NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Title: Public Impact Projects at Smaller Organizations

Funding Opportunity Number: 20230628-TA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

Application Deadline: June 28, 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
Email: publicpgms@neh.gov
Telephone: 202-606-8269
Telecommunications Relay Service: 7-1-1

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 Impact Projects at Smaller Organizations program. This program supports small and mid-sized museums and cultural organizations in the creation of public humanities programming and strengthens their capacity to develop such programming.

Funding Opportunity Title	Public Impact Projects at Smaller Organizations
Funding Opportunity Number	20230628-TA
Federal Assistance Listing Number	45.164
Optional Draft Deadline	May 24, 2023, 11:59 p.m. Eastern Time
Application Deadline	June 28, 2023, 11:59 p.m. Eastern Time
Anticipated Award Announcement	December 2023
Anticipated FY 2024 Funding	Approximately $1,250,000
Estimated Number and Type of Awards	Approximately 50 grants
Award Amounts	Up to $25,0000
Cost Sharing/Match Required	No
Period of Performance	Up to two years Projects must start between March 1, 2024, and May 1, 2024.
Eligible Applicants	• nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • accredited institutions of higher education (public or nonprofit) • state and local governments and their agencies • federally recognized Native American Tribal governments See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/program/public-impact-projects-smaller-organizations
Pre-Application Webinar	A pre-recorded webinar will be posted to the program resource page by April 24, 2023.
Published	April 14, 2023

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A. Program Description

1. Purpose

Public Impact Projects at Smaller Organizations (PIP) helps cultural organizations enhance their interpretive skillset and develop public humanities programming. The goal of PIP is to help you identify the interpretive potential of your humanities collections, support your staff's interpretive ability, or launch public programs that connect with new and existing audiences. Successful projects should demonstrate how the humanities matter to audiences and communities.

Intended applicants

NEH encourages proposals from first time applicants and those who have not received prior NEH funding. For the purposes of this program, NEH has established the following criteria to designate an organization as small- to mid-sized. The agency especially welcomes proposals from organizations that meet at least **two** of the following criteria:

- Your annual operating budget is under $1,000,000
- You are in a community with a population of fewer than 300,000 people
- Your employed staff totals 50 people or fewer
- You rely on volunteers and/or part-time staff to perform the majority of daily operations
- Your core mission is to interpret under-told stories and/or your core audience is drawn from underserved populations (e.g., communities of color, LGBTQ+ communities, residents of rural areas, disability communities, U.S. religious minorities, and persons experiencing persistent poverty)

If your organization is a subordinate of a parent entity – such as a museum at a university or a cultural center run by a municipality – but otherwise meets the above criteria, you may still be a good match for this program. In such cases, your organization must be programmatically and administratively distinct from the parent organization, maintain its own staff and budget, and have an independent board or group that has substantial responsibility for oversight and management.

In the organizational profile attachment, you will provide information on your staff, budget, audience, and mission. This will help NEH understand how you align with the criteria above. Peer reviewers will assess the suitability of your organization to this funding opportunity based on the organizational profile and your narrative.

Project design

Humanities content and scholarship-based interpretation are central to the awards made in this program. A grounding in scholarly research and emphasis on interpretation of content are core aspects that distinguish NEH-funded projects from other grant programs, such as the artmaking and performance-based projects supported by the National Endowment for the Arts (NEA). NEH's definition of the humanities is wide-ranging and includes fields like history, art history, ethnomusicology, archaeology, anthropology, literature, language and linguistics, philosophy, and other areas that offer critical examination of human history and culture (see A2. Background). PIP supports projects that interpret and analyze topics within such disciplines. As such, applicants must collaborate with at least one humanities scholar or public interpretive specialist, and at least one community expert such as a local historian, community elder, or knowledge bearer.

You must center your project on interpretation and public programing but can focus on expanding your capacity to offer engaging public interpretation, creating and implementing interpretive programs, or a combination of the two. NEH encourages you to assess the humanities programming your organization currently offers and its relevance to your community and surrounding neighborhoods. Organizations not focused on the humanities should consider the relevance of humanities scholarship to your mission and how humanities concepts can enrich the experiences of your audiences.

When designing your project, consider the following questions:

- What are your organization's humanities interpretive needs or programmatic goals?
- How would achieving these needs or goals benefit public audiences?
- How might these goals expand your audience reach?
- How might new approaches to interpretation enable you to engage underserved audiences?

Projects focused on increasing your interpretive capacity might involve staff development, evaluation, or interpretive planning. Possible activities include:

- hiring an interpretive consultant to help you think creatively about hidden strengths of your collections or generate new ideas for engagement with audiences
- working with an evaluator to conduct focus groups or front-end evaluation aimed at connecting with your surrounding community
- providing training on interpretive methods for volunteers or supporting staff
- attendance at conferences focused on new interpretive approaches and best practices

Public programing supported by PIP may take many forms, such as exhibitions, walking tours, or public discussions. NEH encourages collaboration with community members as you develop and implement interpretive projects. We particularly invite projects that foster new community partnerships or co-curation – such as training community members to conduct research or oral histories – that contribute to project development. NEH also welcomes approaches to creatively engage your community and extend audience reach, such as bringing public interpretation to spaces outside your organization (e.g., parks, local government buildings, and public transportation). Peer reviewers will evaluate proposed engagement based on its potential to provide opportunities for critical thinking and deep analysis of humanities themes and takeaway ideas.

Allowable activities include:

- consultation with scholars and interpretive consultants to develop new narrative frameworks for your collections or site
- professional development to enhance staff and volunteer skills to present and plan public programing, including attendance at professional conferences or the creation and implementation of interpreter training specifically for your organization
- front-end and formative evaluation
- long-term strategic exhibition or interpretive planning
- visits to other organizations to observe interpretive best practices

- planning and/or delivery of interpretive public programs
- co-curation projects that engage community members in doing the work of the humanities (e.g., primary research, oral histories, and composing interpretive content), resulting in a publicly available interpretive project, such as an exhibition or website
- development or implementation of programming to amplify the presentation of a traveling exhibition hosted at your institution (exhibition fees and shipping are not allowable costs in this program)

Sample projects

PIP might fund projects such as:

- A tribal museum planning to update its permanent exhibitions invites interpretive specialists, historians, and elder knowledge bearers to evaluate existing programs and exhibitions. The consultants work with staff to conduct a thorough collection review and lead a workshop to think creatively about how to draw out compelling stories to engage younger visitors. A report of their findings outlines possible new narratives for interpretive programing and a timeline to create an interpretive plan.
- A local art center partners with area high schools to co-curate an exhibition about how artists, historically drawn to the town to capture its mountainous landscape, interpreted the land and community over time. Working alongside staff, local artists, art historians, and environmental historians, students help select the artwork for display, write interpretive labels, and join in a facilitated dialogue on cultural heritage as it relates to local, regional, and national identity. In addition to an exhibition in the art center, panels printed with select featured artworks and the accompanying interpretive text are displayed in downtown storefront windows.
- The staff of a rural historic house and farm, dating to the mid-eighteenth century, invites historians, an archivist, and an interpretive planner to consider new interpretation of several long-ignored structures on the grounds. They research site history, consult recent scholarship, and visit similar historic sites featuring updated interpretive approaches. Volunteer docents participate in a seminar on new methods for interpreting historic sites conducted by a professional museum association. The outcome of the project is a preliminary draft for new interpretive programs identifying approaches to be tested and including a list of resources supporting new interpretive themes.

See D6. Funding Restrictions for unallowable activities.

See E1. Review Criteria for the criteria NEH will use to evaluate applications under this notice.

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 Section 3(a) of the National Foundation on the Arts and the Humanities Act of 1965, as amended, "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.

American Tapestry: Weaving Together Past, Present, and Future

American Tapestry: Weaving Together Past, Present, and Future is a wide-ranging special initiative at NEH that leverages the humanities to tackle some of the most pressing challenges of our time: strengthening our democracy, advancing equity for all, and addressing our changing climate. The initiative encourages humanities projects that elevate the role of civics in schools and public programs, advance knowledge of the country's history and political institutions, and examine threats to its democratic principles. The initiative also encourages projects that explore the untold stories of historically underrepresented groups and build capacity at cultural and educational institutions to benefit underserved communities. Finally, the initiative welcomes projects that promote research into the historical roots and cultural effects of climate change and support the cultural and educational sectors in building climate resilience. By supporting humanities projects that align with these three themes—strengthening our democracy, advancing equity for all, and addressing our changing climate—the *American Tapestry* initiative seeks to tell our country's history in all its complexity and diversity.

NEH also encourages projects that include Native American organizations and communities as applicants and project partners. NEH will give all applications equal consideration in accordance with the program's review criteria.

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 $25,000. This includes the sum of direct and indirect costs.

NEH will award successful applicants outright funds, which are not contingent on additional funding from other sources.

NEH anticipates awarding approximately $1,250,000 among an estimated 50 recipients.

NEH will not determine the amount available until Congress makes appropriations for FY 2024. NEH will issue 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

You may request a period of performance up to two years with a start date between March 1, 2024, and May 1, 2024.

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.

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 your organization is eligible, 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.

The recipient may not function solely as a fiscal agent but should 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.

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.

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

While you may describe voluntary cost share in your budget justification, you should not include it on your Research and Related Budget.

You must maintain auditable records of the source and use 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. An individual may serve as project director for multiple proposed projects under this notice. If an individual will serve as project director on multiple applications, you should explain in the narratives how the project director would allocate their time between the awards.

You may revise and resubmit previously rejected applications. Submissions are subject to the application requirements and review criteria of this 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.

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.

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 20230614-TA. There is also a link on the program resource page.

Once you have located the funding opportunity in Grants.gov, you will find the application package under the “Package” tab. It includes a series of required and conditionally required forms. You will upload additional application components using the Attachments Form.

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 to request a paper copy of this notice.

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

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: You must submit this component.
- Conditionally Required: You must submit this component if your proposal meets the specified conditions.
- Recommended: NEH encourages, but does not require, you to submit this component.

You must submit all required components and conditionally required components 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: You must not exceed the page limit.
- Suggested: NEH encourages, but does not require, you 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.**

NEH encourages, but does not require, you to format your other application components consistent with the following formatting guidelines, unless otherwise indicated:

- pages no larger than standard letter (8 ½" 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
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget		Required	
Attachments Form		Required	
Attachments			
1: Narrative	narrative.pdf	Required	5 (mandatory)
2: Organizational profile	profile.pdf	Required	2 (mandatory)
3: Work plan	workplan.pdf	Required	
4: Biographies of key personnel, scholars and consultants	bios.pdf	Required	One paragraph per person (recommended)
5: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
6: Federal negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
7: Explanation of delinquent federal debt	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.

You must limit the narrative to five single-spaced pages. Do not include an executive summary, cover page, or a table of contents. 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.

Summary (aligns with all review criteria) (recommended length: half a page)

Summarize the primary goals for this project, its significance, and major activities. Highlight the key questions or challenges that are driving your interest in this funding opportunity. State the internal and/or outward facing changes you hope to achieve through this project.

Audience: (aligns with review criteria Audience and institutional impacts and Institutional suitability) (recommended length one page)

- Describe your institution's relationship with your current audiences and broader community, including any underserved communities, if relevant.
- Discuss how you currently engage audiences in interpretation of humanities ideas. If your organization does not currently offer public interpretation, explain why it is important to add humanities-based public programs for your audiences.
- Explain how the proposed project(s) would advance your audience impact.
- If you propose to target a particular audience, such as senior citizens or residents of a specific neighborhood, explain why you have identified this community and why this project would appeal to them.

Activities and outcomes: (aligns with review criteria Audience and institutional impacts, Relationship to the humanities, and Project feasibility) (recommended length two pages)

- Summarize your proposed activities, explaining how they strengthen public interpretations of the humanities at your institution.
- If applicable, discuss the need within the community that this project would address.
- If you are proposing internally focused activities to expand your interpretive programming (such as undertaking an assessment of interpretive directions, conducting front-end evaluation, or professional training), describe the organizational challenges the proposed activities would address.
- If you are proposing implementation of an interpretive program, describe the format and intended content of the proposed final public program.
- Detail the expected outcomes of the project.

Relationship to the Humanities (aligns with review criteria Audience and institutional impacts and Relationship to the humanities) (recommended length two pages)

- Describe the role that humanities content, programs, and activities play at your institution. Summarize the scope of your humanities-related collections and/or resources, and briefly describe your existing public-facing projects and/or recent exhibition history if applicable. If your institution is new to humanities-related work, describe how you envision the proposed humanities project relating to its mission.
- Discuss how this project would employ humanities scholarship and key humanities resources, such as archival and artifact collections, literature, or works of art.

Narrative Alignment Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
Narrative Section	**Review Criteria**
Summary	Audience and institutional impacts, Relationship to the humanities, Project feasibility, Personnel, Institutional suitability, Overall evaluation
Audience	Audience and institutional impacts, Institutional suitability
Activities and Outcomes	Audience and institutional impacts, Relationship to the humanities, Project feasibility
Relationship to the Humanities	Audience and institutional impacts, Relationship to the humanities

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 an expense is allowable. See D6. Funding Restrictions to ensure that proposed costs are allowable.

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 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 or F5. Subawards/Consortium/Contractual Costs, 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 them 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 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 if 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 you are requesting 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 attend regularly occurring professional meetings unless the purpose of attending is to advance interpretive skills as outlined in the proposal or disseminate project-related findings.

Include travel costs for participants in E3 and travel costs for consultants in F3.

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. If you claim indirect costs, exclude participant support costs from the MTDC base.

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 to assess if proposed costs are reasonable and allowable. See 2 CFR §§ 200.331 and .332.

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each. See Attachment 5: Subrecipient Budget(s).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in Attachment 6: 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. Learn more about managing subawards.

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

Leave this line blank. 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.

You do not have to claim indirect costs, but if you do, calculate the amount you may request by multiplying the applicable 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." An institution's "research" rate is not the appropriate rate for inclusion in NEH project budgets, except in rare cases, since it is reserved for projects involving scientific research, 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) throughout the life of your award. NEH will not adjust your award amount because 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 cost is negotiated and approved by the cognizant agency, 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; 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 6: Federally negotiated indirect cost rate agreement, if applicable.

Reference NEH's General Guidance on Calculating Indirect Costs for more information.

If NEH is your cognizant agency, reference Guidance for Negotiating an Indirect Cost Rate Agreement with NEH.

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.

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, except for 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, amount of time they will devote to the project across the period of performance, 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 5: Subrecipient budget(s).

6. Equipment or Facility Rental/User Fees
Identify and justify each rental fee. Provide relevant supporting documentation.

7. Alterations and Renovations
Leave blank.

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 grant 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/Grant 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/grant administrator must not be the same person.

The grant 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

Enter the amount requested under "Outright Funds." Do not enter anything under "Federal Match" or "Cost Sharing."

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."

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., XFA files, 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. Your narrative must not exceed five single spaced pages.

Name the file narrative.pdf.

Attachment 2: Organizational Profile (required) (aligns with review criteria Project feasibility and Institutional suitability)

Provide the institution's URL (if applicable) and the following information in the form of an outline:

1. Relevant facts and statistics about your institution or organization:
    a. year founded
    b. mission statement, if you have one. If you do not have a mission statement, provide a short statement of the organization's focus.
    c. annual budget
    d. number of staff members (full-time and part-time)
    e. number of volunteers and general description of volunteer responsibilities
    f. accreditations or affiliations (if applicable)
    g. hours of public operation
2. Audience data: to the best of your ability with data available, describe:

a. the population of the geographic region you serve and the geographic boundary of that region (such as the size of the radius you serve around your location, or naming the states of your tri-state area)
b. average annual attendance
c. racial and ethnic demographics of your audience, and if different, of the region where you are located
d. economic demographics of your audience, and if different, of the region where you are located
e. additional information about unique qualities of your audience and region you wish to share (i.e., your region being home to the largest Islamic community in the Midwest, or your institution offering programs for LGBTQ+ youth)
f. cost to participants, if any, such as fees for admission, event registration, or special tours.

If your project involves institutional partners, only the applicant of record must provide an organizational profile.

The institutional profile must not exceed two pages. Name the file profile.pdf.

Attachment 3: Work plan (required) (aligns with review criteria Project feasibility)

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 that will take place during the period of performance to achieve each of the proposed objectives. Use a timeline that includes each activity and identifies responsible staff, scholars, and consultants. Explain how outcomes from one activity will carry over into the next. For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing activities.

Name the file workplan.pdf.

Attachment 4: Biographies of key personnel, scholars, and consultants (required) (aligns with review criteria, Project feasibility, and Personnel)

Provide short biographies for the project director and all key personnel, advisors, and consultants. Describe each individual's role in the project and explain their qualifications to fulfill those responsibilities. For new or vacant positions provide a brief job description in place of the biography.

The biographies have a suggested length or one paragraph per person. You do not need to include résumés.

Name the file bios.pdf.

Attachment 5: Subrecipient budget(s) (conditionally required)

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

Download a fillable PDF of the Research and Related Budget form from the NEH website for each subrecipient. You must open and complete this form in Adobe Reader 8.0 or higher rather than in your web browser.

Prepare a budget and budget justification for each subrecipient 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."

If your subrecipients have a federally negotiated indirect cost rate, you must honor it. If they do not have a federally negotiated indirect cost rate, they may negotiate a rate with you consistent with 2 CFR § 200.414.

Rather than attaching related documents (budget justification, additional personnel, additional equipment) to the form itself, you will separately convert each document into a PDF and combine all subrecipients' budget forms and related documents into a single document. Do not attach portfolios containing multiple PDFs. Name the file subrecipient.pdf.

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

Name the file subrecipient.pdf.

Attachment 6: 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 7: 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.

NEH encourages organizations with SAM registrations to check the validation of their UEI well in advance of the deadline to ensure that they are accurate, current, and active. Due to the transition from D-U-N-S® numbers to Unique Entity Identifiers in April 2022, the Federal Service Desk is currently experiencing delays with UEIs requiring validation. If your SAM registration is not active and current at the time of 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.

Login.gov

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

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.

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.

Check the status of your SAM.gov registration.

Grants.gov

Your organization must register with Grants.gov using your Login.gov credentials before applying. 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 May 24, 2023, 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.

Applications

The deadline for applications under this notice is June 28, 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 TA-. 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 Reach, NEH's electronic grants management system, will reject your application and notify you by email. eGMS Reach 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 Reach 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

You may not use awards made under this notice for the following purposes:

- projects unrelated to public interpretation
- costs associated with hosting travelling exhibitions, such as rental fees, shipping, installation, and deinstallation (development or implementation of public programming to supplement a traveling exhibition is allowable)
- purchase or commission of art or artifacts
- collections acquisitions

- projects for preservation, cataloging, or archiving that do not include significant interpretive components, such as the creation of an oral history collection without the development of interpretive programs utilizing that collection
- projects intended exclusively for students in formal learning environments or that satisfy requirements for educational degrees (though projects may include components for use in classrooms)
- conservation treatments of objects
- dramatic adaptations of literary works
- purchase, renovation, restoration, rehabilitation, or construction of real property
- building-wide improvements
- costs for activities performed by federal entities or personnel
- 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; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

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:

Audience and institutional impact (aligns with narrative sections Summary, Audience, Activities and outcomes and Relationship to the humanities)

- In what ways would the project expand or strengthen the applicant's ability to provide quality humanities-grounded interpretation, particularly for new audiences or underserved communities? Consider project impacts in the immediate future and/or in the long-term.
- To what institutional, audience, or broader community need would this project respond?

Relationship to the humanities (aligns with narrative section Summary, Activities and outcomes, and Relationship to the humanities)

- How would the project utilize or explore humanities ideas and resources?

Project feasibility (aligns with narrative section Summary, Activities and outcomes, Attachments 2: Organizational profile, Attachment 3: Work plan, Attachment 4: Biographies of key personnel, scholars, and consultants, Scholars, and Consultants, and Research and Related Budget)

- How do the proposed formats and activities align with the project's goals?
- Are the work plan and budget reasonable?

Personnel (aligns with narrative section Summary, Attachment 4: Biographies of key personnel, scholars, and consultants)

- What is your assessment of the qualifications of personnel on the project team?
- How do you regard the relevance of the experience of outside consultants, advisers, and partners? How do the specified roles of the outside consultants and experts contribute to achieving the project goals?

Institutional suitability (aligns with narrative section Summary, Attachment 2: Organizational Profile")

- Does the organizational profile align with at least two of the PIP program's criteria emphasizing small and mid-sized organizations?

Overall evaluation (aligns with all narrative sections and attachments)

- What is your overall assessment of the project?

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.

Learn more about the NEH review process.

Apply to be a peer reviewer for NEH.

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. This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused.

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, NEH will determine whether making an award would be consistent with the agency's risk management policy, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to issue 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).

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 December 2023. This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If NEH selects your application 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 January 2024.

Learn more about managing an NEH award.

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

When you apply, 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 7: 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 you must include in subaward agreements.

Learn more about managing subawards.

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.

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.

1. **Federal Financial Report(s)**. You must submit the Federal Financial Report (SF-425) annually.

2. **Performance Progress Report(s)**. You must submit a performance progress report annually.

3. **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 relevant to progress on program-specific goals; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives and accomplishments; barriers 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
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

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

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
Telephone: 1-800-518-4726
International Calls: +1-606-545-5035
support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

The Division of Public Programs supports large exhibition, discussion, and historic place interpretation projects through the Public Humanities Projects program.

Privacy policy

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

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and 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. 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.