless of schedule and/or format, should involve guided, well-planned activities that engage all participants in substantive collegial study in the same format simultaneously.

- **Residential:** All participants attend for the duration of the workshop at the host site.
- **Virtual:** All participants attend for the duration of the workshop using an online platform. This can include synchronous and asynchronous sessions.
- **Combined Format:** All participants attend a portion of the workshop virtually and a portion of the workshop at the host site. Virtual and residential portions occur at different times, but all participants must attend the same format simultaneously.

7. What is the duration of a Landmarks workshop?

Each Landmarks workshop must include two separate sessions of five to seven days each for two different groups of participants, and the content, presenters, site visits, activities, and readings should be substantially the same for each session.

8. When should a Landmarks project take place?

Given the importance of immersive study to the Landmarks program, you should consider the variety of academic-year calendars when you schedule your workshops. Hosts typically offer summer activities between the last week of June through the second week of August. If you are proposing to include activities outside the summer season you can consider asynchronous and synchronous sessions before and/or after the summer program.

9. When scheduling sessions, should we have an interval between them?

Yes. Although in some cases you might need to hold the workshops in quick succession, it is preferable to plan time between sessions for the workshop leaders to adjust the intellectual and practical aspects of the project, as needed.

10. Who can direct a Landmarks project?

Landmarks project directors work across a range of disciplines, including, but not limited to, history, literature, anthropology, art history, public history, museum studies, education, and other related fields. You do not need to possess a terminal degree or be affiliated with an institution of higher education to serve as a project director or co-project director.

Projects with a single director must identify a qualified replacement director should the original become unable to lead the project. The replacement director(s) must be a co-director or project team member who is already familiar with the project. Your application must identify who will serve as the replacement project director(s) and include a letter of commitment noting acceptance of this responsibility.

11. May non-U.S. citizens serve as directors or other personnel for NEH Landmarks workshops?

Yes. Foreign nationals may be involved in NEH Landmarks workshops as directors, faculty, scholarly experts, and other project personnel. If not employed by the applicant organization, the compensation for such individuals should be entered on the Research and Related Budget under F3. Consultant Services or included in a subaward to a partnering institution under F5. Subawards/Consortium/Contractual Costs.

12. Can a Landmarks project include a co-director who is not on the faculty of the applicant institution?

Yes. In this situation, both the project director and the co-director would share the directorial responsibilities for the full period of the project. The project director's salary would be entered under Key Persons on the Research and Related Budget, and the co-director's would be entered under F3 Consultant Services or included in a subaward to a partnering institution under F5. Subawards/Consortium/Contractual Costs.

13. May the project director also serve as the institutional grant administrator?

No. The project director may not serve as the institutional grant administrator. 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. The project director is the person directly in charge of the conduct of the funded project. Because the project director's involvement in the project is critical to its success, the replacement of the project director or the co-director or a substantial reduction in the level of their effort (for example, an unanticipated absence for more than three months, or a 25 percent reduction in the time devoted to the project) requires prior written approval from NEH.

14. How does the program define the “education specialist” position and what is their role on the project team?

For projects designed for K-12 educators, the project leadership team must include at least one person with significant experience in K-12 education, such as a teacher educator, curriculum developer, museum educator, or an educator with experience facilitating professional development.

The education specialist will contribute to the planning of the sessions and facilitate the incorporation of workshop content and experiential learning strategies into classroom teaching in relevant and creative ways. If you are offering an online component, you are encouraged to include a staff member with online teaching experience and/or familiarity working with online platforms.

15. Our institution would not be an appropriate host for a project, but another nearby institution would be. May we hold the program there?

Yes. Contact a program officer in the Division of Education Programs (by calling 202-606-8500 or sending an email message to landmarks@neh.gov) for details on how to do this.

16. What are the review criteria for a Landmarks project application?

The review criteria are:

1. intellectual and place-based significance
2. program of study
3. project team
4. project recruitment and communication
5. institutional context

These criteria are described in greater depth in E1. Review Criteria of the Notice of Funding Opportunity (NOFO).

17. Our project was funded previously, and we are interested in applying again. Are we eligible to apply?

Yes. If you previously received an NEH Institutes, Landmarks, or Seminar award, you must address additional questions included in Attachment 1: Narrative and you must include

complete and unedited participant evaluations from your most recent Institutes, Landmarks, or Seminar workshop. You are considered a returning applicant if the project director and co-project directors have been previously awarded under the Institutes, Landmarks, or Seminar program.

18. Our project was funded previously, and we plan to reapply. We intend to make substantial revisions based on participant evaluations. Must we also make other changes?

If you are applying for a project that was previously funded, you are expected to provide complete participant evaluations and propose appropriate revisions, but such revisions are not sufficient by themselves. Refer to specific questions included in the narrative section and the review criteria for previously offered projects in sections D2 and E1 of the NOFO.

19. Our institution is considering submitting two applications to this program. Will NEH fund both?

NEH evaluates each application on its own merits and may fund both applications, one, or neither. An individual may not serve as project director for multiple proposed projects under this notice.

20. Our institution applied for an award last year and was unsuccessful. Will this be held against us if we apply again this year?

No. NEH evaluates each proposal on its own merits.

21. Is there anything we can do to increase our chances for success next time?

Request a copy of the comments provided to NEH by outside evaluators during the review-by sending an email message to landmarks@neh.gov. After reading these comments, you may follow up with a telephone call or email message to a program officer to discuss re-submitting your proposal.

A webinar that reviews the application requirements, sample narratives, sample schedules, and a sample budget justification are available at the Landmarks landing page.

22. Can I submit a draft or schedule a call with NEH staff about my project?

Division of Education program officers will review draft application materials submitted by the deadline in section D4. Of the Notice of Funding Opportunity. Program officers will not review late drafts.

You can submit a draft of any component of their application (i.e., narrative, schedule, work plan, etc.). You are not required to submit a draft of the entire application to receive feedback from NEH staff.

This optional draft review or call is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found them useful to strengthen their applications. If you choose to submit a draft of your narrative, schedule, workplan, or other project components send it as an attachment to landmarks@neh.gov.

23. Our institution intends to host a welcoming reception or a final dinner for the participants in our Landmarks workshops. May we pay for this with NEH funds?

No. You may choose to host such an event with other funds, but you may not use NEH funds for social or entertainment activities. However, you may include water or light refreshments in your project budget for site visits and other project-related activities.

24. Are there types of projects or activities that NEH does not support?

Yes. See D6. Funding Restrictions and eligibility guidelines, including work proposed with other federal entities, under section C3. Other Eligibility Information in the NOFO.