NOTICE OF FUNDING OPPORTUNITY

Division of Education Programs

Funding Opportunity Title:
Landmarks of American History and Culture

Funding Opportunity Number: 20200213-BH

Funding Opportunity Type(s): New

Federal Assistance Listing Number: 45.163

Application Due Date: February 13, 2020

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

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 supports 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:	20200213-BH
Federal Assistance Listing Number (CFDA):	45.163
Application Due Date:	11:59 p.m. Eastern Time February 13, 2020
Anticipated Announcement	August 2020
Anticipated Total Annual Available FY 2020	**$3,000,000**
Estimated Number and Type of Award(s):	16 grants
Estimated Award Amount *or* Funding Range:	Up to $190,000
Cost Sharing/Match Required:	No
Period of Performance:	24 months starting October 1, 2020
Eligible Applicants:	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See Section C for additional information.
Program Resource Page:	https://www.neh.gov/grants/education/landmarks-american-history-and-culture-workshops-school-teachers
Pre-Application Webinar:	December 4, 2020 2:00-3:00 pm ET Register here: https://register.gotowebinar.com/register/4960121656240183820 After registering, you will receive a confirmation email containing information about joining the webinar.

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A. Program Description

1. Purpose

This notice solicits applications for the Landmarks of American History and Culture program.

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 teaching 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 memorializing literary, artistic, or architectural achievements. Projects could take place in public spaces and neighborhoods, major waterways, national parks, or other locations of historic importance.

Projects employ a place-based approach 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. Applicants are encouraged to think creatively about place-based learning strategies, experiential learning methodologies, and other professional development goals. Projects explore central themes in American history and culture, including government, literature, the arts, architecture, archaeology, and related humanities subjects.

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 in 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, artifacts, and archival resources
- learning opportunities through a variety of media and modes of engagement
- 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
- 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, and the ways in which the workshop will enhance K-12 curricula. Topics should speak to the role of the humanities in the 21st-century classroom.

Both project planning and implementation require at least one faculty or staff member with a background or significant experience in K-12 education, such as master teachers, curriculum developers, school librarians, or museum educators (and could include former workshop participants or the project director). The K-12 expert's role during the project is to facilitate the incorporation of workshop content into classroom teaching 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.

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.

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, your 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 through multi-platform, year-round engagement.

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 section D6. Funding Restrictions.

2. Background

This program is authorized by 20 USC §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."

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.

NEH encourages applicants proposing projects at presidential sites and presidential libraries.

NEH also encourages Landmarks projects to reach a wider audience by contributing to EDSITEment, a website developed by NEH that promotes humanities education. Learn more about EDSITEment.

Examples of previously funded projects may be found by using the NEH's Funded Projects Query Form available online at https://securegrants.neh.gov/publicquery/main.aspx.

To learn more about the National Endowment for the Humanities, visit https://www.neh.gov/about.

B. Federal Award Information

1. Type of Application and Award

Type(s) of applications sought: new

NEH will provide funding in the form of grants.

2. Summary of Funding

Approximately $3,000,000 is expected to be available to fund 16 recipients. You may apply for a ceiling amount of up to $190,000.

The actual amount available will not be determined until enactment of the final FY 2020 federal 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, 2020.

Successful applicants will be awarded outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds. Outright funds awarded by NEH are not contingent on additional funding from other sources. When federal matching funds are requested, the recipient must raise cash contributions from nonfederal third parties and have them certified by NEH before the funds are released (see NEH's Federal Matching Funds Guidelines). Funds raised to satisfy a match count toward an institution's required cost share for a project (see C2. Cost Sharing).

C. Eligibility Information

1. Eligible Applicants

Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, 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 your budget exceeds $190,000, in which case you must cost share the amount above $190,000.

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

Required cost sharing includes third-party nonfederal gift money that will be raised to release federal matching funds.

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 nonfederal third parties, without charge, to the recipient of the federal award.

Recipients are responsible for maintaining auditable records 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 Workshops programs for the same project (that is, a project with essentially the same topic and faculty team) in consecutive years. For example, if a recipient was funded in 2019 (for a summer 2020 offering), they are not eligible to apply for the same project in 2020 (for a summer 2021 offering). Project directors who are unsure about the applicability of this rule 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.

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

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.

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-US 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).

D. Application and Submission Information

1. Application Package
You are required to apply online through Grants.gov Workspace using the Standard Form 424 (SF-424) application package associated with the funding opportunity and following the instructions provided by Grants.gov unless otherwise noted below.

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, budget justification, and other required forms and components described below.

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

You must limit the narrative to **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 Section 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 history, duration, format, 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, if applicable. 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 clearly 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 key chapters in American history, literature, culture, etc. Explain how workshop content would translate into experiential learning or other classroom practice. 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 and other methodologies, including pedagogical approaches.

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 faculty, visiting lecturers, and other workshop staff. 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). Include résumés of the project faculty and their letters of commitment in Attachment 5 and Attachment 6.

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 7.

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.

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.

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

ii. Budget

Using the instructions below, complete the budget form (MS Excel format) or a format of your own that includes all the required information. The budget form and a sample budget are available on the program resource page.

All of the items listed, whether supported by NEH funds or cost sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of 2 CFR 200 Subpart E - Cost Principles, auditable, and incurred during the period of performance. See the property and procurement standards set forth in 2 CFR 200 Subpart D. See section D6. Funding Restrictions for a list of unallowable costs. All costs are subject to audit, record retention and other requirements set forth in 2 CFR 200 Subpart F.

Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

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 the Indirect Costs section below.

If you are requesting federal matching funds, include required cost sharing in your application budget.

Participant support costs (including stipends)

Workshops are one-week sessions held twice during the summer. Each session must accommodate thirty-six participants.

Applicants may support participant costs using one of the following payment models:

1). Recipients may provide each participant a flat $1,300 stipend, intended to cover travel, lodging, meals, and incidental expenses associated with the workshop, or

2). Recipients may offer a stipend of up to $250 per participant and support for participants' actual travel and per diem costs. Calculate per diem amounts for meals and lodging using written institutional policy. In the budget justification, explain your rationale for covering participants' costs related to the workshop. Include participant stipends (if any) in the "Other Costs" section of the budget. As a reminder and per 2 CFR §200.75, participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

In both cases, NEH expects the recipient to arrange 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, host organization, or the participants making such arrangements if the workshop must be cancelled for any reason.

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 workshop, 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.

1. Salaries and Wages

Staff costs should include the position title, name (if possible), percent of full-time equivalent or total number of hours charged to the project. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year. All salaries and wages claimed must be in compliance with 2 CFR §§200.430 and 466.

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.

Each designated replacement director(s) should receive a fee of up to $1,500 separate from any other project compensation. Should a replacement director be called upon to assume leadership of the project, s/he would receive a pro-rated portion of the original director's compensation, proportionate to the new director's salary, and (if relevant) the original compensation for work as a project scholar.

Item 1b: List compensation for other project faculty or lecturers employed by the applicant institution. Compensation should be commensurate with project involvement and in compliance with 2 CFR §§200.430 and 431 (or .459, if applicable).

Budget up to a $250 honorarium for each member of the participant selection committee (other than the project director) employed by the applicant institution.

Item 1c: List compensation for administrative staff and graduate assistants from the applicant institution in compliance with 2 CFR §§200.430 and 431 (or .459, if applicable).

2. Fringe Benefits

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. All fringe benefits claimed must be in compliance with 2 CFR §200.431. List each rate and salary base.

3. Consultant Fees

Include payments for professional and technical consultants and honoraria. All consultant fees claimed must be in compliance with 2 CFR §200.459.

Do not include travel and subsistence reimbursement in this section. Travel and subsistence reimbursement for consultants should be entered below in budget item 4.

Budget up to a $250 honorarium for each member of the participant selection committee (other than the project director) not employed by the applicant institution.

4. Travel Costs

List travel and accommodation expenses for visiting consultants listed in budget item 3, the costs likely to be incurred by the project director(s) to attend a two-day project directors' meeting held in Washington, D.C. in October 2020, and a project director's travel to and from (and accommodation at) a Landmarks Workshop site away from the director's home institution.

For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. The budget should also reflect the total travel expenses (for example, airfare, lodging, parking, per diem, etc.) for each person and trip associated with participating in meetings and other proposed trainings or workshops. Name the traveler(s) if possible, describe the purpose of the travel, and provide the number of trips involved, the destinations, and the number of individuals for whom funds are requested. 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. All travel costs claimed must be in compliance with 2 CFR §200.474, and foreign travel must comply with article 10 of the General Terms and Conditions for Awards to Organizations.

If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on travel, the per diem charged to the award must be reduced accordingly. Alcoholic beverages are unallowable and may not be charged to the award.

If applicable, include participant travel costs under budget item 7. Other Costs.

Travel to regularly occurring professional meetings is not supported with NEH funds. Foreign travel is not permitted in this program. **All trips—must be listed individually.**

5. Supplies and Materials

Include supplies and materials to be used in the project costing the lesser of the capitalization level established by the applicant or $5,000, regardless of the length of its useful life. Include in this item as well academic materials (for example, core texts) to be given to the participants.

6. Subawards

The costs of project activities to be undertaken by a third-party subrecipient should be included in this category as a single line item charge. A complete itemization of the cost comprising the charge should be provided in the budget justification. If there is more than one subrecipient, each must be listed separately in the budget and justified in the budget justification. If the subrecipient is claiming indirect costs, include a copy of their federally negotiated indirect cost rate agreement in Attachment 8. See 2 CFR §§200.330 and 331 for additional information.

7. Other Costs

If applicable, include participant stipends and room and board, equipment rental or purchases, duplication, printing, long distance telephone calls, and other items not previously listed under other budget categories or in the indirect cost pool. Note that "miscellaneous" and "contingency" are not acceptable budget categories.

List equipment costs and provide a justification for the need to purchase the equipment to carry out the program's goals.

Permanent equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing. Permanent equipment is defined as nonexpendable personal property costing $5,000 or more and having a useful life of more than one year. (See 2 CFR §§200.313 Equipment and 439 Equipment and other capital expenditures.)

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, 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.

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.

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.

If a budget includes compensation for the use of equipment or facilities owned by an applicant and allocable to the project, the applicant must 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, 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.

8. Total Direct Costs per year
Total the sum of items 1-7.

9 a.- c. Indirect Costs (Facilities and Administration or "F&A")
Indirect costs 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 direct costs of the project).

For applicants seeking reimbursement for indirect costs: carefully review your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your

application budget. Many institutions negotiate multiple rates—for example, "Research," "Instruction," and "Other Sponsored Activities." With rare exceptions, your institution's "Research" rate will <u>not</u> 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.

If your institution has a current federally negotiated indirect cost rate, indicate on the budget form the appropriate rate, the base, the name of the agency with which you negotiated, and the date of that agreement.

Note: Except as provided in paragraph (c)(1) of 2 CFR §200.414 Indirect (F&A) costs, 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 Indirect (F&A) costs, when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate used at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed.

Organizations that wish to include indirect (F&A) charges in the budget but have **never** had a federally negotiated indirect cost rate may choose one of the following options:

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

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

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

10. Total Project Costs
The sum of items 8 and 9.

11. Project Funding
11a Requested from NEH: Indicate the amount of outright and/or federal matching funds that is requested from NEH.

11b Cost sharing: Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under "Third-party contributions." When a project will generate income that will be used during the period of performance to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.

12. Total Project Funding

The sum of 11.a. and 11.b.

iii. Budget justification

Provide a budget justification that explains the amounts requested for each line object class category of the budget (such as salaries, fringes, consultant fees, travel, supplies, subawards, other). The budget justification should specifically describe how each item will support the achievement of proposed objectives. Be very careful to justify each item in the "Other Costs" category. For subsequent budget years, the justification should highlight the changes from year 1 or clearly indicate that there are no substantive budget changes during the period of performance. Do not use the budget justification to expand the project narrative.

iv. Application Components

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

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

Application component	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Not applicable (Grants.gov form)		Required
NEH Supplemental Cover Sheet	Not applicable (Grants.gov form)		Required
Project/Performance Site Location Form	Not applicable (Grants.gov form)		Required
Attachments Form	Not applicable (Grants.gov form)		Required
Attachment 1: Narrative	narrative.pdf	15	Required
Attachment 2: Budget	budget.pdf		Required
Attachment 3: Budget justification	justification.pdf		Required
Attachment 4: Program of study and detailed reading list	Programofstudy.pdf		Required
Attachment 5: Biographies and résumés	resumes.pdf		Required
Attachment 6: Letters of commitment	letters.pdf		Required
Attachment 7: Workshop evaluations	evaluations.pdf		Conditionally required
Attachment 8: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 9: Certificate regarding lobbying	certification.pdf		Conditionally required

[Attachment 10; 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 starting dates are on the first day of a month. All ending dates are on the last day of a month.

7. Project Director

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

8. Primary Contact/Grants Administrator

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

As a matter of NEH policy, the Project Director listed in section 7 may **not** be the same individual listed as the Primary Contact/Grants Administrator listed in section 8. The role of the project director must be distinguished from that of the institutional grant administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. All financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grant administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, the award document, an extension, a supplement or amendment) is addressed to the institutional grant administrator and copied to the project director.

9. Authorized Representative

Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, consult the Grants.gov Online User Guide.

Supplementary Cover Sheet for NEH Grant Programs

Provide the following information:

1. Project Director

Use the pull-down menu to select the major field of study for the project director.

2. Institutional Information

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

3. Project Funding

Enter 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.

Attachments Form

Attach your narrative, budget, and the other application components to this form. Consult the Application Components Table to learn about the required application components, how to

name each attachment, and the order in which to attach them. You must name and attach your files in the proper order so that NEH can identify them.

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

Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form) into PDFs. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

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

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

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

v. Attachments

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

All pages should be formatted in twelve-point font with one-inch margins, should be collated, and should be numbered consecutively throughout.

Attachment 1: Narrative (required)
Refer to prior instructions on preparing your narrative. Name the file narrative.pdf.

Attachment 2: Budget (required)
Refer to prior instructions on preparing your budget. Name the file budget.pdf.

Attachment 3: Budget justification (required)
Refer to prior instructions on preparing your budget justification. Name the file justification.pdf.

Attachment 4: Program of study and detailed reading list (required)

Include a schedule for the summer program and a list of relevant readings or resources for the project. Name the file programofstudy.pdf.

Attachment 5: 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 6: Letters of commitment (required)

Include letters of commitment from the project faculty (other than the project director) and the potential replacement director (if relevant). Include in 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. Name the file letters.pdf.

Attachment 7: Workshop evaluations (conditionally required)

If applicable, include participant evaluations from the most recent iteration of your Landmarks workshop or Summer Seminar or Institute. When appropriate, note any fine-tuning or other changes made in response to participant comments. Name the file evaluations.pdf.

Attachment 8: Federally negotiated indirect cost rate agreement (conditionally required)

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

Attachment 9: Certification Regarding Lobbying (conditionally required)

Applicants requesting awards greater than $100,000 must complete and submit the Certification Regarding Lobbying. If nonfederal funds have been or will be used for lobbying, also complete and submit Standard Form-LLL, Disclosure of Lobbying Activities. See [2 CFR §200.450 Lobbying](#) for additional information.

These forms are available on the [program resource page](#). Submit the signed and completed document(s) as a PDF. Name the file certification.pdf.

Attachment 10: Explanation of delinquent federal debt (conditionally required)

If you are delinquent in the repayment of any federal debt, provide explanatory information on a separate page or pages. Also provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include student loans, 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 via [Grants.gov Workspace](#). Before using Grants.gov for the first time, each organization must have an Employer Identification Number (EIN) and register with Grants.gov.

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

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

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

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

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

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

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

4. Submission Dates and Times

Program officers will review draft proposals submitted by January 9, 2020. NEH cannot guarantee that staff will respond to 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 February 13, 2020 at 11:59 p.m. Eastern Time.

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

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

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

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12373.](#)

6. Funding Restrictions

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

- faculty or student travel abroad
- 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 (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies)

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 rank and review applications in the Landmarks of American History and Culture program:

1. Intellectual significance of the proposed topic and landmark(s) (corresponds to narrative section [Intellectual content and significance](#))
How significant are the topic and the chosen landmark(s)? 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?

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 curriculum? How likely is the project to enhance best practices in K-12 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 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? To what extent are the core readings, pedagogical approaches, and other methodologies likely to enhance humanities instruction?

Previously offered projects: Do proposed changes strengthen project structure and coherence, revise project topics, and/or improve thematic presentation? Are there additions or changes to scholarly and/or pedagogical approaches and resources, as applicable?

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 testify to the K-12 expertise likely to be manifested in the workshop? 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 participants contribute to the workshop? 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, and for publicity, development, broad dissemination, and project sustainability? How effective is the specific program of dissemination? 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?

6. Institutional context (corresponds to narrative section [Institutional context](#))
How deep are the host institution's academic and scholarly resources? To what extent will the host institution make primary, archival, and other resources available? To what extent will it offer the participants accessible libraries or other cultural repositories? To what extent will it provide attractive 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 comments on matters of fact or on significant issues that otherwise would be missing from peer reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at least twice annually to advise the NEH Chairman. The Chairman considers the advice provided by the review process and, by law, makes all funding decisions. Learn more about NEH's review process.

3. Assessment of Risk and Other Pre-Award Activities

NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award (2 CFR §200.205).

Applications that have received a favorable objective review are reviewed for other considerations that include past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements. You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, even at this point in the process, such requests do not guarantee that an award will be made. Following review of all applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate.

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

4. Anticipated Announcement and Award Dates

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

2. Administrative and National Policy Requirements

Awards are subject to 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued December 26, 2014 or later), and the specific terms and conditions in the Notice of Award.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

You must comply with 2 CFR §§180.335 and 180.350 with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2) Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, including suspension or debarment. (See also 2 CFR parts 180 and 3369).
3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in Attachment 10: 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 produced, 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.

3. Reporting

Recipients must comply with the following reporting and review activities:

1.) **Final Reports**. Recipients must submit a final financial report and a final performance report within 90 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, goal and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance. The final reports must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action.

2.) **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, 2021.

3.) **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, no later than ninety days after the end of the period of performance. 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 registering or renewing your registration with login.gov or SAM.gov, contact the Federal Service Desk Monday – Friday 8 a.m. to 8 p.m. Eastern Time at:

The Federal Service Desk: [FSD.gov](#)
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

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

Grants.gov Applicant Support
Telephone: 1-800-518-4726
International Calls: 606-545-5035
Email: support@grants.gov
[Grants.gov Support](#)
[Self-Service Knowledge Base](#)

Always obtain a case number when calling for support.

H. Other Information

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.