NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title:
Landmarks of American History and Culture

Funding Opportunity Number: 20220222-BH

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.163

Application Deadline: February 22, 2022

Division of Education Programs
Email: landmarks@neh.gov
Federal Relay: 800-877-8399

Executive Summary

The National Endowment for the Humanities (NEH) Division of Education Programs is accepting applications for the Landmarks of American History and Culture program. The purpose of this program is to support a series of one-week workshops for K-12 educators across the nation to enhance and strengthen humanities teaching at the K-12 level.

Funding Opportunity Title	Landmarks of American History and Culture
Funding Opportunity Number	20220222-BH
Federal Assistance Listing Number	45.163
Optional Draft Deadline	January 19, 2022, 11:59 p.m. Eastern Time
Application Deadline	February 22, 2022, 11:59 p.m. Eastern Time
Anticipated Announcement	August 2022
Anticipated FY 22 Funding	Approximately $2,500,000
Estimated Number and Type of Awards	Approximately 13 grants
Award Amounts	Up to $190,000
Cost Sharing/Match Required	No, unless federal matching funds are requested.
Period of Performance	24 months starting October 1, 2022 and ending September 30, 2024.
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 C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/grants/education/landmarks-american-history-and-culture-workshops-school-teachers
Pre-Application Webinar	A pre-recorded webinar will be posted to the program resource page by December 7, 2021.
Pre-Application Q&A session	January 11, 2022, 1:00 p.m. Eastern Time Click here to join the meeting **Audio:** +1 202-600-8430 Phone Conference ID: 228 533 361#
Published	November 16, 2021

Table of Contents

A. Program Description

1. Purpose

This notice solicits applications for the Landmarks of American History and Culture program from the NEH Division of Education Programs.

Landmarks of American History and Culture projects (Landmarks projects) situate the study of topics and themes in K-12 humanities within sites, areas, or regions of historic and cultural significance in order to expand participants' knowledge of and approaches to teaching about diverse histories, cultures, traditions, languages, and perspectives in the United States and its jurisdictions.

Landmarks supports a series of one-week residential, virtual, and combined format projects across the nation to enhance and strengthen how K-12 educators incorporate place-based teaching and learning in the humanities. Landmarks projects offer participants:

- enhanced knowledge of content through humanistic inquiry, experiential learning, discussions, readings, lectures, and multimedia presentations
- a variety of place-based learning activities, including, but not limited to, visits to museums, libraries, archives, monuments, memorials, national parks, historic homes and buildings, walking tours, and public performances
- access to essential source materials, including primary texts, documents, oral histories, artifacts, archival resources, and digital media materials
- a community of inquiry that encourages dialogue and the exchange of ideas
- opportunities to examine and design implementation strategies; work with digital resources and tools that emphasize place-based teaching, learning, and research in the humanities; and collaborate on the creation of K-12 curricular materials
- a team of humanities scholars, including faculty with significant K-12 experience, who contribute to all phases of the program

Landmarks projects examine a range of topics, include multiple place types, and take a variety of forms. They may support activities such as, but not limited to:

- interpreting monuments, markers, and memorials erected across the country to consider how events, eras, individuals, and/or groups are commemorated, remembered, and engaged with at national, regional, and local levels
- in-person and/or virtual exploration of physical, natural, and/or cultural landscapes while studying art history, literature, environmental humanities, anthropology, archaeology, architecture, and other related fields
- engagement with materials and presenters at archives, museums, and historic sites when studying the events and legacies of America's conflicts
- in-person and/or virtual site visits combined with presentations by invited speakers and work with interactive digital resources to study the places, perspectives, and legacies of American history and culture

Project Design

Each Landmarks project must include two separate sessions and accommodate thirty-six participants per session (for a total of seventy-two participants). At least three spaces per Landmarks session or six spaces total for the entire program must be reserved for teachers who are new to the profession (five or fewer years teaching experience).

Each session must be scheduled for five to seven days and projects with virtual meetings spread out over multiple days should account for five to seven days of structured study. The content, presenters, site visits, activities, and readings should be substantially the same for each session. All projects regardless of schedule and/or format—residential, virtual, or combined format—should involve guided, well-planned activities that engage all participants in substantive collegial study in the same format simultaneously.

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

Program Scheduling

Given the importance of immersive study to the purpose of the Landmarks program, projects should take into account the variety of academic-year calendars and capacity of participants' commitments when scheduling project activities. Summer activities are typically offered between the third week of June through the second week of August. Applicants proposing activities outside the summer season can consider asynchronous and synchronous sessions before and/or after summer program activities.

Host Institutions

Landmarks projects may be hosted by and/or include institutions such as, but not limited to:

- community colleges, universities, and four-year colleges
- museums, historic preservation sites and societies, and libraries or other repositories
- centers for advanced study, cultural organizations, and professional associations
- schools or school systems

Host institutions provide facilities and arrange for accommodations for participants, who receive a stipend. NEH expects host institutions to furnish facilities conducive to scholarly engagement with topics and sites that are accessible to a diverse group of participants in alignment with the requirements of [Section 504 of the Rehabilitation Act of 1973](#).

Project Directors

Landmarks project directors typically work across a range of disciplines, including, but not limited to, history, literature, anthropology, art history, public history, museum studies, and other related fields.

Applicants do not need to possess a terminal degree or be affiliated with an institution of higher education to serve as a project director or co-project director. Projects with a single director must provide for an appropriately qualified replacement should the designated director become unable to lead the project. The replacement director(s) may be a co-director or project team member who is already familiar with the project.

K-12 Education Specialist

The project leadership team must include at least one person with significant experience in K-12 education, such as a teacher educator, curriculum developer, museum educator, or an experienced educator.

The education specialist's role during the project is to contribute to the planning of the sessions and facilitate the incorporation of content and experiential learning strategies into classroom teaching in relevant and creative ways. Projects offering an online component are encouraged to include a staff member with online teaching experience and/or familiarity working with online platforms for the purpose of instruction.

Project Website

Recipients must create a project website that supports participant recruitment; provides intellectual and practical resources for participants; and extends the reach of the project through a specific plan for dissemination that reaches beyond the participants. Project websites must be ready to accept applications in November 2022.

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.

Standing Together

In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life, NEH has launched a special initiative titled [Standing Together: The Humanities and the Experience of War](#). This special initiative draws on the power of the humanities 1) to support advanced research in the humanities that explores war and its aftermath; 2) to promote discussion and deepened understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans; and 3) to support returning veterans and their families.

Protecting our Cultural Heritage

In response to the destruction of cultural heritage materials worldwide, NEH encourages applications for projects that study, document, or create digital representations of lost or imperiled cultural heritage materials. Proposed projects should be based on scholarly work and follow standards and best practices. Projects must demonstrate the capacity to be sustained and must be widely accessible to the public. Learn more about [Protecting our Cultural Heritage](#).

In addition, NEH especially encourages projects that include Native American organizations and communities as lead applicants and project partners.

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 $190,000. NEH estimates funding 13 recipients, a total of corresponding to approximately $2,500,000 in FY 2022.

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

The period of performance is 24 months, with a start date of October 1, 2022, and an end date of September 30, 2024.

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.

An eligible entity may apply on behalf of a consortium of collaborating organizations. The lead applicant would be programmatically, legally, and fiscally responsible for the award.

Eligible applicants acting as fiscal agents or fiscal sponsors may not apply on behalf of ineligible applicants.

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

See C3. Other Eligibility Information for participant eligibility.

2. Cost Sharing

Cost sharing is not required in this program unless federal matching funds are requested. 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. Learn about types of funds offered by NEH.

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.

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.

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 announcement.

As a matter of programmatic policy, NEH will not make awards in the Landmarks program for the same project (that is, a project with essentially the same humanities topic, focus theme, and faculty team) in consecutive years, but will consider projects that are substantially different. An applicant may propose a subsequent project using the same sites, but must explore different humanities themes. For example, an applicant that led a Landmarks project during summer 2022 on "Emily Dickinson and the U.S. Civil War" would be eligible to apply for the 2023 Landmarks program with a project that instead focuses on "Emily Dickinson and Romanticism." Project directors who are unsure about the applicability of this policy should consult with program staff.

As a matter of programmatic policy, directors who have postponed an NEH professional development project to 2023 may not apply during this funding cycle for what would be a second project in 2023. Project directors who are unsure about the applicability of this policy should consult with program staff.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs. 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. If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

Proposed projects that do not include the required number of participants or that take place outside of the U.S. and its jurisdictions will not be reviewed.

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.

Participant Eligibility

Landmarks projects are designed for a national audience of full- or part-time K-12 educators who teach in public, charter, independent, and religiously affiliated schools, or as home schooling educators. Museum educators and other K-12 school system personnel—such as, but not limited to, administrators, substitute teachers, and curriculum supervisors—are also eligible to participate.

Participants must be United States citizens, residents of U.S. jurisdictions, or foreign nationals who have been residing in the United States or its jurisdictions for at least the three years immediately preceding the application deadline. U.S. citizens teaching abroad at U.S. chartered institutions are also eligible to participate. Foreign nationals teaching abroad are not eligible to participate. Individuals may not apply to participate in a Landmarks project whose director is a family member, who is affiliated with the same institution, who has served as an instructor or academic advisor to the applicant, or who has led a previous NEH-funded Landmarks project attended by the applicant.

Participants may not be delinquent in the repayment of federal debt (e.g., taxes, student loans, child support payments, and delinquent payroll taxes for household or other employees). Individuals may not apply to participate in a Landmarks program if they have been debarred or suspended by any federal department or agency. The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) contained in 2 CFR Parts 180 and 3369 apply to this award. The recipient must comply, and must require subrecipients to comply, with Subpart C of these regulations.

D. Application and Submission Information

1. Application Package

This funding opportunity is available in Grants.gov under number 20220222-BH. You can also find a link to the funding opportunity on the program resource page.

The application package for this funding opportunity can be found under the "Package" tab. It includes a series of required and conditionally required forms. You will upload additional application components into the Attachments Form.

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.

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

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 forms and attachments. As indicated in the Application Components Table, forms will be completed within Grants.gov Workspace and other components will be uploaded into the Attachments Form.

You must submit all required attachments and conditionally required attachments relevant to your proposal. **Applications missing any required documents or relevant conditionally required documents will be considered incomplete and will be rejected from further consideration.**

Take note of the page limits and formatting instructions for each attachment. **Applications that exceed page limits or violate formatting instructions will be considered nonresponsive and will be rejected from further consideration.**

Unless otherwise stipulated in specific instructions, attachments should conform to the following formatting requirements:

- paper size no larger than standard letter paper size (8 ½" x 11")
- at least one-inch margins on all sides for all pages
- a font size no smaller than 12-point
- single-spacing
- recommended fonts: Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style is acceptable but the choice must remain consistent throughout the application. Citations are included in page counts.

Grants.gov form/Attachment	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required

Project/Performance Site(s) Location Form	Grants.gov form		Required
Research and Related Budget	Grants.gov form		Required
Attachments Form	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL "Disclosure of Lobbying Activities"	Grants.gov form		Conditionally required
Attachment 1: Narrative	narrative.pdf	15/17 (see narrative instructions)	Required
Attachment 2: Work plan	workplan.pdf		Required
Attachment 3: Program schedule and detailed reading list	programschedule.pdf		Required
Attachment 4: Biographies and résumés	resumes.pdf	2 pages per résumé (suggested length)	Required
Attachment 5: Letters of commitment	letters.pdf		Required
Attachment 6: Workshop evaluations	evaluations.pdf		Conditionally required
Attachment 7: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 8; Explanation of delinquent federal debt	federaldebt.pdf		Conditionally required

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.

Applicants that have not been previously funded in this program must limit the narrative to fifteen pages and prior Landmarks award recipients must limit the narrative to seventeen pages.

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.

Nature of the request
- Provide a one-paragraph summary of the purpose, site-based focus, program format, duration, and intended audience for the proposed Landmarks program.
- Indicate if this is a new project or how many times it has been offered previously.
- While projects must be open to K-12 educators, applicants can indicate if the project would appeal to educators in more specific grade-level bands such as K-5, 6-8, 9-12, or a combination thereof.

Intellectual content and significance (corresponds to [review criterion 1](#))

- Describe the chosen landmarks, sites, areas, and/or regions and how they constitute a compelling opportunity for engaging with topics and themes in the humanities.
- Explain how the combination of scholarship, presenters, primary sources, and experiences during the Landmarks project will address diverse viewpoints in the related fields.
- Describe the archival, material, and digital resources available for use at or in relation to the sites and the ways in which the structure and context of the sites will support the project's objectives.
- Previously offered projects: explain how the project will use new or additional tools, resources, or approaches to deepen participants' humanistic engagement with the topic(s) and landmark(s).

Relevance and applicability for the K-12 curricula (corresponds to [review criterion 2](#))

- Describe the anticipated audience for the project, including the desired combination of subjects and disciplines, grade levels, and the Landmarks requirement regarding veteran vs. new teachers (those serving five or fewer years).
- Identify specific links between the proposed topic(s) and current treatment in K-12 curricula or subject areas.
- Include examples of how the materials and sites presented in the project would enhance participants' understanding of topics and themes in the humanities.
- Explain how project content and experiences would translate into experiential learning or site-specific practices, including through the use of virtual platforms where appropriate, in a K-12 learning environment.
- Provide details if continuing education units (CEUs) or in-service credit will be offered through the project.
- Previously offered projects: discuss any new or revised plans, such as changes informed by past participant feedback, that will maximize the project's impact when transferred to a classroom setting.

Program of study (corresponds to [review criterion 3](#))

- Articulate the sequencing of the project with attention to the relationship between specific sites and humanities content, themes, concepts, and skills to be engaged with by participants.
- Explain the relationship between the place-based experiences and the scholarship, speakers, archives, digital media, and/or other materials participants would work with during the project.
- Describe how project activities and materials would inform how participants analyze and create place-based methods for K-12 teaching and learning.
- As applicable, address:
  - core themes and concepts to be engaged with through scholarship, site visits, and presentations
  - discussion of the historic and cultural importance of key sites and places
  - essential questions to be addressed by project faculty and participants
  - how and why participants will work with particular readings and materials to address multiple points of view
  - examples of technological tools and digital resources
  - other methodologies and pedagogical approaches to be engaged with during the project
- Previously offered projects: explain how proposed changes would strengthen the project's structure and coherence and/or improve thematic presentation

Project team and participation (corresponds to review criterion 4)

- Identify and describe the roles and responsibilities of principal humanities and education faculty (including the replacement project director), presenters, and other project staff, in compliance with the requirements set forth in A1. Purpose.
- Describe how invited presenters would address a variety of themes and perspectives in relation to project topics, sites, and other materials.
- Where relevant, explain how project staff members with online teaching experience and/or familiarity working with online platforms for the purpose of instruction will contribute to the sessions.
- Include résumés of the project faculty and the replacement project director and their letters of commitment in Attachment 4 and Attachment 5.
- Previously offered projects: explain any appropriate revisions to the project's faculty and staff that will strengthen the project's intellectual quality and program of study.

Project recruitment and dissemination (corresponds to review criterion 5)

- Describe the key components of your project website and the personnel and activities required to create and maintain it.
- Articulate your plans to recruit a robust applicant pool, including, but not limited to, how the project team would use digital, print, and social media to advertise to a wide audience.
- Discuss how you would communicate with participants before and after the sessions conclude.
- Describe a specific plan for disseminating, sustaining, and expanding access to materials beyond the project and its participants (for example, offering additional professional development opportunities, organizing public lectures and discussions, delivering conference presentations, initiating a curricular development project, creating digital media projects, etc.)
- Previously offered projects: detail how the dissemination of project outcomes would extend beyond previously engaged approaches and draw upon new outlets to reach new audiences.

Institutional context (corresponds to review criterion 6)

- Discuss the institution's capacity for hosting a Landmarks project that would be accessible to a diverse group of participants.
- Identify the relevant material and digital assets of the host institution and the reasonable accommodations that could be made to ensure equitable participant access and use.
- Describe the availability, quality, and costs of accessible housing, as well as meal and transportation options, including considerations for special dietary and travel needs.
- Identify other relevant facilities or optional experiences participants would have access to during the project.

Narrative Guidance	
NEH has aligned each section of the narrative with its corresponding review criteria. Use the table provided to ensure you address all criteria.	
Narrative Section	**Review Criteria**
Nature of the request	Not applicable
Intellectual content and significance	1. Intellectual significance of the proposed topic and landmark(s)

[Relevance and applicability for the K-12 curricula](#)	[2. Impact on teaching and classroom application](#)
[Program of study](#)	[3. Program of study](#)
[Project team and participation](#)	[4. Project team](#)
[Audience](#)	[2. Impact on teaching and classroom application](#)
[Project recruitment and dissemination](#)	[5. Project recruitment and dissemination](#)
[Institutional context](#)	[6. Institutional context](#)

Research and Related Budget

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

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

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

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 unique entity identifier, 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

Only key project personnel **employed by the applicant institution** should be included in sections A and B. of the Research and Related Budget form. Project team members who are playing a leadership role should be included under A. Senior/Key Person while additional

project team members should be included under B. Other Personnel. Depending on their role on the project, costs for other project team members who are not employed by the applicant institution may be included on the budget under F3. Consultant Services or F5. Subawards/Consortium/Contractual Costs.

Enter the base salary (annual compensation) and identify the number of months each senior/key person will devote to the project in the applicable box (i.e., calendar, academic, summer). Use either calendar months or a combination of academic and summer months. Failure to include base salaries can result in a delay of the issuance of awards.

If level of effort will not change throughout the year, you may use only the calendar months column. If effort remains constant, but your institutional business process requires noting academic and summer months separately, you may use both columns. If effort varies between academic and summer months, leave the calendar months column blank and use only the academic and summer months columns. If your institution does not use a nine-month academic year or a three-month summer period, include your institution's definition of these terms in your budget justification.

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

Post-doctoral associates, graduate students, and undergraduate students

In your budget justification, list names, roles, associated months, and requested salary and fringe benefits for post-doctoral associates, graduate students, and undergraduate students.

As a matter of programmatic policy, tuition remission is not allowable.

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

List any additional project role(s). 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.

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.

Do not list details of collaborators at other institutions or consultants here, as they will be included in F. Other Direct Costs.

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 names of travelers, purpose, destination, and travel dates (if known), for each trip. If dates are not known, specify the estimated length of trip (e.g., 3 days). If travelers are unknown, provide a count. **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 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.

Include funds for the project director(s) to attend a two-day meeting at NEH's offices in Washington, D.C., in October 2022. If this meeting does not occur, NEH may allow you to rebudget these funds for other allowable activities.

Include travel costs for participants in [E3](#) and travel costs for consultants in [F3](#).

Total travel costs will be automatically calculated.

E. Participant/Trainee Support Costs

As defined in [2 CFR §200.1](#), participant support costs are direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

Per [2 CFR §200.432](#), a conference is a meeting, retreat, seminar, symposium, workshop, or event, the primary purpose of which is the dissemination of technical information beyond the non-federal entity, that is necessary and reasonable for successful performance under the federal award.

NEH expects recipients to make provision for suitable housing for participants at reasonable rates. Reservations for housing, travel, and services arranged either by the applicant organization or by participants must be made on a refundable basis. **Arrangements made on a non-refundable basis are at the risk of the recipient or the participants if the services must be cancelled for any reason.**

Total participant support costs will be automatically calculated.

1. Tuition/Fees/Health Insurance
Leave this field blank.

2. Stipends
Stipends are intended to compensate participants for their time commitment and to defray the costs of participation in the program, which may include expenses such as travel, lodging, and meals (for residential programs), and technical support (for virtual workshops). Stipend amounts are determined by NEH based on the format of the project. Participants enrolled in residential projects are to receive a stipend of $1,300. Participants enrolled in virtual projects are to receive a stipend of $650. For participants who attend a combination of residential and virtual sessions, use the residential stipend rate.

Participants are expected to remain during the entire period of the project and to participate in its work on a full-time basis. If a participant is obliged through special circumstances to depart before the end of the session, it shall be the recipient institution's responsibility to see that only a pro rata share of the stipend is received or that the appropriate pro rata share of the stipend is returned if the participant has already received the full stipend.

3. Travel

Leave this field blank. Participants are expected to make their own travel arrangements using their stipends.

4. Subsistence

Meals for participants are allowable only if vendors are inaccessible during the scheduled program, such as during a field trip at a remote location.

5. Other

Describe any other participant support costs (e.g., local ground transportation to various venues, admission fees, bottled water, etc.) and list the total funds requested for all other participant costs described. Do not include staff costs.

Number of Participants/Trainees

List the number of required participants (72).

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

Enter the total funds requested for publication costs. You may request funds for the costs of documenting, preparing, publishing, or otherwise making available to others the findings and products of the work conducted under the award. Include supporting information in your [budget justification](#).

3. Consultant Services

Enter the total funds requested for consultant services. In your [budget justification](#), describe each consultant, the services he/she will perform, total number of days, travel costs, and the total estimated costs. If your project includes an external advisory committee, include associated costs here.

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

4. Automated Data Processing (ADP)/Computer Services

Enter the total funds requested for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. In your [budget justification](#), include the established computer service rates, if applicable. If such services are provided by a third-party, include them in [Subawards/Consortium/Contractual Costs](#). Personal computers and peripherals should be included in [Materials and Supplies](#).

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. **Itemize the**

costs associated with the subaward or contract in your budget justification, using the same categories 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. 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 7: 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.

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.

Per 2 CFR §200.432, allowable conference costs may include rental of facilities. 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. Per 2 CFR §200.462, costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

List items not previously included in other budget categories or in the indirect cost pool. "Other" project-specific costs may include promotion, 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 §200.432](#), allowable conference costs may include speakers' fees, costs of meals and refreshments, and other items incidental to such conferences. Food and/or meals are only allowable when vendors are unavailable during the scheduled program. Federal funds for meals/ food/ refreshments at receptions or "networking" events are not allowable. Conference hosts must exercise discretion and judgment in ensuring that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award. If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Per [2 CFR §200.423](#), alcoholic beverages 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 7: 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 and 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. Do not use your budget justification to expand your narrative.

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

Explain any exclusions applied to your indirect costs base calculation.

If your project includes voluntary cost share, describe it here. These costs should not be included on the Research and Related Budget form.

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.

Application Components

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), unique entity identifier (assigned by the [System for Award Management](#)), 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. jurisdiction 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. 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. See [B2. Summary of Funding](#) for information regarding allowable periods of performance.

7. Project Director

Provide the project director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project 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) is 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 complementary proposals 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. See C3. Other Eligibility Information for restrictions regarding overlapping costs.

For type of application, check "new."

Select the project's primary discipline from the drop-down menu. 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.

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, semicolon, 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 or nonresponsive. It is your responsibility to ensure that all required components are properly formatted, attached, and submitted.

Occasionally, converting a document to PDF may alter its length. It is your responsibility to ensure that all attachments are within the stated page limits.

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#). **Applicants that have not been previously funded in this program must limit the narrative to fifteen pages and**

prior Landmarks award recipients must limit the narrative to seventeen pages. All applicants must use one-inch margins and a font size no smaller than 12-point.

Name the file narrative.pdf.

Attachment 2: Work plan (required)

Describe the activities or steps that your project team will use during the period of performance to achieve each of the proposed objectives. Provide a timeline that addresses planning and design meetings, the distribution of responsibilities across the project team, collaboration with staff at sites (i.e., national parks, museums, etc.), communication with presenters, arrangements for housing and transportation, and other key components of running the project. If funds will be subawarded or expended on contracts, describe how your organization will ensure the funds are properly documented.

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: Program schedule and detailed reading list (required)

Provide a detailed schedule for the program that includes a daily sequence for activities such as, but not limited to: when and how each day will begin; the places participants will visit (including anticipated travel time for residential programs); the resources, readings, and other materials participants are likely to use; the speakers that participants will work with and the topic(s) for their presentations; small and large group discussions; opportunities for participants to reflect on their experiences; sessions for participants to develop curricular materials, etc.

Programs that include online activities can schedule asynchronous and synchronous sessions.

Provide a reading list that includes texts and other materials participants will work with during the project. The list should include, but is not limited to, books, articles, primary sources, films, videos, and other materials. The list should indicate if participants would be asked to complete any readings in advance of the start of their session. Formatting for reading lists should adhere to one citation style.

Name the file programschedule.pdf.

Attachment 4: Biographies and résumés (required)

Include a curriculum vitae or résumé (suggested length of two pages per person) for the following members of the project team:

- project director
- co-director(s), if relevant
- replacement director
- education specialist
- key presenters
- other project personnel

Name the file biographies.pdf.

Attachment 5: Letters of commitment (required)

Include letters of commitment from the project faculty (other than the project director) and the potential replacement director. Include a letter of support from a senior official of the host institution, confirming the institution's commitment to the project and ensuring that relevant offices will provide timely and effective support, as well as letters from invited presenters, site-based collaborators, and other presenters and consultants.

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 letters.pdf.

Attachment 6: Program evaluations (conditionally required)

If applicable, include all participant evaluations from the most recent iteration of your Landmarks project. Discuss specific examples of how participant feedback informed changes made to this iteration of the project in the relevant sections of the application narrative.

Name the file evaluations.pdf.

Attachment 7: 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 8: 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, 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 [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 D-U-N-S® 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)](#), or has an exception approved by the agency under [2 CFR §25.110(d)](#)). When your organization registers in 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](#) 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](#) before submitting an application. You must submit your application using [Grants.gov Workspace](#) or a Grants.gov system-to-system solution. Workspace is a shared, online environment where team members may simultaneously access and edit forms within a grant application.

After you register 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

Drafts

NEH Division of Education Programs staff will review drafts submitted by January 19, 2022, at 11:59 p.m. Eastern Time. 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 the draft review and feedback process to be helpful in strengthening their applications. If you choose to submit a

draft, send it as an attachment to landmarks@neh.gov. Drafts do not need to be fully developed program ideas or near complete applications to be submitted for review and feedback.

Applications

The deadline for applications under this notice is February 22, 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 BH-. 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:

- projects that center on pedagogical theories or strategies, or on research on educational methods, tests, or measurements
- teaching of basic foreign language skills
- replacement teachers or compensation for faculty members performing their regular duties
- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment
- meals for participants, unless vendors are inaccessible during the scheduled program, such as during a field trip at a remote location
- meals/food/refreshments at receptions or "networking" events
- commercial, for-profit, or proprietary textbook research or revision
- tuition fees for participants or student assistants
- 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 under this notice:

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

- What is the intellectual significance of the topic(s) and the chosen landmark(s) to humanities education?
- To what extent do the primary documents, texts, digital and place-based tools, multimedia resources, and other materials illuminate the subject under study?

Previously offered projects:
- To what extent does the application explain how the project will use new or additional tools, resources, or approaches to deepen participants' humanistic engagement with the topic(s) and landmark(s)?

2. Impact on teaching and classroom application (corresponds to narrative sections [Relevance and applicability for the K-12 curricula](#) and [Audience](#))

- How well aligned is the project with K-12 curricular content in humanities subject areas?
- To what extent are the experiences, pedagogical approaches, and other methodologies likely to enhance place-based experiential teaching and learning in K-12 humanities education?

Previously offered projects:
- To what extent does the application discuss any new or revised plans, such as changes informed by past participant feedback, that will likely maximize the project's impact when transferred to a classroom setting?

3. Program of study (corresponds to narrative section [Program of study](#))

- To what extent is the program well-structured and coherent?
- How well do the sessions integrate concepts, content, themes, and skills with the sites and experiential learning opportunities to enhance humanities education?

Previously offered projects:
- Do proposed changes strengthen project structure and coherence, project recruitment and dissemination, and/or improve thematic presentation?

4. Project team (corresponds to narrative section [Project team and participation](#))

- To what extent does/do the project director(s) and additional project faculty and staff demonstrate the capacity to manage the organizational and scholarly demands of the project?
- How well does/do the project director(s) and additional project faculty and staff provide for diverse perspectives and approaches to humanities scholarship and teaching?

Previously offered projects:
- To what extent does the application explain any appropriate revisions to the project's faculty and staff that will strengthen the project's intellectual quality and program of study?

5. Project recruitment and dissemination (corresponds to narrative section [Project recruitment impact and dissemination](#))

- How clear are the plans for website design and maintenance, as well as program recruitment and publicity?
- How clearly does the dissemination plan define the audience(s) beyond the participant group and outline a suitable plan to reach them?

Previously offered projects:
- To what extent will the dissemination of project outcomes extend beyond previously engaged approaches and draw upon new outlets to reach new audiences?

6. Institutional context (corresponds to narrative section [Institutional context](#))

- To what extent does the host institution demonstrate capacity to support academic pursuits and place-based activities in line with stated project objectives?
- To what extent does the host institution demonstrate capacity to address the learning, housing, transportation, and dining needs of a diverse group of participants?

7. Budget (corresponds to the [Budget](#) and [Budget justification](#))

- To what extent are the project costs appropriate and reasonable for the proposed personnel and activities?

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 make 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.

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 landmarks@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

The NEH Office of Grant Management will send award documents to the institutional grants administrators and project directors of successful applications via eGMS Reach in September 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, 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 8: 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

All program income generated as a result of awarded funds must be used for approved project-related activities. The program income alternative applied to the award(s) under the program will be addition. Post-award requirements for program income can be found at 2 CFR §200.307.

Principles of Civility

Recipients must adhere to the Principles of Civility for NEH Professional Development Programs. NEH expects project directors to take responsibility for encouraging an ethos of openness and respect, upholding the basic norms of civil discourse.

Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH Office of the Inspector General.

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.) **Participant Selection Report**. Recipients must submit a report detailing the selection of participants for the Landmarks project by June 2023.

Learn more about [performance reporting requirements](#) and [financial reporting requirements](#).

G. Agency Contacts

If you have questions about the program, contact:

Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
landmarks@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

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

Always obtain a case number when calling for support.

H. Other Information

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. 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.