NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Media Projects

Funding Opportunity Number: 20240814-TD-TR

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

Application Deadlines:
August 14, 2024
January 8, 2025

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

Division of Public Programs
Email: publicpgms@neh.gov

Executive Summary

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

Funding Opportunity Title	Media Projects
Funding Opportunity Number	20240814-TD-TR
Federal Assistance Listing Number	45.164
Deadlines for Optional Draft	July 10, 2024, 11:59 p.m. Eastern Time December 4, 2024, 11:59 p.m. Eastern Time
Application Deadlines	August 14, 2024, 11:59 p.m. Eastern Time January 8, 2025, 11:59 p.m. Eastern Time
Anticipated Award Announcements	April 2025 August 2025
Anticipated FY 2025 Funding	Approximately $3,500,000 per deadline
Estimated Number and Type of Awards	Approximately 10-12 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 2024 deadline must start between May 1, 2025, and November 1, 2025. Projects submitted to the January 2025 deadline must start between October 1, 2025, and April 1, 2026.
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	A prerecorded webinar is posted on the program resource page.
Published	May 15, 2024

Table of Contents

A. Program Description

1. Purpose

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

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

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

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 formats that will actively engage the general public in learning
- demonstrate the potential to attract a broad general audience

Funding categories

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

Development

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

Development awards are available only for film and television projects. Radio and podcast projects cannot apply for Development awards, but they may apply for Production.

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 along with other experts, if applicable

- consulted with the humanities scholars to identity 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
- preliminary interviews
- preparation of program treatments or scripts
- production of a work-in-progress or trailer
- creation of partnerships for outreach activities and public engagement
- archival and other scholarly research to further development of script and humanities themes

Production

Production awards (up to $700,000 for film and $350,000 for radio and podcast programs) must result in the production and distribution of radio, podcast, television, and 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 that explore the humanities content and themes central to the project (e.g., websites and curriculum materials)
- 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.

If you are seeking a Chair's Special Award, your application must highlight the elements of your project that demonstrate exceptional significance, audience reach, and complexity, as described above. Submit a budget for up to $1,000,000. If you are not selected at this level, your application will still be considered at the $700,000 maximum amount.

Program Outputs

Development awards should result in a script or detailed treatment(s).

Production awards must result in the production and distribution of radio, podcast, television, and documentary film projects.

You will describe your project outputs, and how they would support the overall purpose of the Media Projects program, in Attachment 1: Narrative. If you receive an award, NEH will assess your performance based on the outputs you identify in the proposal. See F.3 Reporting.

See D6. Funding Restrictions for unallowable activities. Applications unrelated to the purpose of this program or that include unallowable costs or activities may be judged nonresponsive and returned without review.

See E1. Review Criteria for the standards NEH will use to evaluate applications under this notice.

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 Section 3(a) of the National Foundation on the Arts and the Humanities Act of 1965, as amended, "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 Areas of Interest

NEH is especially interested in supporting projects that advance humanities-related work in the following areas. NEH will give all applications equal consideration in accordance with the program's review criteria.

NEH encourages projects that include Native American organizations and communities as applicants and project partners.

American Tapestry: Weaving Together Past, Present, and Future

American Tapestry: Weaving Together Past, Present, and Future is a wide-ranging special initiative at NEH that leverages the humanities to tackle some of the most pressing challenges of our time: strengthening our democracy, advancing equity for all, and addressing our changing climate. The initiative encourages humanities projects that elevate the role of civics in schools

and public programs, advance knowledge of the country's history and political institutions, and examine threats to its democratic principles. The initiative also encourages projects that explore the untold stories of historically underrepresented groups and build capacity at cultural and educational institutions to benefit underserved communities. Finally, the initiative welcomes projects that promote research into the historical roots and cultural effects of climate change and support the cultural and educational sectors in building climate resilience. By supporting humanities projects that align with these three themes – strengthening our democracy, advancing equity for all, and addressing our changing climate – the *American Tapestry* initiative seeks to tell our country's history in all its complexity and diversity.

United We Stand: Connecting Through Culture

Hate must have no safe harbor in America – especially when that hate fuels the kind of violence we've seen from Oak Creek to Pittsburgh, from El Paso to Poway, and from Atlanta to Buffalo. When ordinary Americans cannot participate in the basic activities of everyday life – such as shopping at the grocery store or praying at their house of worship – without the fear of being targeted and killed for who they are, our security as well as democracy are at risk. In coordination with the White House "United We Stand" Summit in September 2022, NEH launched a new initiative titled *United We Stand: Connecting Through Culture* that uses the humanities to combat hate-motivated violence and promote civic engagement, social cohesion, and cross-cultural understanding. As a part of this initiative, NEH encourages humanities projects that further our understanding of the nation's racial, ethnic, gender, and religious diversity; examine the sources of hate and intolerance in the United States; and explore progress towards greater inclusiveness. NEH especially welcomes projects that explore the Muslim American and/or the Jewish American experience, including the history of Islamophobia and/or antisemitism.

NEH's Support for the Federal Indian Boarding School Initiative

As a part of NEH's partnership with the Department of the Interior on the Federal Indian Boarding School Initiative, NEH encourages projects that further public understanding and knowledge of the Federal Indian boarding school system. From 1819 through the 1970s the government of the United States operated a system of schools for Native American, Alaska Native, and Native Hawaiian children premised on a policy of coerced cultural assimilation. Native children were forcibly separated from their families and sent to attend federal Indian boarding schools, where they were frequently subject to harsh treatment and abuse. A number of these students died, and others never returned to their families and communities. Many were also deprived of their cultural inheritance. NEH encourages projects that document and explore the history of the federal Indian boarding schools as well as projects that contribute to Native and Indigenous cultural and language revitalization.

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 significant Production projects that demonstrate exceptional significance, audience reach, and complexity.

Your request should include the sum of direct and indirect costs.

For Production awards, programmatic policy requires that you have written commitments for funding to cover your entire project budget before NEH will release the full amount of awarded funds. However, you may request the release of up to 20% of grant funds before the full funding for the entire project budget is raised to use for immediate, essential activities such as conducting time-sensitive interviews or creating a demo reel for the project.

NEH anticipates awarding approximately $3,500,00 among an estimated 10-12 recipients per deadline.

NEH will award successful applicants outright funds, which are not contingent on additional funding from other sources. If you are also requesting matching funds, see [C2](#).

NEH will not determine the exact amount available for funding until Congress makes official appropriations for FY 2025. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

Period of performance

You may request a period of performance between six and twelve months for Development projects and one to three years for Production projects.

If you apply for the August 14, 2024, deadline, your period of performance must start between May 1, 2025, and November 1, 2025.

If you apply for the January 8, 2025, deadline, your period of performance must start between October 1, 2025, and April 1, 2026.

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

C. Eligibility Information

1. Eligible Applicants

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

- 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](#)

If your organization is eligible, you 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 must make substantive contributions to the success of the project. If NEH makes an award, the lead 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 refers to project costs that are covered with non-NEH funds. NEH distinguishes between two types of cost sharing: voluntary cost sharing and federal matching funds.

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

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

Do not include voluntary cost share on your Research and Related Budget. The Research and Related Budget should only include funds you are requesting from NEH. You may describe voluntary cost share in your [budget justification](#)

Peer reviewers will not consider any voluntary cost share in their evaluation of applications.

Federal matching funds
Production applicants may request up to $50,000 federal matching funds to leverage third party funding. Funds to satisfy a matching requirement must be from sources outside of the applicant institution (a third party) consistent with the [NEH Federal Matching Funds Guidelines](#). If you request federal matching funds, you must raise third-party non-federal gifts dollar-for-dollar.

Include third-party non-federal gifts on your [Research and Related Budget](#) and identify what project activities they will support in the [budget justification](#).

Successful applicants will receive an offer of federal matching funds, subject to specific regulatory and other conditions. NEH will certify the allowability of these gifts and will issue the

award only when you have met the conditions of the offer. The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Typically, NEH distributes federal matching funds on an annual basis over the period of performance.

If NEH selects your project for funding, you must raise and certify all eligible gifts and pledges at least one year before the end of your period of performance. NEH advises applicants who are requesting matching funds to consider a period of performance that allows adequate time to raise and certify funds. If you fail to certify required gifts and do not request an extension, by the end of the offer period, the matching funds offer may be withdrawn. See NEH Federal Matching Funds Guidelines.

NEH will not release federal matching funds until you raise and certify eligible gifts. **In-kind gifts and funds derived from the recipient organization are not eligible sources of certified gifts in this program.**

You must maintain auditable records of the source and use of 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 applied 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 2025 deadline falls during the review period for applications submitted to the August 2024 deadline, so you may not submit applications for the same project to both deadlines.

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 apply for a new or subsequent stage of the project, which NEH will assess using the same criteria as other applications.

You may revise and resubmit previously rejected applications. Submissions are subject to the application requirements and review criteria of the current competition.

Per 2 CFR § 200.403(f), you must not include the same project costs in more than one application for federal funding or approved federal award budget. If one application to NEH is pending, a second application for the same project costs, even if to a different program, may be ruled ineligible. However, you may submit multiple proposals for **complementary** aspects of the same overall project. If you are submitting complementary proposals to other NEH programs or government agencies, specify when and to whom in the Supplementary Cover Sheet for NEH Grant Programs. NEH may disallow costs or reject applications that include overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

NEH does not issue 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 federal 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 will not consider applications submitted after the deadline.

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

NEH will not consider applications that exceed mandatory page limits or deviate from formatting instructions. See the Application Components Table.

Substantive involvement

Applicant institutions must not function solely as fiscal agents or fiscal sponsors. Organizations engaging solely in fiscal sponsorship activities (e.g., proposal submissions, reporting, fulfillment of contractual obligations, maintaining IRS status) may not apply as a lead applicant.

By contrast, an eligible applicant makes substantive contributions to the project. Examples of substantive contribution include:

- 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 these activities. An applicant that makes at least some substantive contributions to the success of the project, however, would satisfy eligibility requirements and is not subject to the prohibition on lead applicants serving solely as fiscal agents or fiscal sponsors.

Describe the applicant's substantive involvement in section L of your narrative.

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 20240814-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 using the Attachments Form.

Funding Level	August 14, 2024	January 8, 2025
Development	TD82024	TD12025
Production	TR82024	TR12025

You must complete a multistep registration process prior to submitting 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, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

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.

Application formatting

Your application components must conform to the following formatting requirements, 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 points

In addition, NEH encourages you 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 (include citations in page counts)

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 proposal meets the specified conditions.
- Conditionally required for recipients: You are encouraged but not required to submit this component when you apply. You may submit it if you receive an award.

NEH will not review applications missing any required documents or relevant conditionally required documents.

Application Component	File Name	Designation	Page limit
Attachments			
1: Narrative	narrative.pdf	Required	15 (mandatory)
2: Work plan	workplan.pdf	Required	
3: Script or detailed treatment	script.pdf or detailedtreatment.pdf	Required	Varies, see instructions (suggested)
4: Work sample	worksample.pdf	Required	
5: Bibliography	bibliography.pdf	Required	2 (suggested)
6: Biographies and letters of interest and commitment	biographies.pdf	Required	2 pages per person(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 for recipients	
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		Required	
Research and Related Budget and Budget Justification		Required	
Attachments Form		Required	

Certification Regarding Lobbying		Conditionally required for recipients	
Standard Form-LLL "Disclosure of Lobbying Activities"		Conditionally required for recipients	

Do not include attachments other than those listed in the table in this notice. If you do, NEH will reject your application.

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

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

Note page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or deviate from formatting instructions.**

Application Components: Attachments

Each attachment must be a single PDF file. See the Attachments Form instructions for further guidance about file requirements. Read those instructions carefully, as Grants.gov will not accept files that do not meet the requirements.

Attachment 1: Narrative (required)

Limit the narrative to fifteen single-spaced pages. Confirm the page length before submitting your application. Narratives longer than fifteen pages will be declared ineligible. Do not include an executive summary, cover page, 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 headings. Each section aligns with one or more review criteria NEH will use to evaluate your proposal.

Name the file narrative.pdf.

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 and outputs of the award and how they would support the overall purpose of the Media Projects program and the amount of funding requested from NEH.

If you are requesting support for a 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 themes (aligns with review criterion 1)

Thematic statements reach beyond a list of topics to demonstrate the larger critical ideas you want audiences to understand. Identify the most important humanities ideas and the humanities scholarship informing these themes. List and number your themes. A typical application identifies the three or four most important themes and provides approximately a half page to a full page on each theme. These numbers and lengths may vary, depending on the project. If applying to produce a podcast series without a coherent set of themes across all episodes, you may wish to identify recurring themes across multiple episodes.

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

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, field production, archival materials, dramatic recreations, animation, or other techniques? Identify and describe the most important resources available for the project, including specific interviews, archival collections, and other audio and visual materials.

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 humanities scholars who will be serving as advisers and describe the contributions that each will make. Identify any additional experts, if applicable. The scholarly advisory team should help develop humanities themes and may also provide ideas for, and analysis of, the script, treatment(s), and rough cuts of programs. Scholars should also be compensated appropriately for their time and expertise. The team's expertise should reflect the scope of the project and the humanities themes it engages. Include short biographies and letters of commitment from each scholar or other expert in Attachment 6: Biographies and letters of interest or commitment.

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

Identify the key members of the media team, including, at a minimum, the director and writer for film projects or producer(s) for podcast and radio projects. If possible, 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: Biographies 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)

Identify the audiences you will target. Provide distribution and marketing plans detailing how the NEH-funded product might be broadcast, distributed through theaters and festivals, and/or streamed. Describe partnerships that will help publicize the project and any promotional plans. Development applications should provide an outline of potential plans. Production applications should provide specific strategies and arrangements for distribution. 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: Biographies and letters of interest or commitment.

Estimate the size of the audience, across all platforms, for the completed project. Explain the basis for this assessment. For an ongoing series, describe current distribution practices and, if applicable, provide audience metrics, such as downloads.

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.

L. Substantive Involvement

Describe the applicant organization's substantive involvement with the project. If this information also appears in other sections of the proposal --such as the media team, work plan, budget, or letters of support -- reference these sections here. See C3. Substantive involvement for more information.

M. 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.

Provide information about the digital team responsible for creation of the digital component and content, plus outreach strategies for awareness.

N. Social media, generative AI, 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).

We strongly discourage the use of generative AI and other digital tools and techniques that make it difficult for audiences to distinguish between authentic archival historical materials and those fabricated by the production team to seem authentic. If you plan to use generative AI or other tools, describe your strategy for using these tools ethically, transparently, and responsibly.

Attachment 2: Work plan (required)

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](#).

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.

Describe the activities that will take place during the period of performance to achieve each of the proposed objectives. Use a timeline that includes each activity and identifies responsible staff. Explain how outcomes from one activity will carry over into the next. For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing activities.

Name the file workplan.pdf.

Attachment 3: Script or detailed treatment (required)

You may use published humanities scholarship, archival resources, material that you have shot or recorded, preliminary interviews, or other research as the foundation for your script(s) or treatment(s).

Development

For stand-alone films or television programs, include a preliminary treatment (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.

For a film or television series, submit a preliminary treatment (recommended length of five pages) for one episode and brief synopses of others.

Podcasts and radio projects are not eligible for Development funding.

Production

For stand-alone films or television programs, include a script or detailed treatment describing how the film or television program would 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.

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 detailed treatments (a recommended length of up to two pages per script/treatment) and shorter descriptions of the other programs (recommended length of a half page each). The detailed treatments and descriptions should identify the subject of each episode, the main humanities ideas to be explored, and the expected content resources, such as potential interviews, field production sites, and archival materials. Each detailed treatment should also present a narrative for the episode and describe how the episode would be structured.

For a podcast series, you may wish to include short descriptions of backup stories that you can use in case the primary proposed story (or stories) cannot be completed.

Name the file script.pdf or detailedtreatment.pdf.

Attachment 4: 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.

You may submit a **second work sample** if another person is centrally involved in the production. For example, you may submit an additional sample from a co-director, a website designer, or an on-air host who will be central to the project.

Do not submit multiple work samples from the same individual or production team/firm.

In addition to the finished work(s), 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, but it is encouraged for Production requests, as an illustration of the project's creative approach.

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, which can last up to nine months from the date of submission. 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: Biographies and letters of interest or commitment (required)

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

Attach a biography **(recommended no longer than two pages)** highlighting major professional accomplishments and expertise for everyone listed. You may submit a short résumé instead of a professional biography for each team member, but we recommend editing the résumé so that it does not exceed two pages. Reviewers may not read résumés that exceed the suggested limit.

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 biographies.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 separate Research and Related Budget and budget justification for each subrecipient.

Download a [fillable PDF of the Research and Related Budget form](#) from the NEH website for each subrecipient. You must open and complete this form in Adobe Reader 8.0 or higher rather than in your web browser.

Prepare a budget and budget justification for each subrecipient 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](#) or use the de minimis rate.

Rather than attaching related documents (budget justification, additional personnel, additional equipment) to the form itself, you will separately convert each document into a PDF and combine all subrecipients' budget forms and related documents into a single document. Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features (or "flatten" these files) before merging them into a single PDF and uploading it to the [Attachments Form](#).

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, provide a copy of the agreement. If applicable, provide the indirect cost rate agreements for subrecipients claiming indirect costs. If you and your subrecipients are requesting the de minimis rate, you do not need to submit this attachment.

Name the file agreement.pdf.

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

If your organization is delinquent in the repayment of any federal debt, explain why. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, if applicable, 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.

Application Components: Grants.gov Forms

SF-424 Application for Federal Assistance – Short Organizational (Grants.gov form)

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 grant 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 1,000 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. This description will appear on the cover sheet of your application and will serve as a project abstract during the review process. If funded, this description will also appear in NEH's database of funded projects.

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, you 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/Grant 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/grant administrator must not be the same person.

The grant 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 someone from the Office of Sponsored Projects, or the institution's president, vice president, executive director, or board chair. The institution's Grants.gov E-Business Point of Contact must designate the AOR. The AOR's signature must match the contact's name. See the Grants.gov Online User Guide.

Supplementary Cover Sheet for NEH Grant Programs (Grants.gov form)

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 (Grants.gov 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 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 (Grants.gov form)

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.

Research and Related Budget (Grants.gov form)

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 the SF-424 Application for Federal Assistance - Short Organizational form prior to completing your Research and Related Budget.

Complete a separate detailed budget for each 12-month span of 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 form does not automatically indicate that an expense is allowable in this program. See D6. Funding Restrictions to ensure that proposed costs are allowable.

If you only request outright funds, your budget should include only the funding you are requesting from NEH. If you request federal matching funds, your budget must equal the 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 allowability of gifts for matching purposes.

The 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 provide voluntary cost share, do not include it on the Research and Related Budget form. You may describe it in your budget justification.

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. Costs are subject to audit, record retention, and other requirements set forth in 2 CFR 200 Subpart F - Audit Requirements.

You should include only your own employees 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 non-employees under F3. Consultant Services or F5. Subawards/Consortium/Contractual Costs, as appropriate.

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

Introductory Fields

Your SF-424 Application for Federal Assistance - Short Organizational form should pre-populate introductory fields. If not pre-populated, indicate your organization's Unique Entity Identifier, name, and the period of performance. This should match the information you provide on your SF-424 Application for Federal Assistance - Short Organizational. 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 use both columns if your institutional policy requires separate accounting for academic and summer months. 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 may include the costs of leave (e.g., 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.

Administrative/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 they meet the following conditions:

- The administrative or clerical services are integral to a project or activity.
- The individuals 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 recover the costs as indirect costs.

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

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.

Requested 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 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. You may charge depreciation in compliance with 2 CFR § 200.436. If you lease equipment, include equipment rental/user fees in F. Other Direct Costs.

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 NEH funds your project, 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 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). Detail costs for each trip in your budget justification. **If you make non-refundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

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 attend regularly occurring professional meetings unless the purpose of attending is to disseminate project-related findings.

Include travel costs for consultants in F3.

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

As a matter of programmatic policy, participant/trainee support costs are not allowed.

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

Enter the requested funds for materials and supplies that cost less than $5,000 per item, regardless of its useful life, unless your organization has established a different capitalization level. 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 requested funds 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 requested funds 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.

Per 2 CFR §§ 200.1 and .331(a), a subrecipient carries out **programmatic** activities to meet the goals and objectives of the funded project. Often, when an applicant partners with a production company to produce a film or digital media project, the production company is considered a subrecipient.

Per 2 CFR §§ 200.12 and 331(b), a contractor provides goods and services within its normal business operations for the benefit of the recipient. Examples of contractor services include transportation services, catering or food services, transcription services, and data hosting or data storage.

If you are working with independent individuals who are providing expertise to the project, and they are neither your employees nor the employees of a subrecipient, then those individuals are consultants.

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

NEH may request additional information to assess if proposed costs are reasonable and allowable. See 2 CFR §§ 200.331 and .332.

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each subrecipient. See Attachment 9: Subrecipient Budget(s).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in Attachment 10: Federally negotiated indirect cost rate agreement. You do not have to include an agreement for any subrecipient that requests the 10% de minimis rate.

See F2. Administrative and National Policy Requirements for additional information on monitoring subrecipients' performance. Learn more about managing subawards.

6. Equipment or Facility Rental/User Fees

Enter the requested funds for rental fees for equipment and facilities.

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

Fiscal agent and fiscal sponsor fees (e.g., proposal submissions, reporting, fulfillment of contractual obligations, maintaining IRS status) are unallowable; however, applicants may include line items for the personnel and resources required to manage an award or subaward, as long as these costs are not included in the budget's indirect costs.

Costs incurred for substantive involvement by organizations, as described here are also allowable.

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

Indirect costs are costs 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 you may request by multiplying the applicable indirect cost rate by the distribution base, which is typically the project's modified total direct costs (MTDC).

Per 2 CFR § 200.1, MTDC are 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 over $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 will not adjust the rate(s) throughout the life of your award. NEH will not adjust your award amount due to changes to your negotiated rates.

If your institution does not have a negotiated rate with the federal government when NEH issues an award (because it is a new recipient or the parties cannot reach agreement on a rate), but has a provisional rate, NEH must use the provisional rate until a final cost is negotiated and approved by the cognizant agency, except as provided in 2 CFR § 200.414. 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, if applicable.

Reference NEH's General Guidance on Calculating Indirect Costs for more information.

If NEH is your cognizant agency, reference Guidance for Negotiating an Indirect Cost Rate Agreement with NEH.

Indirect Cost Type
Enter the type of indirect cost rate (e.g., "other sponsored activities," "all programs," "instruction," "10% de minimis") and base (e.g., "MTDC," "salaries," "salaries & fringe") 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 (i.e., if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement, but intend to negotiate one, write "None-will negotiate" and 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 requested funds 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. Total project costs should not exceed the levels stipulated in B2.

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 all costs, and provide

supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

If applicable, describe it in the budget justification. Do not include voluntary cost share on the Research and Related Budget form.

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

If you are applying for **Production**, a line-by-line budget is required. If your total project costs exceed the amount of your requested NEH award, this budget should present the total project costs.

If you request federal matching funds, identify which activities your required cost share supports, and the expected source(s) of funding. Refer to the [NEH Federal Matching Funds Guidelines](#) to learn about which third-party, non-federal gifts you can use for matching purposes.

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: Budget Justification
Detail the salary and wages you will pay 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: Budget Justification
List names (if known), roles, months, and requested salary and fringe benefits for other personnel, and administrative/clerical personnel.

If your budget includes administrative/clerical personnel, describe how they meet the [four conditions](#) for inclusion as a direct cost.

C. Equipment Description: Budget Justification
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: Budget Justification
For each trip, provide the name of the key personnel or employee(s) (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, except for recurring local trips, 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. **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

E. Participant/Trainee Support Costs: Budget Justification
As a matter of programmatic policy, participant/trainee support costs are not allowed.

F. Other Direct Costs: Budget Justification
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
As a matter of programmatic policy, publication costs are not allowed.

3. Consultant Services
Identify each consultant, describe the services they will perform, specify the amount of time they will devote to the project across the period of performance, outline travel costs, and provide total costs. If applicable, include consultants' proposals.

4. Automated Data Processing (ADP)/Computer Services
Itemize the cost for each service and include established service rates, if applicable.

5. Subawards/Consortium/Contractual Costs
List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe its role in the project, the activities it 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 budget(s)](#).

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

7. Alterations and Renovations
Leave this 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: Budget Justification

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

Attachments Form (Grants.gov form)

You will upload your [Attachments](#) to Grants.gov using this form. The form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (i.e., Word, Excel, images) to PDFs. Occasionally, converting a document to PDF may alter its size. Confirm that attachments are within mandatory page limits before you submit the application. Do not attach files that have been password-protected, encrypted, or digitally signed. You must remove all such security features before attaching your files. Failure to do so may result in your application being rejected.

If an attachment contains multiple documents, merge them into a single file, not a PDF portfolio. If you include a PDF portfolio, the file may be rejected by Grants.gov or eGMS.

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 exceed 50 characters
- multiple files have the same name
- 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.

Certification Regarding Lobbying (conditionally required for recipients)

If you request more than $100,000, you must submit the Certification Regarding Lobbying before NEH issues your award. Add this 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 for recipients)

If you have or will use non-federal funds for lobbying, you must submit Standard Form-LLL, "Disclosure of Lobbying Activities" before NEH issues your award. Add this form to your application package in Grants.gov. See [2 CFR § 200.450](#).

3. Unique Entity Identifier and System for Award Management

Before applying, your organization must register with the [System for Award Management (SAM)](#) and [Grants.gov](#). [Learn more about this multistep process](#).

NEH encourages organizations with SAM registrations to check the validation of their UEI 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.

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.

Login.gov

If you have not already done so, you must 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.](#)

System for Award Management (SAM)

Your organization must register with the [System for Award Management (SAM)](#) and maintain an active SAM registration with current information while you have an active federal award or a pending application with 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, the system will prompt you to review and agree to financial assistance certifications and representations, as required by [2 CFR § 200.209](#).

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.

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

Contact the [Federal Service Desk](#) if you have questions.

Grants.gov

You must register with [Grants.gov](#) using your Login.gov credentials before applying. 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 who can assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR), who will give permission to the appropriate individuals 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 AOR is current.

Contact Grants.gov Applicant Support or consult the Grants.gov Online User Guide and its library of instructional videos if you have questions.

4. Submission Dates and Times

Drafts

Program officers will review draft application materials submitted by the deadline. Program officers will not review late drafts.

The draft deadline for the August 2024 competition is July 10, 2024, at 11:59 p.m. Eastern Time.

The draft deadline for the January 2025 competition is December 4, 2024, at 11:59 p.m. Eastern Time.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it useful to strengthen their applications. If you choose to submit a draft, send it as a Word attachment to the main Public Programs mailbox (publicpgms@neh.gov) or directly to an NEH program officer. Do not send drafts to multiple program officers or to the main mailbox as well as a program officer.

Applications

This notice covers the August 2024 and January 2025 Media Projects competitions. The deadlines are:

August 14, 2024, at 11:59 p.m. Eastern Time
January 8, 2025, at 11:59 p.m. Eastern Time

Applications must be complete, comply with 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. See the late submission policy for the limited situations when NEH might accept an application submitted after the deadline.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. Check your Grants.gov application status. eGMS, NEH's online grant management system, will send you an automatically generated email upon receipt of your proposal.

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 will reject your application and notify you by email. eGMS cannot detect errors such as missing components or excess pages.

NEH recommends you submit your application at least 48 hours prior to the deadline so you have time to correct technical errors eGMS identified or you discover. It is your responsibility to correct 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

You may not use awards made under this notice 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)
- costs associated with post-doctoral, graduate students, or undergraduate students, including tuition remission
- 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
- publication costs
- costs for activities performed by federal entities or personnel
- 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; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

Applications including unallowable costs or activities may be judged nonresponsive and returned without review.

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.

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 applications that pass this initial screening.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the activities that the program supports. 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.

Apply to be a peer reviewer for NEH.

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. This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused.

NEH will consider information about your organization that is in the Responsibility/Qualification data bank in SAM.gov (formerly Federal Awardee Performance and Integrity Information System (FAPIIS)). This database records the integrity and performance of entities applying for federal funding. NEH will review the Responsibility/Qualification database when assessing your organization's integrity, business ethics, and record of performance under federal awards, as described in 2 CFR § 200.206. You may comment on information provided by federal awarding agencies about your organization. Per 2 CFR § 200.213, NEH will report determinations that your organization is not qualified to SAM.gov.

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, NEH will determine whether making an award would be consistent with the agency's risk management policy, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to issue 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).

Award decisions are discretionary and are not appealable to any federal official or board.

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in April 2025 (August 2024 deadline) or August 2025 (January 2025 deadline). This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If NEH selects your application 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 2025 (August 2024 deadline) or September 2025 (January 2025 deadline).

Learn more about managing an NEH award.

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 applying, 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

NEH strives to make the products of its awards available to the broadest possible audience by providing ready and easy access to its grant products to scholars, educators, students, and the American public. 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.

Protecting Personal Information

If you collect personal identifiable information (PII) as part of your NEH-funded award, you are responsible for protecting and storing it. You must take all reasonable and appropriate actions to prevent inadvertent disclosure, release, or loss of PII. Consult Protecting Personal Information | The National Endowment for the Humanities for more guidance. NEH is not liable if a recipient incurs an inadvertent disclosure, release, loss, or data breach of PII.

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 you must include in subaward agreements.

Learn more about managing subawards.

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 to the NEH Office of the Inspector General.

Termination

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

3. Reporting

If you receive an award, you 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)**. You must submit the Federal Financial Report (SF-425) annually.

- **Performance Progress Report(s)**. You must submit a performance progress report annually.

- **Final Reports**. You 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 progress on program-specific goals; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives and accomplishments; barriers encountered; and your overall experiences during the 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) within 120 calendar days after the period of performance ends, unless the recipient receives a formal extension of this deadline from 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, you must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. You 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
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
202-606-8494
grantmanagement@neh.gov

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

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
U.S. calls: 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

If you seek support for a digital project (website, game, mobile app, or other digital product) that is not related to your film, television, or radio program, you may apply to 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.