



NATIONAL ENDOWMENT FOR THE HUMANITIES

**NOTICE OF FUNDING OPPORTUNITY**

**Funding Opportunity Title: Media Projects**

Funding Opportunity Number: 20220112-TD-TR

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

**Application Deadline:  
January 12, 2022**

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

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

OMB control number 3136-0134, expiration date October 31, 2024

## Executive Summary

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

Funding Opportunity Title	Media Projects
Funding Opportunity Number	20220112-TD-TR
Federal Assistance Listing Number	45.164
Application Deadline	January 12, 2022, 11:59 p.m. Eastern Time
Anticipated Announcement	August 2022
Anticipated FY 22 Funding	Approximately \$3,500,000
Estimated Number and Type of Award	Approximately 12 grants
Award Amount	Development: up to \$75,000 Production: up to \$700,000 (up to \$1,000,000 for Chairman's Special Awards)  See <a href="#">B. Federal Award Information</a> .
Cost Sharing/Match Required	No, unless federal matching funds are requested.
Period of Performance	Development: six months to twelve months Production: one year to three years  The earliest possible start date is October 1, 2022 and the latest possible start date is April 1, 2023.
Eligible Applicants	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.  See <a href="#">C. Eligibility Information</a> for additional information.
Program Resource Page	<a href="https://www.neh.gov/program/media-projects">https://www.neh.gov/program/media-projects</a>
Pre-Application Webinar	A pre-recorded webinar is available on the <a href="#">program resource page</a> .
Published	November 22, 2021

# Table of Contents

<b>A. Program Description .....</b>	<b>1</b>
1. Purpose .....	1
2. Background .....	3
<b>B. Federal Award Information .....</b>	<b>3</b>
1. Type of Application and Award .....	3
2. Summary of Funding .....	4
<b>C. Eligibility Information .....</b>	<b>4</b>
1. Eligible Applicants .....	4
2. Cost Sharing .....	4
3. Other Eligibility Information .....	5
<b>D. Application and Submission Information .....</b>	<b>6</b>
1. Application Package .....	6
2. Content and Form of Application Submission .....	7
3. Unique Entity Identifier and System for Award Management .....	23
4. Submission Dates and Times .....	24
5. Intergovernmental Review .....	25
6. Funding Restrictions .....	25
<b>E. Application Review Information .....</b>	<b>25</b>
1. Review Criteria .....	25
2. Review and Selection Process .....	26
3. Assessment of Risk and Other Pre-Award Activities .....	26
4. Anticipated Announcement and Award Dates .....	27
<b>F. Federal Award Administration .....</b>	<b>27</b>
1. Federal Award Notices .....	27
2. Administrative and National Policy Requirements .....	27
3. Reporting .....	28
<b>G. Agency Contacts .....</b>	<b>29</b>
<b>H. Other Information .....</b>	<b>30</b>

# A. Program Description

## 1. Purpose

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

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

**Film and television projects** may be short documentaries (less than 30 minutes), long-form documentaries (30 minutes or longer), or a series of films. The subjects of short documentaries must be related to [A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary](#). Long-form documentaries may be related to any subject in the humanities. **Radio and podcast projects** may be single programs, series, or segments within an ongoing program.

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

Proposed projects may include supplementary components, for example 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 program formats that will actively engage the general public in learning

Unallowable activities are described in [D6. Funding Restrictions](#).

Review criteria are described in [E1. Review Criteria](#).

## Funding levels

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

### Development

Development awards (up to \$75,000) enable media producers to collaborate with scholars to develop humanities content along with other program elements. Awards should result in a script (for documentary films and television programs) or detailed treatment(s) (for radio programs and podcasts). Awards may also be used to plan for outreach and public engagement in collaboration with a partner organization or organizations.

To be ready to apply for a Development award, you must already have settled on a subject, an approach, and a project team. In particular, you should have:

- assessed the major humanities scholarship related to the subject
- assembled a group of humanities advisers including scholars and other experts
- consulted with the humanities advisers to clarify the project's interpretive ideas
- formed a media team to see the project through its development period
- considered how your content will appeal to public audiences and will convey what they should learn from the project
- chosen the format(s)
- identified resources (such as archival materials and potential interviewees)

Development awards may support activities such as:

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

## **Production**

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

To be ready to apply for a Production award, you should have:

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

Production awards may support activities such as:

- archival research and rights clearances
- meetings with scholars
- script refinement
- production and distribution of films, television programs, radio programs, and podcasts
- development of resources related to the proposed media project, such as websites, that explore the humanities content and themes central to the project
- outreach and public engagement

## **Chairman's Special Awards**

Within the Production level, NEH will occasionally make Chairman's Special Awards (up to \$1,000,000) for projects of exceptional significance, audience reach, and complexity. A Chairman's Special Award project 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. Chairman's Special Awards are rare; NEH typically awards no more than one per year.

## 2. Background

This program is authorized by [20 U.S.C. §956, et seq.](#) Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#).

According to the [National Foundation on the Arts and the Humanities Act of 1965](#), “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

Examples of NEH-funded projects may be found using the [Funded Projects Query Form](#).

[Learn more about NEH](#).

### NEH Areas of Interest

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

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

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

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

**Applicants proposing short documentaries (under 30 minutes) must respond to this initiative.**

## 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

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

For Production awards, NEH programmatic policy requires that commitments for full funding for the project from all sources must be in place prior to the release of NEH funds.

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

The earliest period of performance start date is October 1, 2022 and the latest is April 1, 2023.

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

NEH will not determine the amount available until Congress has enacted the final FY 2022 budget. This notice is subject to the availability of appropriated funds, and is a contingency action to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

## C. Eligibility Information

### 1. Eligible Applicants

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

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

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

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

### 2. Cost Sharing

Cost sharing is not required in this program, unless federal matching funds are requested. Learn about different [type of funds offered by NEH](#).

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

Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH.

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

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

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

Recipients are responsible for maintaining auditable records of the source and use of cost sharing contributions. See [2 CFR §200.306](#).

### **3. Other Eligibility Information**

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

An applicant who has received a prior award from NEH may request support for a new or subsequent stage of that project. Such proposals will be judged by the same criteria as others in the current competition.

Applicants are not required to obtain a Development award before applying for a Production award. Applicants may not submit multiple applications for the same project on the same deadline. If an application for a project is already under review by the Division of Public Programs, another application for the same project cannot be accepted by this or any other funding opportunity offered by the Division of Public Programs.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs. However, applicants may seek funding from other NEH programs for **complementary** aspects of the same overall project.

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

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



**Applications must be received by the deadline, except for the limited reasons covered by NEH’s [late submission policy](#). Incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications that exceed specified page limits will not be reviewed.** See the [Application Components Table](#).

## **Substantive involvement**

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

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

- monitoring the progress of a media project
- contributing to the work plan, research plan, budget, outreach plan, fundraising plan, and/or distribution plan
- contributing to choices of personnel who work on a project, including project scholars and production staff
- contributing to the research, analysis, and interpretation of content
- consulting with other project personnel regarding humanities themes, treatments, scripts, and/or intellectual approaches to the content
- providing direction, advice, and/or mentorship to the production team
- providing input on grant product(s) prior to completion (*e.g.*, reviewing “rough cuts”)
- participating in engagement, direction, and/or supervision of independent media professionals
- contributing to the development of ancillary resources to support the project
- contributing to outreach and public engagement

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

## **D. Application and Submission Information**

### **1. Application Package**

This funding opportunity is available in Grants.gov under number 20210811-TD-TR. You can also find a link to the funding opportunity on the [program resource page](#).

This funding opportunity includes two application packages per deadline, which can be found under the “Package” tab. Select the appropriate one based upon your project type. Each package includes a series of required and conditionally required forms. You will upload additional application components into the [Attachments Form](#).

Media Projects: Development TD12022

Media Projects: Production TR12022

You must apply electronically using Grants.gov Workspace or a Grants.gov system-to-system solution. A multistep registration process is required to submit your application. See [D3 Unique Entity Identifier and System for Award Management](#).

To request a paper copy of this notice, contact [publicpgms@neh.gov](mailto:publicpgms@neh.gov).

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

## 2. Content and Form of Application Submission

Your application will include a [narrative](#), [budget](#), and other required [forms](#) and [attachments](#).

### Narrative

Compose a narrative that provides a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to fifteen single spaced pages with one-inch margins and at least eleven-point type.

Use the following section headings for your narrative. NEH has aligned each section of the narrative with a corresponding review criterion. Refer to [E1. Review Criteria](#).

#### A. Nature of the request (corresponds to [all review criteria](#))

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

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

If you are requesting a [Chairman's Special Award](#), describe the aspects of your project that merit this higher funding level.

#### B. "A More Perfect Union" for short documentaries only (corresponds to [review criterion 1](#))

Briefly explain how the proposed short documentary film(s) responds to [A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary](#).

#### C. Program synopsis (Production only) (corresponds to [review criterion 1](#))

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

#### D. Humanities content (corresponds to [review criterion 1](#))

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

#### E. Creative approach (corresponds to [review criteria 2 and 6](#))

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

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

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

You may provide visuals, including screenshots and digital components in [Attachment 8:Images](#).

**F. Rights and permissions (corresponds to [review criteria 1, 2, and 5](#))**

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

**G. Humanities advisers (corresponds to [review criterion 3](#))**

Identify your project's humanities advisers and describe the contributions that each will make. Include résumés and letters of commitment from each adviser in [Attachment 6: Résumés and letters of interest or commitment](#).

**H. Media team (corresponds to [review criteria 3 and 4](#))**

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

**I. Progress (corresponds to [review criterion 5](#))**

Describe the work that has been accomplished to date, including research and pre-interviews (if applicable). Indicate the work that will be done during the period of performance.

**J. Distribution plan and audiences (corresponds to [review criterion 5](#))**

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

Identify targeted audiences. If possible, estimate the size of the audience, across different platforms, for the completed project. Explain the basis for this assessment.

**K. Project evaluation (Production only) (corresponds to [review criteria 1, 2, and 6](#))**

Explain how you will evaluate the reach and impact of your project. NEH particularly wants to know how fully the project will meet its stated learning goals and how audiences can become more deeply engaged in thinking about humanities ideas and questions as a result of the project.

**L. Fundraising plan and project costs (corresponds to [review criterion 5](#))**

Indicate the total budget for project activities that will be conducted during the period of performance, including those costs that will not be covered by NEH funds.

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

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

**M. Organization profile (corresponds to [review criteria 3 and 5](#))**

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

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

**N. Digital component (if applicable) (corresponds to [review criteria 2 and 6](#))**

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

**O. Social media and audience-generated content (if applicable) (corresponds to [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 the policies and process to prevent the dissemination of obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

<b>NARRATIVE GUIDANCE</b>	
NEH has aligned each section of the narrative with its corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
<b><u>Narrative Section</u></b>	<b><u>Review Criteria</u></b>
<a href="#">A. Nature of the request</a>	<a href="#">All review criteria</a>
<a href="#">B. “A More Perfect Union”</a> (short documentaries only)	<a href="#">1. Humanities content and significance</a>
<a href="#">C. Program synopsis</a> (Production only)	<a href="#">1. Humanities content and significance</a>
<a href="#">D. Humanities content</a>	<a href="#">1. Humanities content and significance</a>
<a href="#">E. Creative approach</a>	<a href="#">2. Creative approach, script, and resources</a> <a href="#">6. Audience reach</a>
<a href="#">F. Rights and permissions</a> (if applicable)	<a href="#">1. Humanities content and significance</a> <a href="#">2. Creative approach, script, and resources</a> <a href="#">5. Workplan, budget, likelihood of success</a>
<a href="#">G. Humanities advisers</a>	<a href="#">3. Project personnel</a>
<a href="#">H. Media team</a>	<a href="#">3. Project personnel</a> <a href="#">4. Work sample</a>
<a href="#">I. Progress</a>	<a href="#">5. Workplan, budget, likelihood of success</a>
<a href="#">J. Distribution plan and audiences</a>	<a href="#">5. Workplan, budget, likelihood of success</a>
<a href="#">K. Project evaluation</a> (Production only)	<a href="#">1. Humanities content and significance</a> <a href="#">2. Creative approach, script, and resources</a> <a href="#">6. Audience reach</a>

<a href="#">L. Fundraising plan</a>	<a href="#">5. Workplan, budget, likelihood of success</a>
<a href="#">M. Organization profile</a>	<a href="#">3. Project personnel</a> <a href="#">5. Workplan, budget, likelihood of success</a>
<a href="#">N. Digital component</a> (if applicable)	<a href="#">2. Creative approach, script, and resources</a> <a href="#">6. Audience reach</a>
<a href="#">O. Social media and audience generated content</a> (if applicable)	<a href="#">1. Humanities content and significance</a> <a href="#">6. Audience reach</a>

## Research and Related Budget

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

As you prepare your budget, please review the Frequently Asked Questions on the [program resource page](#), which includes a section on the budget.

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

If you are exclusively requesting outright funds, your budget should reflect only funding requested from NEH. If you are requesting federal matching funds, your budget must equal total funding requested from NEH (outright and federal matching funds) and the one-to-one required third party cost share for the federal matching funds.) Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes. The total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields.

Required fields are indicated in yellow. Round to the nearest whole dollar amount in all dollar fields. The inclusion of a cost category on the Research and Related Budget does not automatically indicate that an expense is allowable in this program. See [D6. Funding Restrictions](#) for a list of unallowable costs. Carefully review these instructions to ensure that costs are not disallowed.

All costs, whether supported by NEH funds or required cost sharing contributions (if applicable), must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of performance. All costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F](#).

If you charge indirect costs to the project, ensure that expenses included in your organization's indirect cost pool are not charged to the project as direct costs. See [H. Indirect Costs](#).

## Introductory Fields

If not pre-populated, indicate your organization’s D-U-N-S® number, the name of your organization, and the period of performance start and end dates. This should be the same as the information provided on your [SF-424 Application for Federal Assistance - Short Organizational](#). Check “project” for budget type.

## A. Senior/Key Person

Include the names of the project director and other senior/key persons who are employed by the applicant organization. Your project may include key persons who are not listed in this section

of the budget because they are not employed by the applicant. Do not include collaborators at other institutions or consultants, as they may be included in “[Consultant Services](#)” or “[Subawards/Consortium/Contractual Costs](#)” in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) and identify the number of calendar months each senior/key person will devote to the project in the applicable box.

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR §200.431](#), fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. The sum of requested salary and fringe benefits will be automatically calculated for each senior/key person.

Salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [.466](#). Fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

The form can accommodate up to eight senior/key persons. If you are requesting funds for additional senior/key persons, 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 personnel listed in the attachment in the “Total Funds requested for all Senior/Key Persons in the attached file” field.

## **B. Other Personnel**

For each project role described below, 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](#). Totals will be automatically calculated. Only include personnel that are employed directly by the applicant institution. Do not include collaborators at other institutions or consultants, as they may be included in [Consultant Services](#)” or “[Subawards/Consortium/Contractual Costs](#)” in [F. Other Direct Costs](#).

Salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [.466](#). Fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

### **Post-doctoral associates, graduate students, and undergraduate students**

Leave these lines blank.

### **Secretarial/Clerical**

In most circumstances, the salaries of administrative, secretarial, or clerical staff are included as part of indirect costs (see [H. Indirect Costs](#)). Per [2 CFR §200.413\(c\)](#), direct charging of salaries for administrative or clerical staff may be appropriate only if **all** of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have prior written approval of the federal awarding agency.
4. The costs are not also recovered as indirect costs.

In your [budget justification](#), document how direct charging for secretarial/clerical personnel (i.e., administrative and clerical staff) meets all four conditions. NEH may request additional information for these positions in order to assess allowability.

## **Additional Other Personnel**

If applicable, list any additional project role(s) for persons employed by the applicant organization. The form can accommodate up to six named roles. If you have more than six, combine project roles here and explain in your [budget justification](#).

## **C. Equipment Description**

List each item of equipment to be purchased and its estimated cost, including shipping and maintenance. Justify each in your [budget justification](#).

You may purchase equipment if an analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in [F. Other Direct Costs](#)). Equipment is defined as nonexpendable personal property costing \$5,000 or more and having a service life of more than one year (unless your organization has established a lower level). See [2 CFR §§200.313](#) and [.439](#). You may charge depreciation in compliance with [2 CFR §200.436](#).

Per [2 CFR §200.322](#), as appropriate and to the extent consistent with law, applicants should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

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

Total equipment costs will be automatically calculated.

## **D. Travel**

Enter the total funds requested for both domestic (local and long-distance) and foreign travel (travel to Canada and Mexico is considered foreign travel). In your [budget justification](#), include the purpose, destination, travel dates (if known), and the names and number of travelers for each trip. If dates are not known, specify the estimated length of trip (e.g., 3 days). **All trips—both foreign and domestic—must be justified individually.**

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

Travel costs must comply with [2 CFR §200.475](#) and foreign travel must comply with article 10 of the [General Terms and Conditions for Awards to Organizations](#). NEH will use the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

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

Include travel costs for consultants in [F3](#).

Total travel costs will be automatically calculated.

## **E. Participant/Trainee Support Costs**

Do not include any expenses in this section.

## **F. Other Direct Costs**

Total other direct costs will be automatically calculated.

### **1. Materials and Supplies**

Enter the total funds requested for materials and supplies costing the lesser of the capitalization level established by the applicant or \$5,000, regardless of the length of its useful life. See [2 CFR §§200.314](#) and [.453](#).

In your [budget justification](#), indicate general categories, including an amount for each category (e.g., personal computers, digital cameras, archival supplies). Itemize categories totaling \$1,000 or more.

### **2. Publication Costs**

Leave this line blank.

### **3. Consultant Services**

Enter the total funds requested for consultant services. For many applicants in the Media Projects program, personnel may be classified as consultants, if they are not employed by the applicant institution. In your [budget justification](#), include consultants, the services they will perform, the time the consultant will work on the project (days, weeks, or months), travel costs, and the total estimated costs, including fringe benefits, if applicable. Include costs associated with scholarly advisers here.

Consultant fees must be in compliance with [2 CFR §200.459](#).

### **4. Automated Data Processing (ADP)/Computer Services**

Leave this line blank.

### **5. Subawards/Consortium/Contractual Costs**

Enter the total funds requested (both direct and indirect costs) for activities to be performed by third-party subrecipients. This includes subawards and other contractual costs. **Include a separate subrecipient budget that itemizes the costs associated with the subaward or contract in your [budget justification](#), using the same categories that are on the Research and Related Budget.** Justify each subrecipient individually. See [2 CFR §§200.331](#) and [.332](#).

Per [2 CFR §§200.1](#) and [.331\(a\)](#), a subaward is an award provided by a pass-through entity to a subrecipient to carry out part of a federal award. Recipients must monitor the activities of their subrecipients as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Recipients must ensure that subrecipients track, appropriately use, and report program income generated by the subaward. See [2 CFR §200.332](#) for information that must be included in subaward agreements.

Payments to contractors (as defined in [2 CFR §200.1](#) and [.331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs are not considered subawards.



A pass-through entity may provide a subaward through any form of legal agreement, including an agreement that the pass-through entity considers a contract. In determining whether an agreement between a pass-through entity and another non-federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. See [2 CFR §200.331\(c\)](#).

Per [2 CFR §25.300](#), recipients may only issue subawards with federal funds to organizations that have obtained and provided to the recipient a 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](#).

Contractual costs are occasionally sufficiently high enough to warrant a categorical breakdown of costs. When this is the case, provide detailed information in your [budget justification](#). NEH may request additional information in order to assess reasonableness and allowability.

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in [Attachment 9: Federally negotiated indirect cost rate agreement](#).

## **6. Equipment or Facility Rental/User Fees**

Enter the total funds requested for rental/user fees for equipment and facilities. Identify and justify each rental/user fee in your [budget justification](#). Expenses might include rental of dedicated production office space, cameras, or editing suites.

You may charge depreciation in compliance with [2 CFR §200.436](#). If you will use equipment purchased with federal funds under another award, it may be appropriate to charge user fees consistent with [2 CFR §200.313\(c\)\(2\)](#). You may not charge both depreciation and user fees.

Allowable conference costs may include rental of facilities per [2 CFR §200.432](#). Rental costs under “less-than-arm's-length” leases are allowable with the condition that they must be consistent with the limitations set forth in [2 CFR §200.465\(c\)](#).

Federally funded meetings and conferences must be held 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 a list of fire code compliant hotels.

## **7. Alterations and Renovations**

Leave this line blank.

## **8-10. Other**

List costs not previously included in other budget categories or in the indirect cost pool. “Other” project-specific costs may include promotion, distribution, acquisition fees, rights, evaluation and assessment fees, and access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). Itemize and justify costs in your [budget justification](#). “Miscellaneous” and “contingency” are not acceptable budget categories.

Per [2 CFR §200.438](#), social and entertainments costs are not allowed. Per [2 CFR §200.423](#), alcoholic beverages are unallowable.

Fiscal agent and fiscal sponsor fees are unallowable.

## **G. Total Direct Costs**

Total direct costs will be automatically calculated.

## H. Indirect Costs

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvement; operations and maintenance expenses; accounting and legal services; and salaries of executive officers. Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base, usually the project's modified total direct costs (MTDC).

Carefully review your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates—for example, “research,” “instruction,” and “other sponsored activities.” With rare exceptions, your institution's “research” rate will **not** be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in paragraph(c)(1) of [2 CFR §200.414](#), federal agencies must use the negotiated rate(s) in effect at the time of the initial award throughout the life of the federal award. Award levels will not be adjusted in future years as a result of changes in negotiated rates. Except as provided in [2 CFR §200.414](#), when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate used at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed.

An organization that wishes to include indirect costs in its budget but does not have a federally negotiated indirect cost rate may choose one of the following options:

- direct cost all expenses;
- submit an indirect cost proposal to their cognizant federal agency to negotiate a rate within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR §200.414](#)); or
- charge a de minimis rate of 10% of MTDC (see [2 CFR §200.414\(f\)](#))

Per [2 CFR §200.1](#), MTDC are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subaward). MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.

If you choose one of these options, indicate this under Indirect Cost Type.

If applicable, include a copy of your federally negotiated indirect cost rate agreement as [Attachment 9: Federally negotiated indirect cost rate agreement](#).

### Indirect Cost Type

Enter the type of indirect cost rate (e.g., other sponsored activities, all programs, instruction, 10% de minimis, etc.) and base (e.g., salaries, salaries & fringe, MTDC, etc.) and whether the activity and rate are onsite or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries. If you do not have a current indirect rate(s) approved by a

federal agency but intend to (re)negotiate, indicate "None--will negotiate." If needed, provide additional detail in your [budget justification](#).

**Indirect Cost Rate (%)**

Enter the most recent indirect cost rate(s) established with your cognizant federal agency. Enter your 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 your indirect cost base.

**Funds Requested (\$)**

Enter the funds requested for each indirect cost type.

**Total Indirect Costs**

Total indirect costs will be automatically calculated.

**Cognizant Federal Agency**

Enter the name of your cognizant federal agency, if applicable.

**I. Total Direct and Indirect Costs**

Total costs will be automatically calculated.

**J. Fee**

Leave this field blank.

**K. Total Costs and Fee**

This field will be automatically calculated. Since there is no fee, this will be the same amount as [I. Total Direct and Indirect Costs](#).

**L. Budget Justification**

A budget justification is required. Save the document as a PDF named justification.pdf. Attach only one file.

Provide the information requested to support your budget. If applicable, the following categories must be justified: [equipment](#), [travel](#), and [other direct costs](#). If your project includes subawards, detail and quantify all subaward costs.

Your budget justification must specifically describe how costs have been calculated and how each item will support the proposed objectives. If you have a quote(s), include it here.

You may include a line-item budget for the complete project, including the categories listed above, as part of the budget justification. If your total costs exceed the amount of your projected NEH award, you **must** include a line-item budget for the complete project, including the categories listed above.

Explain any exclusions applied to your indirect costs base calculation.

If you have requested federal matching funds, identify the activities supported by your required cost share, and the source(s) of funding. Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes.

The total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields.

Include other pertinent information, but do not use your budget justification to expand your narrative.

## Application Components

Your application consists of a series of forms included in Grants.gov Workspace and other components which you will prepare and upload to the [Attachments Form](#).

Applications missing any required documents or conditionally required documents will be considered incomplete and will be rejected from further consideration.

**Applications that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.**

Grants.gov form/Attachment	Naming convention	Page limits	Notes
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>	Grants.gov form		Required
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>	Grants.gov form		Required
<a href="#">Project/Performance Site(s) Location Form</a>	Grants.gov form		Required
<a href="#">Assurances to Labor Standards</a>	Grants.gov form		Required
<a href="#">Research and Related Budget</a>	Grants.gov form		Required
<a href="#">Attachments Form</a>	Grants.gov form		Required
<a href="#">Certification Regarding Lobbying</a>	Grants.gov form		Conditionally required
<a href="#">Standard Form-LLL “Disclosure of Lobbying Activities”</a>	Grants.gov form		Conditionally required
<a href="#">Attachment 1: Narrative</a>	narrative.pdf	15	Required
<a href="#">Attachment 2: Work plan</a>	workplan.pdf		Required
<a href="#">Attachment 3: Script or detailed treatment</a>	script.pdf or detailedtreatment.pdf	varies; see <a href="#">instructions</a>	Required
<a href="#">Attachment 4: Description of work sample</a>	worksample.pdf		Required
<a href="#">Attachment 5: Bibliography</a>	bibliography.pdf	2	Required
<a href="#">Attachment 6: Résumés and letters of interest or commitment</a>	resumes.pdf	2 pages per résumé	Required
<a href="#">Attachment 7: Digital design</a>	digitaldesign.pdf		Conditionally required
<a href="#">Attachment 8: Images(optional)</a>	images.pdf		Optional
<a href="#">Attachment 9: Federally negotiated indirect cost rate agreement</a>	agreement.pdf		Conditionally required

<a href="#">Attachment 10: Explanation of delinquent federal debt</a>	delinquentdebt.pdf		Conditionally required
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## SF-424 Application for Federal Assistance – Short Organizational

This form includes basic information about the project, the project director, and the institution. Items **1**, **2**, and **4** will be automatically filled in; item **3** should be left blank.

### 5. Applicant Information

Provide your organization’s legal name, address, employer/taxpayer identification number (EIN/TIN), D-U-N-S® number, website address, and [congressional district](#). For example, if your institution is located in the 5th congressional district of your state, put a “5.” If your institution does not have a congressional district (for example, it is in a state or U.S. territory that does not have districts, or is in a foreign country), put a “0” (zero).

Select the applicant type that best describes your organization from the drop-down menu.

Institutions applying to federal programs are required to include a unique entity identifier, currently a D-U-N-S® number. If you do not know your identifier, contact your grants administrator or chief financial officer.

### 6. Project Information

a. Provide the title of your project. It should be brief (no more than 125 characters, including spaces). Successful applications typically have titles that are descriptive of the project and easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

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

c. List the start and end dates for your project. Your project must start on the first day of a month and end on the last day of a month.

### 7. Project Director

Provide the project’s 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 and is critical to its success. You must notify the NEH Office of Grant Management immediately if the project director named in the application changes.

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

### 8. Primary Contact/Grants Administrator

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

As a matter of NEH policy, the project director named in item 7 may **not** be the same individual named as the primary contact/grants administrator named in item 8. The role of the project director must be distinguished from that of the institutional grants administrator, who functions

as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. Financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grants administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, award documents, an extension, a supplement or amendment) will be addressed to the institutional grants administrator and copied to the project director.

### **9. Authorized Representative**

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "authorizing official," is typically the president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. Consult the [Grants.gov Online User Guide](#).

## **Supplementary Cover Sheet for NEH Grant Programs**

### **1. Project Director**

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

### **2. Institutional Information**

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

### **3. Project Funding**

Enter the amount of each [type of funds](#) requested, as well as required cost share to unlock federal matching funds, if applicable. Do not include voluntary cost share.

### **4. Application Information**

Indicate whether the proposal will be submitted to other NEH programs, government agencies, or private entities for funding. If so, specify when and to whom. NEH frequently cosponsors projects with other funders. Providing this information will not prejudice the review of your application.

For type of application, check "new."

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

### **Project/Performance Site Location(s) Form**

Provide the primary location and any other locations where the project activity will occur during the period of performance. You may include multiple performance sites. If you need to add more locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Position your cursor over each field to view instructions.

### **Assurances as to Labor Standards**

Per U.S. Department of Labor regulations set forth in [29 CFR Part 505](#), recipients 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 not 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 which are unsanitary, hazardous, or dangerous to the health and safety of such individuals. Applicants must submit the Assurances as to Labor Standards Under Section 5(i) and Section 7(g) of the National

Foundation on the Arts and Humanities Act of 1965, as Amended. Review [Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities](#).

### **Certification Regarding Lobbying (conditionally required)**

If you are requesting an award greater than \$100,000, you must submit the Certification Regarding Lobbying. Once selected, this form will autofill based upon information provided on the [SF-424 Application for Federal Assistance - Short Organizational](#).

### **Standard Form-LLL, “Disclosure of Lobbying Activities” (conditionally required)**

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

### **Attachments Form**

This form can accommodate up to fifteen attachments. Consult the [Application Components Table](#) to name and sequence your attachments in the proper order so that NEH can easily identify them.

Attachments must be in Portable Document Format (.pdf). Reformat all non-PDF files (i.e., Word, Excel, images, etc.) as PDFs. If an attachment contains multiple documents, merge them into a single file. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten these files before uploading to Grants.gov.

Visit the [Grants.gov Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, contact your system administrator.

Limit file names to 50 or fewer characters. Do not attach any documents with the same name. Each attachment should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. If you do not follow these naming conventions, your application may be rejected.

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

### **Attachment 1: Narrative (required)**

Refer to the prior instructions on preparing your [narrative](#). Name the file narrative.pdf.

### **Attachment 2: Work plan (required)**

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

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

Name the file workplan.pdf.

### **Attachment 3: Script or detailed treatment (required)**

#### **Development**

Include a preliminary treatment of no more than five pages per hour of film or audio that describes how the program would unfold from beginning to end, including the story structure, audio-visual approach, and humanities themes. If you are requesting funding for a series, submit a longer preliminary treatment for one episode and synopses of other episodes. You may use published humanities scholarship, archival resources, and preliminary interviews as the foundation for your treatment.

#### **Production**

If you are applying for a film or television program, include a script or detailed treatment that describes how the program will unfold from start to finish. Present a clear narrative, provide examples of specific audio and visual materials, and illustrate how the film would integrate the humanities analysis and interpretive content. The script or treatment should not exceed fifteen pages per hour of the proposed program and it may be shorter.

You may use published humanities scholarship, archival resources, footage that you have shot, preliminary interviews, and other research as the foundation for your script or detailed treatment.

If you are applying to produce all or part of a television series, include at least one complete script/detailed treatment and shorter (up to five-page) treatments describing each of the remaining episodes.

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

Name the file script.pdf or detailedtreatment.pdf.

### **Attachment 4: Description of work sample (required)**

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

In addition to the finished work, you may submit 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.**

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. For video samples, Vimeo or YouTube links are strongly recommended. Do not submit your sample as a



file in Dropbox, Google Drive, or another cloud-storage service. Ensure the link remains active and that the sample will be accessible through the review period. If you are linking through a third party, such as a broadcaster or distributor, confirm that the link will be accessible. Check your links and passwords carefully when you submit your application; periodically check these links after you submit. You may not revise your online sample after the deadline; however, if you notice that a link is broken, notify the Division of Public Programs to request permission to fix it.

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 should not exceed two pages. Any standard format is acceptable.

Name the file bibliography.pdf.

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

List the media team and humanities advisers in the beginning of the attachment, using the following format: full name, title, institutional affiliation.

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

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

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

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

Name the file resumes.pdf.

### **Attachment 7: Digital design (conditionally required)**

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

Name the file digitaldesign.pdf.

### **Attachment 8: Images (optional)**

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

Name the file images.pdf.

### **Attachment 9: Federally negotiated indirect cost rate agreement (conditionally required)**

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

Name the file agreement.pdf.

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

If your organization is delinquent in the repayment of any federal debt, provide explanatory information. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

## **3. Unique Entity Identifier and System for Award Management**

Before submitting an application, your organization must have a current and active [D-U-N-S® number](#) (a unique entity identifier), [System for Award Management \(SAM\)](#) registration, and [Grants.gov](#) registration. [Learn more about this multistep process.](#)

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. If your D-U-N-S® number and SAM registration are not active and current at the time of Grants.gov submission, your application will be rejected.

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

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.

### **D-U-N-S®**

Your organization must obtain a unique entity identifier, currently a valid [Dun and Bradstreet Data Universal Numbering System \(D-U-N-S®\) number](#). D-U-N-S® numbers are unique nine-digit numbers assigned to all types of business organizations, including nonprofits and government entities. A DUNS number will be required to register with the System for Award Management until April 2022.

### **System for Award Management (SAM)**

Your organization must register with the [System for Award Management \(SAM\)](#) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110\(b\)](#) or [\(c\)](#), has an exception approved by the agency under [2 CFR §25.110\(d\)](#)). When your organization registers with SAM, it will be assigned a unique entity identifier.

If you have not already done so, you will be required to create a [Login.gov](https://login.gov) user account. When registering or renewing in SAM, you will be required to review and agree to the Financial Assistance Representations and Certifications, a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations.

## **Grants.gov**

Your organization must register with [Grants.gov](https://grants.gov) before submitting an application. Applications must be submitted using [Grants.gov Workspace](https://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 with Grants.gov and create an Organizational Applicant Profile, a request will be sent to your E-Business Point of Contact to assign the appropriate Grants.gov roles to individuals within your organization. This includes the authorized organization representative (AOR) who will give permission to complete and submit applications on behalf of your organization.

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

Grants.gov maintains [a library of instructional videos](#) which may be helpful resources as you prepare your application.

## **4. Submission Dates and Times**

Program officers will review drafts submitted by December 8, 2021. Drafts submitted after this date will not be reviewed. This optional preliminary review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft, send it as an attachment (Word is preferred) to [publicpgms@neh.gov](mailto:publicpgms@neh.gov).

The deadline for applications under this notice is January 12, 2022 at 11:59 p.m. Eastern Time.

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

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

When NEH receives your application from Grants.gov, the agency will assign it a tracking number beginning with TD- or TR-. A tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If a technical problem is detected, NEH will notify you via email. It is your responsibility to correct any errors prior to the deadline.

Once you have applied, NEH will not comment on the status of your application except on issues of eligibility, completeness, and responsiveness.

## 5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

## 6. Funding Restrictions

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

- fictional films and audio projects, including dramatic adaptations of literary works and projects with characters or scenes that do not have a foundation in historical documentation or other relevant humanities scholarship
- projects that will satisfy requirements for educational degrees or formal professional training
- projects intended primarily for students in a formal learning environment (though projects may include components that can be used in classrooms)
- general operations, renovation, restoration, rehabilitation, or construction of station or production facilities
- preservation or cataloging of materials and collections
- obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment)
- fiscal agent and fiscal sponsor fees
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

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

## E. Application Review Information

### 1. Review Criteria

Peer reviewers will use the following criteria to review applications in the Media Projects program:

#### 1. Humanities content and significance

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

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

The audiovisual approach and the likelihood that the program will effectively convey humanities content in an engaging manner; the quality of the script (for Production), treatment, 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 and key organizational staff. 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, distribution, and evaluation**

The estimated size of the audience, the potential for broad public appeal; the quality of the distribution plan and (for Production only) the evaluation plan.

Each criterion corresponds to specific sections of the [narrative](#) and the other [application components](#).

## **2. Review and Selection Process**

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

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

## **3. Assessment of Risk and Other Pre-Award Activities**

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

You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, such requests do not guarantee that an award will be made.

After reviewing applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate. NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR §200.206](#)).

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

NEH is required to consider any information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). You may review and comment on any information about your organization that a federal awarding agency previously entered. NEH will consider your comments, in addition to other information in FAPIIS in making a judgment about your organization's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed, as described in [2 CFR §200.206](#). Per [2 CFR §200.213](#), NEH will report determinations that an applicant is not qualified to FAPIIS.

## **4. Anticipated Announcement and Award Dates**

NEH will notify applicants of funding decisions by email in August 2022. This notification is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting [publicpgms@neh.gov](mailto:publicpgms@neh.gov).

## **F. Federal Award Administration Information**

### **1. Federal Award Notices**

Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by email starting in August 2022.

### **2. Administrative and National Policy Requirements**

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

### **Debarment, suspension, ineligibility, and voluntary exclusion certification**

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.

- 1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.339](#), including suspension or debarment. See also 2 CFR parts [180](#) and [3369](#).
- 3) If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 10: Explanation of delinquent federal debt](#).

### **Providing access to NEH-funded products**

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

Recipients must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of disability in any program or activity

receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#).

## Copyright information

Recipients may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under an award. In accordance with [2 CFR §200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish an excerpt from resulting grant product(s) in [Humanities](#) magazine or on the NEH website.

## Acknowledging NEH support

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

## Program income policy

Recipients must report income directly generated by NEH-funded activities or earned by the recipient or subrecipient 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 providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the [NEH Office of the Inspector General](#).

## Termination

NEH reserves the right to terminate awards consistent with [2 CFR §200.340](#).

## 3. Reporting

Recipients must comply with the following reporting requirements. Reports must be completed online in eGMS Reach, the NEH online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

- 1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an **annual** basis.
- 2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report to NEH on an **annual** basis.
- 3.) **Final Reports**. Recipients must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application;

recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance.

- 4.) **Other required products.** Development recipients must submit either a script (for documentary film or television programs) or a detailed treatment (for radio programs or podcasts) within 120 calendar days after the period of performance ends. Production recipients must submit the completed product(s) (e.g., film(s), radio shows(s), podcast(s), television episodes, etc.) are also required within 120 calendar days after the period of performance ends. NEH requires recipients producing a film or television program to submit a trailer along with the finished film or program.

Following the period of performance, NEH requests that recipients voluntarily keep the agency informed of new or changing project distribution arrangements.

Learn more about [Performance Reporting Requirements](#) and [Financial Reporting Requirements](#).

## G. Agency Contacts

If you have questions about the program, contact:

Division of Public Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8269  
[publicpgms@neh.gov](mailto:publicpgms@neh.gov)

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

Office of Grant Management  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
[grantmanagement@neh.gov](mailto:grantmanagement@neh.gov)

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

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

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

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

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



Always obtain a case number when calling for support.

## **H. Other Information**

### **Related funding opportunities**

The Division of Public Programs supports standalone digital projects through the [Digital Projects for the Public](#) program.

### **Privacy policy**

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

### **Application completion time**

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

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at [grantmanagement@neh.gov](mailto: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.