NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Media Projects:

Funding Opportunity Number: 20220810-TD-TR

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

Application Deadlines:
August 10, 2022
January 11, 2023

Ensure your SAM.gov and Grants.gov registrations and passwords are current.
It may take up to one month to register with SAM.gov and Grants.gov.
NEH will not grant deadline extensions for lack of registration.

Division of Public Programs
Telephone: 202-606-8269
Email: publicpgms@neh.gov
Federal Relay: 800-877-8399

Executive Summary

The National Endowment for the Humanities (NEH) Division of Public Programs is accepting applications for the Media Projects program. The purpose of this program is to support collaboration between media producers and scholars to develop humanities content and to prepare documentary films, radio, and podcasts that engage public audiences with humanities ideas in creative and appealing ways. All projects must be grounded in humanities scholarship. NEH makes Media Projects awards at two levels: Development and Production.

Funding Opportunity Title	Media Projects
Funding Opportunity Number	20220810-TD-TR
Federal Assistance Listing Number	45.164
Optional Draft Deadlines	July 6, 2022, 11:59 p.m. Eastern Time December 7, 2022, 11:59 p.m. Eastern Time
Application Deadlines	August 10, 2022, 11:59 p.m. Eastern Time January 11, 2023, 11:59 p.m. Eastern Time
Anticipated Award Announcements	April 2023 (for the August 10, 2022 deadline) August 2023 (for the January 11, 2023 deadline)
Anticipated FY 2023 Funding	Approximately $3,500,000 per deadline
Estimated Number and Type of Awards	Approximately 12 grants per deadline
Award Amounts	Development: Up to $75,000 Production: Up to $700,000 (up to $1,000,000 for Chair's Special Awards) See B. Federal Award Information
Cost Sharing/Match Required	No, unless you request federal matching funds
Period of Performance	Development: six to twelve months Production: one to three years Projects submitted to the August 2022 deadline must start between May 1, 2023 and November 1, 2023. Projects submitted to the January 2023 deadline must start between October 1, 2023 and April 1, 2024.
Eligible Applicants	• nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • accredited institutions of higher education (public or nonprofit) • state and local governments and their agencies • federally recognized Native American tribal governments See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/program/media-projects
Pre-Application Webinar	May 24, 2022, 2:00 p.m. Eastern Time. Join the webinar.
Published	May 2, 2022

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A. Program Description

1. Purpose

The Media Projects program supports the development, production, and distribution of radio programs, podcasts, and documentary films that engage general audiences with humanities ideas in creative and appealing ways. Projects must be grounded in humanities scholarship and demonstrate an approach that is thoughtful, balanced, and analytical; proposals must demonstrate the potential to attract a broad general audience.

The Division of Public Programs encourages media projects that promote a deeper understanding of American history and culture as well as those that examine international themes and subjects in the humanities.

Film and television projects may be stand-alone documentaries or series of films. **Radio and podcast projects** may be single programs, series, or segments within an ongoing program.

Projects may include supplementary components such as discussion programs or websites.

Regardless of subject and format, all projects should be intended for national or regional distribution.

All Media Projects proposals must:

- build on sound humanities scholarship
- deepen public understanding of significant humanities questions
- approach a subject analytically, presenting a variety of perspectives
- involve humanities scholars in all phases of development and production
- involve appropriate media professionals
- employ appealing and accessible program formats that will actively engage the general public in learning

See D6. Funding Restrictions for unallowable activities.

See E1. Review Criteria for unallowable activities.

Funding levels

Media Projects offers two levels of funding: Development and Production.

Development

Development awards (up to $75,000) enable media producers to collaborate with scholars to develop humanities content along with other program elements. Awards must result in a script or detailed treatment(s). You may also use a Development award to plan for outreach and public engagement.

Prior to applying for a Development award, you should have:

- assessed the major humanities scholarship related to the subject
- identified humanities themes

- assembled a group of humanities scholars to serve as advisers, and other experts if applicable
- consulted with the humanities scholars to clarify the project's interpretive ideas
- formed a media team to see the project through its development period
- identified resources (such as archival materials and potential interviewees)

Development awards may support activities such as:

- meetings with scholars
- research and preliminary interviews (including scholarly research and development of humanities themes)
- preparation of program treatments or scripts
- production of a work-in-progress or trailer
- creation of partnerships for outreach activities and public engagement

Production

Production awards (up to $700,000) must result in the production and distribution of radio, podcast, television, and long- or short-form documentary film projects.

Prior to applying for a Production award, you should have:

- conducted extensive research on your subject, including archival work and preliminary interviews
- identified humanities themes
- involved humanities scholars in creating and interpreting the project's content
- drafted the script or detailed treatment(s)
- designed your plans for distribution, outreach, and partnerships

Production awards may support activities such as:

- archival research and rights clearances
- meetings with scholars
- additional script development
- production (including filming, recording, and editing) and distribution
- development of related resources, such as websites, that explore the humanities content and themes central to the project
- outreach and public engagement

Chair's Special Awards

Within the Production level, NEH will occasionally make Chair's Special Awards (up to $1,000,000) for projects of exceptional significance, audience reach, and complexity. A Chair's Special Award should examine important humanities ideas in new ways and demonstrate the potential to reach especially large audiences. These goals can often be accomplished by combining a variety of program formats, forming creative collaborations among diverse institutions, and significantly expanding the scope and reach of the project. Chair's Special Awards are rare; NEH typically awards no more than one per year.

2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). 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 January 1, 2022 or later).

Under the National Foundation on the Arts and the Humanities Act of 1965, "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."

Use the Funded Projects Query Form to find examples of NEH-supported projects.

Learn more about NEH.

NEH Initiatives

NEH seeks to support projects that respond to the following initiative. NEH will give all applications equal consideration in accordance with the program's review criteria.

In addition to this special initiative, NEH encourages projects that include Native American organizations and communities as applicants and project partners.

A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary

The task of building a more perfect Union, rooted in the ideal of human equality, falls to every generation of Americans, ours no less than our predecessors'. The basic goals of life, liberty, and the pursuit of happiness endure over time, even as the challenges change: from founding a nation out of colonies; to dismantling the institution of slavery; to prevailing through times of economic depression and war; to advancing civil rights for all; to strengthening our democratic institutions; to building a more inclusive and sustainable society.

NEH's A More Perfect Union initiative encourages projects that explore, reflect on, and tell the stories of our quest for a more just, inclusive, and sustainable society throughout our history. NEH especially welcomes projects that bring the perspective of the humanities to questions of racial justice, gender equality, the evolution of the American landscape, as well as America's place in the world. The agency strongly encourages projects that strengthen Americans' knowledge of our principles of constitutional governance and democracy, as well as projects that address the experiences of Native Americans and other under-represented communities. In addition, NEH welcomes projects that develop innovative approaches to sustaining the nation's humanities infrastructure and preserving its historical record.

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

Award Amounts

You may request up to $75,000 for [Development](#) projects and up to $700,000 for [Production](#) projects. In rare circumstances, NEH may issue [Chair's Special Awards](#) of up to $1,000,000 for projects that will reach an exceptionally large audience.

For Production awards, NEH programmatic policy requires that you have written commitments for funding that will cover your entire project budget before NEH will release your award funds to you.

NEH expects to have approximately $3,500,000 to fund an estimated 12-15 recipients per deadline.

NEH will not determine the amount available until Congress enacts the final FY 2023 budget. This notice is subject to the availability of appropriated funds, and is a contingency action taken to ensure that, should funds become available for this purpose, NEH can process applications and issue awards in a timely manner.

Period of Performance

The period of performance is six to twelve months for Development projects and one to three years for Production projects.

The period of performance is the span of time during which you may incur new obligations to carry out the work under the NEH award. It must start on the first day of the month and end on the last day of a month.

Projects submitted to the August 2022 deadline must start between May 1, 2023 and November 1, 2023. Projects submitted to the January 2023 deadline must start between October 1, 2023 and April 1, 2024.

C. Eligibility Information

1. Eligible Applicants

To be eligible to apply, you must be established in the United States or its jurisdictions as one of the following organization types:

- a [nonprofit organization recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code](#)
- an [accredited institution of higher education](#) (public or nonprofit)
- a state or local government or one of their agencies
- a [federally recognized Native American tribal government](#)

Eligible organizations are encouraged to partner with independent producers and other skilled professionals to carry out programmatic activities. Under this arrangement, the lead applicant submits the application on behalf of the partnership(s). Lead applicants must not function solely as fiscal agents or fiscal sponsors, but should make substantive contributions to the success of the project. If the application is funded, the applicant is considered the recipient of record and

assumes all programmatic, financial, and legal responsibilities associated with the award, including adherence to, and compliance with, federal regulations and the terms and conditions of the award.

Fiscal agents or fiscal sponsors may not apply on behalf of ineligible applicants. See [Substantive involvement](#).

Individuals and other organizations, including foreign and for-profit entities, are ineligible.

2. Cost Sharing

NEH does not require cost sharing in this program, unless you request federal matching funds.

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.

If you request federal matching funds, you must raise third-party non-federal gifts dollar-for-dollar. NEH will certify the allowability of these gifts before releasing federal matching funds. Typically, NEH will distribute federal matching funds on an annual basis over the period of performance. See the [NEH Federal Matching Funds Guidelines](#).

You may contribute voluntary cost share to your project if the total costs exceed the amount awarded by NEH. Voluntary cost share includes:

- cash contributions made to the project by the applicant
- unrecovered indirect costs
- third party cash contributions made to the project
- third-party in-kind contributions (non-cash contributions, such as property or services, that benefit the project and are contributed by non-federal third parties, without charge, to the recipient)

If NEH issues you an award, you must maintain auditable records of the source and use of contributed cost share. See [2 CFR § 200.306](#).

Learn about [types of funds NEH offers](#).

3. Other Eligibility Information

You may submit multiple applications for **separate and distinct** projects under this notice, but you **may not** submit multiple applications for the **same project** at the same deadline. If you have already submitted an application to the Division of Public Programs for a project under a prior deadline, NEH will not accept a second application for the same project while the first is still under review. Be advised that this program's January 2023 deadline falls during the review period for applications submitted to the August 2022 deadline, so you may not submit applications for the same project to both deadlines.

You are not required to obtain a Planning grant before applying for an Implementation grant.

You may revise and resubmit previously rejected applications, which NEH will assess using the [same criteria](#) as others in the current competition.

You are not required to obtain a Development award before applying for a Production award. If NEH has previously made an award in support of your project, you may submit an application for a new or subsequent stage of the project, which NEH will assess using the same criteria as other applications in the current competition.

Per 2 CFR § 200.403(f), you must not include overlapping project costs across multiple applications for federal funding and/or approved federal award budgets. However, you may submit multiple proposals for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual's level of effort cannot exceed 100% across all active federally funded awards.

NEH does not make awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible. You may use funds from, or sites and materials controlled by, other federal entities in your project, but you may not use them as gifts to release NEH matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations provided you do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in 2 CFR §§ 200.1 and .331(a). You may obtain the services of foreign individuals and consultants to carry out programmatic activities on a fee-for-service basis, as specified in 2 CFR § 200.459. You may obtain goods and services from foreign vendors, such as in-country transportation services, in accordance with 2 CFR § 200.331(b). If you plan to submit an application involving international collaboration, contact program staff at publicpgms@neh.gov.

Except for the rare cases covered by its late submission policy, NEH must receive your application by the deadline.

NEH will not consider incomplete, nonresponsive, or ineligible applications for funding.

NEH will not review applications that exceed specified page limits or violate formatting instructions. See the Application Components Table.

Substantive involvement

Applicant institutions must not function solely as fiscal agents or fiscal sponsors. Fiscal sponsorship activities alone (proposal submissions, reporting, fulfillment of contractual obligations, maintaining IRS status, etc.) are insufficient.

By contrast, an applicant does not function solely as a fiscal agent or fiscal sponsor if it makes any substantive contributions to the project. Examples of substantive contribution include, but are not limited to:

- monitoring the progress of a media project
- contributing to the work plan, research plan, budget, outreach plan, fundraising plan, and/or distribution plan
- contributing to choices of personnel who work on a project, including project scholars and production staff
- contributing to the research, analysis, and interpretation of content

- consulting with other project personnel regarding humanities themes, treatments, scripts, and/or intellectual approaches to the content
- providing direction, advice, and/or mentorship to the production team
- providing input on grant product(s) prior to completion (*e.g.*, reviewing "rough cuts")
- participating in engagement, direction, and/or supervision of independent media professionals
- contributing to the development of ancillary resources to support the project
- contributing to outreach and public engagement

Most applicants will not engage in all of these activities. An applicant that makes at least some substantive contributions to the success of the project, however, is not subject to the prohibition on fiscal agents or fiscal sponsors.

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20220810-TD-TR. There is also a link on the program resource page.

This funding opportunity includes two application packages, which you can find under the "Package" tab. Select the appropriate one based upon your project type. Each package includes a series of required and conditionally required forms. You will upload additional application components into the Attachments Form.

August 10, 2022	January 11, 2023
Media Projects: Development TD82022 Media Projects: Production TR82022	Media Projects: Development TD12023 Media Projects Production TR12023

You must complete a multistep registration process to submit your application. See D3. Unique Entity Identifier and System for Award Management.

Contact publicpgms@neh.gov to request a paper copy of this notice.

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

Your application will include a narrative, budget, and other forms and attachments. You will complete the forms within Grants.gov Workspace and upload other components into the Attachments Form. See the Application Component Table.

NEH has assigned each application component one of the following designations:

- Required: You must submit this component.
- Conditionally Required: You must submit this component if your application meets the specified conditions.
- Optional: You may submit this component, but it is not required.

You must submit all required and relevant conditionally required components. **NEH will not review applications missing any required documents or relevant conditionally required documents.**

In addition, NEH has established page limits for some application components:

- Mandatory: Applicants must not exceed the page limit.
- Suggested: NEH encourages, but does not require, applicants to abide by the page limit.

Take note of the page limits and formatting instructions for the narrative. **NEH will not review applications that exceed mandatory page limits or violate mandatory formatting instructions.**

NEH encourages, but does not require, you to format your other application components consistent with the following formatting guidelines, unless otherwise indicated:

- pages no larger than standard letter (8 ½" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11-point

In addition, you are encouraged to format your components consistent with the following:

- single-spacing
- a readable font such as Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style (citations are included in page counts)

Application Component Table

Application Component	File Name	Designation	Page limits
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Assurances to Labor Standards			
Research and Related Budget		Required	
Attachments Form		Required	
Certification Regarding Lobbying		Conditionally required	
Standard Form-LLL "Disclosure of Lobbying Activities"		Conditionally required	
Attachments			
1: Narrative	narrative.pdf	Required	15 pages (mandatory)
2: Work plan	workplan.pdf	Required	
3: Script or detailed treatment	script.pdf or detailedtreatment.pdf	Required	Varies, see instructions (suggested)
4: Description of a work sample	worksample.pdf	Required	
5: Bibliography	bibliography.pdf	Required	2 (suggested)
6: Resumes and letters of interest and commitment	resumes.pdf	Required	2 pages per resume (suggested)
7: Digital Design	digitaldesign.pdf	Conditionally required	
8: Images	Images.pdf	Optional	
9. Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
10: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
11: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	

Narrative

Compose a comprehensive description of your proposed project. Your narrative should be succinct, 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 single-spaced pages. Do not include an executive summary or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

Organize your narrative using the following section headings. Each section aligns with one or more review criteria NEH will use to evaluate your proposal.

A. Nature of the request (aligns with all review criteria)

In one or two paragraphs, state the subject and format of the project, the intended outcome of the award, and the amount of funding requested from NEH.

If you are requesting support for a radio, podcast, television, or film series, indicate the number and length of programs planned for the series.

If you are requesting a Chair's Special Award, describe the aspects of your project that merit this higher funding level.

B. Program synopsis (Production only) (aligns with review criterion 1)

Provide a brief synopsis (approximately 500 words) that describes how the program or series will unfold from beginning to end.

C. Humanities content (aligns with review criterion 1)

Describe the project's intellectual content, humanities scholarship, and significance to the humanities. Identify and develop the specific humanities themes that the project will address.

D. Creative approach (aligns with review criteria 2 and 6)

Describe the program's audiovisual style and approach. Will the program use narration, a host, interviews, dramatic re-creations, animation, or other techniques?

Identify and describe the most important resources available for the project, including interviews, archival collections, and other audio and visual materials.

If there are other productions on similar or related subjects, explain how your project will make a new contribution.

You may provide visuals, including screenshots and digital components, in Attachment 8:Images.

E. Rights and permissions (aligns with review criteria 1, 2, and 5)

Describe your plans for obtaining permissions and clearing rights to use the proposed materials.

F. Humanities scholars (aligns with review criterion 3)

Identify the project's humanities scholars who will be serving as advisers and describe the contributions that each will make. Identify any additional experts, if applicable. Include résumés and letters of commitment from each scholar or other expert in Attachment 6: Résumés and letters of interest or commitment.

G. Media team (aligns with [review criteria 3 and 4](#))

Identify the principal members of the media team, including, at a minimum, the director and writer for film projects, or producer(s) for podcast and radio projects. It is also helpful to identify the director of photography (for films), the editor, and, if applicable, the host and the lead digital designer. Summarize each person's qualifications, suitability for the proposed project, and expected contributions. Include résumés and letters of commitment in [Attachment 6: Résumés and letters of interest or commitment](#).

H. Progress (aligns with [review criterion 5](#))

Describe the work that you have accomplished to date, including research and interviews (if applicable).

I. Distribution plan and audiences (aligns with [review criterion 5](#)

Provide distribution and marketing plans. The distribution plan should detail how the NEH-funded product might be broadcast, distributed through theaters and festivals, or streamed online. Describe partnerships that will help publicize the project and any promotional plans. While NEH does not require distribution commitments at the time of the application, if you have received letters of interest or commitment from broadcasters or distributors, include them in [Attachment 6: Résumés and letters of interest or commitment](#).

Identify the audiences you will target. If possible, estimate the size of the audience, across all platforms, for the completed project. Explain the basis for this assessment.

J. Fundraising plan and project costs (aligns with [review criterion 5](#))

Indicate the total budget for project activities you will conduct during the period of performance, including those costs that you will not cover with NEH funds.

Specify the source and amount of funds you have raised to date for all aspects of the project.

Provide your plans for raising additional funds from other sources, and/or securing in-kind support, to cover costs that will exceed NEH support.

K. Organization profile (aligns with [review criteria 3 and 5](#))

Describe the mission and typical activities of the applicant institution and, if different, the production organization. Each profile should be one to two paragraphs. Describe the applicant institution's anticipated programmatic contributions to the project.

Applicant institutions must not function solely as fiscal agents or fiscal sponsors. The organization profile for the applicant institution must include a detailed description of the applicant's [substantive involvement](#) to the project. Fiscal sponsorship activities alone (proposal submissions, reporting, fulfillment of contractual obligations, maintaining IRS status, etc.) are insufficient.

L. Digital component (if applicable) (aligns with [review criteria 2 and 6](#))

If your request includes funding for a digital component, such as a website, that will complement the film or audio project, describe its design and humanities content.

M. Social media and audience-generated content (if applicable) (aligns with [review criteria 1 and 6](#))

If your project includes a social media and/or an audience-generated component (for either the primary media product or ancillary digital components), describe how it will enhance the humanities content and explain the criteria and process for selecting and monitoring it. Describe your policies and process to prevent the dissemination of obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

NARRATIVE GUIDANCE

NEH has aligned each section of the narrative with its corresponding review criteria. Use the crosswalk to ensure you address all criteria.

Narrative Section	Review Criteria
A. Nature of the request	All review criteria
B. Program synopsis (Production only)	1. Humanities content and significance
C. Humanities content	1. Humanities content and significance
D. Creative approach	2. Creative approach, script, and resources 6. Audience reach
E. Rights and permissions (if applicable)	1. Humanities content and significance 2. Creative approach, script, and resources 5. Workplan, budget, likelihood of success
F. Humanities scholars	3. Project personnel
G. Media team	3. Project personnel 4. Work sample
H. Progress	5. Workplan, budget, likelihood of success
I. Distribution plan and audiences	5. Workplan, budget, likelihood of success
J. Fundraising plan and project costs	5. Workplan, budget, likelihood of success
K. Organization profile	3. Project personnel 5. Workplan, budget, likelihood of success
L. Digital component (if applicable)	2. Creative approach, script, and resources 6. Audience reach
M. Social media and audience generated content (if applicable)	1. Humanities content and significance 6. Audience reach

Research and Related Budget

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a [budget justification](#).

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

The form indicates required fields in yellow. Round all costs to the nearest whole dollar. The inclusion of a cost category on the Research and Related Budget does not necessarily mean that an expense is allowable. See [D6. Funding Restrictions](#) to ensure that proposed costs are allowable.

If you are exclusively requesting outright funds, your budget should include only funding requested from NEH. If you are requesting federal matching funds, your budget must equal total funding requested from NEH (outright and federal matching funds) and the one-to-one required third party cost share for the federal matching funds. Refer to the NEH Federal Matching Funds Guidelines regarding the eligibility of gifts for matching purposes. Total federal matching funds and cost share should equal the amounts indicated on the Supplementary Cover Sheet for NEH Grant Programs in the "Federal Matching" and "Cost Sharing" fields. Learn about types of funds NEH offers.

If you will provide voluntary cost share, do not include it on the Research and Related Budget form. You must describe it in your budget justification. If your budget exceeds amount you are requesting from NEH, provide a separate, full production budget for review.

All costs, 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 - Audit Requirements.

Only personnel employed by the applicant should be included under A. Senior/Key Person and B. Other Personnel. Include team members in leadership roles in the project under A. Senior/Key Person. Include other team members under B. Other Personnel. Include costs for team members not employed by the applicant under F3. Consultant Services or F5. Subawards/Consortium/Contractual Costs, as appropriate.

If you charge indirect costs to the project, you must not charge those same costs to the project as direct costs. See H. Indirect Costs.

Introductory Fields

If not pre-populated, indicate your organization's Unique Entity Identifier, name, and the period of performance. This should be the same as the information you provide on your SF-424 Application for Federal Assistance - Short Organizational. You may need to complete the SF-424 prior to completing your Research and Related Budget. Your period of performance must start on the first day of the month and end on the last day of the month. For budget type, check "project."

A. Senior/Key Person

Include personnel who are employed by the applicant institution in leadership roles on the project. Do not include collaborators at other institutions or consultants, as you will include them in F. Other Direct Costs.

Enter the base salary (annual compensation) for each senior/key person and identify the number of months they will devote to the project. If you do not include base salaries, your award may be delayed.

Many non-academic institutions organize their budgets using calendar months. If your organization does not differentiate between academic and summer months, use only the calendar months column.

If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns. You may also use both columns if your institutional

policy requires accounting for academic and summer months separately. If your institution does not use a nine-month academic year and a three-month summer period, include your institution's definition of these terms in your budget justification.

Enter the requested salary and fringe benefits for each senior/key person. Per 2 CFR § 200.431, fringe benefits are allowances and services you provide in addition to 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.

Requested salaries and wages must comply with 2 CFR §§ 200.430 and .466 and fringe benefits must comply with 2 CFR § 200.431.

The form will calculate the requested salary and fringe benefits for each key person.

The form has space for up to eight people. If you request funds for additional key personnel, list them in a separate document using the same format as the Research and Related Budget. Save the document as a PDF named additionalpersonnel.pdf and attach it under "Additional/Senior Key Persons." If applicable, enter the total funds requested for additional senior/key persons in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

B. Other Personnel

Include personnel employed by the applicant institution who will play a supporting role on the project. For each project role, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in A. Senior/Key Person. The form will calculate the requested salary and fringe benefits for each group.

Post-doctoral associates, graduate students, and undergraduate students

As a matter of programmatic policy, costs associated with post-doctoral associates, graduate students, and undergraduate students are not allowed in this program. NEH will disallow student costs.

Secretarial/Clerical

In most circumstances, you should include the salaries of administrative, secretarial, or clerical staff as indirect costs (see H. Indirect Costs). Per 2 CFR § 200.413(c), you may charge salaries for administrative or clerical staff as direct costs only if the following conditions are met:

- The administrative or clerical services are integral to a project or activity.
- The individuals involved can be specifically identified with the project or activity.
- You explicitly include these costs in your budget or have prior written approval from NEH.
- You do not also recover the costs as indirect costs.

If you include administrative or clerical salaries in your budget as direct costs, document how direct charging meets all four conditions in your budget justification. NEH may request additional information to assess allowability.

Additional Other Personnel

List additional project roles, if applicable. The form has space for six named roles. If you have more, combine project roles on the form and explain in your budget justification.

Salaries and wages must comply with 2 CFR §§ 200.430 and .466 and fringe benefits must comply with 2 CFR § 200.431.

Do not list collaborators at other institutions or consultants here, as you will include them in F. Other Direct Costs.

C. Equipment Description

Equipment is defined as nonexpendable personal property costing $5,000 or more per item and having a service life of more than one year (unless your organization has established a lower level). See 2 CFR §§ 200.313 and .439.

You may purchase equipment if analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in F. Other Direct Costs). You may charge depreciation in compliance with 2 CFR § 200.436.

Per 2 CFR § 200.322, you should preference goods, products, and materials produced in the United States purchased or acquired under a federal award. If selected for funding, you must include the requirements of this section in all subawards, contracts, and purchase orders for work or products.

List each item of equipment you plan to purchase and its estimated cost, including shipping and maintenance. Include supporting information, such as a price quote, in your budget justification.

The form has space for ten items. If you request funds for additional equipment, list them in a separate document. Save the document as a PDF named additionalequipment.pdf and attach it under "Additional Equipment." Enter the total funds requested for the additional equipment in the "Total funds requested for all equipment listed in the attached file" field.

The form will calculate total equipment costs.

D. Travel

Enter the total funds you are requesting for both domestic travel (local and long-distance) and foreign travel (including travel to Canada and Mexico). Provide a detailed breakdown of costs for each trip in your budget justification. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

Travel costs must comply with 2 CFR § 200.475 and the General Terms and Conditions for Awards to Organizations. NEH uses the General Services Administration's published per diem rates to assess if proposed travel costs are reasonable.

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

Include travel costs for participants in E3 and travel costs for consultants in F3.

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

Do not include any expenses in this section.

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

Enter the total funds you are requesting for materials and supplies costing the lesser of $5,000 per item or the capitalization level established by the applicant, regardless of the length of its useful life. See 2 CFR §§ 200.314 and .453.

2. Publication Costs

As a matter of programmatic policy, publication costs are not allowed.

3. Consultant Services

Enter the total funds you are requesting for consultant services. If your project includes an external advisory committee, include associated costs here.

Consultant fees must comply with 2 CFR § 200.459.

4. Automated Data Processing (ADP)/Computer Services

Enter the total funds you are requesting for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. Include personal computers and accessories under Materials and Supplies.

If a third party will provide these services, include them in Subawards/Consortium/Contractual Costs.

5. Subawards/Consortium/Contractual Costs

Enter the total funds you are requesting (both direct and indirect costs) for activities third parties will perform. You must include detailed information on the costs of project activities that third parties will undertake in your budget justification. See Subrecipient budgets.

Per 2 CFR §§ 200.1 and .331(a), a subaward is an award you issue to a subrecipient to carry out part of your federal award. Subawards do not include payments to contractors (as defined in 2 CFR §§ 200.1 and .331(b)) or payments to individuals who are beneficiaries of federal programs.

You may provide a subaward through any form of legal agreement, including an agreement you consider a contract. The substance of your relationship with a third party is more important than the form of the agreement when determining if the third party functions as a subrecipient or contractor. See 2 CFR § 200.331(c).

NEH may request additional information in order to assess reasonableness and allowability. See 2 CFR §§ 200.331 and .332.

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in Attachment 10: Federally negotiated indirect cost rate agreement. Subrecipients requesting the de minimis rate are not required to provide an agreement.

See F2. Administrative and National Policy Requirements for additional information on subrecipient monitoring.

6. Equipment or Facility Rental/User Fees

Enter the total funds you are requesting for rental fees for equipment and facilities (sometimes referred to as user fees).

If you will use your own equipment and facilities, you may charge depreciation in compliance with 2 CFR § 200.436. Alternatively, if you will use equipment you purchased with federal funds under another award, you may charge user fees consistent with 2 CFR § 200.313(c)(2). You may not charge both depreciation and user fees.

If you will host a conference, you may rent facilities per 2 CFR § 200.432. If you are renting facilities under a "less-than-arm's-length" lease, you must comply with 2 CFR § 200.465(c).

Federally funded meetings and conferences must take place in properties that comply with the Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391). Consult the U.S. Fire Administration's National Master List for fire code compliant hotels.

7. Alterations and Renovations

Leave this line blank. Per 2 CFR § 200.462, costs you incur for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

List items you have not included in other previous categories or in the indirect cost pool. "Other" project-specific costs may include fees for promotion, acquisition, rights, evaluation and assessment, and accessibility accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). "Miscellaneous" and "contingency" are not acceptable budget categories.

Per 2 CFR § 200.432, allowable conference costs include speakers' fees, costs of meals and refreshments, and other incidental items. You must exercise discretion and judgment to ensure that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award.

Food and/or meals are only allowable when vendors are unavailable during the scheduled program. You may not use federal funds for meals/food/refreshments at receptions or "networking" events. If complimentary meals or refreshments are provided during meetings, conferences, training, or other events while on NEH-supported travel, you must reduce the per diem charged to award accordingly. Per 2 CFR § 200.423, you may not use federal funds for alcoholic beverages.

Fiscal agent and fiscal sponsor fees are unallowable.

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

Indirect costs are costs that your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

You do not have to claim indirect costs, but if you do, calculate the amount by multiplying the applicable indirect cost rate by the distribution base, typically the project's 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 subaward). **MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000.**

Review your institution's negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates, such as "research," "instruction," and "other sponsored activities." An institution's "research" rate is not the appropriate rate for inclusion in NEH project budgets, except in rare cases, since it is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in 2 CFR § 200.414(c)(1), NEH must use the negotiated rate(s) in effect at the time it issues your award and throughout its life. NEH will not adjust your award amount as a result of changes to your negotiated rates. 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), but has a provisional rate, NEH will use the provisional rate until a final 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, NEH may disallow indirect costs.

If your organization does not have a federally negotiated indirect cost rate, you may:

- submit an indirect cost proposal to your cognizant federal agency to negotiate a rate within three months of your award's period of performance start date; or
- charge a de minimis rate of 10% applicable to MTDC (see 2 CFR § 200.414(f))

If you choose one of these options, indicate this under Indirect Cost Type. If you do not choose either of the above options, you may only charge costs that are allocable, allowable, and reasonable to the award.

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as Attachment 10: Federally negotiated indirect cost rate agreement, when applicable.

Indirect Cost Type

Enter the type of indirect cost rate (e.g., "other sponsored activities," "all programs," "instruction," "10% de minimis," etc.) and base (e.g., "MTDC," "salaries," "salaries & fringe," etc.) and whether the activity and rate are on- or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries (for example, if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement with your cognizant agency, but intend to negotiate one, write "None-will negotiate." If needed, provide additional detail in your budget justification.

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency or the 10% de minimis rate as a number without special characters (i.e., 32.5).

Indirect Cost Base ($)

Enter the base for each indirect cost type. Describe any exclusions in your budget justification. If applicable, refer to your federally negotiated indirect cost rate agreement to determine how to calculate the indirect cost base.

Funds Requested ($)

Enter the funds you are requesting for each indirect cost type.

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

Enter the name of your cognizant federal agency and a point of contact, if applicable.

I. Total Direct and Indirect Costs

The form will calculate total project costs.

J. Fee

Leave this field blank.

K. Total Costs and Fee

The form will calculate this field, which will be the same amount as I. Total Direct and Indirect Costs.

L. Budget Justification

You must provide a budget justification to support your project. Specifically describe how each item supports your proposed objectives, detail how you calculated costs, and provide supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

Applicants for Development grants should only include a budget for the Development phase of the project. Applicants for Production grants should include all phases of the project.

Describe voluntary cost share in the budget justification, if applicable. Do not include voluntary cost share on the Research and Related Budget form.

If you are providing voluntary cost share (your total project costs exceed the amount of your requested NEH award), you **must** include a line-item budget for the complete project in the budget justification, including the categories listed above.

Even if you are not providing voluntary cost share, you may include a line-item budget for the complete project in the budget justification if it will help reviewers understand your funding request.

If you are requesting federal matching funds, identify which activities your required cost share will support, and the expected source(s) of funding. Refer to the [NEH Federal Matching Funds Guidelines](#) to learn about allowable third party-non-federal gifts.

Your requested federal matching funds and required cost share should correspond with the amounts on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the "Federal Matching" and "Cost Sharing" fields, respectively.

Save the document as a PDF named justification.pdf. Attach only one file to the Research and Related Budget form. Do not use your budget justification to expand your narrative.

A. Senior/Key Person

Detail the salary and wages paid to each Senior/Key Person. Provide their names and briefly describe their roles in and suitability to the project. Identify the fringe benefit rate and explain the base for each person. If your organization follows an academic calendar, explain any differences in compensation between academic and summer months.

B. Other Personnel

List names (if known), roles, months, and requested salary and fringe benefits for post-doctoral associates, graduate students, undergraduate students, and secretarial/clerical personnel.

If your budget includes secretarial/clerical personnel, describe how they meet the four conditions for inclusion as a direct cost.

C. Equipment Description

Detail the number and unit cost for each item and explain how you determined these figures. Provide vendor quotes or price lists, if applicable.

D. Travel

For each trip, provide the name of the traveler (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other associated expenses. Explain how you determined these figures. You must justify each trip separately, with the exception of reoccurring local travel, which you may group together.

For local travel, include the mileage rate, number of miles, reason for travel, and staff members completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. You must use the lowest available commercial fares for coach or equivalent accommodations. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason**.

E. Participant/Trainee Support Costs

Describe your method of cost computation for participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

F. Other Direct Costs

1. Materials and Supplies

Indicate general categories (e.g., personal computers, digital cameras, archival supplies). Provide a total for each category. Itemize categories totaling $1,000 or more and provide vendor quotes or price lists, if applicable.

2. Publication Costs
Leave this line blank.

3. Consultant Services
Identify each consultant, describe the services they will perform, specify the number of days of service, outline travel costs, and provide total costs. If applicable, include proposals.

4. Automated Data Processing (ADP)/Computer Services
Leave this line blank.

5. Subawards/Consortium/Contractual Costs
List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe their role in the project, the activities they will carry out, and the associated costs. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract).

For each contractor, itemize costs using the same categories as the Research and Related Budget and provide relevant supporting documents.

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in Attachment 9: Subrecipient budgets.

6. Equipment or Facility Rental/User Fees
Identify and justify each rental fee. Provide relevant supporting documentation.

7. Alterations and Renovations:
Leave this line blank.

8. Other Costs
Itemize, describe, and justify any other direct costs. Include supporting documentation. "Miscellaneous" and "contingency" are not acceptable budget categories.

H. Indirect Costs

If you include indirect costs in your project budget, identify the rate(s), explain the base(s), and describe any exclusions.

Application Components

SF-424 Application for Federal Assistance – Short Organizational

This form requests basic information about your institution, the proposed project, and key contacts. Items 1, 2, and 4 will be automatically filled in; leave item 3 blank.

5. Applicant Information

a-d. Provide your organization's legal name, address, and web address. Select the applicant type that best describes your organization from the drop-down menu.

e-f. Provide your organization's employer/taxpayer identification number (EIN/TIN), and Unique Entity Identifier assigned by the [System for Award Management](). If you do not know your identifier, contact your grants administrator or chief financial officer. See [D3. Unique Entity Identifier and System for Award Management]().

g. Provide your [congressional district]() with your two-character state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter "AL-005." If your institution is in a state or U.S. jurisdiction that does not have districts, enter "000" in place of the district number. If your institution is outside the U.S., enter "00-000."

6. Project Information

a. Provide your project's title. It should be brief (no more than 125 characters, including spaces), descriptive of the project, and easily understood by the general public. If NEH funds your project, the agency may retitle your project for clarity in internal and external communications, including the public announcement of awards. Regardless, you may use your preferred title when carrying out the project.

b. Provide a brief description of your project (no more than one thousand characters, including spaces). You should write the description for a nonspecialist audience, clearly stating the importance of the proposed work and its relation to larger issues in the humanities.

c. State your project's period of performance start and end dates. Your project must start on the first day of a month and end on the last day of a month. See [B2. Summary of Funding]() for allowable periods of performance.

7. Project Director

Provide the project director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. You must notify the NEH Office of Grant Management immediately if you need to change project directors.

If the project director is not employed by the applicant organization, they must have a formal written agreement with the project director that specifies an official relationship between the parties even if the relationship does not involve a salary or other form of remuneration.

8. Primary Contact/Grants Administrator

Provide the name, title, and contact information for the official responsible for the administration of the award (e.g., negotiating the budget and ensuring compliance with the terms and conditions of the award).

As a matter of NEH policy, the project director and primary contact/grants administrator must not be the same person.

The grants administrator (also called the "institutional grant administrator") functions as the representative of the recipient organization. This individual should have authority to act on the organization's behalf in matters related to the administration of the award. The institutional grant administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions to the period of performance, and changes in key personnel.

NEH will address official correspondence (for example, the offer letter or Notice of Action) to the institutional grant administrator and copy the project director.

9. Authorized Representative

Provide the name, title, and 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 institution's president, vice president, executive director, board chair, provost, or chancellor. The institution's Grants.gov E-Business Point of Contact must designate the AOR. See the Grants.gov Online User Guide.

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

Select the project director's major field of study from the drop-down menu.

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

- Under "Outright Funds," enter the amount of outright funds you are requesting.
- Under "Federal Match" enter the amount of federal matching funds you are requesting.
- Under "Cost Sharing," enter the required cost share you will provide to release the federal matching funds (dollar-for-dollar). Do not include voluntary cost share.

Learn more about the types of funding NEH offers.

4. Application Information

Indicate whether you or others will submit complementary proposals to other NEH programs, government agencies, or private entities. If so, specify when and to whom. NEH will not consider this information when evaluating the merits of your proposal. See C3. Other Eligibility Information for restrictions regarding overlapping costs.

For type of application, check "new."

Select the project's primary discipline from the drop-down menu. If applicable, select the project's secondary and tertiary disciplines.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where you will conduct project activities during the period of performance.

Enter congressional districts using the two letter state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter "AL-005." If your institution is in a state or U.S. jurisdiction that does not have districts, enter "000" in place of the district number. If your institution is outside the U.S., enter "00-000.

The form has space for 300 sites. If your project includes additional locations, list them in a separate document. Save the document as a PDF named additionallocations.pdf and attach it under "Additional Locations."

Assurances as to Labor Standards

Per U.S. Department of Labor regulations set forth in 29 CFR Part 505, you must provide written assurance that all professional performers, scriptwriters, and related or supporting professional personnel employed on projects or productions supported in whole or in part by NEH will be paid no less than the minimum union or guild rates, and that no part of any project or production will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of such individuals. Review Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities.

Certification Regarding Lobbying (conditionally required)

If you request more than $100,000, you must submit the Certification Regarding Lobbying. Add this optional form to your application package in Grants.gov and it will autofill based upon information provided on the SF-424 Application for Federal Assistance - Short Organizational.

Standard Form-LLL, "Disclosure of Lobbying Activities" (conditionally required)

If you have or will use non-federal funds for lobbying, you must submit Standard Form-LLL, "Disclosure of Lobbying Activities." Add this optional form to your application package in Grants.gov. See 2 CFR § 200.450.

Attachments Form

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (e.g., Word, Excel, images) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. If applicable, you must ensure that all attachments are within the mandatory page limits.

Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., PDFs that include password-protection, encryption, digital signatures). Remove these features ("flatten" these files) before uploading to Grants.gov.

Consult the Application Components Table to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if file names are more than 50 characters; if you use the same name for multiple files; or if file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly. You must ensure that you have formatted, attached, and submitted all required components correctly. If you have not, NEH may reject your application as incomplete or nonresponsive.

Learn about Adobe software compatibility with Grants.gov and ensure that you can use your version of Adobe Acrobat Reader to download, complete, and submit your application.

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#). You must limit your narrative to fifteen single spaced pages. Name the file narrative.pdf.

Attachment 2: Work plan (required)

Provide a detailed, month-by-month schedule of the major work to be done during the period of performance, including the specific people involved. The work plan should clearly demonstrate how the humanities scholars will be involved in reviewing and shaping the project.

Your work plan should reflect major activities described in your narrative and the project dates identified on the [SF-424 Application for Federal Assistance - Short Organizational](#) and the [Research and Related Budget](#).

Name the file workplan.pdf.

Attachment 3: Script or detailed treatment (required)

Development

For stand-alone films or television programs, include a preliminary treatment (with a recommended length of five pages per hour), describing how the film or television program would unfold from beginning to end, including the story structure, audiovisual approach, and humanities themes.

If you are requesting funding for a podcast, radio, or film or television series, submit a preliminary treatment (of a recommended length of five pages) for one episode and brief synopses of others.

You may use published humanities scholarship, archival resources, and preliminary interviews as the foundation for your treatment.

Production

For stand-alone films or television programs, include a script or detailed treatment describing how the film or television program will unfold from start to finish. Present a clear narrative, provide examples of specific audio and visual materials, and illustrate how the film or television program would integrate the humanities analysis and interpretive content. The script or treatment has a recommended length of fifteen pages per hour of the proposed program, but it may be shorter. You may use published humanities scholarship, archival resources, footage that you have shot, preliminary interviews, and other research as the foundation for your script or detailed treatment.

If you are applying to produce all or part of a film series or television series, include at least one complete script/detailed treatment (recommended length of fifteen pages per hour) and shorter treatments (a recommended length of fewer than five-pages) describing each of the remaining episodes.

If you are applying to produce a radio or podcast series, include two scripts or detailed treatments (a recommended length of up to five pages per script/treatment) and descriptions of the other programs (a recommended length of up to one page each). You may use published humanities scholarship, archival resources, and preliminary interviews for your script or detailed treatments.

Name the file script.pdf or detailedtreatment.pdf.

Attachment 4: Description of work sample (required)

Submit **one sample** of a previously completed work that best demonstrates the experience and qualifications of the media team (especially the director or producer) to develop and/or produce the proposed project successfully. Describe the sample and indicate what role(s) the members of the media team played. Your sample must be a complete film or audio program, rather than a demo reel or a segment from a longer project.

In addition to the finished work, you may submit a link to a trailer, rough cut, or work-in-progress for the proposed project. **A trailer, rough cut, or work-in-progress is not considered a "completed work" and should not be the only sample submitted. A trailer, rough cut, or work-in-progress is not required.**

If you are requesting NEH support for supplementary digital components, include an example of previously completed work from the principal members of the digital team. Identify the project personnel who worked on this sample and include additional information on the audience or distribution of the work sample. Clearly indicate that this URL is your digital work sample.

Submit your sample(s) by providing a URL link to a safe, established website. NEH recommends you submit your video samples using Vimeo or YouTube links. Do not submit your sample as a file in Dropbox, Google Drive, or another cloud-storage service. Ensure the link remains active and that the sample will be accessible through the review period. If you are linking through a third party, such as a broadcaster or distributor, confirm that the link will be accessible. Check your links and passwords carefully when you submit your application; periodically check these links after you submit. You may not revise your online sample after the deadline; however, if you notice that a link is broken, notify the Division of Public Programs to request permission to fix it. NEH will not notify applicants if it discovers broken links.

Per [2 CFR §200.111](#), you must submit your application in English. Work samples in a language other than English must be accompanied by a translation (for documents and audio programs) or include subtitles (for videos and film clips).

Name the file worksample.pdf.

Attachment 5: Bibliography (required)

Include a short bibliography of the humanities scholarship that significantly informs the project. The bibliography has a recommended length of two pages. Any standard format is acceptable.

Name the file bibliography.pdf.

Attachment 6: Résumés and letters of interest or commitment (required)

List the media team and humanities scholars, as well as any other experts, in the beginning of the attachment, using the following format: full name, title, institutional affiliation.

Attach a short résumé or biography **(preferably no longer than two pages)** for everyone listed.

Include letters or emails of commitment from the key persons on the media team and all consultants (including humanities scholars).

Include letters or emails of commitment from all participating organizations and (if applicable) letters of commitment from broadcasters or distributors.

Elected government officials, NEH staff, and current members of NEH's National Council on the Humanities may not serve as letter writers.

Name the file resumes.pdf.

Attachment 7: Digital design (conditionally required)

If you are requesting support for an ancillary digital component (such as a website or an app), describe the user experience using sample text, mockups, wireframes, screenshots, or storyboards. Include specific examples of how you will convey the project's central humanities ideas.

Name the file digitaldesign.pdf.

Attachment 8: Images (optional)

You may include images with your application as a single PDF attachment. Include a list of the images.

Name the file images.pdf.

Attachment 9: Subrecipient budget(s) (conditionally required)

If your project includes subawards, you must provide a Research and Related budget and budget justification for each subrecipient.

You will complete the R&R for your organization within Grants.gov workspace, but you will download a fillable PDF of the form from the NEH website which you will attach to the Attachments Form. Rather than attaching related documents (budget justification, additional personnel, additional equipment) to the form itself, you will combine all subrecipients' budget forms and related documents into a single document.

Subrecipients should prepare their budgets and budget justifications using the same instructions in this notice, with a few exceptions:

- Enter the subrecipient's Unique Entity Identifier, organization name, and period of performance start and end date (these fields will not prepopulate).
- For "budget type," check "Subaward/Consortium."

If your subrecipients have a federally negotiated indirect cost rate, you must honor it. If they do not have a federally negotiated indirect cost rate, they may negotiate a rate with you consistent with 2 CFR § 200.414.

Rather than attaching the budget justification to the form itself, combine it into a single PDF with the form. If the subrecipient has more key persons than the form can accommodate, combine them into the same file.

NEH cannot accept security-enhanced PDFs (e.g., PDFs that include password-protection, encryption, digital signatures). Remove these features ("flatten" these files) before combining them into a single PDF and uploading it to Grants.gov.

Combine all budget forms, budget justifications, and other related documents into a single PDF. Name the file subrecipient.pdf.

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

If your organization 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 and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If you are requesting the de minimis rate, this attachment is not required.

Name the file agreement.pdf.

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

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

Before submitting its application, your organization must register with the System for Award Management (SAM) and Grants.gov. Learn more about this multistep process.

If you have not already done so, you will be required to create a Login.gov user account to register and log in to SAM and Grants.gov. Login.gov is a secure sign in service used by the public to sign in to participating government agencies. Create and link your account now.

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

You should allow several weeks to register with SAM and Grants.gov. NEH will not waive the online submission requirement or extend the application deadline to allow additional time for you to complete registration with SAM or Grants.gov.

If your SAM registration is not active and current at the time an award is made, NEH may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

System for Award Management (SAM)

Your organization must register with the [System for Award Management (SAM)](#) and maintain active SAM registration with current information at all times during which you have an active federal award or an application under consideration by a federal agency. See [2 CFR § 25.110](#) for exceptions. SAM will assign your organization a [Unique Entity Identifier](#).

When registering or renewing in SAM, you will review and agree to the financial assistance certifications and representations, as required by [2 CFR § 200.209](#).

[Check the status of your SAM.gov registration](#).

Grants.gov

Your organization must register with [Grants.gov](#) before submitting an application using your Login.gov credentials. You must submit your application using [Grants.gov Workspace](#) or a Grants.gov system-to-system solution. Workspace is a shared, online environment where team members may simultaneously access and edit forms within a grant application.

After you register and create an [Organizational Applicant Profile](#), Grants.gov will email your E-Business Point of Contact to assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR) who will give permission to complete and submit applications on behalf of your organization.

If you have previously registered with Grants.gov, confirm that your registration is still active and that your authorized organization representative (AOR) is current.

Consult the [Grants.gov Online User Guide](#) if you have questions. Grants.gov maintains [a library of instructional videos](#) which may be helpful as you prepare your application.

4. Submission Dates and Times

Program officers will review drafts submitted by July 6, 2022 for the August 2022 deadline and December 7, 2022 for the January 11, 2023 deadline. Late drafts will not be reviewed. This optional preliminary review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft, send it as an attachment (Word is preferred) to [publicpgms@neh.gov](#).

There will be two deadlines under this notice:

August 10, 2022, at 11:59 p.m. Eastern Time
January 11, 2023, at 11:59 p.m. Eastern Time

Applications must be complete, follow length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your Grants.gov application status](#).

When NEH receives your application, the agency will assign it a tracking number beginning with TD-or TR-. A tracking number does not guarantee that your application is free of technical

problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS, NEH's electronic grants management system, will reject your application and notify you by email. eGMS cannot detect other errors such as missing components or excess pages. NEH recommends you submit your application 48 hours prior to the deadline so that you have time to correct any technical errors. It is your responsibility to correct any errors prior to the deadline.

NEH will not comment on the status of your application except regarding matters of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under Executive Order 12372.

6. Funding Restrictions

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

- fictional films and audio projects, including historical dramas, dramatic adaptations of literary works, and other projects with characters or scenes for which there is not historical documentation or a clear foundation in other relevant humanities scholarship
- outreach and engagement events and other distribution activities for productions completed before the proposed start date of the period of performance
- projects that are primarily or exclusively recordings of lectures or stage productions
- projects that will satisfy requirements for educational degrees or formal professional training
- projects intended primarily for students in a formal learning environment (though projects may include components that can be used in classrooms)
- general operations, renovation, restoration, rehabilitation, or construction of station or production facilities
- preservation or cataloging of materials and collections
- obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment)
- fiscal agent and fiscal sponsor fees
- 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)

See 2 CFR 200 Subpart E - Cost Principles for other unallowable costs.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications under this notice:

1. **Humanities content and significance**

    The likely contribution of the project to public understanding of the significance of the topic and the humanities ideas the project engages with; the quality of the scholarship and analytical perspectives informing the project.

2. **Creative approach, script, and resources**

    The audiovisual or audio approach and the likelihood that the program will effectively convey humanities content in an engaging manner; the quality of the script or treatment(s), archival materials, and other resources that the applicant would use in the program.

3. **Project personnel**

    The qualifications and potential contributions of the advising scholars, key organizational staff, and any additional experts. The experience of the media team and the quality of the team's previous work.

4. **Work sample**

    The quality of the work sample and its demonstration of the qualifications of the media team to produce the proposed project successfully.

5. **Work plan, budget, likelihood of success**

    The feasibility of the fundraising plan and work plan; the likelihood that the applicant will achieve the project's goals; and the appropriateness of the project's costs.

6. **Audience reach and distribution**

    The estimated size of the audience, the potential for broad public appeal; the quality of the distribution plan.

Each criterion corresponds to specific sections of the narrative and the other application components.

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all eligible and complete applications.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the project activities supported by the program. NEH instructs peer reviewers to evaluate applications according to the review criteria in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

NEH program officers supplement the peer reviewers' comments to address matters of fact or significant points that the peer reviewers have overlooked. They then make funding recommendations to the National Council on the Humanities. The National Council meets at

least twice each year to review applications and advise the NEH Chair. By law, the Chair has the sole authority to make final funding decisions.

Following NEH's public announcement of funded projects, you may request copies of the peer reviewers' evaluations of your proposal by contacting publicpgms@neh.gov.

Learn more about the NEH review process.

3. Assessment of Risk and Other Pre-Award Activities

Following the Chair's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; analyze the project budget; assess the applicant's management systems; confirm the applicant's continued eligibility; and evaluate compliance with public policy requirements.

NEH will consider information about your organization that is in the Federal Awardee Performance and Integrity Information System (FAPIIS). FAPIIS is a database that contains information to support award decisions as required by the Federal Acquisition Regulation. You may comment on information provided by federal awarding agencies about your organization. NEH will review FAPIIS when assessing your organization's integrity, business ethics, and record of performance under federal awards, as described in 2 CFR § 200.206. Per 2 CFR § 200.213, NEH will report determinations that your organization is not qualified to FAPIIS.

OGM may request that you submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or undertake certain activities (such as negotiating an indirect cost rate) in anticipation of an award. Such requests do not guarantee that NEH will make an award.

After completing its risk assessment, OGM will determine whether NEH can make an award, whether NEH must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not make awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award (2 CFR § 200.206).

NEH's award decisions are discretionary and are not subject to appeal to any federal official or board.

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in April 2023 (August 2022 deadline) or August 2023 (January 2023 deadline). This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If your application is selected for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in May 2023 (August 2022 deadline) or September 2023 (January 2023 deadline).

2. Administrative and National Policy Requirements

Each award is subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), the [General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued January 1, 2022 or later)](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

By submitting an application, you certify that neither your institution nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

You must comply with [2 CFR §§ 180.335](#) and [.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

If you cannot attest to the statements in this certification, explain why not in [Attachment 11: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

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

You must comply with [Section 504 of the Rehabilitation Act of 1973](#), which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult *[Design for Accessibility: A Cultural Administrator's Handbook](#)*.

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire 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 excerpts of grant products in *[Humanities](#)* magazine or on its website.

Acknowledging NEH support

Materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.

Subrecipient Monitoring Requirements

Per [2 CFR § 25.300](#), you may only issue subawards with federal funds to organizations that have obtained and provided their Unique Entity Identifier. Subrecipients are not required to complete registration with the [System for Award Management (SAM)](#) to obtain a Unique Entity Identifier. See [D3. Unique Entity Identifier and System for Award Management](#).

You must monitor your subrecipients to ensure that they use their subawards for authorized purposes; comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and achieve their performance goals. You must ensure that your subrecipients track, appropriately use, and report program income generated by the subaward. See 2 CFR § 200.332 for information that must be included in subaward agreements.

Program income

You must report income you or your subrecipients directly generated by NEH-funded activities or earned as a result of the award during the period of performance and for seven years following the end of the period of performance. When NEH funding of a project amounts to $50,000 or more, and the total program income earned after the period of performance exceeds $50,000, NEH reserves the right to make a claim to or to restrict the use of the federal share of income earned during the seven years following the period of performance. The federal share is a percentage based upon the proportion of NEH support of the total project costs. Review the NEH Program Income Policy.

Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by reporting allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures the NEH Office of the Inspector General.

Termination

NEH reserves the right to terminate awards consistent with 2 CFR § 200.340.

3. Reporting

Recipients must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. NEH will provide further information in the Notice of Action.

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

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

- **Final Reports**. Recipients must submit a final Federal Financial Report (SF-425) 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.

- **Other required reports and/or products**. Development recipients must submit either a script or a detailed treatment(s) within 120 calendar days after the period of performance ends. Production recipients must submit the completed product(s) (e.g., film(s), radio shows(s), podcast(s), television episodes, etc.) within 120 calendar days after the period of performance ends, unless the recipient receives a formal extension of

this deadline from the NEH. NEH requires recipients producing a film or television program to submit a trailer along with the finished film or program.

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

- **Program income reports**. When NEH's funding of a project amounts to $50,000 or more and the total program income earned after the period of performance exceeds $50,000, NEH reserves the right to make a claim to or restrict the use of the federal share of income earned during the seven years following the period of performance. Due dates for the submission of program income reports may be listed in the award document. However, even if NEH does not specifically require the submission of program income reports after the period of performance, it is the recipient's responsibility to submit a report as soon as the cumulative amount of program income earned during the seven years after the period of performance exceeds $50,000.

Following the period of performance, NEH requests that you inform the agency about new or changing distribution arrangements for grant-funded products.

Learn more about performance reporting requirements and financial reporting requirements.

G. Agency Contacts

If you have questions about the program, contact:

Division of Public Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8269
publicpgms@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 are deaf or hard of hearing, you can contact NEH using Federal Relay at 800-877-8399.

If you have questions about registering or renewing your registration with login.gov or SAM.gov, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

Federal Service Desk
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 Applicant Support, 24 hours a day, 7 days a week, excluding federal holidays, at:

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

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

The Division of Public Programs supports standalone digital projects through the Digital Projects for the Public program.

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 951, *et seq*. Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice ("SORN") published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes sixty hours to complete an application. This estimate includes time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Time needed may vary from program to program.

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 October 31, 2024.