



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

**Funding Opportunity Title:
State and Jurisdictional Humanities Councils
General Operating Support Grants**

Funding Opportunity Number: 20220502-SO

Funding Opportunity Type(s): New, Supplement

Federal Assistance Listing Number: 45.129

Application Deadline: May 2, 2022

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

Office of Federal/State Partnership
Telephone: 202-606-8254
Email: fedstate@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) Office of Federal/State Partnership is accepting applications for State and Jurisdictional Humanities Councils General Operating Support Grants. The purpose of this program is to provide general operating support grants to humanities councils in the United States and its jurisdictions. State and jurisdictional humanities councils tailor their grantmaking and programs to the needs, resources, and interests of their state or jurisdiction, while also extending the reach of NEH-funded projects and further strengthening NEH's connection to local communities throughout the U.S. and its jurisdictions. NEH determines annual funding for each state and jurisdictional humanities council according to a legislatively mandated formula.

Funding Opportunity Title	State and Jurisdictional Humanities Councils General Operating Support Grants
Funding Opportunity Number	20220502-SO
Federal Assistance Listing Number	45.129
Application Deadline	May 2, 2022, 11:59 p.m. Eastern Time
Anticipated Announcement	October 2022
Anticipated FY23 Funding	Approximately \$50,000,000
Estimated Number and Type of Awards	56 grants
Award Amounts	Approximately \$300,000 to \$3,000,000
Cost Sharing/Match Required	Yes. See C. Eligibility Information .
Period of Performance	State and Jurisdictional Humanities Councils General Operating Support Grants have a period of performance of five years. Within a five-year period of performance, a General Operating Support Grant funds activity in years one, two, and three. Closeout activities occur in years four and five. State and jurisdictional humanities councils must apply annually. The funding period is November 1, 2022-October 31, 2023. See B. Federal Award Information .
Eligible Applicants	The only eligible applicants are the independent, nonprofit 501(c)(3) state and jurisdictional humanities councils . See C. Eligibility Information .
Program Resource Page	https://www.neh.gov/grants/fedstate/state-humanities-councils-general-operating-support-grants
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A. Program Description

1. Purpose

The National Endowment for the Humanities (NEH) is an independent federal agency in the executive branch. As designated by Congress, NEH awards approximately 40 percent of its annual appropriation to humanities councils in the United States and its jurisdictions in the form of general operating support grants.

State and jurisdictional humanities councils leverage general operating support grants to deliver on NEH's mission to advance knowledge and understanding of the humanities and to increase public awareness of, access to, and support for the humanities at the state and local level. State and jurisdictional humanities councils tailor their grantmaking and programs to the needs, resources, and interests of their state or jurisdiction, while also extending the reach of NEH-funded projects and further strengthening NEH's connection to local communities throughout the U.S. and its jurisdictions.

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

2. Background

This program is authorized by [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 General Support Grants to State Humanities Councils \(for grants issued on or after December 26, 2014\)](#).

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

[Learn more about NEH.](#)

NEH Areas of Interest

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

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

NEH's [A More Perfect Union](#) initiative encourages projects that explore, reflect on, and tell the stories of our quest for a more just, inclusive, and sustainable society throughout our history. NEH especially welcomes projects that bring the perspective of the humanities to questions of racial justice, gender equality, the evolution of the American landscape, as well as America's place in the world. Projects that strengthen Americans' knowledge of our principles of

constitutional governance and democracy are strongly encouraged, as are projects that address the experiences of Native Americans and other under-represented communities. In addition, NEH welcomes projects that develop innovative approaches to sustaining the nation's humanities infrastructure and preserving its historical record.

B. Federal Award Information

1. Type of Application and Award

NEH seeks new and supplemental applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Approximately \$50,000,000 is expected to be available to fund 56 recipients. Awards will range from approximately \$300,000 to approximately \$3,000,000. NEH determines annual funding for each state and jurisdictional humanities council according to a legislatively mandated formula.

NEH will not determine the amount available until Congress enacts the final FY 2023 budget. This notice is subject to the availability of appropriated funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

State and Jurisdictional Humanities Councils General Operating Support Grants have a period of performance of five years. The program supports activities in years one, two, and three, and closeout requirements in years four and five. State and jurisdictional humanities councils must apply annually to receive this funding. The funding period under this notice is November 1, 2022, to October 31, 2023. State and jurisdictional humanities councils are expected to obligate most of the funds awarded each year by the end of the annual funding period. Applicants will apply for a new award with a five-year period of performance in year three of their current award.

Successful applicants will be awarded outright funds, federal matching funds, or a combination of the two, depending on the availability of funds. When federal matching funds are offered, the recipient must raise cash contributions from nonfederal third parties and submit certification to NEH annually by September 15 before the funds are released (see the [Matching Guidelines for General Support Grants to State Humanities Councils](#)). Funds raised to satisfy a match count toward an institution's required cost share for a project (see [C2. Cost Sharing](#)).

Funding beyond the first year is dependent on the availability of appropriated funds for State and Jurisdictional Humanities Councils General Operating Support Grants in subsequent fiscal years, satisfactory recipient performance, and a decision that continued funding is in the best interest of the Federal Government.

C. Eligibility Information

1. Eligible Applicants

The only eligible applicants are the [independent, nonprofit 501\(c\)\(3\) state and jurisdictional humanities councils](#).

Individuals and other organizations (including foreign and for-profit entities) are not eligible to apply.

Fiscal agents and fiscal sponsors are not eligible to receive NEH funding either as a recipient or subrecipient.

2. Cost Sharing

This program requires a one-to-one cost share. Cost sharing or matching is the portion of the project costs not paid by NEH funds. By law, NEH cannot support more than 50 percent of the costs of a state or jurisdictional humanities council's activity. All expenditures of NEH funds must be matched by cash, earned income, other federal grants, or in-kind contributions.

State and jurisdictional humanities councils are permitted to use federal funds (excluding CARES Act and American Rescue Plan funding awarded by NEH) to meet their cost share but are not permitted to use federal funds or in-kind contributions to match federal matching funds, if offered.

NEH views cost sharing as a means of ensuring that many individuals and organizations are meaningfully involved in a council's work. It encourages state and jurisdictional humanities councils to meet their cost-sharing requirements from a wide range of contributions; it discourages councils from meeting the requirements by relying solely on contributions at the subrecipient level. See the [Matching Guidelines for General Support Grants to State Humanities Councils](#).

The following policy applies only to the American Samoa, Commonwealth of the Northern Mariana Islands, Guam, and U.S. Virgin Islands humanities councils: In accordance with [48 U.S.C. 1469a\(d\)](#), as amended, NEH waives the cost-sharing requirement for the first \$200,000 in outright funds awarded each fiscal year under this notice. The remainder of the annual outright funding provided under the legislated formula continues to require dollar-for-dollar cost sharing, as does the entire federal matching funds offer.

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

3. Other Eligibility Information

An applicant may not submit multiple applications under this notice.

If for any reason you submit an application more than once before the deadline (including submitting to the wrong funding opportunity or making corrections/updates), NEH will only accept your **last** validated submission, under the correct Grants.gov funding opportunity, prior to the deadline as the final application.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs. However, applicants may seek funding from other NEH programs for **complementary** aspects of the same overall project.

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

If you submit a late or incomplete application, your award may be delayed.

Subrecipient Eligibility

State and jurisdictional humanities councils are authorized to issue subawards to private nonprofit organizations; institutions of higher education; state, local, and federally recognized Indian tribal governments; groups of persons that form an association to carry out a project; and individuals.

Non-public organizations or groups that apply for funding must be constituted for nonprofit purposes, and donations to them must be deductible under the Internal Revenue Code ([26 U.S.C. § 170\(c\)](#)). It is not necessary that such organizations or groups be incorporated or have tax exempt status.

State and jurisdictional humanities councils may not issue subawards to foreign or for-profit entities or to fiscal agents applying on behalf of eligible or ineligible applicants.

Per [2 CFR § 25.300](#), recipients may only issue subawards using NEH funds (and funding from other federal agencies contributed as cost share) to organizations that have obtained and provided to the recipient a unique entity identifier. Subrecipients are not required to complete full registration with the [System for Award Management \(SAM\)](#) to obtain a unique entity identifier but are encouraged to do so.

Subrecipients of non-federally funded subawards are not required to have a unique entity identifier or register in SAM. Non-federally funded subawards for humanities programming may be used to satisfy required cost share/match if the subrecipient is eligible and all costs included in the subaward are allowable and allocable to the project.

State and jurisdictional humanities councils must verify the eligibility and monitor the performance of subrecipients consistent with [2 CFR § 200.332](#). Councils are responsible for improper payments to ineligible subrecipients.

D. Application and Submission Information

1. Application Package

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

This funding opportunity is available in Grants.gov under number 20220502-SO. You can also find a link to the funding opportunity on the [program resource page](#).

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

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

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

2. Content and Form of Application Submission

In addition to the standard forms included in the Grants.gov application package, your application also consists of other required attachments outlined below. You will upload these components into the [Attachments Form](#).

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

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

- paper size no larger than standard letter paper size (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font size no smaller than 11-point
- single-spacing
- recommended fonts: Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style is acceptable; citations are included in page counts

Application component	Notes	Naming convention
SF-424 Application for Federal Assistance - Short Organizational	Required	Grants.gov form
Supplementary Cover Sheet for NEH State Councils	Required	Grants.gov form
SF-424A: Budget Information – Non-Construction Programs	Required	Grants.gov form
Project/Performance Site(s) Location Form	Required	Grants.gov form
Certification Regarding Lobbying	Required	Grants.gov form
Standard Form-LLL, “Disclosure of Lobbying Activities”	Conditionally required	Grants.gov form
Attachments Form	Required	Grants.gov form
Attachment 1: Annual plan	Required	plan.pdf
Attachment 2: Budget justification	Required	justification.pdf
Attachment 3: Explanation of delinquent federal debt	Conditionally required	delinquentdebt.pdf

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

Provide your organization’s legal name, address, employer/taxpayer identification number (EIN/TIN), unique entity identifier (assigned by the [System for Award Management](#)), website address, and [congressional district](#). For example, if your institution is located in the 5th congressional district of your state, put a “5.” If your institution does not have a congressional district (for example, it is in a state or U.S. jurisdiction that does not have districts, or is in a foreign country), put a “0” (zero).

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

Institutions applying to federal programs are required to include a unique entity identifier. If you do not know your unique entity identifier, contact your grants administrator or chief financial officer.

6. Project Information

a. Name your project “State or Jurisdictional Humanities Program.”

b. Provide a brief (no more than one thousand characters) description of your project using the following structure: “With the General Operating Support Grant, [insert council name] brings the humanities to life through subawards and/or public programming in [insert state or jurisdiction]. The council tailors its subaward-making and public programs to the needs, resources, and interests of [insert state or jurisdiction]. In doing so, it delivers on its mission to [insert mission].”

c. The start date is November 1, 2022. The end date is October 31, 2023.

7. Project Director

The project director, typically the board chair of the state or jurisdictional humanities council, is responsible for oversight of the programmatic aspects of the state or jurisdictional humanities council. Because the project director’s involvement in the proposed project is critical to its success, applicants must notify NEH immediately if the project director listed in the application changes.

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

8. Primary Contact/Grants Administrator

The primary contact/grants administrator is typically the executive director of the state or jurisdictional humanities council.

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

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

9. Authorized Representative

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

Supplementary Cover Sheet for NEH State Councils

1. Project Director

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

2. Institutional Information

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

3. Application Information

For Type of Application, check "new" if the application requests a new five-year period of performance ("new" requests are submitted in year three of your current period of performance). Check "supplement" if the application requests year two or year three funding for your current NEH grant. If you are requesting a supplement, provide the current grant number.

In 2022, the only state and jurisdictional humanities councils that should apply for "new" awards are:

- Alabama
- Alaska
- Arkansas
- California
- Florida
- Indiana
- Kansas
- Louisiana
- Maryland
- Massachusetts
- Michigan
- Mississippi
- Missouri
- Montana
- Nevada
- New Jersey
- New Mexico
- New York
- North Dakota
- Northern Marianas Islands
- Oregon
- Puerto Rico
- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- West Virginia
- Wisconsin

Contact the [Office of Federal/State Partnership](#) if you are unsure which type of application to select.

For the project's Primary Field Code, use the pull-down menu to indicate the fields of your project. You may select one, two, or three fields. If you select more than one, list the primary field first.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur during the period of performance. The primary location is the council's headquarters.

You may include multiple performance sites. If you need to add more locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Position your cursor over each field to view instructions.

Certification Regarding Lobbying (conditionally required)

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

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

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

SF-424A: Budget Information – Non-Construction Programs

Complete Section B of the SF-424A for projected costs that will be incurred during the budget period (November 1, 2022–October 31, 2023).

Base your budget projection on your current General Operating Support award, plus an additional 3%. For example, if your current award was for \$500,000, your projected budget should be for \$515,000.

Required fields are indicated in yellow. Round to the nearest whole dollar amount in all dollar fields. The inclusion of a cost category on the 424A does not automatically indicate that an expense is allowable. See [D6. Funding Restrictions](#) to ensure that costs are not disallowed.

Indirect costs are not allowed on general operating support awards. Per [2 CFR 200 § 403\(f\)](#), councils must ensure there are no overlapping costs between two or more applications or approved budgets for federal funding.

All costs, whether supported by NEH funds or required cost sharing contributions, 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](#).

In addition to SF-424A Section B, you must also include a [budget justification](#) with your application. Attach the budget justification to the [Attachments Form](#) as [Attachment 2](#).

Section B – Budget Categories

The form includes four columns for different object class categories. Allocate costs across the following four functional activities:

1. **Program services, council-conducted projects, and public meetings:** Include costs incurred for council-conducted projects and public meetings, including related publicity and outreach.
2. **Fundraising:** Include direct costs associated with raising the required one-to-one cost share, such as development staff, campaigns, proposal costs, fundraising events, etc.
3. **Subawards:** Include the total amount allocated to subawards. This must include the NEH funds awarded to subrecipients and the council’s corresponding one-to-one cost share contribution. The council’s contribution may comprise non-NEH funded subawards as well as cost-share contribution generated at the subrecipient level, subject to the limitations in the terms and conditions.
4. **General management:** Include costs associated maintaining day-to-day operations. General management costs cover all allowable expenditures for organizational administration. They include, but are not limited to, administrative costs for subaward programs—such as subrecipient monitoring, site visits, grant administration and reporting—and financial management. See [General Management Costs for State Humanities Councils](#).

Depending on its programs and activities, councils may not all allocate funds to every cost for each of the functional activities.

a. Personnel

Enter the aggregate personnel costs for each activity. Break out personnel costs across activities as a percentage of employees' time. Personnel costs should only reflect expenses incurred for this award during the budget period. You must claim salaries and wages in compliance with [2 CFR §§ 200.430](#) and [.466](#).

Per [2 CFR 200 § 403\(f\)](#), you must ensure there are no overlapping costs between two or more applications or approved budgets for federal funds.

If you charge 100% of an employee's salary to your general operating support award, you cannot include their salary on another award from NEH or other federal agencies during the same budget period. For example:

- Executive Director: 15% program services, 25% fundraising, 40% general management. (20% could be charged to another federal award.)
- Program Officer: 65% program services, 10% general management. (25% could be charged to another federal award.)
- Development Coordinator: 80% fundraising, 20% general management. (This individual is dedicated solely to the SO award and their time cannot be charged to other awards.)

b. Fringe benefits

Enter the aggregate fringe benefits for the corresponding personnel costs charged to each activity from [A. Personnel](#). Per [2 CFR § 200.431](#), fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

c. Travel

Enter total travel costs by activity. Include travel expenses (e.g., airfare, mileage, lodging, parking, per diem, etc.) for each person and trip associated with meetings and other proposed trainings or workshops.

You must use the lowest available commercial fares for coach or equivalent accommodations. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

Travel costs must comply with [2 CFR § 200.475](#) and foreign travel must comply with [General Terms and Conditions for General Support Grants to State Humanities Councils \(for grant issued on or after December 26, 2014\)](#). NEH uses the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

d. Equipment

Enter the aggregate equipment costs by activity. 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](#).

e. Supplies

Enter the aggregate supplies costs by activity. Supplies are tangible personal property costing the lesser of the capitalization level established by the applicant or \$5,000 per item, regardless of the length of its useful life. See [2 CFR §§ 200.314](#) and [.453](#).

f. Contractual

For columns 1, 2, and 4: enter the aggregate cost of contracts by activity.

For column 3: enter the anticipated cost of subawards. Include total costs (subawards plus any eligible council-required cost-share contributions generated at the subrecipient level) of both NEH-funded and non-NEH funded subawards to eligible entities for humanities programming. Include only subawards that will be issued during this budget period, regardless of their period of performance.

See [2 CFR §§ 200.330](#) and [.331](#) for information on distinguishing between subawards and contracts.

g. Construction

Leave this line blank. Per the [General Terms and Conditions for General Support Grants to State Humanities Councils \(for grants issued on or after December 26, 2014\)](#), NEH funds may not be used for any costs related to the purchase of land or facilities by a council or for the construction, renovation, or alteration of council-owned facilities.

h. Other

Enter the aggregate cost of items not previously listed under other budget categories by activity. This might include mailing, space or equipment rental, association dues, subscriptions, etc. “Miscellaneous” and “contingency” are not acceptable budget categories. See [2 CFR § 200.454](#).

Per [2 CFR § 200.432](#), allowable conference costs may include speakers’ fees, costs of meals and refreshments, and other incidental items. Conference hosts 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. Federal funds for meals/food/refreshments at receptions or “networking” events are not permitted. If complimentary meals or refreshments are provided during meetings, conferences, training, or other events while on NEH-supported travel, you must reduce the per diem charged to award accordingly. Per [2 CFR § 200.423](#), alcoholic beverages are unallowable.

i. Total Direct Charges (sum of 6a-6h)

The form will calculate total direct costs.

j. Indirect Charges

Leave this line blank. Because general operating support awards directly fund a variety of costs, applicants may not apply an indirect cost rate or claim indirect costs. Indirect costs (sometimes referred to as Facilities and Administration or “F&A”) are costs that are incurred for common or joint objectives and therefore cannot be connected to a specific project or activity. Common indirect costs include the depreciation on buildings, equipment and capital improvement, operations and maintenance expenses, salaries of executive officers, and accounting, and legal services.

Councils should charge [general management costs](#) such as office rent, maintenance, telephone, and utilities to the general operating support awards as direct costs. See [H. Other](#).

k. Totals

The form will calculate total costs.

Total costs (shown in row K, column 5) must equal the amount of NEH funding plus the required one-to-one match (e.g. if your anticipated award is \$515,000, total costs in K5 must be equal or greater than \$1,030,000), subject to the terms and conditions of your award.

7. Program Income

Enter anticipated program income for each activity. Per [2 CFR § 200.1](#), program income is the gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the federal award during the period of performance except as provided in [2 CFR § 200.307\(f\)](#).

Program income includes, but is not limited to, fees for services performed and from the sale of items produced under an award; usage or rental fees for equipment or property acquired under an award; admission fees; broadcast or distribution rights; and license fees and royalties on patents and copyrights. Program income does not include rebates, credits, discounts, or interest earned on any of the listed income sources. Program income does not include cash generated as part of a fundraising campaign.

All program income generated as a result of awarded funds must be used for approved project-related activities. The program income alternatives applied to this program are **addition** and **cost sharing or matching**. See [2 CFR § 200.307](#).

Per [2 CFR § 200.305\(5\)](#), to the extent that it is available, program income generated under the award must be disbursed prior to requesting federal funds.

Budget Justification

You must provide a budget justification to support your application. Specifically describe how each item supports the proposed objectives, itemize costs and detail how they you calculated them, and provide supporting documentation. Organize your budget justification using the section headings on the [SF-424A](#). Attach the budget justification to the attachment form as [Attachment 2](#).

Cost Summary

State top-line category allocations:

- 1.) NEH total dollar amount budgeted
- 2.) Required one-to-one cost share total amount budgeted

Personnel

Detail the salary and wages paid to personnel. Provide their names, position titles, annual salary or hourly wage, and percent full time equivalent (or total number of hours) charged to each functional activity and describe their roles in and suitability to the project.

Fringe benefits

Identify the fringe benefit rate and explain the base for the calculation for each person.

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 expenses associated with the travel. Explain how you arrived at these dollar amounts.

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

If you anticipate travel in the coming budget period present this information in a table as shown below. You may provide reasonable estimates for airfare and lodging based on previous rates and comparison of current prices. NEH uses the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable. If plans for specific trips have not been made, provide the total anticipated expenses for airfare, lodging, and per diem.

Trip 1	Delivering programming workshop in Capitol City, XX		
3 Travelers:	Anne Manding, Sue Wells, Mike Hammer		
Mileage:	$$.58 \times 50 \text{ miles} = \$29 \times 2 = \$58$	RT x 3 travelers =	\$174
Per Diem:		$\$14 \text{ (lunch)} \times 3 \text{ travelers} =$	\$42
Parking:		$\$15 / \text{day} \times 3 \text{ travelers} =$	\$45
		Total:	\$261
Trip 2	Training subrecipient on-site, Rural Town, XX		
2 Travelers:	Anne Manding, Mike Hammer		
Airfare:		$\$400 \text{ RT} \times 2 \text{ travelers} =$	\$800
Per Diem:		$\$52 \text{ (M\&I)} \times 2 \text{ travelers} \times 3 \text{ days} =$	\$312
Car Rental:		$\$110/\text{day} \times 3 \text{ days} =$	\$330
		Total:	\$1,442
Trip 3	Attending Non-Profit Programming Conference, City, XX		
2 Travelers:	Anne Manding, second TBD		
Train Tickets:		$\$260 \text{ RT} \times 2 \text{ travelers} =$	\$520
Lodging:		$\$175/\text{night} \times 3 \text{ nights} \times 1 \text{ traveler} =$	\$525
		$\$175 / \text{night} \times 2 \text{ nights}^* \times 1 \text{ traveler} =$	\$350
Per Diem:		$\$66 \text{ (M\&I)} \times 3 \text{ days} \times 1 \text{ traveler} =$	\$198
		$\$66 \text{ (M\&I)} \times 2 + \$11 \text{ (Breakfast)} \times 1 \text{ traveler} =$	\$143
Car Rental:		$\$120/\text{day} \times 3 \text{ days} =$	\$360
		Total:	\$2,096
	*Anne Manding in attendance only 2 days		

Equipment

Detail the number and unit cost for each item and explain how you arrived at the dollar amounts. Provide vendor quotes or price lists.

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.

Contractual

For columns 1, 2, and 4: list the costs of project activities to be undertaken by third parties. Identify each third party by name, describe their role in the project, the activities they will carry

out, and the associated cost. Itemize associated costs using the same categories as the SF-424A for each third party and provide relevant supporting documents.

For column 3: summarize anticipated subawards to eligible entities for humanities programming. Include only subawards you will issue during the budget period, regardless of the subaward period of performance. Indicate the portion of the total subawarded with NEH funds and specify the anticipated amount of cost share provided by subrecipients that will be used to meet the required one-to-one cost share for your SO award. All costs, including cost share, must be allowable and allocable to the subaward.

Other

Itemize, describe, and justify any other direct costs not previously listed under other budget categories by functional activities. Include supporting documentation. “Miscellaneous” and “contingency” are not acceptable budget categories.

Indirect Charges

Indirect costs are not allowable.

Program Income

If applicable, summarize program income-generating activities.

Attachments Form

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

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

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

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

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

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

Attachment 1: Annual plan (required)

The annual plan presents a concise summary of the council's plan for the corresponding funding period (November 1, 2022–October 31, 2023). It will be reviewed along with the application.

In no more than 1,000 words, provide the following for the upcoming funding period (November 1, 2022–October 31, 2023):

1. Overall goals for council-conducted programs and council subaward-making (general goals)
2. Anticipated outcomes, aligned to goals
3. Anticipated audiences served and plans to reach new and/or underserved audiences
4. Process for determining board composition and for soliciting nominations for board members
5. Plans for meeting cost-sharing requirements, including subaward cost-sharing plans to raise outside funds, and a list of which staff members/human resources are involved in the council's fundraising effort
6. Goals, anticipated challenges and/or changes in the council's organization, operations, and/or governance, as well as plans to manage change and mitigate risk

Additionally, and excluded from the word count, provide the following information based on your board at the time of completing this annual plan (see [20 U.S. Code § 956\(f\)\(2\)\(B\)\(i\)](#) for gubernatorial appointment and board composition requirements):

1. Number of board members as per bylaws (including gubernatorial appointees)/number of gubernatorial appointees as per bylaws
2. Current number of board members/current number of gubernatorial appointees
3. Number of members on which you base the number of gubernatorial appointees
4. For board members, length of regular appointment term (in years)
5. For board members, renewable term (yes/no)
6. For board members, maximum years of continuous service
7. For gubernatorial appointees, length of term (in years)
8. For gubernatorial appointees, renewable term (yes/no)
9. For gubernatorial appointees, maximum years of continuous service
10. For gubernatorial appointees, co-extensive with governor's term (yes/no)
11. For board chairs, length of term (in years)
12. For board chairs, renewable term (yes/no)
13. For board chairs, maximum years of continuous service

Name the file plan.pdf.

Attachment 2: Budget justification

Refer to [previous instructions](#) for preparing your budget justification. Name the file justification.pdf.

Attachment 3: Explanation of delinquent federal debt (conditionally required)

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

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

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

As of April 4, 2022, a D-U-N-S® numbers will be phased out in and replaced by a new Unique Entity Identifier issued by SAM. [Learn more about the transition from D-U-N-S® to UEI.](#)

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 Grants.gov submission, your application will be rejected.

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

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

System for Award Management (SAM)

Your organization must register with the [System for Award Management \(SAM\)](#) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR § 25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the agency under [2 CFR § 25.110\(d\)](#)). SAM will assign your organization a Unique Entity Identifier (UEI).

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

Grants.gov

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

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

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

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

4. Submission Dates and Times

The deadline for applications under this notice is May 2, 2022, at 11:59 p.m. Eastern Time.

Late or incomplete applications may result in funding delays.

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

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

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- purchase of land or facilities, construction, or renovation
- subawards funded in whole or in part with federal funds to organizations that have not obtained and provided to the recipient a unique entity identifier (See [Subrecipient eligibility](#))
- overlapping project costs with any other pending or approved application(s) for federal funding
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

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

E. Application Review Information

1. Review Criteria

NEH staff review applications in this program for eligibility, completeness, and responsiveness.

2. Review and Selection Process

Based on the information provided in the annual plan and the annual reports submitted following the close of the most recently completed funding period, NEH staff prepare a report on the state and jurisdictional humanities councils and present it to the [National Council on the Humanities](#). The National Council meets at least twice annually to advise the NEH Chair. The Chair considers the advice provided by the review process and, by law, makes all funding decisions.

3. Assessment of Risk and Other Pre-Award Activities

While awards under this notice are issued based on a legislatively mandated formula, applicants to this program are held to the same standards as all other NEH applicants.

Prior to making an award, NEH will conduct a risk assessment, consistent with [2 CFR § 200.206](#). This assessment includes considerations such as past performance, as applicable; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements.

You may be asked to submit additional programmatic or administrative information or to undertake certain activities in anticipation of an award. This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk, or it may withhold a portion or all of the award.

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

4. Anticipated Announcement and Award Dates

NEH will notify applicants of funding decisions via GMS Reach in October 2022. This notification is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

The NEH Office of Grant Management will send award documents to state and jurisdictional humanities councils via eGMS Reach in November 2022.

2. Administrative and National Policy Requirements

Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for General Support Grants to State Humanities Councils \(for grants issued on or after December 26, 2014\)](#), and the specific terms and conditions in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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

Providing access to NEH-funded products

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

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

Copyright information

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

Acknowledging NEH support

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

Program income policy

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

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

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

- 1.) **Annual Federal Financial Report.** Recipients must submit the Federal Financial Report (SF-425) on an annual basis. This report will be due annually on January 31.
- 2.) **Federal Matching Report.** If applicable, recipients must submit matching certifications. This report will be due annually on September 15.
- 3.) **Final Federal Financial Report.** Recipients must submit a final financial report within 120 calendar days after the period of performance ends. This report will be due annually on January 31.
- 4.) **Activities and Outcomes Report.** Recipients must submit this performance report summarizing its activities and outcomes on annual basis. This report will be due annually on January 31.
- 5.) **Board Minutes with Subaward Summary.** Recipients must submit minutes of its board meetings and a report that outlines subawards made during the funding period on an annual basis. This report will be due annually on January 31.
- 6.) **Current Board and Staff.** Recipients must submit a list of its current board members and staff on an annual basis. This report will be due annually on January 31.

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

G. Agency Contacts

If you have questions about the program, contact:

Office of Federal/State Partnership
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8254
fedstate@neh.gov

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

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

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

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

[Federal Service Desk](#)

U.S. calls: 866-606-8220

International calls: +1 334-206-7828

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

[Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726

International Calls: 606-545-5035

support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

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

Application completion time

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

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