



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: Public Humanities Projects

Funding Opportunity Number: 20210811-BP-BR-GE-GG-GI

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

Application Deadlines:
August 11, 2021
January 12, 2022

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

Division of Public Programs
Telephone: 202-606-8269
Email: publicpgms@neh.gov
Federal Relay: 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	20210811-BP-BR-GE-GG-GI
Federal Assistance Listing Number	45.164
Application Deadlines	August 11, 2021, 11:59 p.m. Eastern Time January 12, 2022, 11:59 p.m. Eastern Time
Anticipated Announcements	April 2022 (for applications submitted August 11, 2021) August 2022 (for applications submitted January 12, 2022)
Anticipated FY 22 Funding	Approximately \$2,735,000 per deadline
Estimated Number and Type of Awards	Approximately 17 grants per deadline
Award Amount	<p>Planning: up to \$75,000 Implementation: \$50,000 to \$400,000 Chairman’s Special Awards: up to \$1,000,000</p> <p>Implementation applicants in Exhibitions and Historic Places may request up to \$100,000 above the ceiling amount for a Positions 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.</p> <p>See B. Federal Award Information.</p>
Cost Sharing/Match Required	No
Period of Performance	Planning: up to 24 months Implementation: 12 to 48 months
Eligible Applicants	<p>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.</p> <p>See C. Eligibility Information.</p>
Program Resource Page	https://www.neh.gov/grants/public/public-humanities-projects
Pre-Application Webinar	A link to a recorded webinar will be posted by May 20, 2021
Published	May 4, 2021

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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](#).

Public Humanities Projects awards support projects that are intended to reach broad and diverse public audiences in non-classroom settings in the United States. Projects should engage with ideas that are accessible to the general public and employ appealing interpretive formats.

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

Project topics may be international, national, regional, or local in focus, but locally focused projects should address topics that are of regional or national relevance by drawing connections to broad themes or historical questions. Projects that do not address issues of concern to wider regional or national audiences might consider local sources of funding, such as their [state humanities councils](#). Award amounts offered to successful applicants will reflect the project's scope and the size of its expected audiences.

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

This program supports in-person interpretive projects; projects must be intended for in-person engagement. However, given the uncertainty of public gatherings due to COVID-19, NEH encourages applicants to address contingency plans for proceeding with programming if continued social distancing restrictions are required.

Public Humanities Projects must:

- be grounded in sound humanities scholarship
- offer an analytical perspective on the underlying themes and ideas in order to deepen public understanding of the humanities
- involve humanities scholars from outside the applying organization 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 the interpretive formats
- 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 to exceed 15% of the NEH award
- development and construction of interactive program components
- publication costs for complementary materials, including catalogs and curriculum guides
- publicity expenses

Unallowable activities are described in [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).

Exhibitions applicants must provide at least twenty hours of free admission each month to NEH-supported exhibitions during the period of performance.

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 projects might include living history presentations, guided tours, exhibitions, and public programs.

Humanities Discussions

The Humanities Discussions category supports series of public programs related to [A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary](#). These programs should engage diverse public audiences with humanities resources such as historic artifacts, artwork, or documents; they should be anchored by humanities experts such 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 must include at least six in-person programs and 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: Exploring America's Story and Commemorating its 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 Division of Public Programs for advice on choosing the appropriate funding level. See [G. Agency Contacts](#).

Planning

Planning awards are available only to exhibition and historic places applicants. NEH does not fund Humanities Discussions at the Planning level.

These awards support projects that have completed preliminary work resulting in the identification of possible analytical themes and interpretive methods that will be further explored during the planning period. 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
- meetings and consultation with scholars, consultants, designers, stakeholders, and key partners
- developing the project's preliminary design
- testing project components
- conducting an evaluation of the project's likely impact
- travel related to curatorial research and exhibition loans

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 grants support 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.

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

The maximum size of implementation awards depends upon the program category applied for, defined as follows:

Program category	Definition	Maximum award
Exhibitions, single-site temporary	Exhibition available to audiences at one venue in the United States for at least two months	\$100,000
Exhibitions, permanent	Exhibition available to audiences at one venue in the United states for at least three years	\$400,000
Exhibitions, traveling	Exhibition available to audiences at a minimum of two venues in the United States (including the originating location)	\$400,000
Historic Places	Interpretive tours, living history presentations, or other public interpretation available at a historic place for at least three years	\$400,000
Humanities Discussions	At least six in-person public programs presented during the period of performance and spanning a period of three months to two years	\$250,000

Identifying the appropriate funding level for your project

You are ready to apply for a Planning level award if you:

- are planning an exhibition or historic site interpretation (Humanities Discussions are not funded at this level);
- have conducted preliminary research, including introductory discussions with scholars, and are able to articulate major analytical ideas about your subject that you seek to explore more deeply;
- have a group of scholars from outside your organization who are committed to collaborating with you on the development of the project; and
- can articulate a vision of possible interpretive techniques and potential project elements that you would like to investigate or test with audiences. For example, ideas about the use or display of certain objects, specific concepts for an interactive activity, or ideas about the utilization of a particular space.

You are ready to apply for an Implementation level award if you:

- have conducted significant research and collaboration with scholars outside your organization that resulted in highly developed, thoughtful and articulated analysis of your subject;

- have designed and planned the interpretive elements of your project, such as interactive activities, panel discussions, or living history presentations, and can fully describe how audiences would engage with them;
- have blueprints or drafts for various project elements, such as exhibition elevation designs, floor plans, docent or facilitator training, label text, site signage, tour scripts, or discussion agendas; and
- are ready to begin putting these plans into action to “go live” before a public audience.

Additional opportunities for Implementation applicants

Chairman’s Special Awards

Applicants proposing ambitious projects of exceptional significance and impact may apply for a Chairman’s Special Award of up to \$1,000,000. These projects must demonstrate the potential to address 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 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. If you are applying in either the Exhibitions or Historic Places categories at the Implementation level, you may request additional funding to support such a position. Planning applicants and Humanities Discussion applicants are not eligible to apply for Positions in Public Humanities.

You may request up to an additional \$50,000 to create a full-time position for one year or up to an additional \$100,000 to create a full-time position for two years. If you wish to increase annual compensation above \$50,000 for a Position in Public Humanities, you must use your own non-federal funds.

Positions in Public Humanities must adhere to the following parameters:

- The position must be full-time.
- The position is entry level and is designed with an appropriate level of responsibility.
- The position must be responsible for an element of public engagement related to the larger project and should also be assigned to administer at least three other types of public programs during the period of performance. For example, the holder of the position might organize film and panel discussions, family gallery talks, and an oral history day program.

Positions in Public Humanities may not be used to support:

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

Applications must be solicited and reviewed by the grant recipient following these guidelines:

- Recipients should widely advertise positions to draw a diverse, national pool of applicants.
- The selection should be made by a committee convened by the project director. Committees customarily consist of at least three members: the project director and two other humanities experts who are familiar with the project, such as other team members from the organization or scholars collaborating with the project. The committee should review all applications.
- Candidates for these positions should submit a curriculum vitae, graduate school transcript, writing sample, cover letter, and three letters of reference.

Candidates for a Position in Public Humanities must meet the following eligibility requirements:

- 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 Public Humanities Projects application deadline.
- Must have completed an MA or PhD program in a humanities discipline (including public history or museum studies) within five years of the application deadline for this grant program.
- Must not be an employee, or member of the board of trustees or advisers of the recipient, or a selection committee member, or family member of any of the afore mentioned.
- Candidates must not have delinquent federal debt or be suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any federal department or agency. 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 [National Foundation on the Arts and the Humanities Act Of 1965](#), “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

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

[Learn more about NEH.](#)

NEH Area of Interest

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

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

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

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

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

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

You may request up to \$75,000 for [Planning](#) or \$50,000 to \$400,000 for [Implementation](#) (see [A1. Funding levels](#) for specific information and project specific limitations).

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 an additional \$50,000 or \$100,000 for a [Position in Public Humanities](#).

The 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 August 11, 2021 deadline is May 1, 2022.

The earliest period of performance start date for applications submitted for the January 12, 2022 deadline is September 1, 2022.

Approximately \$2,735,000 is expected to be available to fund an estimated 17 recipients per deadline.

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

C. Eligibility Information

1. Eligible Applicants

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

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

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

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

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

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

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

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

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

3. Other Eligibility Information

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

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.

See [Positions in Public Humanities](#) 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. However, applicants may seek funding from other NEH programs for **complementary** aspects of the same overall project

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

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

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

Applications must be received by the deadline. 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

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

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

Funding Level	Application package	
	August 11, 2021	January 12, 2022
Exhibitions: Planning	GE82021	GE12022
Exhibitions: Implementation	GI82021	GI12022
Historic Places: Planning	BP82021	BP12022
Historic Places: Implementation	BR82021	BR12022

Humanities Discussions	GG82021	GG12022
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The application packages for the January 12, 2022 will not be available in Grants.gov until the August 11, 2021 deadline has passed.

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

To request a paper copy of this notice, contact publicpgms@neh.gov.

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

2. Content and Form of Application Submission

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

Narrative

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

Planning applicants must limit the narrative to 20 single-spaced pages.

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.

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

Nature of the request (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 you are requesting.
- Indicate if your request is for a Chairman’s Special Award (Implementation only).
- Indicate if your request includes a Position in Public Humanities (Implementation level for Exhibitions and Historic Places only).
- Identify your project’s formats, the subject, and the main themes.
- If your project responds to [A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary](#), indicate how.

Humanities content (corresponds to [review criterion 1 and 4](#))

- Describe the significance of the subject and its relevance to the public.
- Provide humanities themes articulating the analytical ideas the project will convey. Theme statements reach beyond a list of topics to demonstrate the larger critical idea you want audiences to understand. Follow your theme statement with a supporting argument that uses project content, examples drawn from project resources, and the humanities scholarship (from your consultation with project scholars, their published

works, and the scholarship of other humanists) that has shaped your analysis. For Humanities Discussion projects the discussion of themes must include an explanation of their relationship to [A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary](#).

- For reinterpretations or updates of an existing project, describe the current content and format and explain the new humanities ideas that will be incorporated.
- For Historic Places projects, discuss the significance of the place to 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.

Project formats (corresponds to [review criteria 2 and 5](#))

- Briefly describe the interpretive philosophy that guides the project. Explain how the final exhibition, discussion, or site interpretation will be organized and discuss the interpretive methods it will employ to engage general public audiences. Provide specific examples of techniques you plan to explore (for Planning applicants) or have designed for use in the project (for Implementation applicants).
- Provide short descriptions of all secondary formats and discuss how each will enhance public understanding of the humanities content.
- Although the primary proposed formats must be for in-person audience engagement, applicants are encouraged to share how plans would be altered to offer public programming in the event that social distancing restrictions continue to impact public gatherings.

Project resources (corresponds to [review criteria 2 and 5](#))

- Describe the resources available at your institution or elsewhere that will support your project (e.g., archives, special libraries, collections of art or artifacts, images, documents, film, audio, or digital materials).
- Discuss the significance and quality of the relevant resources and how they contribute to the project.
- If applicable, explain how you will secure permissions or rights for key materials.

Project history (corresponds to [review criteria 2 and 5](#))

- Provide a brief history of the project to date.
- Describe the relationship of the project to others on the topic and explain its particular contribution.

Justification for a Chairman's Special Award (if applicable) (corresponds to [review criterion 6](#))

- If you are requesting a Chairman's Special Award, discuss why the project is especially significant and appealing. Explain how institutional collaborations, number of program formats, and broad reach to audiences make the project a compelling candidate for funding at this level.

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.
- Present a marketing plan that addresses how the intended audience will be reached. 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 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.

- For regional projects and sites that are not yet established as attractions, provide annual tourism and local population figures as well as special characteristics and current activities of the site.

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, 3,4, and 5](#))

- 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 4 and 5](#))

- Identify the key individuals from the applying organization and major partners who will be involved in the project.
- Briefly describe each person’s qualifications and expected contribution.

Humanities scholars and consultants (corresponds to [review criterion 1,4, and 5](#))

- Identify the consultants from outside the applicant organization who will be involved in the project. Consultants include humanities scholars, education and public program specialists, historic site or cultural tourism experts, writers, media producers, or digital designers.
- Briefly describe each consultant’s qualifications and expected contribution.

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.	
<u>Narrative Section</u>	<u>Review Criteria</u>
Nature of the request	All review criteria
Humanities content	1. Intellectual content and humanities significance 4. Project team and humanities advisers
Project formats	2. Format and program resources 5. Project feasibility
Project resources	2. Format and program resources 5. Project feasibility

Project history	2. Format and program resources 5. Project feasibility
Justification for a Chairman's Special Award (if applicable)	6. Justification for Chairman's Special Award and/or Positions in Public Humanities
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 program resources 3. Audience 4. Project team and humanities advisers 5. Project feasibility
Project team	4. Project team and humanities advisers 5 Project feasibility
Humanities scholars and consultants	1. Intellectual content and humanities significance 4. Project team and humanities advisers 5 Project feasibility

Research and Related Budget

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

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

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

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

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

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

Introductory Fields

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

A. Senior/Key Person

Include the names of the project director and other senior/key persons who are employed by the applicant organization and who are involved in the project. Do not include collaborators at other institutions or consultants here, as they will be included in [F. Other Direct Costs](#).

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

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

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

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

B. Other Personnel

For each project role described below, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in [A. Senior/Key Person](#). Totals will be automatically calculated.

Post-doctoral associates, graduate students, and undergraduate students

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

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

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

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

Additional Other Personnel

List any additional project role(s). The form can accommodate up to six named roles. If you have more than six, combine project roles here and explain in your [budget justification](#).

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

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

C. Equipment Description

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

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

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

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

Total equipment costs will be automatically calculated.

D. Travel

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

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

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

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

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

Total travel costs will be automatically calculated.

E. Participant/Trainee Support Costs

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

Per [2 CFR §200.432](#), a conference is 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 support costs in your [budget justification](#). **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.**

Total participant support costs will be automatically calculated.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the total funds requested for participant stipends.

3. Travel

Enter the total funds requested for participant travel. In your [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

Enter the total funds requested for participant subsistence. Subsistence expenses include lodging and service charges; meals, including taxes and tips; and incidental expenses (e.g., fees and tips).

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees, bottled water, etc.) and enter the total funds requested for the costs described.

Number of Participants/Trainees

Enter the total number of participants. The value of this field cannot exceed 999.

F. Other Direct Costs

Total other direct costs will be automatically calculated.

1. Materials and Supplies

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

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

2. Publication Costs

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

3. Consultant Services

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

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

4. Automated Data Processing (ADP)/Computer Services

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

5. Subawards/Consortium/Contractual Costs

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

Per [2 CFR §§200.1](#) and [.331\(a\)](#), a subaward is an award provided by a pass-through entity to a subrecipient to carry out part of a federal award. Payments to contractors (as defined in [2 CFR §§200.1](#) and [.331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs are not considered subawards.

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

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

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

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

6. Equipment or Facility Rental/User Fees

Enter the total funds requested for rental/user fees for equipment and facilities. Identify and justify each rental/user fee in your [budget justification](#).

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

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

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

7. Alterations and Renovations

Enter the total funds requested for alterations and renovations. In your [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.). If applicable, provide the square footage. 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](#).

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

Per [2 CFR §200.432](#), allowable conference costs may include speakers' fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts must exercise discretion and judgment in ensuring that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award. If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Per [2 CFR §200.423](#), alcoholic beverages are unallowable.

G. Total Direct Costs

Total direct costs will be automatically calculated.

H. Indirect Costs

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvement; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

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

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

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

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

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

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

costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.

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

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

Indirect Cost Type

Enter the type of indirect cost rate (e.g., other sponsored activities, all programs, instruction, 10% de minimis, etc.) and base (e.g., salaries, salaries & fringe, MTDC, etc.) and whether the activity and rate are onsite or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries. If you do not have a current indirect rate(s) approved by a federal agency but intend to (re)negotiate, indicate "None--will negotiate." If needed, provide additional detail in your [budget justification](#).

Indirect Cost Rate (%)

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

Indirect Cost Base (\$)

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

Funds Requested (\$)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

Total indirect costs will be automatically calculated.

Cognizant Federal Agency

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

I. Total Direct and Indirect Costs

Total costs will be automatically calculated.

J. Fee

Leave this field blank.

K. Total Costs and Fee

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

L. Budget Justification

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

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

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

Explain any exclusions applied to your indirect costs base calculation.

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

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

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

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

Application Components

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

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

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

Grants.gov form/Attachment	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required
Project/Performance Site(s) Location Form	Grants.gov form		Required
Research and Related Budget Attachments Form	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL “Disclosure of Lobbying Activities”	Grants.gov form		Conditionally required
Attachment 1: Narrative	narrative.pdf	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	10	Conditionally required
Attachment 6: Additional supporting documentation	supportingdocs.pdf		Conditionally required
Attachment 7: Object list and illustrations	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	delinquentdebt.pdf		Conditionally required

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

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

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

6. Project Information

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

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

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

7. Project Director

Provide the project's director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project and is critical to its success. You must notify the NEH Office of Grant Management immediately if the project director named in the application changes.

8. Primary Contact/Grants Administrator

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

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

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

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

2. Institutional Information

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

3. Project Funding

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

4. Application Information

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

For type of application, check "new."

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

Project/Performance Site Location(s) Form

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

Certification Regarding Lobbying (conditionally required)

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

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

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

Attachments Form

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

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

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

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

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

Attachment 1: Narrative (required)

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

Attachment 2: Work plan (required)

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

Describe the activities that will take place during the period of performance to achieve each of the proposed objectives. Use a timeline that includes each step and identifies responsible staff. Explain how outcomes from one activity will carry over to the next. For each activity, specify the project team members involved. Clearly state when 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.

For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing activities. Name the file workplan.pdf.

Attachment 3: Résumés and letters of commitment (required)

List 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 fewer) for each key member of the project team. For humanities scholars and consultants, 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 consultants other than scholars should include estimated fees and deliverables. Name the file resumes.pdf.

Attachment 4: Bibliography (required)

Include a short bibliography (not to exceed two pages) of the most significant humanities scholarship that informs the project. Any standard format is acceptable. Name the file bibliography.pdf.

Attachment 5: Walkthrough (conditionally required)

A walkthrough is required for all Implementation applicants. The purpose of the walkthrough is to describe how visitors will experience the project and to provide a step-by-step demonstration of how project elements will communicate the analytical takeaway messages to the public. Limit the walkthrough to ten single-spaced pages. Use one-inch margins and at least 11-point type. Note that requirements vary depending on the project category to which you are applying. Name the file walkthrough.pdf.

Exhibitions

Provide a tour of your project from the perspective of the visitor. Through their eyes demonstrate how humanities concepts and analysis will be conveyed. Describe each section of the exhibition, giving specific examples of what audiences will see, hear, and do. Using these examples, illustrate how immersive environments, interactives, objects, texts, multimedia, or other techniques will be used to communicate the project's central ideas.

You may include thumbnail images of objects or key places, 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 that show the exhibition's footprint in the space
- elevations of at least two sections, illustrating how objects, built environments, and/or works of art will be displayed
- 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. Through their eyes, describe each space. Give specific examples of what audiences will see, hear, and do and demonstrate how these experiences will illuminate the proposed humanities concepts and analysis. Describe how the audience 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 contribute to a greater understanding of the project's central ideas.

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

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

If applicable, you must attach sample text and image renderings for interpretive signage. If the request is for an exhibition in an historic site you must include samples of interpretive labels, floorplans showing the exhibition's footprint in the space, and exhibition elevations illustrating the design for display of objects and/or works of art from at least two sections of the exhibition. 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 (minimum of six), including the subject matter or questions to be discussed and the names of speakers 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 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 featured.

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 printed and/or online 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, Implementation applications must submit the following additional information in a single attachment. Planning applications should not include this attachment. Name the file supportingdocs.pdf.

Traveling exhibitions

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

Conservation treatment

If your project includes funding requested for conservation treatment, include a discussion of the rationale for conserving the objects. Provide a list of individual items, sample condition

reports, a timetable for the treatment of objects, a description of the conservation methods, and the qualifications of the conservator. Costs for conservation treatment must not exceed 15% of the NEH award.

Social media and audience-generated content

If your project includes social media and/or audience-generated content, describe how it will add to the humanities content and explain the criteria and processes for selecting and monitoring the content made available to the public. Describe the policies and process to be used to prevent the dissemination of obscene, libelous, indecent, or defamatory material (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. Identify the project personnel who worked on this sample and, if relevant, include additional information on its audience or distribution. Clearly indicate that this URL is your digital 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 Planning and Humanities Discussions should not include this attachment. Name the file objects.pdf.

Attachment 8: Positions in Public Humanities (conditionally required)

This attachment is required for exhibitions and historic places applicants at the Implementation level requesting 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. Name the file publichumanities.pdf.

Provide the following information:

- A discussion of the expected outcomes of the position, detailing the contributions that the new employee would make to the proposed project; explain the value added by the creation of this position
- A short position description defining the tasks to be done and the goals to be achieved in relation to the proposed project. Identify the area of the organization in which he or she would work (for example, in the education, digital, curatorial, or some other institutional department) and to whom he or she would report
- A profile describing the ideal candidate
- An explanation of how and where the position will be advertised

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

Name the file agreement.pdf.

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

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

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

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

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

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

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

D-U-N-S®

Your organization must obtain a unique entity identifier, currently a valid [Dun and Bradstreet Data Universal Numbering System \(D-U-N-S®\) number](#). D-U-N-S® numbers are unique nine-digit numbers assigned to all types of business organizations, including nonprofits and government entities.

System for Award Management (SAM)

Your organization must register with the [System for Award Management \(SAM\)](#) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the

applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the agency under [2 CFR §25.110\(d\)](#).

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

Grants.gov

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

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

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

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

4. Submission Dates and Times

Program officers will review drafts submitted by July 7, 2021 (for proposals submitted for the August 11, 2021 deadline) or by December 8, 2021 (for proposals submitted for the January 12, 2022 deadline). Drafts submitted after these dates will not be reviewed. This optional preliminary review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft, send it as an attachment to publicpgms@neh.gov.

There will be two deadlines under this notice:

August 11, 2021 at 11:59 p.m. Eastern Time
January 12, 2022 at 11:59 p.m. Eastern Time

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

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

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

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- 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% of the NEH award
- 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 of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

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

E. Application Review Information

1. Review Criteria

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

1. Intellectual content and humanities significance

(corresponds to narrative sections [Humanities Content](#), [Humanities scholars and consultants](#), [Evaluation of the project's impact](#) [Attachment 4: Bibliography](#) and [Attachment 5: Walkthrough](#))

- 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](#); [Organizational profile](#); and [Attachment 5: Walkthrough](#))

- 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
- 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

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. Project team and humanities advisers

(corresponds to narrative section [Project team, Organizational profile, Humanities content, Humanities scholars and consultants](#); and [Attachment 2: Work plan](#) and [Attachment 3: Resumes and letters of commitment](#))

- the experience and technical skills of the project team and the quality of their previous work
- the likelihood that the institutional partners (if any) will collaborate effectively
- the qualifications of the advising scholars and potential for their involvement to enhance project content and analysis

5. Project feasibility

(corresponds to narrative sections [Project resources](#), [Organizational profile](#), [Project team](#), [Humanities scholars and consultants](#), [Project format](#), 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

6. Justification for Chairman's Special Award and/or Positions in Public Humanities (if applicable; limited to Implementation of Exhibitions and Historic Places)

(corresponds to narrative sections [Chairman's Special Award](#), [Attachment 8: Positions in Public Humanities](#))

- for Chairman's Special Award requests: the strength of the argument that the significance of the project topic, the involvement of various institutional partners, the combination of multiple formats, and the breadth of the project's public appeal and reach, considered together, merit a Chairman's Special Award
- for a requested Positions in Public Humanities: the extent to which the position will contribute to the overall public humanities project, the appropriateness of the position for an entry level candidate, and the quality of the recruitment and selection process

7. Overall evaluation

(corresponds to [All narrative sections](#))

- the quality of the project, taken as a whole

2. Review and Selection Process

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

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

3. Assessment of Risk and Other Pre-Award Activities

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

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

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

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

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

4. Anticipated Announcement and Award Dates

NEH will notify applicants of funding decisions by email in April 2022 (for proposals submitted for the August 11, 2021 deadline) or August 2022 (for proposals submitted for the January 12, 2022 deadline). This notification is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting publicpgms@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by email in April 2022 (for proposals submitted for the August 11, 2021 deadline) or August 2022 (for proposals submitted for the January 12, 2022 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 Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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

Providing access to NEH-funded products

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

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

Copyright information

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

Acknowledging NEH support

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

Program income policy

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

Principles of Civility

Recipients must adhere to the [Principles of Civility for NEH 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](#).

Termination

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

3. Reporting

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

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

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

G. Agency Contacts

If you have questions about the program, contact:

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

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

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
grantmanagement@neh.gov

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

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

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

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

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

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take

appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice (“SORN”) published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes 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.