NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: Public Humanities Projects

Funding Opportunity Number: 20200907-BP-BR-GE-GG-GI

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

Application Due Dates:
September 8, 2020
January 6, 2021

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

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

OMB control number 3136-0134, expiration date June 30, 2021

Executive Summary

The National Endowment for the Humanities (NEH) Division of Public Programs is accepting applications for the Public Humanities Projects program. The purpose of this program is to support projects that bring the ideas and insights of the humanities to life for general audiences through in-person programming. Projects must engage humanities scholarship to analyze significant themes in disciplines such as history, literature, ethics, and art history.

Funding Opportunity Title:	Public Humanities Projects
Funding Opportunity Number:	20200907-BP-BR-GE-GG-GI
Federal Assistance Listing Number (CFDA):	45.164
Application Due Dates:	September 8, 2020, 11:59 p.m. Eastern Time (for projects beginning as early as May 1, 2021) January 6, 2021, 11:59 p.m. Eastern Time (for projects beginning as early as September 1, 2021)
Anticipated Announcements:	April 2021 (for applications submitted September 8, 2020) August 2021 (for application submitted January 6, 2021)
Anticipated Total Annual Available FY 21 Funding:	Approximately $2,735,000 per deadline
Estimated Number and Type of Awards:	Approximately 19 grants per deadline
Funding Range:	Planning: up to $75,000 Implementation: $50,000 to $400,000 Chairman's Special Awards: up to $1,000,000 Implementation applicants in Exhibitions and Historic Places may also request up to $100,000 above the ceiling amount for a Position in Public Humanities to create a two-year, full-time staff position (or, alternately, $50,000 for a one-year period of performance, and a one-year full-time staff position) to work on the proposed project. See Section B for additional information.
Cost Sharing/Match Required:	No
Period of Performance:	Planning: up to 24 months Implementation: 12 to 48 months
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. See Section C of this Notice of Funding Opportunity for additional information.
Program Resource Page:	https://www.neh.gov/grants/public/public-humanities-projects
Pre-Application Webinar	August 11, 2020, 1:00 p.m. Eastern Time https://attendee.gotowebinar.com/register/646493454399552015

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A. Program Description

1. Purpose

This notice solicits applications for the Public Humanities Projects program. This program supports projects that bring the ideas and insights of the humanities to life for general audiences through in-person programming. Projects must engage humanities scholarship to analyze significant themes in disciplines such as history, literature, ethics, and art history. Public Humanities Projects supports projects in three program categories and at two funding levels.

Regardless of proposed activity, NEH encourages applicants to explore humanities ideas through multiple formats. Proposed projects may include complementary components: for example, a museum exhibition might be accompanied by a website or mobile app.

Small and mid-sized organizations are especially encouraged to apply. We likewise welcome humanities projects tailored to particular groups, such as families, youth (including K-12 students in informal educational settings), underserved communities, and veterans.

To be competitive for funding, locally focused projects should address topics that are of regional or national relevance by drawing connections to broad themes or historical questions. Projects that don't address issues of concern to wider regional or national audiences might consider local sources of funding, such as their state humanities councils. The size of an award offered to a successful applicant will reflect the project's scope and the size of its expected audiences.

Applicants are advised to consider developing partnerships with other institutions, particularly organizations such as cultural alliances, broadcast media stations, cultural heritage centers, state humanities councils, veterans' centers, and libraries.

Public Humanities Projects must:

- be grounded in sound humanities scholarship
- offer an analytical perspective on the themes and ideas that underlie it in order to deepen public understanding of the humanities
- involve humanities scholars who contribute to all phases of the project
- attract a broad public audience or target a particular group underserved by the humanities
- offer engaging content approached through an appropriate variety of perspectives
- encourage dialogue and the exchange of ideas

Public Humanities Projects awards may support activities such as:

- meetings with scholars and other content advisers, program partners, and audience representatives
- research into the topic
- travel to archives, collections, sites, or other resources
- development and production of program or discussion guides, exhibition labels, brochures, digital assets, publications, or other interpretive material
- design of any of the interpretive formats to be used
- planning and presentation of public programs and publicity materials
- evaluation of the project's impact
- planning and conducting project-specific training for docents, discussion coordinators, or other interpretive leaders

- development and production of curriculum guides and other materials for teachers and students
- exhibition design and fabrication, as well as crating and shipping
- conservation treatments of objects, not exceeding 15 percent of the request to NEH
- development and construction of interactive program components
- publication costs for complementary materials, including catalogs and curriculum guides
- publicity expenses

Unallowable activities are described in section D6. Funding Restrictions.

Program categories

This program supports projects in three categories: Exhibitions (permanent, temporary, or traveling); interpretive programs at Historic Places; and Humanities Discussions.

Exhibitions

The Exhibitions category supports the creation of permanent exhibitions (on view for at least three years) and single-site temporary exhibitions (open to the public for a minimum of two months), as well as traveling exhibitions that will be available to public audiences in at least two venues in the United States (including the originating location).

NEH expects applicants for Exhibitions awards to provide at least twenty hours of free admission each month to NEH-supported exhibitions.

Historic Places

The Historic Places category supports long-term interpretive programs for historic sites, houses, neighborhoods, and regions that are intended to be presented to the public for at least three years. Such programs might include living history presentations, guided tours, exhibitions, and public programs.

Humanities Discussions

The Humanities Discussions category supports series of at least six in-person public programs related to "A More Perfect Union": NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 250th Anniversary. These programs should engage diverse public audiences with humanities resources such as historic artifacts, artwork, or documents, and should be anchored in perspectives presented by humanities experts as speakers, panelists, or discussion leaders, providing context and analysis of program themes. Projects may include, but are not limited to, symposiums, lecture series, reading and discussion programs, analytical discussions of museum collections or theater/musical performances, lifelong learning programs, or other methods of face-to-face audience engagement or informal education. The proposed series should occur over a period of three months to two years.

Humanities Discussions must be:

- centered on specific humanities resources
- firmly grounded in rigorous scholarship and thoughtful analysis
- guided by humanities scholars
- conducted without partisan advocacy
- respectful of divergent views
- free of ad hominem remarks
- devoid of bias based on ethnicity, religion, gender, disability, or race
- in adherence with NEH's Principles of Civility

- related to [“A More Perfect Union”: NEH Special Initiative Advancing Civic Education and Commemorating the Nation’s 250th Anniversary](#)

Funding levels

This program supports projects at two funding levels: Planning and Implementation.

Applicants are not required to obtain a Planning award before applying for an Implementation award.

NEH encourages potential applicants to contact the staff of NEH’s Division of Public Programs at 202-606-8269 or publicpgms@neh.gov for advice on choosing the appropriate funding level.

Planning

Planning awards are typically up to $40,000 with a period of performance of up to 24 months to support activities such as:

- refining the content, format, and interpretive approach of a humanities project
- developing the project’s preliminary design
- testing project components
- conducting an evaluation of the project’s likely impact

Awards up to $75,000 with a period of performance of up to 24 months are available for the planning of exceptionally ambitious and complex permanent or traveling exhibitions with the potential to reach very wide audiences through any of the following:

- collaboration with multiple institutional partners
- a wide-ranging combination of diverse formats (for example, exhibitions, digital resources, lecture series, symposia, neighborhood tours, curriculum guides, publications, and broadcast media)
- programming at a large number of venues

Implementation

Implementation awards range from $50,000 to $400,000 with a period of performance from 12 to 48 months.

Implementation grants supports projects which are in the final stages of preparation to “go live” before the public. Activities may include final scholarly research and consultation, design, production, and installation of a project for presentation to the public. The period of performance must include the required minimum exhibition time.

The maximum Implementation award for a temporary single-site exhibition is $100,000, and such exhibitions must be open to the public for a minimum of two months.

The maximum Implementation award for permanent exhibitions and Historic Places is $400,000, and such projects must be on view for at least three years.

The maximum Implementation award for travelling exhibitions is $400,000, and such projects must be available to public audiences in at least two venues in the United States (including the originating location).

The maximum award for Humanities Discussions is $250,000. These series should occur over a period of three months to two years, and must include at least six in-person public programs during the period of performance. Humanities Discussions funds Implementation awards only.

Additional opportunities for Implementation applicants

Chairman's Special Awards

Applicants with ambitious Implementation projects of exceptional significance and impact may apply for a Chairman's Special Award of up to $1 million. These projects must show the promise of addressing important humanities ideas in new ways, and must be likely to reach very large national audiences. Successful proposals typically feature collaboration between multiple partners and a broad combination of diverse formats. Chairman's Special Awards are rare: NEH typically awards no more than one Chairman's Special Award per year.

Positions in Public Humanities

Positions in Public Humanities provide full-time employment opportunities for recent graduates with an MA or PhD in the humanities and are intended to invigorate the interpretation of the humanities in a wide variety of cultural organizations. Organizations applying for an Implementation award in Exhibitions and Historic Places may request additional funds for a Position in Public Humanities. Planning applicants and Humanities Discussion applicants are not eligible to apply.

If you are applying for Implementation funding in Exhibitions and Historic Places, you may request an additional $100,000 to create a two-year, full-time staff position (or $50,000 for a one-year period of performance, and a one-year full-time staff position) within your institution to work on the proposed project. This increases the maximum total request by $50,000 for a one-year period of performance and $100,000 for a two-year position during a two-to-four-year period of performance. Applicants that wish to increase annual compensation above $50,000 for these positions must use their own funds to do so.

Additional program requirements:

- Positions are entry-level and should be designed with a correspondingly appropriate level of responsibility in mind.
- Applicants must be either a U.S. citizen or a foreign national who has been living in the United States or its jurisdictions for at least the three years immediately preceding the PHP application deadline.
- Applicants must have graduated in the last five years prior to the PHP application deadline from a humanities MA or PhD program (including public history or museum studies).
- Positions should be widely advertised, so as to draw on a national pool of candidates. Institutions are encouraged to seek a diverse pool of applicants.
- Awards are intended to support a single full-time position over the period of performance. No part time employees are permitted.
- Individuals hired for an NEH-supported public humanities position must be assigned to work on specific aspects of the project related to public engagement.

Positions in Public Humanities may not be used to support:

- the salaries of current staff members
- payments to project consultants
- the hiring of individuals who hold teaching or administrative assignments during the period of performance
- the hiring of individuals currently enrolled in a degree-granting program

Candidate and screening requirements:

- Applications must be solicited and reviewed by the recipient.

- Candidates for these positions should submit a curriculum vitae, graduate school transcript, writing sample, cover letter, and three letters of reference.
- The selection should be made by a committee convened by the project director.
- Recipient may not accept applications from any of their own employees, members of the board of trustees or advisers, or selection committee members or their family members.
- Committees customarily consist of three members: the project director and two other humanities experts who are familiar with the project or bring special knowledge to the project. Committees may include other personnel or scholars who will contribute to the project and may be composed of more than three members. These committees should review all applications.

Additionally, individuals in NEH-supported public humanities positions should administer three different types of public programs related to the project at the institution during the period of performance. They might, for example, organize film and panel discussions, family gallery talks, or an oral history day program.

Candidates with delinquent federal debt or who have been suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any federal department or agency are not eligible for selection. Examples of relevant debt include student loans, delinquent federal taxes, delinquent child support payments, and delinquent payroll taxes for household or other employees (see OMB Circular A-129). To see if applicants have delinquent federal debt or other exclusions recorded in the System for Award Management (SAM), recipients should go to the SAM website; click on "Search Records," and then on "Advanced Search - Exclusion."

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

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

To learn more about NEH, visit https://www.neh.gov/about.

NEH Areas of Interest

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

"A More Perfect Union": NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 250th Anniversary

As our nation approaches its 250th anniversary in 2026, NEH encourages projects that promote a deeper understanding of American history and culture and that advance civic education and knowledge of our core principles of government. The agency-wide "A More Perfect Union" initiative will help Americans better understand the world's oldest constitutional democracy and how our founding ideals are met in a modern, pluralistic society.

NEH welcomes consideration of diverse topics in American history, from Native American culture to rural life to the rise of the industrial city, from the Civil War to the Cold War to the Civil Rights movement, etc. We also seek projects that examine foundational documents in U.S. history, as well as projects that examine historical objects, places, traditions, events, and individuals who collectively shaped our states and nation. Applications about the contributions of under-represented communities are highly encouraged.

Applicants for Exhibitions or Historic Places may respond to this special initiative, but are not required to do so. Applicants for Humanities Discussions must respond to it.

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

Type(s) of applications sought: new.

NEH will provide funding in the form of grants.

2. Summary of Funding

Approximately $2,735,000 is expected to be available to fund approximately 19 recipients per deadline.

You may apply for a ceiling amount of up to up to $75,000 for Planning or $50,000 to $400,000 for Implementation. (See section A. 1. Funding Levels for specific information.) In rare circumstances, Chairman's Special Awards of up to $1,000,000 are available for Implementation projects that will reach an exceptionally large audience.

In addition, Implementation applicants in the Exhibition and Historic Places categories may request $50,000 or $100,000 for a Position in Public Humanities above the award ceiling.

The actual amount available will not be determined until enactment of the final FY 2021 federal budget. This program notice is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

The earliest period of performance is up to 24 months for Planning projects and 12 to 48 months for Implementation projects.

The earliest period of performance start date for applications submitted for the September 8, 2020 deadline is May 1, 2021.

The earliest period of performance start date for applications submitted for the January 6, 2021 deadline is September 1, 2021.

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.

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

2. Cost Sharing

Cost sharing is not required in this program, unless federal matching funds are requested. Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH.

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

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

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

Recipients are responsible for maintaining auditable records of cost sharing contributions. See 2 CFR §200.306 for additional information.

3. Other Eligibility Information

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

Applicants are not required to obtain a Planning grant before applying for an Implementation grant. Applicants may not, however, submit multiple applications for the same project at the same deadline. If an application for a project is already under review, another application for the same project will not be accepted.

Applicants whose projects have received prior NEH support may apply for an award for a new or subsequent stage of that project. These proposals receive no special consideration and will be judged by the same criteria as others. In addition, such applicants must substantially update their proposals and must include a description of the new activities and a justification of the new budget. Applicants should also demonstrate how new scholarly analysis will be used to expand on the previously funded work or how new interpretive approaches will facilitate broadening project reach. Such applicants must also demonstrate how the previously funded project met its

goals. An award from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

See Positions in Public Humanities in section A. 1 for information regarding the eligibility of individuals applying for and hired to fill these positions.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs.

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

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 by 2 CFR §200.92 and 2 CFR §200.330(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, please consult beforehand with the division staff.

All application materials must be received by the application deadline. Late, 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.

D. Application and Submission Information

1. Application Package

You must apply electronically, using either Grants.gov Workspace or your organization's system-to-system software. Use the Standard Form 424 - Short Organizational (SF-424 Short) application package associated with the funding opportunity, and follow the instructions provided by Grants.gov unless otherwise noted below.

The Public Humanities Projects funding opportunity has five application packages available in Grants.gov. Select the appropriate package based upon your project type.

Exhibitions: Planning – GE92020 or GE12021
Exhibitions: Implementation – GI92020 or GI12021
Historic Places: Planning – BP92020 or BP12021
Historic Places: Implementation – BR92020 or BR12021
Humanities Discussions – GG92020 or GG12021

To request a paper copy of this announcement, contact publicpgms@neh.gov. Applicants who are deaf or hard of hearing (TTY users) can contact NEH via Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

Your application will consist of a narrative, budget, and other required forms and components described below.

i. Project Narrative

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

Planning applicants for single-site temporary exhibitions must limit the narrative to 15 single-spaced pages. All other Planning applicants must limit the narrative to 20 single-spaced pages.

Implementation applicants for single-site temporary exhibitions must limit the narrative to 10 single-spaced pages. All other Implementation applicants must limit the narrative 15 single spaced pages. Implementation applicants will have additional space to describe their projects in Attachment 5: Walkthrough.

All applicants should use one-inch margins and at least 11-point type.

NEH has aligned each section of the narrative with a corresponding review criterion. Refer to Section E1. Review Criteria for full descriptions.

Successful applications will contain the information below. Use the following section headings for the narrative.

Nature of the request (corresponds to all Review Criteria)

In one page or less, provide an overview of the project and its interpretive goals.

- State whether your request is for an Exhibitions, Historic Places, or Humanities Discussions project. If an Exhibition, specify if it will be permanent, traveling, or temporary. Identify the funding level (Planning or Implementation) and the amount that you are requesting.
- Indicate if you request is for a Chairman's Special Award (Implementation only).
- Indicate if your request includes a Position in Public Humanities (Implementation Exhibitions and Historic Places only).
- Identify the formats, the subject, and the main themes.
- If your project responds to one of the NEH areas of interest, indicate how so.

Humanities content (corresponds to Review Criterion 1)

- Describe the significance of the subject and its relevance to the public. Discuss the intellectual content of the project, using theme statements to identify the major humanities ideas and questions to be addressed.
- Demonstrate how humanities scholarship will inform the project, and provide examples of how the specific resources selected for the project illustrate the humanities themes.
- For reinterpretations or updates of an existing project, describe its current content and format and then explain what new humanities ideas will be incorporated.
- For Historic Places projects, discuss the significance of the place to be interpreted for American history; the extent to which the interpretation will make use of the place's attributes (the site, its location, the buildings, the landscape, or other natural or built features) in telling its story; and the extent to which the interpretation addresses central themes and issues in American history.

- For Humanities Discussions projects, explain how the project relates to "A More Perfect Union": NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 250th Anniversary.

Project formats (corresponds to Review Criteria 2 and 4)

- Briefly describe the concept for organizing the project and the techniques that will be employed to engage general public audiences with humanities content.
- Provide short descriptions of all secondary formats and discuss how each will enhance public understanding of the humanities content.

Project resources (corresponds to Review Criteria 2 and 7)

- Describe the resources available at your institution or elsewhere that will support your project. (Examples of resources include archives, special libraries, collections of art or artifacts, images, documents, film, audio, or digital materials.) Explain what you expect to find in the resources and the ways in which that material will contribute to the project.
- Discuss the significance and quality of the relevant artworks, objects, book titles, films, archival collections, or digital material to be used.
- If applicable, explain how you will secure permissions or rights for key materials.

Project history (corresponds to Review Criteria 2 and 7)

Give a brief history of the project to date. Describe the relationship of the project to others on the topic and explain what its particular contribution would be.

Justification for a Chairman's Special Award (if applicable) (corresponds to Review Criterion 8)

- If you are requesting Implementation funding at the Chairman's Special Award level, explain why the institutional collaborations, number of program formats, and broad reach to audiences make the project a good candidate for that funding level.
- Explain why the project will be especially significant and appealing, and why it will have exceptionally broad reach nationally.

Audience, marketing, and promotion (corresponds to Review Criterion 3)

- Describe and estimate the size of the expected audience and explain the basis for this number.
- For regional projects and sites that are not yet established as attractions, provide annual tourism and local population figures; and special characteristics and current activities of the site.
- Present a plan for reaching the project's audience. If applicable, discuss partnerships that would help promote the project.
- If you are targeting a specific audience or proposing special outreach to underserved or at-risk communities, outline the community need that the project addresses. Describe your outreach plan, including the history of relationships you have built with those audiences or communities. Outline the approaches to engagement that you have developed based on those relationships. Alternatively, describe your strategies for establishing productive connections in the community. Explain how you will engage new audiences in thinking about and discussing humanities ideas.

Evaluation of the project's impact (corresponds to Review Criteria 1, 2, and 3)

- Explain how you will test the efficacy of planned project elements or the success of implemented projects in conveying humanities content.

- Describe the proposed process that will be used to evaluate the project's impact, the results of any evaluation already conducted, and how the evaluation results might inform the project moving forward.

Organizational profile (corresponds to Review Criteria 2, 3, 5, and 7)

- Provide a short profile of the applicant organization and other major partner organizations (not to exceed one page for your organization and a half page for each collaborating organization). Include information such as institutional mission, origin, and size; annual operating budget; annual number of visitors.
- Explain the responsibilities of collaborating organizations. Describe past collaborations or previous relationships (if any) amongst the partners.

Project team (corresponds to Review Criterion 5)

Identify the key individuals who will be involved in the project. Briefly describe each person's qualifications and expected contribution to the project.

Humanities scholars and consultants (corresponds to Review Criterion 6)

Identify the consultants (including humanities scholars) who will be involved in the project. Briefly describe the qualifications and expected contribution to the project of each consultant. Depending on the needs of the project, consultants may include education and public program specialists, historic site or cultural tourism experts, writers, media producers, or digital designers.

Work plan (corresponds to Review Criterion 7)

- Provide a brief month-by-month summary of the major work to be done during the period of performance, the amount of time it will take, and the specific people involved. You will include A detailed schedule as Attachment 2: Work plan.

NARRATIVE GUIDANCE
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.

Narrative Section	Review Criteria
Nature of the request	All review criteria
Humanities content	1. Intellectual content and humanities significance
Project formats	2. Format and program resources 4. Walkthrough
Project resources	2. Format and project resources 7. Work plan and budget
Project history	2. Format and project resources 7. Work plan and budget
Justification for a Chairman's Special Award (if applicable)	8. Justification for Chairman's Special Award
Audience, marketing and promotion	3. Audience

Evaluation of the project's impact	1. Intellectual content and humanities significance
	2. Format and program resources
	3. Audience
Organizational profile	2. Format and project resources
	3. Audience
	5. Project team
	7. Work plan and budget
Project team	5. Project team
Humanities scholars and consultants	6. Humanities advisers
Work plan	7. Work plan and budget

ii. Research and Related Budget

Applicants must submit a project budget using the Research and Related Budget Form found in the Grants.gov application package, and attach a Budget Justification in section L of this form.

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

Required fields are indicated in yellow. You must round to the nearest whole dollar amount in all dollar fields.

All of the items listed 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.

The inclusion of a cost category on the Research and Related Budget Form does not automatically indicate that an expense is allowable in this program. See D6. Funding Restrictions for a list of unallowable costs. Carefully review these instructions to ensure that costs are not disallowed.

When indirect costs are charged to the project, ensure that expenses included in the organization's indirect cost pool are not charged to the project as direct costs. For further information, see Section H. Indirect Costs.

Introductory Fields

If not pre-populated, indicate your organization's D-U-N-S® number, the name of your organization, and the period of performance start and end dates. The period of performance start and end dates should be the same as your SF-424 Application for Federal Assistance - Short Organizational. Check "Project" for budget type.

Section A. Senior/Key Person

Include the names of the project director and other senior/key persons employed by the applicant organization who are involved in the project.

Indicate the name and project role of each senior/key person. Enter the annual compensation and identify the number of months the 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.

If level of effort does not change throughout the year, you may use only the calendar months column. You may use both the academic and summer months columns if your institutional business process requires noting each separately even if effort remains constant. 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 9-month academic year or a 3-month summer period, indicate your institution's definition of these terms in Section L. Budget Justification.

Regardless of the number of months being devoted to the project, indicate the salary and amount of fringe benefits being requested for the 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 automatically be calculated for each senior/key person.

The form can accommodate up to eight senior/key persons. If you are requesting funds for more senior/key persons than the form allows, you must include an attachment listing the additional senior/key person(s) in the "Additional Senior/Key Persons" field. Attach only one PDF file named additionalpersonnel.pdf. Use the same format as the budget form and include all the information identified in this section. If you have attached a file with additional senior/key persons, enter the total funds requested for everyone listed in the attachment in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

All salaries and wages claimed must be in compliance with 2 CFR §§200.430 and 466. All 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 Section F. Other Direct Costs.

Section B. Other Personnel
For each project role category described below, identify the number of personnel proposed, the total number of months, the total salary, and total fringe requested as described in Section A. Senior/Key Person. Totals will be automatically calculated.

Post-doctoral associates, graduate students, and undergraduate students
For all post-doctoral associates, graduate students, and undergraduate students, individually list names, roles, associated months, and requested salary and fringe benefits in Section L. Budget Justification.

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. Such costs are subject to the reporting requirements in 2 CFR §200.430, and must be treated as direct or indirect cost in accordance with the actual work being performed. Tuition remission may be charged on an average rate basis.

Secretarial/Clerical
In most circumstances, the salaries of administrative, secretarial, or clerical staff at educational institutions and nonprofit organizations are included as part of indirect costs (Section H.

Indirect Costs). However, examples of situations where direct charging of administrative or clerical staff salaries may be appropriate may be found at 2 CFR §200.413 (c).

Inclusion of such costs may be appropriate only if **all** of the following conditions are met:

1. Administrative or clerical services are directly involved in a project or activity (for example, a project coordinator).
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.

Requests for direct charging for secretarial/clerical personnel (i.e., administrative and clerical staff) must be appropriately justified in Section L. Budget Justification. For all individuals classified as secretarial/clerical, provide a justification (in the budget justification) documenting how they meet all four conditions. NEH may request additional information for these positions in order to assess allowability.

Other Project Roles

List any additional project role(s) in the blank(s) provided. Identify the number of each personnel proposed.

You may include up to six named roles. If you have more than six, you must combine project roles here and add an explanation about the named roles in Section L. Budget Justification.

All salaries and wages claimed must be in compliance with 2 CFR §§200.430 and 466. All 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 Section F. Other Direct Costs.

Section C. Equipment Description

List each item of equipment to be purchased with federal funds and its estimated cost (including shipping and maintenance), and justify each in Section L. Budget Justification.

Equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing (equipment rental/user fees should be included in the budget in Section 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 the organization has established a lower level). See 2 CFR §§200.313 and 439.

Consistent with Executive Order 13788 ("Buy American and Hire American"), recipients and subrecipients who purchase equipment and products costing $10,000 or more per unit with grant funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

You may add up to ten equipment items to this list. If you request funds for more equipment than the form allows, you must include an attachment listing the additional equipment items in this "Additional Equipment" field. Attach only one PDF file named additionalequipment.pdf. In this attachment, specify each additional item and the funds requested for each individual item. If you have attached a file with additional equipment, enter the total funds requested for all the equipment listed in the attachment.

Total equipment costs will be automatically calculated based on the sum of the "Funds Requested" column and the "Total funds requested for all equipment listed in the attached file" field.

Section D. Travel

Enter the total funds requested for both domestic (both local and long-distance) and foreign travel. In Section L. Budget Justification, include the purpose, destination, dates of travel (if known), and the names and number of travelers for each trip. If the dates of travel are not known, specify the estimated length of trip (e.g., 3 days). **All trips—both foreign and domestic—must be justified individually.**

For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging using written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. **Any arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason**. All travel costs claimed must be in compliance with 2 CFR §200.474, and foreign travel must comply with article 10 of the General Terms and Conditions for Awards to Organizations.

NEH funds may not be used to support attendance at regularly-occurring professional meetings.

Total travel costs will automatically calculate based on domestic and foreign travel costs. Travel to Canada and Mexico should be considered foreign travel.

Section E. Participant/Trainee Support Costs

Per 2 CFR §200.75, 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 or trainees (but not employees) in connection with conferences or training projects. **Any arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.**

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

Justify participant/trainee support costs in Section L. Budget Justification.

Total participant support costs will be automatically calculated based on the sum of the Funds Requested column.

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

2. Stipends
List the total funds requested for Participant/Trainee stipends.

3. Travel
List the total funds requested for Participant/Trainee travel. In Section L. Budget Justification, name the travelers (if possible) and reflect the travel expenses for each (e.g., roundtrip airfare, mileage or public transportation, related parking, etc.).

4. Subsistence

List the total funds requested for Participant/Trainee subsistence. Subsistence expenses include:

> (a) Lodging and service charges;
> (b) Meals, including taxes and tips; and
> (c) Incidental expenses (fees and tips given to porters, baggage carriers, hotel staff, and staff on ships).

5. Other

Describe any other Participant/Trainee 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/Trainee costs described.

Number of Participants/Trainees

List the total number of proposed Participants/Trainees. The value of this field cannot exceed 999.

Section F. Other Direct Costs

Total Other Direct Costs will be automatically calculated based on the sum of the Funds Requested column.

1. Materials and Supplies

List the total funds requested for materials and supplies. Include the total funds requested for materials and supplies to be used in the project costing the lesser of the capitalization level established by the applicant or $5,000, regardless of the length of its useful life. See 2 CFR §§200.314 and 453.

In Section L. Budget Justification, indicate general categories, including an amount for each category. Categories with amounts less than $1,000 are not required to be itemized.

2. Publication Costs

List the total funds requested for publication costs. The proposal budget 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 Section L. Budget Justification.

3. Consultant Services

List the total funds requested for all consultant services. Identify the following items in Section L. Budget Justification, as applicable:

- each consultant, the services he/she will perform, total number of days, travel costs, and the total estimated costs; and
- persons who are confirmed to serve on external advisory committees to the project. Describe the services they will perform.

All consultant fees claimed must be in compliance with 2 CFR §200.459.

4. Automated Data Processing (ADP)/Computer Services

List the total funds requested for ADP/computer services. The cost of the applicant's computer services, including computer-based retrieval of scientific, technical, and education information may be requested. In Section L. Budget Justification, include the established computer service

rates at the proposing organization, if applicable. If such services are provided by a third-party, include them in line 5 Subawards/Consortium/Contractual Costs.

5. Subawards/Consortium/Contractual Costs

List the total funds requested for project activities to be undertaken by third-party subrecipients. This includes subawards and other contractual costs proposed for the project. A complete itemization of the cost comprising the charge should be provided in Section L. Budget Justification organized using the same categories present on the Research and Related budget. If there is more than one subrecipient, each must be justified separately in the budget justification. See 2 CFR §§200.330 and 331 for additional information.

Per 2 CFR §§200.92 and 330(a), s*ubaward* means an award provided by a pass-through entity (the recipient) to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor (as defined in 2 CFR §200.23) or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

This line item should include both direct and indirect costs for all subrecipients. If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement as part of Attachment 9: Federally negotiated indirect cost rate agreement.

Contractual costs, as defined in 2 CFR §§200.22 and 330(b), are occasionally sufficiently high to warrant a categorical breakdown of costs. When this is the case, provide detailed information as part of Section L. Budget Justification.

6. Equipment or Facility Rental/User Fees

List the total funds requested for equipment or facility rental/user fees. In Section L. Budget Justification, identify and justify each rental/user fee.

Applicants may charge depreciation in compliance with 2 CFR §200.436. If the equipment was purchased with federal funds under another award, user fees may be appropriate (see 2 CFR §200.313 (c)(2)). The applicant may not charge both depreciation and user fees.

Per 2 CFR §200.432, allowable conference costs may include rental of facilities.

The Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391) states that federally funded meetings and conferences cannot be held in properties that do not comply with the law. The Act is applicable to all places of public accommodation affecting commerce, and requires that such properties are equipped with:

- hard-wired, single-station smoke detectors in each guestroom in accordance with the National Fire Protection Association (NFPA) standard 72;
- an automatic sprinkler system, with a sprinkler head in each guest room in compliance with NFPA standards 13 or 13R. Properties three stories or lower in height are exempt from the sprinkler requirement.

Note: 'places of public accommodation affecting commerce' are any inns, hotels, or other establishments not owned by the federal government that provides lodging to transient guests, except that such term does not include an establishment treated as an apartment building for purposes of any State or local law or regulation or an establishment located within a building that contains not more than five rooms for rent or hire and that is actually occupied as a residence by the proprietor of such establishment.

The United States Fire Administration (USFA) is charged with carrying out FEMA's responsibilities with respect to the Hotel and Motel Fire Safety Act of 1990. In addition to compiling, maintaining and publishing the National Master List, USFA is also responsible for taking steps to encourage states to promote the use of automatic sprinkler systems and automatic smoke detection systems.

7. Alterations and Renovations

List the total funds requested for alterations and renovations. In Section L. Budget Justification, itemize by category and justify the costs of alterations and renovations (e.g., installation of permanent exhibitions, HVAC, creation or expansion of storage facilities, etc.). Where applicable, provide the square footage and costs. Per 2 CFR §200.462, costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

If applicable, include costs associated with Positions in Public Humanities in this section.

Include items not previously listed under other budget categories or in the indirect cost pool in lines 8-10. Use Section L. Budget Justification to further itemize and justify. "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. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the NEH award. If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Alcoholic beverages are unallowable and may not be included in your budget.

Section G. Total Direct Costs

This total will be automatically calculated based on the sum of the total funds requested for all direct costs (sections A-F).

Section H. Indirect Costs

Indirect costs (sometimes referred to as Facilities and Administration or "F&A") are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Items that would typically be regarded as indirect costs include the depreciation on buildings, equipment and capital improvement, operations and maintenance expenses, salaries of executive officers, accounting, and legal services.

Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base (usually the modified total direct costs of the project).

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

Note: Except as provided in paragraph (c)(1) of 2 CFR §200.414, federal agencies must use the negotiated rates in effect at the time of the initial award throughout the life of the federal award. Award levels may not be adjusted in future years as a result of changes in negotiated rates.

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

Organizations that wish to include indirect costs in the budget but have **never** had a federally negotiated indirect cost rate may choose one of the following options:

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

Per 2 CFR §200.68, 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 subawards under the award). MTDC exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. If you choose one of these three options, indicate on the budget form which option you are choosing.

If you are claiming indirect costs, include a copy of your federally negotiated indirect cost rate agreement as Attachment 9: Federally negotiated indirect cost rate agreement.

Indirect Cost Type

Enter the type of indirect cost (e.g., Other Sponsored Activities (OSA), All Programs, Instruction, 10% de minimis, etc.) and base (e.g., Salaries, Salaries & Fringe, MTDC, etc.) and whether the activity and rate are off-site or onsite. If more than one rate or base is involved for a given type of indirect cost, then 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." Use Section L. Budget Justification if additional space is needed.

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with the cognizant federal agency. This field should be entered using a rate such as "32.5."

Indirect Cost Base ($)

Enter the amount of the base for each indirect cost type. Use Section L. Budget Justification to explain any exclusions applied to the F&A base calculation.

Funds Requested ($)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

This total will be automatically calculated from the "Funds Requested" column.

Cognizant Federal Agency

Enter the name of the cognizant federal agency.

Section I. Total Direct and Indirect Costs

This total will be automatically populated from the sum of Total Direct Costs (from Section G. Direct Costs) and the Total Indirect Costs (from Section H. Indirect Costs).

Section J. Fee

Do not include any expenses under this section.

Section K. Total Costs and Fee

This total will be automatically calculated from the sum of Total Direct Costs and Fee (from sections "I. Total Direct and Indirect Costs" and "J. Fee"). Since there is no fee, this should be the same amount as in Section I. Total Direct and Indirect Costs.

Section L. Budget Justification

The budget justification attachment is required. Attach only one PDF file named justification.pdf.

Use the budget justification to provide the additional information requested in each budget category identified above and any other information the applicant wishes to submit to support the budget request. The budget justification must specifically describe how each item will support the achievement of proposed objectives. If you have a quote(s), you may include it here. The following budget categories must be justified, where applicable: equipment, travel, participant/trainee support, and other direct cost categories.

Also use the budget justification to explain any exclusions applied to the F&A base calculation.

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

Do not use the budget justification to expand the project narrative.

iii. Application Components

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

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

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

Application component	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Not applicable (Grants.gov form)		Required
Supplementary Cover Sheet for NEH Grant Programs	Not applicable (Grants.gov form)		Required

Project Performance Site Location(s) Form	Not applicable (Grants.gov form)		Required
Attachments Form	Not applicable (Grants.gov form)		Required
Research and Related Budget	Not applicable (Grants.gov form)		Required
Certification Regarding Lobbying	Not applicable (Grants.gov form)		Conditionally required
Standard Form-LLL, "Disclosure of Lobbying Activities"	Not applicable (Grants.gov form)		Conditionally required
Attachment 1: Narrative	narrative.pdf	Varies. See narrative instructions.	Required
Attachment 2: Work plan	workplan.pdf		Required
Attachment 3: Résumés and letters of commitment	resumes.pdf	2 pages per résumé	Required
Attachment 4: Bibliography	bibliography.pdf	2	Required
Attachment 5: Walkthrough	walkthrough.pdf	7 for single-site temporary exhibitions; 10 for other Implementation applicants	Conditionally required
Attachment 6: Additional supporting documentation	supportingdocs.pdf		Conditionally required
Attachment 7: Object list and illustratons	objects.pdf		Conditionally required
Attachment 8: Positions in Public Humanities	publichumanities.pdf	3	Conditionally required
Attachment 9: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 10: Explanation of delinquent federal debt	certification.pdf		Conditionally required

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

Provide your organization's legal name, address, employer/taxpayer identification number (EIN/TIN), D-U-N-S® number, website address, and congressional district of the institution.

If your institution is located, for example, in the 5th Congressional District of your state, put a "5." If your institution doesn't have a congressional district (for example, it is in a state or U.S. territory that doesn't have districts, or is in a foreign country), put a "0" (zero).

Also choose the "type" that best describes your institution (you only need to select one).

All institutions applying to federal programs are required to provide a D-U-N-S® number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their

institution's grants administrator or chief financial officer to obtain their institution's D-U-N-S® number.

6. Project Information

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

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

c. List the starting and ending dates for your project. All projects must begin on the first day of a month and end on the last day of a month.

7. Project Director

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

8. Primary Contact/Grants Administrator

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

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

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

Provide the following information:

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

2. Institutional Information
Select the appropriate institution type from the drop-down menu.

3. Project Funding
Enter your project funding information. [Learn more about different funding types.](#)

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

For Type of Application, check "new."

Enter the primary project discipline (and, if you like, the project's secondary and tertiary disciplines as well).

Project/Performance Site Location(s) Form
Provide the primary location and any other locations where the project activity will occur **during the period of performance**. This form allows for the collection of multiple performance sites. If you need to add more project/performance site locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

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

Attachments Form
Attach your narrative, budget, and the other application components to this form. Consult the [Application Components Table](#) to learn about the required application components, how to name each attachment, and the order in which to attach them. You must name and attach your files in the proper order so that NEH can identify them.

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

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

portfolios containing multiple PDFs. In addition, NEH cannot accept PDFs to which security has been added (password-protection, encryption, digital signatures, etc.). Flatten any such files before uploading to Grants.gov.

Visit Grants.gov's 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, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

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

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

iv. Attachments

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

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your narrative.

Attachment 2: Work plan (required)

Provide a detailed month-by-month schedule of the major work to be done during the period of performance, the amount of time it will take, and the specific people involved. State clearly when the meetings with scholars and other consultants will occur, and how the meetings will advance the project. Include activities related to planned project evaluation and indicate who will be responsible for each activity.

Attachment 3: Résumés and letters of commitment (required)

List on one page the project team, humanities scholars, speakers, and consultants, using the following format: Joan Smith (American Studies, University of Maryland), or John Smith (designer, ABC Designs). Include résumés (of two pages or less) for each key member of the project team. For each humanities scholar and consultant provide a two-page résumé and a letter of commitment stating his or her intention to work on the project and his or her contribution. Letters from paid consultants other than scholars should include estimated fees and deliverables.

Attachment 4: Bibliography (required)

Include a short bibliography (not to exceed two pages) of the most significant humanities scholarship that informs the project.

Attachment 5: Walkthrough (conditionally required)

This attachment is required for all Implementation applicants. Applicants seeking funding for single-site temporary exhibitions must limit the walkthrough to seven single-spaced pages; all other Implementation applicants must limit the walkthrough to ten single-spaced pages. Use one-inch margins and at least 11-point type. Note that requirements vary depending on whether your project is an Exhibition, Historic Place, or Humanities Discussion.

Exhibitions

Provide a tour of your project, from the perspective of the visitor, including an overview of each exhibition section, describing what they will see and do.

In describing each section give specific examples of what audiences will see, hear, and do to demonstrate how humanities concepts and analysis will be conveyed. Describe, through the eyes of the audience, how immersive environments, objects, text, multi-media, or other techniques will be used to communicate the project's central ideas.

You may incorporate thumbnail images of objects or key places into the text, if they help clarify the description.

If the project includes secondary formats (such as a website or discussion programs), briefly describe them.

Attach the following items, which do not count toward the page limit:

- renderings of the floor plans and sections
- elevations of at least two sections
- four to six examples of interpretive text to be used in the project. (As appropriate, include different levels of text, ranging from introductory panels to object labels).

Historic Places

Provide a tour of your project, from the perspective of the visitor, including an overview of each space.

In describing each section, give specific examples of what audiences will see, hear, and do to demonstrate how humanities concepts and analysis will be conveyed. Describe, through the eyes of the audience, how they will interact with a docent or with self-guided tour options (brochures, audio guides, apps, etc.) and how furnishings, historic spaces, signage, and other materials will be used to communicate a project's central ideas.

You may incorporate thumbnail images of objects or key places into the text, if they help clarify the description.

If the project includes secondary formats (such as a website or discussion programs), briefly describe them.

Attach sample text and image renderings for interpretive site signage, if applicable. Note that these items do not count toward the page limit.

Humanities Discussions

Describe how the audience will experience the program and how humanities content will be delivered.

Provide draft agendas for the public programs, including the subject matter of the events or questions to be addressed, and the names of speakers (including the humanities scholars) who will address the audience or guide discussions. If all speakers have not been confirmed, describe the criteria that will be used to identify them or list the individuals being considered.

Include a list of supplementary readings and/or audiovisual materials to be made available for audiences. Include the specific titles of and brief annotations about the texts, films, plays, pieces of music, etc., to be discussed. Explain how the works in question relate to the project's main themes. If you will be making use of collections of historical artifacts or artworks, indicate their significance and identify the pieces from the collection(s) that will be discussed.

Identify any venues selected for programs, and describe the criteria that you will use to select additional venues.

If applicable, describe training workshops and other activities to prepare discussion facilitators, scholars, presenters, docents, and other project staff.

Describe the resources that would be made available to extend the life of the project.

Attachment 6: Additional supporting documentation (conditionally required)

If applicable to your project, you must submit the following additional information in a single attachment.

Traveling exhibitions
- Describe the traveling version of the exhibition. If it will differ substantially in size, content, artifacts, or experience from the original exhibition, describe the anticipated changes.
- Provide the preliminary travel itinerary, if one exists.

Conservation treatment

If the project includes funding requested for conservation treatment, include a discussion of the rationale for conserving the objects being used. Provide a list of individual objects, sample condition reports, a timetable for the treatment of objects, a description of the conservation methods, and the qualifications of the conservator.

Social media and audience-generated content

If the project includes social media and/or audience-generated content, describe how it will add to the humanities content and explain the criteria and process to be used for selecting and monitoring the content that will ultimately be made available to the public. Describe the policies and process to be used to prevent the dissemination of obscene, libelous, indecent, or defamatory content (including personal attacks, or material constituting harassment).

Work samples for secondary digital media components

If your project includes secondary digital media components, provide an example (through a URL) of previously completed work from the principal members of the digital team. Clearly indicate that this URL is your digital work sample. Identify the project personnel who worked on this sample and, if relevant, include additional information on the audience or distribution of the work sample.

Information on public accessibility and admission

As a taxpayer-funded federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Discuss how you plan to provide at least twenty hours of free admission each month to NEH-supported exhibitions.

Publications

Describe the content (including brief abstracts of essays), author(s), format, estimated print run, distribution plans, and sale price of any publications for which funding is requested. Explain how these publications will complement the project's other formats. Proceeds from the sale of any publications will be subject to the NEH policy on program income.

Attachment 7: Object list and illustrations (conditionally required)

This attachment is required for all Implementation applicants seeking funding for Exhibitions, and is optional for Implementation applicants seeking funding for Historic Places projects. Include a complete object list and five to ten object illustrations. Applicants for Humanities Discussions should not include this attachment.

Attachment 8: Positions in Public Humanities (conditionally required)

This attachment is required for all Implementation applicants requesting supplemental funding for Positions in Public Humanities. Limit your response to no more than three pages. Use one-inch margins and at least 11-point type.

Address the following topics:

- Recruitment: explain how and where the position will be advertised
- The position to be filled: describe the proposed position in terms of the tasks to be done and the goals to be achieved in relation to the proposed Implementation project
- Candidate profile: provide details about the ideal candidate and the area in which he or she would work (for example, in the education, digital, curatorial, or some other institutional department)
- Expected outcomes: detail the contributions that the new employee would make to the proposed project, and explain the value added by the creation of this position
- Hiring process: outline the interview and selection process for the candidates, including how you will avoid conflicts of interest

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

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

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

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

3. Unique Entity Identifier and System for Award Management

All organizations must submit their applications for NEH funding using [Grants.gov Workspace](#) or a Grants.gov system-to-system solution. Before using Grants.gov for the first time, each organization must have an Employer Identification Number (EIN) and register with Grants.gov.

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

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

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

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

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

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

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

4. Submission Dates and Times

Program officers will review draft proposals submitted by August 20, 2020 (for proposals submitted for the September 8, 2020 deadline) or by November 27, 2020 (for proposals submitted for the January 6, 2021 deadline). Program officers cannot review drafts submitted after the applicable deadline. Although this optional preliminary review is not part of the formal review process and has no bearing on the final outcome of the proposal, previous applicants

have found it helpful in strengthening their applications. If you choose to submit a draft proposal, send it as an attachment to publicpgms@neh.gov.

There will be two application due dates under this announcement:

September 8, 2020 at 11:59 p.m. Eastern Time
January 6, 2021 at 11:59 p.m. Eastern Time

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

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

NEH will assign a tracking number beginning with BP-, BR-, GE-, GG-, or GI- to your application when it has been received by the agency. The assignment of 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 NEH's system detects a technical problem with your application after retrieving it from Grants.gov, NEH will send you an email notification.

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

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under Executive Order 12373.

6. Funding Restrictions

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

- expenses for hosting a traveling exhibition that is not being developed as part of the project proposed in the application submitted to this program
- expenses for venues in foreign countries
- projects that are exclusively or primarily digital (applicants should apply instead to the Digital Projects for the Public program)
- purchase of art or artifacts
- the creation of encyclopedias, or projects for preservation, cataloging, or archiving that do not include significant interpretive components
- print or digital publications that are not an integral part of the larger project for which funding is requested
- professional development
- purchase of real property, renovation, restoration, rehabilitation, or construction
- fiscal agent fees
- strategic planning or feasibility studies
- projects intended primarily for students in formal learning environments or that satisfy requirements for educational degrees or formal professional training (though projects may include components that can be used in classrooms)
- conservation treatments of objects in excess of 15 percent of the request to NEH
- projects primarily devoted to research rather than interpretation for the general public
- dramatic adaptations of literary works
- promotion of a particular political, religious, or ideological point of view
- advocacy for a particular program of social or political action

- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies

NEH funds may not be used to support obscene, libelous, indecent, or defamatory content (including personal attacks, or material constituting harassment).

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

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

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to rank applications in the Public Humanities Projects program:

1. Intellectual content and humanities significance

(corresponds to narrative sections [Humanities Content](#) and [Evaluation of the project's impact](#))
- the significance of the subject, the humanities ideas, and the collections; the quality and relevance of the humanities scholarship informing the project
- the extent to which the project offers an analytical perspective on the themes and ideas that underlie it

2. Format and program resources

(corresponds to narrative sections [Project formats](#); [Project resources](#); [Project history](#); [Evaluation of the project's impact](#); and [Organizational profile](#))
- the appropriateness, quality, and creativity of the concept for organizing and presenting the material to effectively convey the humanities content to the audience
- the significance of the materials and resources that support the project's interpretive themes and ideas

3. Audience

(corresponds to narrative sections [Audience, marketing, and promotion](#); [Evaluation of the project's impact](#); [Organizational profile](#))
- the appeal of the subject and the accessibility of the ideas to the intended audience
- the demonstrated ability of the organization to attract a broad audience and, if specific target audiences have been identified, to reach those audiences
- the likely effectiveness of any proposed evaluation of the project's impact

4. Walkthrough (if applicable)

(corresponds to narrative section [Project formats](#) and [Attachment 5: Walkthrough](#))
- the potential of the project's interpretive techniques, audience experience design, and (if applicable) interpretive text or signage to clearly present the major takeaway ideas

5. Project team

(corresponds to narrative section [Project team](#))

- the experience and technical skills of the project team
- the quality of the project team's previous work
- the likelihood that the institutional partners (if any) will collaborate effectively

6. Humanities advisers

(corresponds to narrative section Humanities scholars and consultants)
- the qualifications and potential contributions of the advising scholars

7. Work plan and budget

(corresponds to narrative sections Project resources and Project history, Attachment 2: Work plan and the Research and Related Budget)
- the likelihood that the applicant will achieve the project's goals in a timely and efficient manner
- the appropriateness and reasonableness of the project costs

8. Justification for Chairman's Special Award (if applicable; limited to Implementation projects)

(corresponds to narrative section Justification for a Chairman's Special Award)
- the strength of the case for the significance of the project topic, the involvement of multiple institutional partners, the combination of several different program formats, and the breadth of the project's public appeal and reach

9. Justification for a Position in Public Humanities (if applicable; limited to Implementation projects for Exhibitions and Historic Places)

(corresponds to Attachment 8: Positions in Public Humanities)
- the quality of the recruitment and selection process
- the extent to which the new employee will contribute to the larger public humanities project

10. Overall evaluation

(corresponds to all narrative sections)
- the quality of the project, taken as a whole

2. Review and Selection Process

NEH staff review applications for eligibility and completeness. NEH uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the review criteria outlined in this notice of funding opportunity. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

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

3. Assessment of Risk and Other Pre-Award Activities

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

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

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

NEH is required to review and consider any information about your organization that is in the [Federal Awardee Performance and Integrity Information System (FAPIIS)](). You may review and comment on any information about your organization that a federal awarding agency previously entered. NEH will consider any of your comments, in addition to other information in [FAPIIS]() in making a judgment about your organization's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed as described in [2 CFR §200.205](). A determination that an applicant is not qualified will be reported by NEH to FAPIIS ([2 CFR §200.212]()).

4. Anticipated Announcement and Award Dates

Applicants will be notified of funding decisions by e-mail in April 2021 (for proposals submitted for the September 8, 2020 deadline) or August 2021 (for proposals submitted for the January 6, 2021 deadline). For successful applicants, this notification is not an authorization to begin performance or incur related costs. Applicants may request evaluations of their applications by emailing [publicpgms@neh.gov]().

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grant administrators and project directors of successful applications will begin receiving award documents from the NEH Office of Grant Management by e-mail in April 2021 (for proposals submitted for the September 8, 2020 deadline) or August 2021 (for proposals submitted for the January 6, 2021 deadline).

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared

ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.338](#), including suspension or debarment. (See also 2 CFR parts [180](#) and [3369](#)).

3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 10: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

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

NEH recipients must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. For more information consult *[Design for Accessibility: A Cultural Administrator's Handbook](#)*.

Copyright information

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was 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 the *[Acknowledgment and Publicity Requirements for NEH Awards](#)* and *[Publicizing Your Project](#)* pages on the NEH website for guidance on acknowledging NEH support and promotion.

Principles of Civility

Recipients are required to adhere to the [Principles of Civility for NEH Seminars, Institutes, and Workshops](#). NEH expects project directors to take responsibility for encouraging an ethos of openness and respect, upholding the basic norms of civil discourse.

Indemnity: The Arts and Artifacts Indemnity Act

The Arts and Artifacts Indemnity Act authorizes the Federal Council on the Arts and the Humanities to enter into indemnity agreements with U.S. nonprofit tax-exempt organizations and government units. Institutions that are organizing an exhibition with internationally loaned objects are encouraged to apply for indemnity. Indemnity can significantly lower the overall cost of insuring an exhibition with internationally loaned objects. The indemnity program is administered by the National Endowment for the Arts. [Learn more about the indemnity program](#).

Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct

(fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH Office of the Inspector General.

3. Reporting

Recipients must comply with the reporting and review activities described below. All reports must be completed online in eGMS Reach, NEH's online grant management system, unless otherwise instructed.

1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an **annual** basis. Further information will be provided in the Notice of Action.

2.) **Performance Progress Report**(s). Recipients must submit a performance progress report to NEH on an **annual** basis. Further information will be provided in the Notice of Action.

3.) **Final Reports**. Recipients must submit a final financial report and a final performance report within 90 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goal and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance. Further information will be provided in the Notice of Action.

Learn more about Performance Reporting Requirements and Financial Reporting Requirements.

G. Agency Contacts

If you have questions about the program, contact:

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

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

Federal Service Desk: FSD.gov
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

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

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

[Self-Service Knowledge Base](#)

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 956, *et seq*](#). The principal purpose for which the information will be used is to process the application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

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

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this notice of funding opportunity is 3136-0134, expiration date June 30, 2021.