NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Title:
Sustaining Cultural Heritage Collections

Funding Opportunity Number: 20230112-PF

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.149

Application Deadline:
January 12, 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 Preservation and Access
Telephone: 202-606-8570
Email: preservation@neh.gov
Telecommunications Relay Service: 7-1-1

Executive Summary

The National Endowment for the Humanities (NEH) Division of Preservation and Access is accepting applications for the Sustaining Cultural Heritage Collections program. This program helps cultural institutions meet the complex challenge of preserving large and diverse holdings of humanities materials for future generations by supporting sustainable conservation measures that mitigate deterioration, prolong the useful life of collections, and strengthen institutional resilience (i.e., the ability to anticipate and respond to disasters resulting from natural or human activity).

Funding Opportunity Title	Sustaining Cultural Heritage Collections
Funding Opportunity Number	20230112-PF
Federal Assistance Listing	45.149
Optional Draft Deadline	December 8, 2022, 11:59 p.m. Eastern Time
Application Deadline	January 12, 2023, 11:59 p.m. Eastern Time
Anticipated Award Announcement	August 2023
Anticipated FY 2023 Funding	Approximately $2,000,000
Estimated Number and Type of Awards	Approximately 14 grants per deadline (all levels of funding)
Award Amounts	Planning: up to $50,000 Implementation, Level I: up to $100,000 Implementation, Level II: up to $350,000
Cost Sharing/Match Required	No
Period of Performance	Planning: up to two years Implementation, Level I: up to two years Implementation, Level II: up to three years Projects must start between October 1, 2023, and January 31, 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/grants/preservation/sustaining-cultural-heritage-collections
Pre-Application Webinar	A pre-recorded webinar will be published on the program resource page by December 1, 2022.
Published	November 4, 2022 (modified December 7, 2022)

Table of Contents

A. Program Description

1. Purpose

This notice solicits applications for the Sustaining Cultural Heritage Collections (SCHC) program.

The SCHC program helps cultural institutions meet the complex challenge of preserving large and diverse holdings of humanities materials for future generations by supporting sustainable conservation measures that mitigate deterioration, prolong the useful life of collections, and strengthen institutional resilience (i.e., the ability to anticipate and respond to disasters resulting from natural or human activity).

Cultural institutions, including libraries, archives, museums, and historical organizations, face an enormous challenge: to preserve humanities collections that facilitate research, strengthen teaching, and provide opportunities for lifelong learning. To ensure the preservation of books and manuscripts, photographs, sound recordings and moving images, archaeological and ethnographic artifacts, art, and historical objects, cultural institutions must implement measures that slow deterioration and prevent catastrophic loss from emergencies resulting from natural or human activity. They can accomplish this work most effectively through preventive conservation. Preventive conservation encompasses managing relative humidity, temperature, light, and pollutants in collection spaces; providing protective storage enclosures and systems for collections; and safeguarding collections from theft, fire, floods, and other disasters.

As museums, libraries, archives, and other collecting institutions strive to be effective stewards of humanities collections, they must find ways to implement sustainable preventive conservation measures. This program helps cultural repositories plan and implement preservation strategies that pragmatically balance effectiveness, cost, and environmental impact. Sustainable approaches to preservation can contribute to an institution's financial health, reduce its use of fossil fuels, and benefit its green initiatives, while ensuring that collections are well cared for and available for use in humanities programming, education, and research. Sustainable preventive conservation measures may also prepare and plan for, absorb, respond to, recover from, and more successfully protect collections in the event of emergencies resulting from natural or human activity.

The on-site conditions of an institution and its collections must inform effective and sustainable preservation strategies. Before applying to this program, you should have completed basic preservation planning and environmental monitoring, which might include a general preservation plan, collection inventory, emergency plan, and/or basic assessments of building and storage environments. Using priorities established through this initial planning, you should consider how to address long-term collection care needs.

Sustainable preservation strategies can take many forms, depending on collection materials, the building envelope, and the local climate. NEH recommends interdisciplinary collaboration while planning and implementing these strategies. In SCHC projects, such teams typically consist of consultants and members of the institution's staff and can include architects, building engineers, conservation scientists, conservators, curators, archivists, and facilities managers, among others.

You should incorporate best practices in sustainable and resilient collection care. Such practices may include:

- defining preservation requirements based on an understanding of your collections, their conditions, and the particular risks that they face, rather than relying on prescriptive targets
- understanding the characteristics and performance of the building that houses your collections, its envelope and its systems, and their role in moderating interior environmental conditions
- considering the impact of the local climate on establishing relative humidity and temperature setpoints and managing interior environmental conditions
- evaluating risks to collections associated with changes in average weather conditions, natural disasters, and/or other emergencies
- weighing initial and ongoing energy use, costs, and environmental impacts of potential preservation strategies
- prioritizing passive and nonmechanical ways to improve and manage collection environments and risks
- developing solutions tailored to your organization's capabilities and its staff
- evaluating and measuring the effectiveness of a project's results through the collection of data on conditions, energy use, and costs

NEH will require a white paper on lessons learned, which it will post on the agency's website (see F3. Reporting). All recipients should collect and report data on conditions, energy use, and costs, which can help inform the cultural heritage community about the effectiveness of sustainable preservation strategies. NEH also encourages additional dissemination of information about projects through such activities as blogs, conference presentations, or publications.

NEH-funded projects involving construction or expansion (including demolition), alteration, renovation, repair, rehabilitation, or ground disturbance, must comply with the following laws, as applicable:

- National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. § 4321, *et seq.*)
- Section 106 of the National Historic Preservation Act of 1966 (NHPA) (54 U.S.C. § 306108)
- Davis-Bacon Act (40 U.S.C. § 3141, *et seq.*)
- Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, *et seq.*)
- Build America, Buy America Act (Pub. L. 117-58 § 70901, *et seq.*)

You should build sufficient time into your project plans to account for a potentially lengthy review period if NEH decides to fund your application. See section F2. Administrative and National Policy Requirements for additional details.

See D6. Funding Restrictions for unallowable activities.

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

Funding categories

The SCHC program offers three levels of funding: Planning, Implementation Level I, and Implementation Level II.

You should choose the level appropriate to the scope and maturity of the proposed project. You are not required to obtain a Planning award prior to applying for a Level I or Level II project, nor are you required to have received a Level I award prior to applying for a Level II award. When applying for a Level II award, you must have completed some earlier interdisciplinary planning.

Implementation projects, both Level I and Level II, may cover costs associated with minor building alterations and renovation necessary to implement sustainable preventive conservation measures. Because the SCHC program does **not** support new construction, the costs of installing climate control, security, storage equipment, and fire protection systems in a building under construction are not allowable. Awards may support the rehousing and movement of collections into a new building *if* the primary purpose of the move advances institutional sustainability and/or resilience. Implementation Level II projects must be at a stage of schematic design when you submit the application. See D6. Funding Restrictions for more information.

Planning

The Planning category provides funding for institutions of any size to develop and assess sustainable preventive conservation strategies. These awards are up to $50,000 for a two-year period of performance.

The Planning category supports activities such as on-site consultation, risk assessments, planning sessions, ongoing environmental monitoring programs, testing, modeling, project-specific research, and preliminary designs for implementation projects. An existing preservation or collection management plan must inform Planning proposals, and they must focus on exploring sustainable preventive conservation or resiliency strategies. Planning projects must involve an interdisciplinary team appropriate to the goals of the project. The team may consist of consultants and members of the institution's staff and might include architects, building engineers, conservation scientists, conservators, curators, and facilities managers, among others. **You must include a preservation/conservation professional who works with collections on the planning team.** You must identify all members of the team in the application, and they should work collaboratively throughout the planning process.

The Planning category addresses complex preservation challenges, which only an interdisciplinary team can solve. Therefore, if you are applying for a Planning award, you must have completed basic preservation planning and identified any preservation challenges and priorities. The SCHC program does not support basic activities such as completing general preservation/conservation assessments.

You might use a Planning award to:

- reevaluate environmental parameters for collections and establish realistic and achievable targets
- study the performance characteristics of buildings and building envelopes to understand how they could moderate collection environments
- examine passive (nonmechanical) and low-energy alternatives to conventional energy sources and energy-intensive mechanized systems for managing environmental conditions
- analyze and optimize existing climate control systems to enable improved operation, effectiveness, and energy efficiency
- explore the potential of actively managed mechanical systems to achieve desired conditions along with energy and cost savings

- conduct a risk assessment to improve institutional resilience in the face of disasters resulting from natural or human activity
- examine options and develop strategies for lighting collection spaces that protect collections while improving energy efficiency
- evaluate the effectiveness of previously implemented preventive conservation strategies, including energy-efficient upgrades to existing systems and performance upgrades to buildings and building envelopes
- perform a building reserve study or reinvestment plan for infrastructure and systems associated with collection storage and display

You may also use a Planning award to perform testing, modeling, or project-specific research to better understand conditions and formulate sustainable preservation strategies. Testing, modeling, or project-specific research might include:

- measuring energy consumption
- thermal imaging of buildings
- testing building performance during extended power outages or other emergency situations
- using blower door tests to identify air leaks in buildings
- creating mock-ups of lighting options
- testing natural ventilation methods
- testing the effect of buffered storage enclosures on moderating fluctuating environmental conditions
- recommissioning or tuning small-scale climate control systems
- adjusting the operating protocols for climate control systems

Implementation Level I

The Implementation Level I category provides funding for institutions to implement preventive conservation projects. These awards are up to $100,000 for a period of performance of up to two years.

The Implementation Level I category is intended to address discrete preservation challenges that are identified through general preservation assessments at small to mid-sized institutions. Level I awards support projects that have undertaken a general preservation assessment or other targeted collections assessment, identified preservation challenges and priorities, and are ready to implement small-scale improvements to environmental conditions and other sustainable conservation measures. Interdisciplinary planning is not required for this level of Implementation project. You must include a preservation/conservation professional who works with collections on the team.

You might use an Implementation Level I award to:

- manage interior relative humidity and temperature by passive methods (such as creating buffered spaces and housing, controlling moisture at its sources, or improving the thermal and moisture performance of a building envelope by installing film, filters, weatherproofing, or vapor barriers)
- establish an environmental monitoring program
- reorganize collections by material type, locating more vulnerable collections in spaces that are more naturally stable

- install storage systems and rehouse collections to reduce risk and/or improve energy efficiency and allow for greater temperature and relative humidity fluctuations in building-wide spaces
- improve security and the protection of collections from fire, floods, and other disasters
- upgrade lighting systems and controls such as installation of LED lighting, to achieve energy efficiency and levels suitable for collections

If you are requesting funding for preservation activities or supplies or equipment of a total cost less than $10,000, you may consider applying to the [Preservation Assistance Grant program](#).

Implementation Level II

The Implementation Level II category provides funding for institutions of any size that have completed interdisciplinary planning and are prepared to implement preventive conservation projects. These awards are up to $350,000 for a period of performance of up to three years.

You might use an Implementation Level II award to:

- manage interior relative humidity and temperature by passive methods (e.g., creating buffered spaces and housing, controlling moisture at its sources, or improving the thermal and moisture performance of a building envelope by installing film, filters, weatherproofing, or vapor barriers)
- upgrade a building automation system to enable more active management of a heating, ventilating, and air conditioning system, and to improve energy efficiency
- recommission or install heating, ventilating, and air conditioning systems to improve energy efficiency
- reorganize collections by material type, locating more vulnerable collections in spaces that are more naturally stable
- install storage systems or rehouse collections to reduce risk and/or improve energy efficiency and allow for greater temperature and rh fluctuations in building-wide spaces
- improve security and the protection of collections from fire, floods, and other disasters
- upgrade lighting systems and controls, such as installation of LED lighting, to achieve energy efficiency and levels suitable for collections

2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued January 1, 2022 or later)](#).

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

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

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

If you are applying for a Planning award, you may request up to $50,000.

If you are applying for a Level I Implementation award, you may request up to $100,000.

If you are applying for a Level II Implementation award, you may request up to $350,000.

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

NEH anticipates awarding approximately $2,000,000 among an estimated 14 recipients.

NEH will not determine the amount available until Congress makes appropriations for FY 2023. 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

If you are applying for a Planning award, you may request a period of performance up to two years.

If you are applying for an Implementation Level I award, you may request a period of performance up to two years.

If you are applying for an Implementation Level II award, you may request a period of performance up to three years.

You may request a period of performance start date between October 1, 2023, and January 31, 2024.

The period of performance is the span of time during which you may incur new obligations to carry out the work under the NEH award. It must start on the first day of the month and end on the last day of the 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 you are an eligible applicant, you may apply on behalf of a consortium of collaborating organizations. If NEH selects your proposal for funding, you will be programmatically, legally, and fiscally responsible for the award.

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

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

2. Cost Sharing

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

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

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

Include required third-party non-federal gifts on your Research and Related Budget and identify them in your budget justification.

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 only serve as project director on a single proposal.

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

If NEH has previously made an award in support of your project, you may submit an application for a new or subsequent stage of the project, which NEH will assess using the [same criteria](#) as other applications in the current competition.

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

NEH does not make awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible. Proposals for the construction of permanent improvements to lands or facilities that belong to another federal agency are typically ineligible for NEH support. You may use funds from, or sites and materials controlled by, other federal entities in your project, but you may not use them as gifts to release NEH matching funds.

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 preservation@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 20230112-PF. 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 preservation@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.
- Optional: You may submit this component, but it is not required.

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.**

Your application components must conform to the following formatting requirements, 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 point

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	
Certification Regarding Lobbying		Conditionally required	
Standard Form-LLL "Disclosure of Lobbying Activities"		Conditionally required	
Attachments			
1: Narrative	narrative.pdf	Required	10/12 (see narrative instructions)
2: Work plan	workplan.pdf	Required	
3: List of personnel	personnel.pdf	Required	
4: Résumés and job descriptions	resumes.pdf	Required	2 pages each
5: History of awards	history.pdf	Optional	
6: Assessments and studies	assessments.pdf	Optional	
7: Technical specifications	specifications.pdf	Optional	
8: Letters of commitment and support	letters.pdf	Optional	
9: Site conditions	site.pdf	Conditionally required	
10: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
11: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
12: 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 ten single-spaced pages for Planning projects and Implementation, Level I projects or twelve single-spaced pages for Implementation, Level II

projects. Do not include a cover sheet, executive summary, 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.

Introduction (aligns with review criteria 1, 2, and 3)

Provide an overview of your proposed project and request to NEH, and explain how they fit into your institution's strategic plan and preservation priorities.

Provide a brief profile of your organization, including its collections, institutional history and mission, facilities, number of staff, operating budget, and number of users or visitors annually. Specify whether your organization owns or leases the facilities. Describe your institution's size and capacity, and the appropriateness of engaging in activities at the requested level of funding.

Discuss the collections' relevance to the institution's mission. Identify plans or policies that guide the collections' development. Briefly explain how your project addresses sustainable preventive conservation strategies.

Significance of collections (aligns with review criterion 1)

Describe in detail the nature, size, and intellectual content of the collections that are the focus of the project. Discuss their current, past, or potential use in support of the humanities, and describe the audiences that your institution serves. Provide examples of exhibitions, educational programs, research projects, and publications to illustrate how you have used the collections to examine humanistic themes and ideas. Discuss the relation of the collections to similar holdings in other repositories.

Current conditions and preservation challenges (aligns with review criterion 3)

Describe the collections' present condition and define the preservation challenges that the project would address.

Provide a brief overview of preventive conservation practices and policies at your institution. For example, identify policies, practices, and systems to manage environmental conditions, provide appropriate storage, and protect collections from fire, theft, pests, and disasters. You may include visual documentation in Attachment 6: Assessments and studies to illustrate the preservation problems you identified.

Describe the current level of administrative and intellectual control of the collections. If the project involves the movement or relocation of collections, explain how the current levels of control prepare the institution for successful implementation of the project.

If you have assessments or specialized studies that are directly relevant to the proposed project (for example, a study of current environmental conditions, a preliminary design report that provides a description of the systems to be installed to protect the collections, or an analysis of storage conditions and requirements), describe them here, and attach them, or any relevant summaries, in Attachment 6.

History of the project (aligns with [review criteria 2 and 6](#))

Discuss previous preservation actions and the findings of research or studies (i.e., general preservation or conservation assessments, risk assessments, environmental monitoring, and specialized consultations) that lay a foundation for the proposed project. Explain how the proposed project relates to any sustainability initiatives at your institution and to your strategic plan or other long-range planning efforts. Provide the rationale for the proposed planning or implementation activities, including expected outcomes.

Methods and standards (aligns with [review criteria 2 and 4](#))

For both Planning and Implementation projects, explain and justify the proposed methods and procedures. Discuss how you will explore or employ sustainable preservation strategies and how research, standards, and practices provide a basis for the project. Describe how you will collect data to assess the effectiveness of the sustainable preservation strategies implemented (i.e., conditions, energy use, cost).

For Planning projects

Discuss the knowledge and skills that the planning team needs and explain how you have assembled the team. Show how the project's framework and methods relate to the expected outcomes. Describe any planned testing, modeling, or project-specific research, and explain how such activities could help you identify sustainable preservation strategies.

If you are not following or are modifying the recommendations of assessors and specialists, explain why. Discuss any measures that you will take to ensure that the collections are professionally maintained and protected during the project.

For Implementation projects to rehouse and improve collections storage

Describe the methods and materials you will use to rehouse the collections and discuss the development of the storage plan. Explain how the proposed work plan will support long-term institutional resilience in the face of emergencies resulting from human activity and natural disasters. As applicable, refer to institutional, regional, and/or national disaster plans and/or networks.

For Implementation projects to improve and manage environmental conditions

Describe the steps you will take to improve conditions for humanities collections and define expected conditions. As relevant, describe the primary design features of proposed passive measures, mechanized systems, and equipment to manage or control conditions. Discuss your institution's capacity, for operating and maintaining systems that manage environmental conditions, including policies, procedures, and staffing. Discuss plans for ongoing monitoring of conditions, energy consumption, and system performance.

For Implementation projects to install or improve security, fire protection, or lighting

Describe the primary design features and explain how the proposed equipment would work in conjunction with institutional policies, procedures, and staffing to protect collections. Explain how the proposed work plan will support long-term institutional resilience in the face of emergencies resulting from natural or human activity.

Work plan (aligns with [review criterion 5](#))

Provide a brief summary of your work plan, including key dates and activities, in the narrative.

Provide a detailed work plan, including the steps of the project, who is responsible for each activity, project deliverables, and a timeline in Attachment 2.

Project team (aligns with review criterion 7)

Provide the names, qualifications, and expected contributions of each member of the project team, including consultants.

Project results and dissemination (aligns with review criteria 2 and 9)

Summarize the project's expected outcomes. For Planning projects, describe expected next steps. For Implementation projects, explain how the preservation improvements could strengthen your institution's work in the humanities.

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**
Introduction	1, 2, 3
Significance of collections	1
Current conditions and preservation challenges	3
History of the project	2. 6
Methods and standards	2, 4
Work plan	5
Project team	7
Project results and dissemination	2, 9

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.

If you are only requesting outright funds, your budget should include only the funding you are requesting from NEH. If you are requesting federal matching funds, your budget must equal the total funding requested from NEH (outright and federal matching funds) and the one-to-one required third party cost share for the federal matching funds. Refer to the NEH Federal Matching Funds Guidelines regarding the eligibility of gifts for matching purposes.

The total federal matching funds and cost share should equal the amounts indicated on the Supplementary Cover Sheet for NEH Grant Programs in the "Federal Matching" and "Cost Sharing" fields. Learn about types of funds NEH offers.

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

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

You should only include your own employees under A. Senior/Key Person and B. Other Personnel. Include team members in leadership roles in the project under A. Senior/Key Person. Include other team members under B. Other Personnel. Include costs for non-employees under F3. Consultant Services 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 also recover the costs as indirect costs.

If you include administrative or clerical salaries in your budget as direct costs, document how direct charging meets all four conditions in your budget justification. NEH may request additional information to assess 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 NEH selects your application 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 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.

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

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

The form will calculate total participant support costs.

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

2. Stipends
Enter the total funds you are requesting for participant stipends.

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

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

5. Other
Describe other participant support costs (e.g., local ground transportation to venues, admission fees, bottled water, etc.) and enter the total funds you are requesting. You may provide additional information in your [budget justification](#).

Number of Participants/Trainees
Enter the total number of participants. This field cannot exceed 999.

F. Other Direct Costs
The form will calculate total other direct costs.

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

2. Publication Costs
Enter the total funds you are requesting for publication costs, including the costs of documenting, preparing, publishing, or otherwise making available to others the findings and products of the work conducted under the award. Include supporting information in your [budget justification](#).

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

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

4. Automated Data Processing (ADP)/Computer Services

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

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

5. Subawards/Consortium/Contractual Costs

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

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

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

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

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 11: Federally negotiated indirect cost rate agreement](#). You do not have to include an agreement for any subrecipient that requests the 10% de minimis rate.

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

6. Equipment or Facility Rental/User Fees

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

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

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

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

7. Alterations and Renovations

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

8-10. Other

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

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

Food and/or meals are only allowable when vendors are unavailable during the scheduled program. You may not use federal funds for meals/food/refreshments at receptions or "networking" events. If participants will 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 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 as a result of changes to your negotiated rates.

If an educational institution does not have a negotiated rate with the federal government when NEH issues an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), but has a provisional rate, NEH must use the provisional rate until a final 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 11: Federally negotiated indirect cost rate agreement, when applicable.

Indirect Cost Type
Enter the type of indirect cost rate (e.g., "other sponsored activities," "all programs," "instruction," "10% de minimis," etc.) and base (e.g., "MTDC," "salaries," "salaries & fringe," etc.) and whether the activity and rate are on- or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries (for example, if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement with your cognizant agency, but intend to negotiate one, write "None-will negotiate." If needed, provide additional detail in your budget justification.

Indirect Cost Rate (%)
Enter the most recent indirect cost rate(s) established with your cognizant federal agency (or the 10% de minimis rate) as a number without special characters (i.e., 32.5).

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

Funds Requested ($)
Enter the funds you are requesting for each indirect cost type.

Total Indirect Costs
The form will calculate total indirect costs.

Cognizant Federal Agency

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

I. Total Direct and Indirect Costs

The form will calculate total project costs.

J. Fee

Leave this field blank.

K. Total Costs and Fee

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

L. Budget Justification

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

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

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

Your requested federal matching funds and required cost share should correspond with the amounts on the Supplementary Cover Sheet for NEH Grant Programs in the "Federal Matching" and "Cost Sharing" fields, respectively.

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

A. Senior/Key Person

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

B. Other Personnel

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

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

C. Equipment Description

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

D. Travel

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

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

E. Participant/Trainee Support Costs

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

F. Other Direct Costs

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

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

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

4. Automated Data Processing (ADP)/Computer Services
Itemize the cost for each service and include established service rates, if applicable.

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

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

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in Attachment 10: Subrecipient budget(s).

6. Equipment or Facility Rental/User Fees

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

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

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

H. Indirect Costs

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

Application Components

SF-424 Application for Federal Assistance – Short Organizational
This form requests basic information about your institution, the proposed project, and key contacts. Items 1, 2, and 4 will be automatically filled in; leave item 3 blank.

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

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

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

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

4. Application Information

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

For type of application, check "new."

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

Project/Performance Site Location(s) Form

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

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

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

Certification Regarding Lobbying (conditionally required)

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

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

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

Attachments Form

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

Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., 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](#). Name the file narrative.pdf.

You must limit the narrative to ten single-spaced pages for Planning projects and Implementation, Level I projects or twelve single-spaced pages for Implementation, Level II projects.

Attachment 2: Work plan (required)

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

Describe the activities 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. Explain how outcomes from one activity will carry over into the next. For each activity, specify the project team members involved. For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing activities. Name the file workplan.pdf.

Attachment 3: List of personnel (required)

List in alphabetical order, surnames first, all project participants and collaborators and their institutional affiliations. When relevant, this list should include advisory board members, consultants, and authors of letters of commitment and letters of support. Because these individuals may not participate in the review process, this list is used to ensure that prospective evaluators have no conflict of interest with the proposals that they will assess. Name the file personnel.pdf.

Attachment 4: Résumés and job descriptions (required)

Include brief résumés (no longer than two pages) for staff with major responsibilities for the project's implementation and for consultants to the project. Include job descriptions for any additional staff who will be hired specifically to work on the project. Name the file resumes.pdf.

Attachment 5: History of awards (optional)

If the project has received previous support from any federal or nonfederal sources, including NEH, list on one page the sources, dates, and amounts of these funds. If the project has a long history of support, the sources and contributions may be grouped and summarized. Name the file history.pdf.

Attachment 6: Assessments and studies (optional)

Include assessments or specialized studies that are directly relevant to the proposed project (for example, a study of current environmental conditions, a preliminary design report that provides a description of the systems to be installed to protect the collections, or an analysis of storage conditions and requirements). For more general studies, we suggest that you submit summaries rather than full reports. You may also include hyperlinks to online versions of such studies.

Include institutional plans and policies that directly support your proposed project; when possible, present only summaries or excerpts, so as to avoid submitting lengthy attachments.

Name the file assessments.pdf.

Attachment 7: Technical specifications (optional)

Include technical specifications for building envelope improvements, equipment, or systems. Attach product data and specifications for proposed materials, equipment, and systems. For projects involving the renovation or repurposing of existing space, include floor plans of the area in which work will occur, indicating square footage and the layout of cabinets and shelving. Name the file specifications.pdf.

Attachment 8: Letters of commitment and support (optional)

Include letters of commitment from key participants or partners, both within and outside the applicant institution.

Include letters of support (preferably no more than three) from experts in the proposed project's subject area, the proposed methodology, or the technical plan.

Elected government officials, NEH staff, and current members of the National Council on the Humanities may not serve as letter writers.

Name the file letters.pdf.

Attachment 9: Site conditions (conditionally required)

If your project involves the development of final design or construction documents, or the execution of construction, alteration, renovation, repair, rehabilitation, or ground disturbing activities, you must include a description of the site, project, and potential anticipated environmental and historic preservation impacts of the project for NEH's review. Include the following information (as applicable):

A. Site Conditions

1. Does your organization own the property? If not, identify who owns the property and the arrangement by which you have use of the site.

2. Identify the size of the project site, in terms of measured acreage or square units (e.g., 1.5 acres, 0.8 sq. km., etc.).

3. Describe existing buildings and ancillary facilities (such as storage buildings, parking lots, etc.) on the project site. For each building and ancillary facility, identify the age of construction, stories, height, total sq. feet or units.

4. Provide a succinct description of the work to be supported with project funds (NEH and required matching funds). For example: the project involves renovation of the Weems Library, a four-story Arts and Crafts building with a footprint of 5,000 square feet, and total square footage of 18,250 sf. The building was constructed in 1910. The project will involve installation of new HVAC system throughout the facility.

5. What is the current zoning and land use surrounding the site? (Include the code and a brief description.)

6. Is physical work on the project already underway? If so, what work has occurred?

B. Historic Preservation Information

1. In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is it listed or eligible for listing in the National Register of Historic Places or is a National Landmark?

2. Does the project involve structures over 50 years old?

3. Will the project occur at, in, or near properties listed on or eligible for listing on the National Register of Historic Places?

4. Is the project located within or adjacent to any known federal, state, or local historic districts?

5. Will the project substantially change interior or exterior elements of a building?

6. Will the project involve ground disturbance, either temporary or permanent, of the surrounding property?

7. Will the project potentially encroach upon, change views to, or change noise levels around any historical, architectural, or archeological property, or properties with religious or significant context to Indian Tribes?

8. Are there any public concerns or controversy with respect to effects of the project on historic resources?

C. Environmental Conditions

1. Are there known environmental compliance requirements related to the real property (easements, existing site conditions)?

2. Will the project take place on a site where there is known or potential contamination of soil, surface water, or groundwater?

3. If the project includes renovation of an existing building or ground disturbing activities, has a Phase I Environmental Site Assessment been prepared for the property?

5. Will the project cause or increase soil erosion? If so, identify any streams/wetlands on site or adjacent to the site.

6. Are there wetlands or waters of the U.S. on or adjacent to the site? If yes, include an 8 1/2" x 11" excerpt of the National Wetland Inventory Map, state or local wetlands map, or site-specific wetlands map with this attachment.

D. Human environmental and controversy

1. Will the proposed project displace or relocate any businesses or residents, including low income or minority populations?

2. Will the project have disproportionately high and adverse effect on human health or environment, in particular minority or low-income populations within the vicinity of the project?

3. Are there any public concerns or controversy with respect to the project site, adjacent sites, or effects of the project on low income or minority populations, Indian Tribes, or historic, cultural, or environmental resources?

4. Are there other known controversies with the proposed project?

Name the file site.pdf.

If NEH funds your project, you <u>may not start physical work</u> until NEH has completed its environmental and historic preservation compliance reviews required by Section 106 of the NHPA and NEPA. You may be able to conduct some work under the award in advance, such as purchasing moveable equipment, engaging architectural or engineering services, hiring environmental or historic preservation consultants, or acquiring necessary licenses, permits, and other approvals for the project, but NEH cannot release funds until it completes its Section 106 and NEPA reviews. We recommend that you consult with NEH staff about any specific activities you plan to undertake before NEH completes its Section 106 and NEPA reviews.

Attachment 10: 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 your 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](#) or they may use the de minimis rate.

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 11: 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 12: 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](#).

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

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

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

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

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

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

4. Submission Dates and Times

Drafts

Program officers will review draft application materials submitted by December 8, 2022, 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 preservation@neh.gov.

Applications

The deadline for applications under this notice is January 12, 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 PF-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS, NEH's electronic grants management system, will reject your application and notify you by email. eGMS cannot detect other errors such as missing components or excess pages.

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

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- general conservation/preservation assessments, establishing initial environmental monitoring programs, and other basic preservation projects that could be supported through [Preservation Assistance Grants for Smaller Institutions](#)
- the preservation of materials that are the responsibility of an agency of the federal government, are privately held, or are not generally accessible for research
- the installation of climate control, security, lighting, storage equipment, and fire protection systems as a component of a project to construct a new building
- the preservation of the built or natural environment
- the renovation or restoration of historic structures, except for necessary activities needed to preserve humanities collections that such structures house
- the stabilization of archaeological sites
- asbestos abatement
- new construction and major renovation resulting in an expanded building footprint or addition of floors/stories
- routine operations and maintenance expenses, including alterations and repairs
- the purchase of buildings or land
- 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:

1. the significance of the collections for the humanities and the potential impact of the project on the humanities (corresponds with narrative section "[Introduction](#)" and "[Significance of collections](#)")
2. the attention to exploring and implementing sustainable preservation strategies (corresponds with narrative section "[Introduction](#)," "[History of the project](#)," "[Methods and standards](#)," and "[Project results and dissemination](#)")
3. the attention to identifying risks to collections (for example, fire, flooding, theft, or temperature fluctuations) and implementing effective preventive conservation measures (corresponds with narrative section "[Current conditions and preservation challenges](#)")
4. the project's methodological soundness (corresponds with narrative section "[Methods and standards](#)")
5. the likely viability, efficiency, and productivity of the project, as demonstrated by the work plan (corresponds with narrative section "[Work plan](#)")
6. for Implementation, Level II projects, the thoroughness of the planning that has informed the project (corresponds with narrative section "[History of the project](#)")
7. the experience and appropriateness of the project's interdisciplinary team in relation to the activities for which support is requested (corresponds with narrative section "[Project team](#)")
8. the reasonableness of the proposed budget in relation to anticipated results (corresponds with the [Research and Related Budget](#))
9. the project's proposed outcomes including dissemination plan (corresponds with narrative section "[Project results and dissemination](#)")

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 [preservation@neh.gov](#).

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

3. Assessment of Risk and Other Pre-Award Activities

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

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 make awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award ([2 CFR § 200.206](#)).

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

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in August 2023. This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If your application is selected for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in September 2023.

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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

If you cannot attest to the statements in this certification, explain why not in [Attachment 12: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

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

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

Copyright information

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

Acknowledging NEH support

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

Subrecipient Monitoring Requirements

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

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

Program income

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

Section 106 of the National Historic Preservation Act of 1966 and National Environmental Policy Act of 1969

NEH must review your project under Section 106 of the National Historic Preservation Act of 1966 (NHPA) ([54 U.S.C. § 306108](#)) and the National Environmental Policy Act of 1969 (NEPA) ([42 U.S.C. § 4321, *et seq.*](#)) if it involves:

- new construction and expansion (including demolition);
- alteration/renovation/repair where exterior changes to the building façade or surroundings may be made (including roof, windows);
- interior renovations to a building that is over 50 years old, or is historically, architecturally, or culturally significant;
- ground disturbing activities (including parking lots);
- a change in land use that is significant (such as the proposal being an integral part of a larger redevelopment project);
- an impact within or to a floodplain or wetland;
- a determination of an adverse effect that cannot be mitigated on a property eligible for inclusion on the National Register of Historic Places; and/or
- an extraordinary circumstance, such as: public controversy, or extensive site contamination.

You may also want to review NEH's [Section 106](#) and [NEPA](#) guidance and a brief [overview](#) of the Section 106 and NEPA processes.

If NEH funds your project, you may not start physical work (demolition, construction, or renovation) until NEH has completed its environmental and historic preservation compliance reviews required by NEPA and Section 106 of the NHPA.

Review NEH's [Section 106 and NEPA guidance](#).

Build America, Buy America

Awards involving installation of permanently affixed equipment, funded, in whole or in part, by federal funds, are subject to the Build America, Buy America Act ([Pub. L. 117-58 § 70901, et seq.](#)). NEH may not obligate funds for a project involving construction, renovation, or facility infrastructure (such as the Infrastructure and Capacity Building Challenge Grants or the Sustaining Cultural Heritage Collections programs) unless all the iron, steel, manufactured products, and construction materials that the project uses are produced in the United States. These requirements must be included in all subawards, contracts, and purchase orders for work or products under this notice. Reference the [award term](#) for further information.

Other requirements for projects involving construction, renovation, repair, rehabilitation, and ground and visual disturbances

You must comply with all applicable government-wide laws and requirements. Any construction or renovation contracts in excess of $2,000 awarded by recipients or subrecipients funded by federal funds, in whole or in part, are subject in their entirety to the Davis-Bacon Act as amended, ([40 U.S.C. 3141-3144, and 3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"](#)). See Section S of the [General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued January 1, 2022 or later)](#). Also see [2 CFR Part 200 Appendix 2 —Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#).

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 program specific goals and progress on strategies; 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.

4. **Tangible Personal Property Report**. If applicable, you must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. You must report all equipment with an acquisition cost of $5,000 or more per unit purchased with NEH funds.

5. **White Paper.** You must submit a white paper documenting lessons learned from your project within 120 calendar days after the period of performance ends so that others can learn more about sustainable preventive conservation strategies. You should report data in that enable comparison of conditions, energy use, and costs before and after the implementation of preventive conservation measures. NEH will post white papers on its website.

Learn more about performance reporting requirements and financial reporting requirements.

G. Agency Contacts

If you have questions about the program, contact:

Division of Preservation and Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506

202-606-8570
preservation@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 have questions about NEPA and NHPA, contact:

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
hpe@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 at:

[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

If you are seeking support for general assessments and initial environmental monitoring programs, you should consider NEH's [Preservation Assistance Grants for Smaller Institutions](#).

If you are seeking support to catalog, document, or digitize humanities collections, you should consider the [Humanities Collections and Reference Resources](#) program.

If you are seeking to serve the field by advancing best practices and standards for preserving and enhancing access to humanities collections, you should consider NEH's [Research and Development](#) program.

If you are seeking support to carry out construction and/or major alteration and renovation projects, you should seek support through [Infrastructure and Capacity Building Challenge Grants](#).

Privacy policy

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

Application completion time

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

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. 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.