



NATIONAL ENDOWMENT FOR THE HUMANITIES

## **Notice of Funding Opportunity**

### **Funding Opportunity Title: Public Humanities Projects**

Funding Opportunity Number: 20220810-BP-BR-GE-GG-GI

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

**Application Deadline:**  
**August 10, 2022**  
**January 11, 2023**

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

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

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

## Executive Summary

The National Endowment for the Humanities (NEH) Division of Public Programs is accepting applications for the 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, hybrid, or virtual 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	20220811-BP-BR-GE-GG-GI
Federal Assistance Listing	45.164
Optional Draft Deadlines	2022 deadline: Wednesday, July 6, 2022, 11:59 p.m. Eastern Time 2023 deadline: Wednesday, December 7, 2022, 11:59 p.m. Eastern Time
Application Deadlines	August 10, 2022, 11:59 p.m. Eastern Time January 11, 2023, 11:59 p.m. Eastern Time
Anticipated Award Announcements	April 2023 and August 2023
Anticipated FY 2023 Funding	Approximately \$2,735,000 per deadline
Estimated Number and Type of Awards	Approximately 20 grants per deadline
Award Amounts	Planning: up to \$75,000 Implementation: \$50,000 to \$400,000 Chair's Special Awards: up to \$1,000,000  Implementation applicants may request up to \$100,000 above the ceiling amount for <a href="#">Positions in Public Humanities</a> to create a two-year, full-time staff position ( applicants requesting a one-year period of performance a, may request up to \$50,000 for , for a one-year, full-time staff position) .  See <a href="#">B. Federal Award Information</a> .
Cost Sharing/Match Required	No
Period of Performance	Planning: up to 24 months Implementation: 12 to 48 months  If you apply to the August 10, 2022, deadline, you may request a period of performance start date between May 1, 2023, and November 1, 2023.  If you apply to the January 11, 2023, deadline, you may request a period of performance start date between September 1, 2023, and March 1, 2024.
Eligible Applicants	<ul style="list-style-type: none"> <li>• nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code</li> <li>• accredited institutions of higher education (public or nonprofit)</li> <li>• state and local governments and their agencies</li> <li>• federally recognized Native American Tribal governments</li> </ul> <p>See <a href="#">C. Eligibility Information</a>.</p>
Program Resource Page	<a href="https://www.neh.gov/grants/public/public-humanities-projects">https://www.neh.gov/grants/public/public-humanities-projects</a>
Pre-Application Webinar	A prerecorded webinar will be posted on the program resource page by June 10, 2022, 11:59 p.m. Eastern Time.
Published	May 6, 2022

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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 exhibitions and historic site interpretations, as well as in-person, hybrid or virtual discussions and other scholar- or staff-led programs. 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 you 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 [state humanities councils](#). NEH will offer award amounts to successful applicants that reflect the project's scope and the expected audience size.

NEH encourages applications from small and mid-sized organizations. 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.

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

Awards may support activities in support of public humanities projects, such as:

- meetings with humanities scholars and other content advisers, program partners, audience representatives, and consultants (consultants may include humanities scholars; education and public program specialists; historic site, interpretive, or cultural tourism experts; writers; media producers; or digital designers)

- research
- 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 related publicity
- evaluation of the project's impact
- planning and conducting project-specific training for docents, discussion coordinators, or other interpretive leaders
- development, production, and publication of curriculum guides, catalogs, 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 components
- publicity expenses

See [D6. Funding Restrictions](#) for unallowable activities.

See [E1. Review Criteria](#) for the criteria NEH will use to evaluate applications under this notice.

## **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 your organization's humanities focus and resources. These programs should engage diverse public audiences with humanities resources such as historic artifacts, artwork, works of literature, or archival documents, and be geared toward topics or themes meaningful to your community. Discussion programs aimed at a local audience are encouraged to make connections to broader national themes. Programs may be moderated or led by a range of humanities experts such as historians, curators, librarians, scholars, authors, artists, or community or tribal leaders who will help interpret thematic content, and spark conversation and critical analysis. 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 ten in-person, virtual, or hybrid 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 a range of project-related humanities scholars and interpretive experts, such as educators, curators, community historians, tribal leaders, or librarians
- conducted without partisan advocacy
- respectful of divergent views
- free of ad hominem remarks
- devoid of bias based on ethnicity, religion, gender, disability, or race

### **Funding levels**

This program supports projects at two funding levels: Planning and Implementation. Humanities Discussions applicants must apply at the Implementation level.

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

NEH encourages you 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 Exhibitions and Historic Places applicants. NEH does not fund Humanities Discussions at the Planning level.

These awards support projects which have completed preliminary work resulting in the identification of possible analytical themes and interpretive methods that you will further explore 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 project's content, format, and interpretive approach
- meetings and consultation with scholars, interpretive experts, 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

NEH will make awards up to \$75,000, with a period of performance of up to 24 months, 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 that 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. For Humanities Discussions, average award amounts are \$250,000; awards up to the maximum of \$400,000 are reserved for outstanding projects that exceed the minimum number of required programs and demonstrate an extensive audience reach bearing more of a regional or national scope.

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

<b>Program category</b>	<b>Definition</b>	<b>Maximum award</b>
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 ten in-person, virtual, or hybrid public programs presented during the period of performance and spanning a period of three months to two years	Average award amounts are \$250,000; awards between \$250,000 and the maximum of \$400,000 are reserved for ambitious projects proposing a greater number of programs and an extensive regional or national reach

## 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 well-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**

### **Chair’s Special Awards**

Applicants proposing ambitious projects of exceptional significance and impact may apply for a Chair’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. Chair’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 for an Implementation-level award in any category, you may request additional funding to support such a position. Planning 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 non-federal funds.

Positions in Public Humanities must adhere to the following parameters:

- The position must be full-time.
- The position must be entry level and 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 administer at least three other types of public programs during the period of performance. For example, the person might organize film screenings or 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 concurrently with the Position in Public Humanities
- hiring individuals currently enrolled in a degree-granting program

You must follow these guidelines when soliciting and reviewing applications from applicants for a Position in Public Humanities:

- You should widely advertise positions to draw a diverse, national pool of applicants.
- The project director should convene a committee to make the selection. 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 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:

- They 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.
- They 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.
- They must not be an employee, a member of the board of trustees or advisers of the recipient, or a selection committee member, or a family member of any of the aforementioned.
- They 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](#)). You can check if candidates have delinquent federal debt or other exclusions in the [System for Award Management \(SAM\)](#). (Click on “Search,” and then under “Select Domain,” choose “Entity Information” and then “Exclusions.”)

## 2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit](#)

[Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

Under 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.”

Use the [Funded Projects Query Form](#) to find examples of NEH-supported projects.

[Learn more about NEH.](#)

## **NEH Initiatives**

NEH seeks to support projects that respond to the following initiative. NEH will give all applications equal consideration in accordance with the program’s [review criteria](#).

In addition to this special initiative, NEH encourages projects that include Native American organizations and communities as applicants and project partners.

### **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. The agency strongly encourages projects that strengthen Americans’ knowledge of our principles of constitutional governance and democracy, as well as 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.

## **B. Federal Award Information**

### **1. Type of Application and Award**

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

## 2. Summary of Funding

### Award Amounts

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

In rare circumstances, NEH may make [Chair's Special Awards](#) of up to \$1,000,000 for Implementation projects that will reach an exceptionally large audience.

In addition, if you are applying at the Implementation level, you may request an additional \$50,000 or \$100,000 for a [Position in Public Humanities](#).

Successful applicants will be awarded outright funds, which are not contingent on additional funding from other sources.

NEH anticipates awarding approximately \$2,735,000 among an estimated 20 recipients per deadline.

NEH will not determine the amount available until Congress makes appropriations for FY 2023. NEH will make awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency action to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

### Period of Performance

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

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

If you apply to the August 10, 2022, deadline, you may request a period of performance start date between May 1, 2023, and November 1, 2023.

If you apply to the January 11, 2023, deadline, you may request a period of performance start date between September 1, 2023, and March 1, 2024.

## C. Eligibility Information

### 1. Eligible Applicants

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

- a [nonprofit organization recognized as tax-exempt under section 501\(c\)\(3\) of the Internal Revenue Code](#)
- an [accredited institution of higher education](#) (public or nonprofit)
- a state or local government or one of their agencies

- a [federally recognized Native American Tribal government](#)

If you are an eligible applicant, you may apply on behalf of a consortium of collaborating organizations. If NEH selects your proposal for funding, you will be programmatically, legally, and fiscally responsible for the award.

To be eligible, you must not function solely as a fiscal agent for another entity and must make substantive contributions to the success of the project.

Individuals and other organizations, including foreign and for-profit entities, are ineligible.

## 2. Cost Sharing

NEH does not require cost sharing in this program, unless you request federal matching funds.

Cost sharing or matching is the portion of the project costs you pay for with non-NEH funds. Peer reviewers will not consider cost sharing in their evaluation of applications.

If you request federal matching funds, you must raise third-party non-federal gifts dollar-for-dollar. NEH will certify the allowability of these gifts before releasing federal matching funds. Typically, NEH will distribute federal matching funds on an annual basis over the period of performance. See the [NEH Federal Matching Funds Guidelines](#).

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

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

You must maintain auditable records of the sources and uses of cost share. See [2 CFR § 200.306](#).

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

## 3. Other Eligibility Information

You may submit multiple applications for **separate and distinct** projects under this notice, but you **may not** submit multiple applications for the **same project** at the same deadline. If you have already submitted an application for a project under a prior deadline, NEH will not accept a second application for the same project while the first is still under review. Be advised that this program's January 2023 deadline falls during the review period for applications submitted to the August 2022 deadline, so you may not submit applications for the same project to both deadlines.

You may revise and resubmit previously rejected applications, which NEH will assess using the [same criteria](#) as others in the current competition.

You are not required to obtain a Planning grant before applying for an Implementation grant. If NEH has previously made an award in support of your project, you may submit an application

for a new or subsequent stage of the project, which NEH will assess using the [same criteria](#) as other applications in the current competition.

Per [2 CFR § 200.403\(f\)](#), you must not include the same project costs in more than one application for federal funding and/or approved federal award budget. However, you may submit multiple proposals for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

NEH does not make awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible.

You may use funds from, or sites and materials controlled by, other federal entities in your project, but you may not use them as gifts to release NEH matching funds. Your budget may not include any costs to support federal agencies or employees in any capacity (for example, fees paid to or travel expenses for Library of Congress or Smithsonian Institution staff), or expenses in support of federal sites as exhibition host venues.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations provided you do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §§ 200.1](#) and [.331\(a\)](#). You may obtain the services of foreign individuals and consultants to carry out programmatic activities on a fee-for-service basis, as specified in [2 CFR § 200.459](#). You may obtain goods and services from foreign vendors, such as in-country transportation services, in accordance with [2 CFR § 200.331\(b\)](#). If you plan to submit an application involving international collaboration, contact program staff at [publicpgms@neh.gov](mailto:publicpgms@neh.gov).

**Except for the rare cases covered by its [late submission policy](#), NEH must receive your application by the [deadline](#).**

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

**NEH will not review applications that exceed page limits or violate formatting instructions.** See the [Application Components Table](#).

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

### **1. Application Package**

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20220810-BP-BR-GE-GG-GI. There is also a link on the [program resource page](#).

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

Funding Level	Application package	
	August 10, 2022	January 11, 2023
<b>Exhibitions: Planning</b>	GE082022	GE12023
<b>Exhibitions: Implementation</b>	GI082022	GI12023
<b>Historic Places: Planning</b>	BP082022	BP12023
<b>Historic Places: Implementation</b>	BR082022	BR12023
<b>Humanities Discussions</b>	GG082022	GG12023

The application packages for the January 11, 2023, deadline will not be available in Grants.gov until the August 10, 2022, deadline has passed.

You must complete a multistep registration process to submit your application. See [D3. Unique Entity Identifier and System for Award Management](#).

Contact [publicpgms@neh.gov](mailto:publicpgms@neh.gov) to request a paper copy of this notice.

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 800-877-8399.

## 2. Content and Form of Application Submission

Your application will include a [narrative](#), [budget](#), and other [forms](#) and [attachments](#). You will complete the forms within Grants.gov Workspace and upload other components into the [Attachments Form](#). See the Application Component Table.

NEH has assigned each application component one of the following designations:

- Required: All applicants must submit this component.
- Conditionally Required: Applicants must submit this component if they meet the specified conditions.

You must submit all required components and conditionally required components that are relevant to your proposal. **NEH will not review applications missing any required documents or relevant conditionally required documents.**

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

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

Take note of the page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or violate formatting instructions.**

Your application components must conform to the following formatting requirements, unless otherwise indicated:

- pages no larger than standard letter (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

In addition, you are encouraged to format your components consistent with the following:

- single-spacing
- a readable font such as Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style (citations are included in page counts)

## Application Component Table

Application Component	File Name	Designation	Page limits
<b>Grants.gov forms</b>			
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>		Required	
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>		Required	
<a href="#">Project/Performance Site(s) Location Form</a>		Required	
<a href="#">Research and Related Budget Attachments Form</a>		Required	
<a href="#">Certification Regarding Lobbying</a>		Conditionally required	
<a href="#">Standard Form-LLL “Disclosure of Lobbying Activities”</a>		Conditionally required	
<b>Attachments</b>			
<a href="#">1: Narrative</a>	narrative.pdf	Required	Varies. See <a href="#">narrative instructions</a> .
<a href="#">2: Work Plan</a>	workplan.pdf	Required	
<a href="#">3: Résumés and letters of commitment</a>	resumes.pdf	Required	2 pages per résumé
<a href="#">4: Bibliography</a>	bibliography.pdf	Required	2
<a href="#">5: Walkthrough</a>	walkthrough.pdf	Conditionally required	10
<a href="#">6: Additional supporting documentation</a>	supportingdocs.pdf	Conditionally required	
<a href="#">7: Object list and illustrations</a>	objects.pdf	Conditionally required	
<a href="#">8: Positions in Public Humanities</a>	publichumanities.pdf	Conditionally required	3
<a href="#">9: Subrecipient Budget(s)</a>	subrecipient.pdf	Conditionally required	
<a href="#">10: Federally negotiated indirect cost agreement</a>	agreement.pdf	Conditionally required	
<a href="#">11: Explanation of delinquent federal debt</a>	delinquentdebt.pdf	Conditionally required	

### Narrative

Compose 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 to 15 single-spaced pages. Implementation applicants will have additional space to describe their projects in [Attachment 5: Walkthrough](#).

Do not include an executive summary or a table of contents in your narrative. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

Organize your narrative using the following section headings. Each section aligns with one or more [review criteria](#) NEH will use to evaluate your proposal.

### **Nature of the request (aligns with [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 Exhibitions, specify if the exhibition(s) will be permanent, traveling, or temporary. Identify the funding level (Planning or Implementation) and the amount you are requesting.
- Indicate if you are requesting a Chair's Special Award (Implementation level only).
- Indicate if your request includes a Position in Public Humanities (Implementation level only).
- Identify your project's formats, the subject, and the main themes.

### **Humanities content (aligns with [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 reinterpretations or updates of an existing project, describe the current content and format and explain the new humanities ideas you will incorporate.
- 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 (aligns with [review criteria 2 and 5](#))**

- Briefly describe the interpretive philosophy that guides the project.
- For Planning applications: explain how you envision organizing the final exhibition or site interpretation. Describe the interpretive ideas you think might effectively communicate your core analytical ideas. Give examples of interpretive techniques and activities that you plan to investigate during your planning process. **Do not** use this space to explain the process you will follow to plan the project. You will have the opportunity to do that in the work plan.
- For Implementation applications: explain how you will organize the final exhibition, discussion, or site interpretation and discuss the interpretive methods it will employ to

engage the general public. Provide specific examples of techniques you have designed for use in the project.

- Provide short descriptions of all secondary formats and discuss how each will enhance public understanding of the humanities content.
- If applicable, describe your plans to offer hybrid or virtual programming as a means of connecting with your audiences. Explain why you have chosen a mix of in-person and virtually accessible formats.

### **Project resources (aligns with [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 (aligns with [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 Chair's Special Award (if applicable) (aligns with [review criterion 6](#))**

- If you are requesting a Chair'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 (aligns with [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 (aligns with [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 you will use 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 (aligns with [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; and annual number of visitors.
- Explain the responsibilities of collaborating organizations. Describe past collaborations or previous relationships (if any) amongst the partners.

**Project team (aligns with [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 (aligns with [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, interpretive, or cultural tourism experts, writers, media producers, or digital designers.
- Briefly describe each consultant’s qualifications and expected contribution.

<b>Narrative Alignment</b>	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
<b>Narrative Section</b>	<b>Review Criteria</b>
<a href="#">Nature of the request</a>	<a href="#">All review criteria</a>
<a href="#">Humanities content</a>	<a href="#">1, 4</a>
<a href="#">Project formats</a>	<a href="#">2, 5</a>
<a href="#">Project resources</a>	<a href="#">2, 5</a>
<a href="#">Project history</a>	<a href="#">2, 5</a>
<a href="#">Justification for a Chair’s Special Award (if applicable)</a>	<a href="#">6</a>
<a href="#">Audience, marketing, and promotion</a>	<a href="#">3</a>
<a href="#">Evaluation of the project’s impact</a>	<a href="#">1, 2, 3</a>
<a href="#">Organizational profile</a>	<a href="#">2, 3, 4, 5</a>
<a href="#">Project team</a>	<a href="#">4, 5</a>
<a href="#">Humanities scholars and consultants</a>	<a href="#">1, 4, 5</a>

**Research and Related Budget**

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

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

The form indicates required fields in yellow. Round all costs to the nearest whole dollar. The inclusion of a cost category on the Research and Related Budget does not necessarily mean that expenses in that category are allowable. See [D6. Funding Restrictions](#) to ensure that proposed costs are allowable.

If you are only requesting outright funds, your budget should include only the funding you are requesting from NEH. If you are requesting federal matching funds, your budget must equal the total funding you are requesting 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 equal the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields. Learn about [types of funds NEH offers](#).

If you will provide voluntary cost share, do not include it on the Research and Related Budget form. You may describe it in your [budget justification](#).

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

You should only include your own employees under [A. Senior/Key Person](#) and [B. Other Personnel](#). Include team members in leadership roles in the project under [A. Senior/Key Person](#). Include other team members under [B. Other Personnel](#). Include costs for non-employees under [F3. Consultant Services](#) (for consultants) or [F5. Subawards/Consortium/Contractual Costs \(for other project personnel\)](#), as appropriate.

If you charge indirect costs to the project, you must not charge those same costs to the project as direct costs. See [H. Indirect Costs](#).

## **Introductory Fields**

If not pre-populated, indicate your organization’s Unique Entity Identifier, name, and the period of performance. This should be the same as the information you provide on your [SF-424 Application for Federal Assistance - Short Organizational](#). You may need to complete the [SF-424](#) prior to completing your Research and Related Budget. Your period of performance must start on the first day of the month and end on the last day of the month. For budget type, check “project.”

### **A. Senior/Key Person**

Include personnel who are employed by the applicant institution in leadership roles on the project. Do not include collaborators at other institutions or consultants, as you will include them in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) for each senior/key person and identify the number of months they will devote to the project. If you do not include base salaries, your award may be delayed.

Many non-academic institutions organize their budgets using calendar months. If your organization does not differentiate between academic and summer months, use only the calendar months column.

If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns. You may also use both columns if your institutional policy requires accounting for academic and summer months separately. If your institution does not use a nine-month academic year and a three-month summer period, include your institution's definition of these terms in your [budget justification](#).

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR § 200.431](#), fringe benefits are allowances and services you provide in addition to salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

The form will calculate the requested salary and fringe benefits for each key person.

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

## **B. Other Personnel**

Include personnel employed by the applicant institution who will play a supporting role on the project. For each project role, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in [A. Senior/Key Person](#). The form will calculate the requested salary and fringe benefits for each group.

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

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. You must report such costs in accordance with [2 CFR § 200.466\(b\)](#), and must treat such costs as direct or indirect costs in accordance with the actual work performed. You may charge tuition remission on an average rate basis.

### **Secretarial/Clerical**

In most circumstances, you should include the salaries of administrative, secretarial, or clerical staff as indirect costs (see [H. Indirect Costs](#)). Per [2 CFR § 200.413\(c\)](#), you may charge salaries for administrative or clerical staff as direct costs only if the following conditions are met:

- The administrative or clerical services are integral to a project or activity.
- The individuals involved can be specifically identified with the project or activity.

- You explicitly include these costs in your budget or have prior written approval from NEH.
- You do not also recover the costs as indirect costs.

If you include administrative or clerical salaries in your budget as direct costs, document how direct charging meets all four conditions in your [budget justification](#). NEH may request additional information to assess whether the proposed costs are allowable.

### **Additional Other Personnel**

List additional project roles, if applicable. The form has space for six named roles. If you have more, combine project roles on the form and explain in your [budget justification](#).

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

Do not list collaborators at other institutions or consultants here, as you will include them in [F. Other Direct Costs](#).

### **C. Equipment Description**

Equipment is defined as nonexpendable personal property costing \$5,000 or more per item and having a service life of more than one year (unless your organization has established a lower level). See [2 CFR §§ 200.313](#) and [.439](#).

You may purchase equipment if analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in [F. Other Direct Costs](#)). You may charge depreciation in compliance with [2 CFR § 200.436](#).

Per [2 CFR § 200.322](#), you should preference goods, products, and materials produced in the United States purchased or acquired under a federal award. If your application is selected for funding, you must include the requirements of this section in all subawards, contracts, and purchase orders for work or products.

List each item of equipment you plan to purchase and its estimated cost, including shipping and maintenance. Include supporting information, such as a price quote, in your [budget justification](#).

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

The form will calculate total equipment costs.

### **D. Travel**

Enter the total funds you are requesting for both domestic travel (local and long-distance) and foreign travel (including travel to Canada and Mexico). Provide a detailed breakdown of costs for each trip in your [budget justification](#). **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

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

You may not use NEH funds to support attendance at regularly occurring professional meetings.

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

The form will calculate total travel costs.

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

Participants are the beneficiaries, not the providers, of a service or training opportunity (such as a workshop, conference, seminar, or symposium) funded by a federal award.

[2 CFR § 200.1](#) defines participant support costs as 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.

[2 CFR § 200.432](#) defines a conference 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 which is necessary and reasonable for successful performance under the federal award.

Include supporting information in your [budget justification](#). **If you or your participants make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

The form will calculate total participant support costs.

### **1. Tuition/Fees/Health Insurance**

Leave this field blank.

### **2. Stipends**

Enter the total funds you are requesting for participant stipends.

### **3. Travel**

Enter the total funds you are requesting for participant travel. In your [budget justification](#), name the travelers (if known) and itemize their travel expenses (e.g., roundtrip airfare, mileage, public transportation fares, parking fees, etc.).

### **4. Subsistence**

Enter the total funds you are requesting 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 you are requesting. You may provide additional information in your [budget justification](#).



## **Number of Participants/Trainees**

Enter the total number of participants. This field cannot exceed 999.

## **F. Other Direct Costs**

The form will calculate total other direct costs.

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

Enter the total funds you are requesting for materials and supplies that cost less than \$5,000 per item, regardless of its useful life, unless your organization has established a different capitalization level. See [2 CFR §§ 200.314](#) and [.453](#).

### **2. Publication Costs**

Enter the total funds you are requesting for publication costs, including 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 you are requesting for consultant services. If your project includes an external advisory committee, include associated costs here.

Consultant fees must comply with [2 CFR § 200.459](#).

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

Enter the total funds you are requesting for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. Include personal computers and accessories under [Materials and Supplies](#).

If a third party will provide these services, include them in [Subawards/Consortium/Contractual Costs](#).

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

Enter the total funds you are requesting (both direct and indirect costs) for activities third parties will perform.

Per [2 CFR §§ 200.1](#) and [.331\(a\)](#), a subaward is an award you issue to a subrecipient to carry out part of your federal award. Subawards do not include payments to contractors (as defined in [2 CFR §§ 200.1](#) and [.331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs.

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

NEH may request additional information in order to assess if proposed costs are reasonable and allowable. See [2 CFR §§ 200.331](#) and [.332](#).

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



See [F2. Administrative and National Policy Requirements](#) for additional information on monitoring subrecipients' performance.

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

Enter the total funds you are requesting for rental fees for equipment and facilities (sometimes referred to as user fees).

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

If you will host a conference, you may rent facilities per [2 CFR § 200.432](#). If you are renting facilities under a "less-than-arm's-length" lease, you must comply with [2 CFR § 200.465\(c\)](#).

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

## **7. Alterations and Renovations**

List the total funds you are requesting for alterations and renovations. Per [2 CFR § 200.462](#), costs you incur for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

## **8-10. Other**

List items you have not included in other previous categories or in the indirect cost pool. "Other" project-specific costs may include fees for promotion, acquisition, rights, evaluation and assessment, and accessibility accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). "Miscellaneous" and "contingency" are not acceptable budget categories.

Per [2 CFR § 200.432](#), allowable conference costs include speakers' fees, costs of meals and refreshments, and other incidental items. You must exercise discretion and judgment to ensure that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award.

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

## **G. Total Direct Costs**

The form will calculate total direct costs.

## **H. Indirect Costs**

Indirect costs are costs that your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity. Indirect costs include such expenses as

the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

If you choose to request indirect costs, compute the amount you may request by multiplying your indirect cost rate by the distribution base, which is typically the project's modified total direct costs (MTDC).

Per [2 CFR § 200.1](#), MTDC are 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.**

Review your institution's negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates, such as "research," "instruction," and "other sponsored activities." With rare exceptions, your institution's "research" rate is not the appropriate rate for inclusion in your NEH project budget, because this rate applies only to scientific research and not scholarly inquiry of the type most often supported by NEH.

Except as provided in [2 CFR § 200.414\(c\)\(1\)](#), NEH must use the negotiated rate(s) that are in effect at the time it issues your award and will not adjust the rate(s) during the life of the award. NEH will not adjust your award amount as a result of changes to your negotiated rates.

If an educational institution does not have a negotiated rate with the federal government when NEH issues an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), but has a provisional rate, NEH must use the provisional rate until a final rate is negotiated and approved by the cognizant agency for indirect costs, except as provided in [2 CFR § 200.414](#). If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, NEH may disallow indirect costs.

If your organization does not have a federally negotiated indirect cost rate, you may:

- submit an indirect cost proposal to your cognizant federal agency to negotiate a rate within three months of your award's period of performance start date (your subrecipients may negotiate a rate with you consistent with [2 CFR § 200.414](#)); or
- charge a de minimis rate of 10% applicable to MTDC (see [2 CFR § 200.414\(f\)](#))

If you choose one of these options, indicate this under [Indirect Cost Type](#). If you do not choose either of the above options, you may only charge costs that are allocable, allowable, and reasonable to the award.

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 10: Federally negotiated indirect cost rate agreement](#), when applicable.

### **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., "MTDC," "salaries," "salaries & fringe," etc.) and whether the activity and rate are on- or off-site. If your budget includes more than one

indirect cost rate or base, list them as separate entries (for example, if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement with your cognizant agency, but intend to negotiate one, write "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 (or the 10% de minimis rate) as a number without special characters (i.e., 32.5).

### **Indirect Cost Base (\$)**

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

### **Funds Requested (\$)**

Enter the funds you are requesting for each indirect cost type.

### **Total Indirect Costs**

The form will calculate total indirect costs.

### **Cognizant Federal Agency**

Enter the name of your cognizant federal agency and a point of contact, if applicable.

### **I. Total Direct and Indirect Costs**

The form will calculate total project costs.

### **J. Fee**

Leave this field blank.

### **K. Total Costs and Fee**

The form will calculate this field, which will be the same amount as [I. Total Direct and Indirect Costs](#).

### **L. Budget Justification**

You must provide a budget justification to support your project. Specifically describe how each item supports your proposed objectives, detail how you calculated costs, and provide supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

**If you are providing voluntary cost share, you may describe it in the budget justification to contextualize the project as a whole.** Do not include voluntary cost share on the Research and Related Budget form.

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

Your requested federal matching funds and required cost share should correspond with the amounts on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields, respectively.

Save the document as a PDF named justification.pdf. Attach only one file to the Research and Related Budget form. Do not use your budget justification to expand your narrative.

### **A. Senior/Key Person**

Detail the salary and wages you will pay to each Senior/Key Person. Provide their names and briefly describe their roles in and suitability to the project. Identify the fringe benefit rate and explain the base for each person. If your organization follows an academic calendar, explain any differences in compensation between academic and summer months.

### **B. Other Personnel**

List names (if known), roles, months, and requested salary and fringe benefits for other personnel, including post-doctoral associates, graduate students, undergraduate students, and secretarial/clerical personnel.

If your budget includes secretarial/clerical personnel, describe how they meet the four conditions for inclusion as a direct cost.

### **C. Equipment Description**

Detail the number and unit cost for each item, and explain how you determined these figures. Provide vendor quotes or price lists, if applicable.

### **D. Travel**

For each trip, provide the name of the traveler (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other associated expenses. Explain how you determined these figures. You must justify each trip separately, with the exception of recurring local trips, which you may group together.

For local travel, include the mileage rate, number of miles, reason for travel, and staff members completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. You must use the lowest available commercial fares for coach or equivalent accommodations. **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

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

Describe how you calculated participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

### **F. Other Direct Costs**

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

Indicate general categories (e.g., personal computers, digital cameras, archival supplies). Provide a total for each category. Itemize categories totaling \$1,000 or more and provide vendor quotes or price lists, if applicable.

#### **2. Publication Costs**

Indicate print runs and justify costs, including vendor quotes, if applicable.

### 3. Consultant Services

Identify each consultant, describe the services they will perform, specify the number of days of service, outline travel costs, and provide total costs. If applicable, include consultants' proposals.

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

Itemize the cost for each service and include established service rates, if applicable.

### 5. Subawards/Consortium/Contractual Costs

List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe its role in the project, the activities it will carry out, and the associated costs. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract).

For each contractor, itemize costs using the same categories as the Research and Related Budget and provide relevant supporting documents.

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 9: Subrecipient budgets](#).

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

Identify and justify each rental fee. Provide relevant supporting documentation.

### 7. Alterations and Renovations:

If applicable, itemize costs by category (e.g., installation of permanent exhibitions, HVAC, creation or expansion of storage facilities, etc.) and justify the costs of alterations and renovations. Provide the square footage.

### 8. Other Costs

Itemize, describe, and justify any other direct costs. Include supporting documentation. "Miscellaneous" and "contingency" are not acceptable budget categories.

## H. Indirect Costs

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

## Application Components

### SF-424 Application for Federal Assistance – Short Organizational

This form requests basic information about your institution, the proposed project, and key contacts. Items 1, 2, and 4 will be automatically filled in; leave item 3 blank.

#### 5. Applicant Information

a-d. Provide your organization's legal name, address, and web address. Select the applicant type that best describes your organization from the drop-down menu.

e-f. Provide your organization's employer/taxpayer identification number (EIN/TIN), and Unique Entity Identifier assigned by the [System for Award Management](#). If you do not know

your identifier, contact your grants administrator or chief financial officer. See [D3. Unique Entity Identifier and System for Award Management](#).

g. Provide your [congressional district](#) with your two-character state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter “AL-005.” If your institution is in a state or U.S. jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.”

## **6. Project Information**

a. Provide your project’s title. It should be brief (no more than 125 characters, including spaces), descriptive of the project, and easily understood by the general public. If NEH funds your project, the agency may retitle your project for clarity in internal and external communications, including the public announcement of awards. Regardless, you may use your preferred title when carrying out the project.

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

c. State your project’s period of performance start and end dates. Your project must start on the first day of a month and end on the last day of a month. See [B2. Summary of Funding](#) for allowable periods of performance.

## **7. Project Director**

Provide the project director’s name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. You must notify the NEH Office of Grant Management immediately if you need to change project directors.

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

## **8. Primary Contact/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 and primary contact/grants administrator must not be the same person.**

The grants administrator (also called the “institutional grant administrator”) functions as the representative of the recipient organization. This individual should have authority to act on the organization’s behalf in matters related to the administration of the award. The institutional grant administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions to the period of performance, and changes in key personnel.

NEH will address official correspondence (for example, the offer letter or Notice of Action) to the institutional grant administrator and copy the project director.

## **9. Authorized Representative**

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “authorizing official,” is typically the institution’s president, vice president, executive director, board chair, provost, or chancellor. The institution’s Grants.gov E-Business Point of Contact must designate the AOR. See 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 your institution type from the drop-down menu.

### **3. Project Funding**

- Under “Outright Funds,” enter the amount of outright funds you are requesting.
- Under “Federal Match,” enter the amount of federal matching funds you are requesting.
- Under “Cost Sharing,” enter the required cost share you will provide to release the federal matching funds (dollar-for-dollar). Do not include voluntary cost share.

Learn more about the [types of funding NEH offers](#).

### **4. Application Information**

Indicate whether you or others will submit complementary proposals to other NEH programs, government agencies, or private entities. If so, specify when and to whom. NEH will not consider this information when evaluating the merits of your proposal. See [C3. Other Eligibility Information](#) for restrictions regarding overlapping costs.

For type of application, check “new.”

Select the project’s primary discipline from the drop-down menu. If applicable, select the project’s secondary and tertiary disciplines.

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

Provide the primary location and any other locations where you will conduct project activities during the period of performance.

Enter [congressional districts](#) using the two-letter state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter “AL-005.” If your institution is in a state or U.S. jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.”

The form has space for 300 sites. If your project includes additional locations, list them in a separate document. Save the document as a PDF named additionallocations.pdf and attach it under “Additional Locations.”



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

If you request more than \$100,000, you must submit the Certification Regarding Lobbying. Add this optional form to your application package in Grants.gov and it will autofill based upon information provided on the [SF-424 Application for Federal Assistance - Short Organizational](#).

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

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

## **Attachments Form**

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf)**. Convert all non-PDF files (e.g., Word, Excel, images) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. You must ensure that each attachment is within the page limit, if applicable.

Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., PDFs that include password-protection, encryption, digital signatures). Remove these features (or “flatten” these files) before uploading to Grants.gov.

Consult the [Application Components Table](#) to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if file names are more than 50 characters; if you use the same name for multiple files; or if file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly. You must ensure that you have formatted, attached, and submitted all required components correctly. If you have not, NEH may reject your application as incomplete or nonresponsive.

Learn about [Adobe software compatibility with Grants.gov](#) and ensure that you can use your version of Adobe Acrobat Reader to download, complete, and submit your application.

## **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 the major activities you describe in your narrative, the project dates on your [SF-424 Application for Federal Assistance - Short Organizational](#), and your [Research and Related Budget](#).

Describe the activities you will undertake during the period of performance to achieve each of the proposed objectives. Use a timeline that includes each activity and identifies responsible staff. Explain how outcomes from one activity will carry over into the next. For each activity,



specify the project team members involved. For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution. As appropriate, identify meaningful support from 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 at the beginning of the attachment, using the following format of full name, title, and institutional affiliation: 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 one- or two-page résumé and a letter of commitment stating their intention to work on the project and intended contribution. Letters from consultants other than scholars should include their 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. Note that requirements vary depending on the project category to which you are applying, as described below. Name the file walkthrough.pdf.

#### **Exhibitions**

Provide a tour of your project from the perspective of the visitor. Demonstrate how humanities concepts and analysis will appear through the visitor's eyes. Describe each section of the exhibition, giving specific examples of what audiences will see, hear, and do. Using these examples, illustrate how you will use immersive environments, interactives, objects, texts, multimedia, or other techniques 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. Describe each space through their eyes. 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 a 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 series and how it will deliver the humanities content.

Provide draft agendas for the public programs (minimum of ten), including the subject matter or questions to be discussed and the names of speakers who will address the audience or guide discussions. If speakers have not been confirmed, describe the criteria you will use to identify them or list the individuals being considered.

Include a list of supplementary readings and/or audiovisual materials that you will make 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 make use of collections of historical artifacts or artworks, indicate their significance and identify the pieces from the collection(s) that you will feature.

Identify 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 you will make 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, discuss 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 you will use 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 you have requested funding. 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 applicants at the Implementation level requesting funding for [Positions in Public Humanities](#). Limit your response to no more than three pages. Name the file publichumanities.pdf.

Provide the following information:

- Discuss 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.
- Include a short position description defining the tasks the new hire will perform and the goals they will achieve in relation to the proposed project.
- Identify the area of the organization in which they would work (for example, in the education, digital, curatorial, or some other institutional department) and to whom they would report.
- Profile the ideal candidate.
- Explain how and where you will advertise the position.
- Outline the hiring process. Describe the application, interview, and selection process for the candidates, including how you will avoid conflicts of interest.

### **Attachment 9: Subrecipient budget(s) (conditionally required)**

If your project includes subawards, you must provide a Research and Related budget and budget justification for each subrecipient.

You will complete the R&R for your organization within Grants.gov workspace, but you will download a [fillable PDF of the form](#) from the NEH website that you will attach to the Attachments Form. Rather than attaching related documents (budget justification, additional personnel, additional equipment) to the form itself, you will combine all subrecipients' budget forms and related documents into a single document.

Subrecipients should prepare their budgets and budget justifications using the [same instructions](#) in this notice, with a few exceptions:

- Enter the subrecipient's Unique Entity Identifier, organization name, and period of performance start and end date (these fields will not prepopulate).
- For "budget type," check "Subaward/Consortium."
- Rather than attaching the budget justification to the form itself, combine it into a single PDF with the form. If the subrecipient has more key persons than the form can accommodate, list them on a supplemental page and combine it into the same PDF.

NEH cannot accept security-enhanced PDFs (e.g., PDFs that include password-protection, encryption, digital signatures). Remove these features (or "flatten" these files) before combining them into a single PDF and uploading it to Grants.gov.

Combine all budget forms, budget justifications, and other related documents into a single PDF. Name the file subrecipient.pdf.

### **Attachment 10: Federally negotiated indirect cost rate agreement (conditionally required)**

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

Name the file agreement.pdf.

### **Attachment 11: Explanation of delinquent federal debt (conditionally required)**

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

Name the file delinquentdebt.pdf.

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

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

If you have not already done so, you will be required to create a [Login.gov](#) user account to register and log in to SAM and Grants.gov. Login.gov is a secure service used by the public to sign in to participating government agencies. [Create and link your account now](#).

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. If your SAM registration is not active and current at the time of your Grants.gov submission, NEH will reject your application.

You should allow several weeks to register with SAM and Grants.gov. NEH will not waive the online submission requirement or extend the application deadline to allow additional time for you to complete registration with SAM or Grants.gov.

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.

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

Your organization must register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration with current information at all times during which you have an active federal award or an application under consideration by a federal agency. See [2 CFR § 25.110](#) for exceptions. SAM will assign your organization a [Unique Entity Identifier](#).

When registering or renewing in SAM, the system will prompt you to review and agree to certain financial assistance certifications and representations, as required by [2 CFR § 200.209](#).

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

### **Grants.gov**

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

After you register and create an [Organizational Applicant Profile](#), Grants.gov will email your E-Business Point of Contact to assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR), who will give you 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.

Consult the [Grants.gov Online User Guide](#) if you have questions. Grants.gov maintains [a library of instructional videos](#) which may be helpful as you prepare your application.

## 4. Submission Dates and Times

### Drafts

Program officers will review draft application materials submitted by July 6, 2022 (for proposals submitted for the August 10, 2022, deadline), or by December 7, 2022 (for proposals submitted for the January 11, 2023, deadline), at 11:59 p.m. Eastern Time. Program officers will not review late drafts.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it useful to strengthen their applications. If you choose to submit a draft, send it as an attachment to [publicpgms@neh.gov](mailto:publicpgms@neh.gov).

### Applications

There will be two deadlines under this notice:

August 10, 2022, at 11:59 p.m. Eastern Time  
January 11, 2023, at 11:59 p.m. Eastern Time

Applications must be complete, comply with length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

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

When NEH receives your application, the agency will assign it a tracking number beginning with BP-, BR-, GE-, GG-, or GI-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS, NEH's electronic grants management system, will reject your application and notify you by email. eGMS cannot detect other errors such as missing components or excess pages.

NEH recommends you submit your application 48 hours prior to the deadline so that you have time to correct any technical errors eGMS has notified you of or that you have discovered. It is your responsibility to correct any errors prior to the deadline.

NEH will not comment on the status of your application except regarding matters of eligibility, completeness, and responsiveness.

## 5. Intergovernmental Review

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

## 6. Funding Restrictions

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 or commission of art or artifacts, or artmaking activities such as the creation of a mural or memorial
- projects for preservation, cataloging, or archiving that do not include significant interpretive components, such as the creation of an oral history collection or an encyclopedia (applicants should instead apply to programs offered by the [Division of Preservation and Access](#))
- print or digital publications that are not an integral part of the larger project for which funding is requested
- professional development
- purchase, renovation, restoration, rehabilitation, or construction of real property
- building-wide improvements, such as overall window or carpet replacement due to wear, that do not relate to the design and fabrication of the exhibition in its gallery space
- 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 [2 CFR 200 Subpart E - Cost Principles](#) for other unallowable costs.

## E. Application Review Information

### 1. Review Criteria

Peer reviewers will use the following criteria to review applications under this notice:



## **1. Intellectual content and humanities significance**

(aligns with 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 its underlying themes and ideas

## **2. Format and program resources**

(aligns with 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**

(aligns with narrative sections [Audience, marketing, and promotion](#), [Evaluation of the project's impact](#), and [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**

(aligns with narrative sections [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**

(aligns with narrative sections [Project resources](#), [Organizational profile](#), [Project team](#), [Humanities scholars and consultants](#), [Project format](#), and [Project history](#), and [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 Chair's Special Award and/or Positions in Public Humanities (if applicable; limited to Implementation level)**

(aligns with narrative section [Chair's Special Award](#) and [Attachment 8: Positions in Public Humanities](#))



- for Chair’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 Chair’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

(aligns with [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. The agency then conducts a peer review process for all applications that pass this initial screening.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the activities that the program supports. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

NEH program officers supplement the peer reviewers’ comments to address matters of fact or significant points that the peer reviewers have overlooked. They then make funding recommendations to the [National Council on the Humanities](#). The National Council meets at least twice each year to review applications and advise the NEH Chair. By law, the Chair has the sole authority to make final funding decisions.

Following NEH’s public [announcement of funded projects](#), you may request copies of the peer reviewers’ evaluations of your proposal by contacting [publicpgms@neh.gov](mailto:publicpgms@neh.gov).

[Learn more about the NEH review process.](#)

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

Following the Chair’s initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant’s past performance, if applicable; analyze the project budget; assess the applicant’s management systems; confirm the applicant’s continued eligibility; and evaluate compliance with [public policy requirements](#).

NEH will consider information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). FAPIIS is a database that contains information to support award decisions as required by the [Federal Acquisition Regulation](#). You may comment on information provided by federal awarding agencies about your organization. NEH will review FAPIIS when assessing your organization’s integrity, business ethics, and record of performance under federal awards, as described in [2 CFR § 200.206](#). Per [2 CFR § 200.213](#), NEH will report determinations that your organization is not qualified to FAPIIS.

OGM may request that you submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or undertake certain activities (such

as negotiating an indirect cost rate) in anticipation of an award. Such requests do not guarantee that NEH will make an award.

After completing its risk assessment, OGM will determine whether making an award would be consistent with the agency's risk management policy, whether NEH must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to make awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award ([2 CFR § 200.206](#)).

NEH's award decisions are discretionary and are not appealable to any federal official or board.

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

NEH will notify you of funding decisions by email in April 2023 (for applications submitted August 10, 2022) or August 2023 (for applications submitted January 11, 2023). This is not an authorization to begin performance or incur related costs.

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

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

If your application is selected for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in April 2023 (for proposals submitted for the August 10, 2022, deadline) or August 2023 (for proposals submitted for the January 11, 2023, deadline).

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

Each award is subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

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

By submitting an application, you certify that neither your institution nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

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

If you cannot attest to the statements in this certification, explain why not in [Attachment 11: Explanation of delinquent federal debt](#).

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

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

You must comply with [Section 504 of the Rehabilitation Act of 1973](#), which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#).

## Copyright information

Subject to applicable law, you may copyright work that you develop or acquire under an award. In accordance with [2 CFR § 200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in [Humanities](#) magazine or on its website.

## Acknowledging NEH support

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

## Subrecipient Monitoring Requirements

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

You must monitor your subrecipients to ensure that they use their subawards for authorized purposes; comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and achieve their performance goals. You must ensure that your subrecipients track, appropriately use, and report program income generated by the subaward. See [2 CFR § 200.332](#) for information that must be included in subaward agreements.

## Program income

If your NEH-supported activities generate income during the period of performance, you must use it for additional approved project-related activities. See [2 CFR § 200.307](#) for income that you generate after the period of performance.

## NEH Research Misconduct Policy

In accordance with the [Federal Policy on Research Misconduct](#), NEH has established procedures for handling allegations of research misconduct applicable to both internal and external research programs. Review the [NEH Research Misconduct Policy](#).

## 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 organizing an exhibition with loaned objects are encouraged to apply for indemnity, which can significantly lower the overall cost of insuring the exhibition. 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 reporting allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures to the [NEH Office of the Inspector General](#).

## Termination

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

## 3. Reporting

If you receive an award, you must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. NEH will provide further information in the Notice of Action.

- **Federal Financial Report(s).** You must submit the Federal Financial Report (SF-425) annually.
- **Performance Progress Report(s).** You must submit a performance progress report annually.
- **Final Reports.** You must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information about your progress on program-specific goals and strategies; the impact of the overall project; the degree to which you achieved the mission, goals, and strategies you outlined in your application; your objectives and accomplishments; barriers you encountered; and your overall experiences during the 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](mailto:publicpgms@neh.gov)

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

Office of Grant Management  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8494  
[grantmanagement@neh.gov](mailto:grantmanagement@neh.gov)

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 800-877-8399.

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

#### [Federal Service Desk](#)

U.S. calls: 866-606-8220

International calls: +1 334-206-7828

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

#### [Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726

International Calls: +1-606-545-5035

[support@grants.gov](mailto:support@grants.gov)

Always obtain a case number when calling for support.

## **H. Other Information**

### **Privacy policy**

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

### **Application completion time**

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

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at [grantmanagement@neh.gov](mailto:grantmanagement@neh.gov). According to the [Paperwork Reduction Act of 1995](#), no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.