



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF EDUCATION PROGRAMS

America History and Civics Education: National Convenings

DEADLINE: August 12, 2019 (for projects beginning October 1, 2019)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.163

Funding Opportunity Number: 20190812-AH

OMB Control Number 3136-0134, expiration date: 06/30/2021

If after reading this document you have questions about this program, contact the staff of NEH's Division of Education Programs at education@neh.gov and 202-606-8337. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

Executive Summary

The National Endowment for the Humanities (NEH)'s Division of Education Programs is offering a fifteen-month cooperative agreement to a qualified organization to 1) to host two national convenings with the goal of assessing the state of, and best practices in, the teaching of American history, civics, and government in K-12 education; 2) publish a report to disseminate the convenings' findings, including a national forum in Washington D.C. to launch the report and 3.) implement a robust national publicity strategy to the education community and general public. This opportunity is offered in partnership with the [U.S. Department of Education's American History and Civics Education—National Activities program](#).

Funding Opportunity Title:	American History and Civics Education: National Convenings
Funding Opportunity Number:	20190812-AH
Federal Assistance Listing Number (CFDA):	45.163
Application Due Date:	August 12, 2019, 11:59 p.m. Eastern Time
Estimated Number and Type of Award(s):	1 cooperative agreement
Estimated Award Amount:	Up to \$650,000
Cost Sharing/Match Required:	No
Period of Performance:	Fifteen months (October 1, 2019 to December 31, 2020)
Reporting Requirements	The report summarizing the outcomes of the convenings for voluntary use by the education community must be published by August 31, 2020. Performance and financial reports are due no later than ninety days after the period of performance.
Eligible Applicants:	Institutions of higher education and U.S. nonprofit organizations with 501(c)(3) status with demonstrated expertise in the development of evidence-based approaches with the potential to improve the quality of American history, civics and government, or geography teaching and learning
Program Resource Page:	https://www.neh.gov/grants/education/state-american-history-and-civics-education-national-convening

This program is authorized by 20 USC §956 *et seq.* Awards are subject to [2 CFR Part §200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#).

Contents

Executive Summary	2
Contents	3
I. Program Description	4
NEH areas of interest.....	Error! Bookmark not defined.
Providing access to NEH-funded products	6
Copyright information	6
Award information.....	6
Cost sharing	7
Eligibility.....	7
II. Preparing and Organizing your Application.....	7
Review criteria	7
Application components	8
III. Submitting your Application	18
IV. What Happens After the Submission of an Application.....	19
Review and selection process.....	19
Information for all applicants and for successful applicants	19
V. Additional Information	20
Contact information for the program and Grants.gov.....	20
Privacy policy	21
Application completion time	21
Application checklist.....	21
Timeline	22

I. Program Description

The National Endowment for the Humanities (NEH)'s Division of Education Programs is accepting applications for a fifteen-month cooperative agreement of up to \$650,000 to plan, develop, and implement a series of two national convenings that will focus on an assessment of the state of civics education and knowledge of American history and government in K-12 education and publish a report on the findings for voluntary use by the education community. Following publication of the report, the cooperator will organize a national forum in Washington, D.C. to disseminate the reports' findings, which will serve as the launch event of a robust national dissemination strategy, including both traditional and digital media, to the education community and general public.

The goal of the project will be to highlight innovative evidence-based approaches, learning strategies, and professional development, with an emphasis on activities and programs that benefit low-income and underserved populations. This opportunity is offered in partnership with the U.S. Department of Education (ED), as part of its [American History and Civics Education—National Activities](#) program.

The convenings will bring together roughly 20-30 non-federal national leaders, researchers, and practitioners from educational institutions, and non-profit and for-profit organizations, and should serve as a forum to share ideas and solutions. They will also offer opportunities to analyze gaps in the field expressed by practitioners, experts, and scholars, and to facilitate a national conversation about literacy in American history and civics. Approximately 50 federal staff members will also attend the convenings. The national forum will include up to 300 attendees, including the national convening participants.

Indicators of successful projects include:

- **National impact:** address key needs, high priority gaps, and challenges that face teaching, learning, and professional development in the areas of American history, and civics and government, with an emphasis on activities and programs that would benefit low-income students and underserved populations. Results of the convenings should show the potential for far-reaching impact in the implementation of innovative, evidence-based practices for voluntary use across the diverse institutions that compose the K-12 educational landscape.
- **Critical significance:** address issues of critical significance in the current knowledge and teaching of American history, and civics and government, while taking cognizance of current strategic initiatives and agendas in these areas. Proposals should be informed by a clear understanding of the current state of the field and the broader environments (e.g., demographic, social, technological, and economic) that affect teaching and learning in these areas, and be able to formulate clear pathways to evidence-based, innovative instruction, learning strategies, and professional development.
- **Strategic collaborations:** include strategic collaborations with key stakeholders including national leaders, researchers, practitioners from non-profit and for-profit organizations and educational institutions who have or can build on national partnerships.
- **Subject matter expertise:** demonstrate a thorough command of subject matter in the areas of American history, and civics and government as practiced at the K-12 level. The project team and key participants should possess sufficient grounding in theory and practice, including the necessary skills and experience in the field to be able to realize

significant shifts across diverse educational sectors. Demonstrate a thorough understanding of how an implementation of broad changes in best practices will affect diverse educational environments across the country, including those with low-income students and underserved populations.

- **Broad dissemination:** include detailed plans for the creation, publication, and dissemination of a post-convening assessment of the state of civics and government education and knowledge of American history, based on work accomplished in the convenings, and that will be made widely available to external stakeholders through a robust dissemination strategy, including both traditional and digital media.

Under this cooperative agreement and in collaboration with NEH, the recipient will:

- plan, develop, and implement two national convenings. Applicants are encouraged to propose different locations in the United States. for each convening. The recipient will work with NEH and ED on the agenda, timing, location, and logistics of the convenings.
- develop all program materials and activities with an emphasis on ED's National Activities program objectives, as well as [shared interests in the humanistic methods and approaches to American history and civic education of the National Endowment for the Humanities](#)
- determine selection criteria for participants, ensuring that representation is geographically and institutionally diverse and representative of the stakeholder base
- engage participants that will include national leaders, researchers, non-profit and for-profit organizations, educational institutions, and practitioners
- provide ongoing logistical support (travel arrangements including lodging and per diem) to 20–30 non-federal participants and principals attending the two convenings and national forum
- produce and publish a report assessing the state of civics education and knowledge of American history, identifying best practices in civics and government education, including findings and recommendations from the convenings.
- publish at least 1,000 hard copies of the report for dissemination
- plan, develop, and implement a national forum to be held in Washington, D.C. to launch the report
- implement a robust national dissemination strategy, including traditional and digital media, to the education community, including but not limited to parents, teachers, schools, state and local education agencies, and other stakeholders.

Under the cooperative agreement and in consultation with ED, NEH will:

- participate in the planning, development and implementation of the two convenings and national forum
- contribute to the selection criteria for invitees to attend the convening and national forum
- assist in coordinating logistics for federal participants
- synthesize the key themes and lessons learned that surface during the convenings
- contribute to the composition, editing, and dissemination of the report assessing the state of civics and government education and knowledge of American history

NEH funds may not be used for:

- preparation of courses for high school students, undergraduates, or graduate students
- commercial, for-profit, or proprietary textbook research or revision
- doctoral dissertations, theses, or research pertaining to a graduate degree program
- promotion of a particular political, religious, or ideological point of view
- advocacy for a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside the humanities such as the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies

Providing access to NEH-funded products

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

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

Copyright information

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was produced, 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.

Award information

NEH will award one cooperative agreement of up to \$650,000.

The period of performance is October 1, 2019 through December 31, 2020. The first convening must be held no later than February 14, 2020. The second convening must be held no later than March 31, 2020.

The report for voluntary use by the education community must be published no later than August 31, 2020. The national forum must be held in Washington, D.C. no later than September 15, 2020.

An eligible institution may submit only one application.

Overlapping project costs between two or more applications for federal funding and/or approved federal award budgets is not permitted.

This notice of funding opportunity is subject to the availability of funds.

Cost sharing

Cost sharing is not required in this program. Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH. Voluntary cost sharing includes cash contributions to a project by the applicant and nonfederal third parties, as well as in-kind contributions, such as donated goods and services.

Eligibility

Eligible applicants include institutions of higher education and U.S. nonprofit organizations with 501(c)(3) status with demonstrated expertise in the development of evidence-based approaches with the potential to improve the quality of American history, civics and government, or geography teaching and learning.

Eligible organizations **must** have proven subject matter expertise in American history, civics, and government and experience in coordinating national convenings.

Individuals and foreign and for-profit entities are not eligible to apply.

Individuals may not simultaneously hold a NEH award for individuals and serve as a project director in this program.

Applications must be complete, must observe the specified page limits, and must be received and validated by Grants.gov under the correct funding opportunity number to be considered under this notice.

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

NEH will not review late, incomplete, or ineligible applications.

II. Preparing and Organizing your Application

Review criteria

Proposals will be evaluated according to the following criteria:

Intellectual rationale and significance

The extent to which the proposal:

- addresses national issues of critical significance in American history, civics, and government education at the K-12 level, including those that concern literacy in American history and civics
- demonstrates a clear understanding of the field and broader environments (e.g., demographic, social, technological, and economic) that affect teaching and learning in these areas
- incorporates innovative evidence-based approaches, learning strategies, and professional development, with an emphasis on activities and programs for benefitting low-income and underserved populations

- demonstrates a thorough command of subject matter in the areas of American history, and civics and government as practiced at the K-12 education level
- presents multiple viewpoints based on a clear understanding of the state of the field and the broader environment affecting teaching and learning in American history, civics, and government
- demonstrates a thorough understanding of how an implementation of broad changes in civics and government education and in knowledge of American history will affect diverse educational environments across the country
- presents a fully developed argument for the intellectual rationale and the objectives of the convenings and study in a clear, persuasive manner

Design and feasibility

The extent to which the proposal:

- demonstrates that the applicant institution and collaborating institutions and partners (if any) have relevant experience in designing and implementing gatherings of similar scope and reach and the necessary administrative infrastructure to host the convenings and forum
- identifies a sufficient number of qualified key personnel with relevant experience
- develops a coherent and detailed design and schedule for the two convenings and forum, emphasizing major issues and objectives, such as the strengths and needs of the audience, project team (including the presenters), organizational partners, and host sites.
- demonstrates an understanding of levels of engagement, pacing, and logistics, and includes related activities, such as a robust communication plan leading up to, during, and following the convenings and forum
- provides specific plans for recruitment and selection criteria for presenters and participants, foregrounding strategic collaborations with key stakeholders, who have or can build on national partnerships
- demonstrates cohesion in its format and schedule

Impact and dissemination

The extent to which the proposal:

- demonstrates that the project will engage the proposed audiences of national leaders, researchers, and practitioners from educational institutions, nonprofit and for-profit organizations and will include plans for publicizing the convening to the intended audience
- demonstrates a methodology for conducting an assessment on the state of civics and government education and knowledge of American history, based on innovative, evidence-based approaches and learning strategies that includes professional development
- develops robust plans for the creation, publication, and dissemination of the final report on the convenings' finding and recommendations

Application components

Your application will consist of four forms that are available with the Grants.gov application package on the [program resource page](#). You will then upload the remaining application components in to the Attachment Form.

SF-424 Application for Federal Domestic Assistance – Short Organizational

This form asks for basic information about the project, the project director, and the institution. Items 1, 2, and 4 will be automatically filled in; item 3 should be left blank. Please provide the following information:

5. Applicant Information

In this section, provide your organization's legal name, address, employer/taxpayer identification number (EIN/TIN), D-U-N-S® number, website address, and congressional district of the institution.

If your institution is located, for example, in the 5th Congressional District of your state, put a "5." If your institution doesn't have a congressional district (for example, it is in a state or U.S. territory that doesn't have districts or is in a foreign country), put a "0" (zero).

Also choose the "type" that best describes your institution (you only need to select one).

All institutions applying to federal programs are required to provide a D-U-N-S® number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution's grants administrator or chief financial officer to obtain their institution's D-U-N-S® number.

6. Project Information

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

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

The starting date for the project is October 1, 2019. The ending date for the project is December 31, 2020.

7. Project Director

Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. Because the project director's involvement in the proposed project is critical to its success, applicants must notify the NEH immediately if the project director listed in the application changes.

8. Primary Contact/Grants Administrator

Provide the contact information for the official responsible for the administration of the NEH award (that is, negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants administrator or sponsored programs official.

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

9. Authorized Representative

Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, please consult the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs

Please provide the following information:

1. Project Director

Use the pull-down menu to select the major field of study for the project director.

2. Institutional Information

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

3. Project Funding

Enter your project funding information. [Learn more about different funding types.](#)

Application Information

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

For Type of Application, check "new."

Enter the primary project discipline (and, if you like, the project's secondary and tertiary disciplines as well).

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will take place during the period of performance. This form allows for the collection of multiple performance sites. If you need to add more project/performance site locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

Attachments Form

Attach your narrative, budget, and the other application components to this form.

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple PDFs, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

Visit [Grants.gov's Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form) into PDFs. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

When you open the Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach.

Note the following Grants.gov file naming conventions: Please limit file names to 50 or fewer characters. Do not attach any documents with the same name. All attachments should have a unique name. Please use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

Please consult the Attachment Table below to learn about the required components for each category, how to name each attachment and the order in which to attach them. You must name and attach your files in the proper order so that we can identify them. All attachments must be formatted with one-inch margins and with at least an 11-point font. Applications exceeding the stated page limits will not be reviewed.

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

Attachment Table

Attachment component	Naming convention	Page limits	Requirements
Attachment 1: Narrative	narrative.pdf	15 pages	Required
Attachment 2: Work plan	workplan.pdf		Required
Attachment 3: Budget	budget.pdf		Required
Attachment 4: Budget Justification	justification.pdf		Required
Attachment 5: Résumé(s) or brief biographies of key project staff	resumes.pdf		Required
Attachment 6: Letters of commitment	commitmentletters.pdf		Required

Attachment 7: Federally negotiated indirect-cost rate agreement	agreement.pdf		Conditionally required
Attachment 8: Certification Regarding Lobbying	lobbying.pdf		Required

Attachment 1: Narrative

Provide an intellectual justification for the design of the two convenings. Keep the review criteria in mind as you compose your narrative.

Limit the narrative to fifteen double spaced pages in twelve-point type. It should not assume specialized knowledge and should be free of technical terms and jargon.

The narrative must address the following topics.

Intellectual rationale and overview of program

Outline national issues of critical significance in American history, civics, and government education at the K-12 level, including those that concern literacy in American history and civics, and how you would address them. Draw out specific topics and themes, including those benefitting low-income and underserved populations.

Discuss how these convenings would respond to, build upon, and/or challenge previous research on the state of teaching and learning in the above areas. Explain how you plan to address key needs and high priority gaps in the field, outlining any innovative, evidence-based approaches and learning strategies that you would explore. Explain how you would approach the professional development of educators. Discuss your understanding of the potential effects of implementation of broad changes in teaching and learning in the areas of history, civics, and government, including such factors as the demographic, social, technological, and economic conditions that affect teaching and learning in these areas.

Discuss any proposed readings, including any humanities sources, to be used in tandem with the convenings. Indicate the interests and how multiple viewpoints of the expected participants and their approaches will further the outcome of the convenings.

Outline the scope, organization, and setting of the proposed programs, the rationale for such choices, and the institutional resources available to support them.

Design, content, and implementation

[The U.S. Department of Education's National Activities program](#) does not prescribe a particular format or schedule for the two convenings or national forum. NEH's intention is to allow applicants to tailor their project design to the strengths and needs of their audience, project team (including the presenters), organizational partners, and host sites. Proposals will be evaluated, in part, on how well these elements cohere.

Describe the specific content and structure of the proposed convenings. Explain how the combination of presentations, break-out sessions, small group discussions, and other scheduled activities, including the communication plan, will serve the goals of the program. Discuss how the second gathering will build upon the activities, findings, and recommendations of the first. Discuss resources that will be made available to program participants. Provide details on the recruitment and selection process for persons invited to participate in the two convenings.

Describe how the national forum will be leveraged to launch a robust national dissemination strategy, including traditional and digital media.

In separate application components, provide detailed schedules for the two convenings (see items 2 and 3 of the application below).

Project faculty and staff

Identify the project director, relevant institutional support staff, and the individuals who will lead or present at the two convenings and national forum. Provide a brief description of the qualifications and roles of the project director, support staff, and other key personnel, including their subject matter expertise. Note that supporting résumés or brief biographies (not to exceed two single-spaced pages) are required as Attachment 5. Letters of commitment from consultants, speakers, and other key personnel are required as Attachments 6 and 7. If the project has an advisory board, identify the humanities scholars, educators, and other individuals who serve on the board and describe how they would support the project.

Institutional context

Describe the mission and resources of the applicant institution and how they would support the proposed activities. If the project includes collaborations with other institutions, indicate how the mission and resources of those institutions would support the project. Describe the institution's subject matter expertise in American history, civics, and or government as well as its experience in coordinating national convenings. In item 7 of the application provide a letter of commitment from each collaborating institution, if there are any. (The applicant institution does not need to provide a letter of commitment.)

Impact and dissemination

Describe how the project will serve as a catalyst for ideas and solutions for a proposed audience of national leaders, researchers, and practitioners from educational institutions, and non-profit and for-profit organizations. Explain your planned methodology for conducting your assessment of the convenings' findings and conclusions.

Describe plans for composing, publishing, and disseminating the report on the convenings' findings.

Attachment 2: Work plan

Include a work plan for the project. This document could be formatted as a chart or narrative, and must describe the proposed schedule of activities during the period of performance.

Attachment 3: Budget

Using the instructions below and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (Links to the sample budget and budget form are available on the [program resource page](#).)

All costs are subject to audit, record retention and other requirements set forth in 2 CFR 200.

All of the items listed, whether supported by NEH funds or cost sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of performance. Also see the property and procurement standards set forth in [2 CFR 200 Subpart D](#).

When indirect costs are charged to the project, take care to ensure that expenses included in the organization's indirect-cost pool are not charged to the project as direct costs. For further information, see the Indirect Costs section below.

If you are requesting federal matching funds, please include required cost sharing in your application budget.

1. Salaries and Wages

Staff costs should include the position title, name (if possible), percent of full-time equivalent or total number of hours charged to the project. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year. All salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [466](#).

2. Fringe Benefits

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. All fringe benefits claimed must be in compliance with [2 CFR §200.431](#). List each rate and salary base.

3. Consultant Fees

Include payments for professional and technical consultants and honoraria. All consultant fees claimed must be in compliance with [2 CFR §200.459](#).

4. Travel Costs

List travel costs for local and long-distance travel. For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. The budget should also reflect the travel expenses (for example, airfare, lodging, parking, per diem, etc.) for each of the 20 – 30 non-federal participants and principals attending the two convenings and national forum, as well as other proposed trainings or workshops. Name the traveler(s) if possible, describe the purpose of the travel, and provide the number of trips involved, the destinations, and the number of individuals for whom funds are requested. Calculate per diem amounts for meals and lodging using written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. All travel costs claimed must be in compliance with [2 CFR §200.474](#), and foreign travel must comply with article 10 of the General Terms and Conditions for Awards to Organizations. Note: the recipient is not responsible for travel costs associated with general attendance at the national forum.

Travel to regularly occurring professional meetings is not supported with NEH funds. **All trips—both foreign and domestic—must be listed individually.**

5. Supplies and Materials

Include consumable supplies and materials to be used in the project costing the lesser of the capitalization level established by the applicant or \$5,000, regardless of the length of its useful life.

6. Subawards

The costs of project activities to be undertaken by a third-party subrecipient should be included in this category as a single line item charge. (e.g., engaging a convening host in another part of the country). A complete itemization of the cost comprising the charge should be provided in an attachment. If there is more than one subrecipient, each must be budgeted separately on the NEH form and must have an attached itemization. See [2 CFR §§200.330 and 331](#) for additional information.

7. Other Costs

Include participant stipends and room and board, equipment rental or purchases, duplication, printing, long distance telephone calls, and other items not previously listed under other budget categories or in the indirect cost pool. Please note that “miscellaneous” and “contingency” are not acceptable budget categories.

List equipment costs and provide a justification for the need to purchase the equipment to carry out the program’s goals.

Permanent equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing. Permanent equipment is defined as nonexpendable personal property costing \$5,000 or more and having a useful life of more than one year. (Also see [2 CFR §§200.313 Equipment](#) and [439 Equipment and other capital expenditures](#).)

Consistent with [Executive Order 13788](#) (“Buy American and Hire American”), grantees and subrecipients who purchase equipment and products costing \$10,000 or more per unit with grant funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

If a budget includes compensation for the use of equipment or facilities owned by an applicant and allocable to the project, the applicant must charge depreciation in compliance with [2 CFR §200.436](#). If the equipment was purchased with federal funds under another award, user fees may be appropriate (see [2 CFR §200.313 \(c\)\(2\)](#)). The applicant may not charge both depreciation and user fees.

Per [2 CFR §200.432](#), allowable conference costs may include rental of facilities, speakers’ fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the NEH award. Please note: if incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Alcoholic beverages are unallowable and may not be included in your budget.

8. Total Direct Costs per year

Total the sum of items 1-7.

9 a.- c. Indirect Costs (Facilities and Administration or “F&A”)

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Items that would typically be regarded as indirect costs include the depreciation on buildings, equipment and capital

improvement, operations and maintenance expenses, salaries of executive officers, accounting and legal services.

Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base (usually the direct costs of the project).

For applicants seeking reimbursement for indirect costs: Please review carefully your institution's negotiated indirect-cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions negotiate multiple rates—for example, "Research," "Instruction," and "Other Sponsored Activities." With rare exceptions, your institution's "Research" rate will not be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

If your institution has a current federally negotiated indirect cost rate, please indicate on the budget form the appropriate rate, the base, the name of the agency with which you negotiated, and the date of that agreement.

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

Organizations that wish to include indirect (F&A) charges in the budget but have **never** had a federally negotiated indirect cost rate may choose one of the following options:

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

Per [2 CFR §200.68](#), MTDC means 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 subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

Per 2 CFR §200.75, participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of

participants or trainees (but not employees) in connection with conferences, or training projects.

If you choose one of these three options, please indicate on the budget form which option you are choosing.

10. Total Project Costs

The sum of items 8. and 9.

11a-b. Project Funding

11a Requested from NEH: Indicate the amount of outright and/or federal matching funds that is requested from NEH.

11b Cost sharing: Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under "Third-party contributions." When a project will generate income that will be used during the period of performance to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.

12. Total Project Funding

The sum of 11.a. and 11.b.

Attachment 4: Budget Justification

Briefly describe the amounts requested for each line item of the budget. The budget justification should specifically describe how each item will support the achievement of the proposed objectives.

Provide a clear explanation as to the purpose of each contract and subaward, how the costs were estimated, and the specific contract and subaward deliverables. You should not provide line item details on proposed contracts, rather you should provide the basis for your cost estimate for the contract. You are responsible for ensuring that your organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts/subawards. Recipients must notify potential subrecipients that entities receiving subawards must be registered in SAM and provide the recipient with their D-U-N-S® number (see [2 CFR part 25](#)). For consultant services, identify each consultant, the services he/she will perform, total number of days, travel costs, and total estimated costs

Attachment 5: Résumé(s) or brief biographies of key project staff

Include a résumé, not to exceed two pages, for the project director(s), consultants, speakers, and other key personnel.

Attachment 6: Letters of commitment

Include letters of commitment from consultants, presenters, and collaborating institutions (if any). The applicant institution does not need to provide a letter of commitment.

Attachment 7: Federally negotiated indirect-cost rate agreement

If the applicant institution is claiming indirect costs and has a current federally negotiated indirect-cost rate agreement, submit a copy of the agreement.

Attachment 8: Certification Regarding Lobbying

Applicants must complete and submit the Certification Regarding Lobbying. If nonfederal funds have been or will be used for lobbying, also complete and submit Standard Form-LLL, Disclosure of Lobbying Activities. (These forms are available on the [program resource page](#).) Submit the signed and completed document(s) as a PDF. (See [2 CFR §200.450](#) for additional information.)

III. Submitting your Application

All organizations must submit their applications for NEH funding via [Grants.gov Workspace](#). Before using Grants.gov for the first time, each organization must have an Employer Identification Number (EIN) and register with Grants.gov.

The Grants.gov registration process requires completing information in three separate systems:

Dun and Bradstreet (<https://fedgov.dnb.com/webform>)
System for Award Management (SAM) (<https://www.sam.gov>)
Grants.gov (<https://www.grants.gov/>)

In order to apply through Grants.gov, the applicant organization must first have or obtain a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number, and register (or have an active registration) in the System for Award Management (SAM). Note: If you are registering in SAM.gov for the first time, you must provide an original, signed [notarized letter](#) stating that you are the authorized Entity Administrator for the entity associated with the D-U-N-S® number. Read the [SAM update and FAQs](#) to learn more about this process change. **The initial SAM registration can take up to six weeks.**

Organizations must maintain active SAM registration with current information at all times during which they have an active federal award or an application or plan under consideration by a federal agency. You must therefore review and update your information at least annually after the initial registration, and more frequently if required by changes in information. Effective June 29, 2018, when you go to SAM.gov and log in, you will be asked to create a Login.gov user account. Your current SAM.gov username and password will **no longer work**. Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. You can review your organization's SAM registration [here](#). **We strongly recommend that you verify the status of your SAM registration at least two weeks before the application deadline.**

Applicant organizations with a valid D-U-N-S® number and an active SAM registration must then register with Grants.gov. Visit Grants.gov for [complete registration information](#). **The initial Grants.gov registration process can take up to two weeks.**

If your organization has already registered with Grants.gov, you must verify that your registration is still active and that your Authorized Organization Representative (AOR) is current and has been approved. **We strongly recommend that you do this at least two weeks before the application deadline.** Note: Grants.gov passwords expire every 60 days. Accounts that have been inactive for one year or more result in removal of all account roles.

If you have problems registering or verifying your registration with Grants.gov, call the Grants.gov help desk at 1-800-518-4726 or email support@grants.gov.

You must submit your application to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

Confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

Applications must be received and validated by Grants.gov by 11:59 p.m. Eastern Time on August 12, 2019. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

IV. What Happens After the Submission of an Application

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the [National Council on the Humanities](#). The National Council meets at various times during the year to advise the NEH Chairman. The Chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. [Learn more about the NEH review process](#).

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Administrative Requirements set forth in [2 CFR §200.205](#). This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in September 2019. The recipient's institutional grants administrators and project director will receive award documents from the NEH Office of Grant Management by e-mail in September 2019. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to education@neh.gov.

Reporting requirements

The recipient must publish a report assessing the state of civics education and knowledge of American history, identifying best practices in civics and government education, including findings and recommendations from the convenings. The report is intended for voluntary use by the education community. A draft of this report is due to NEH for comment no later than June 30, 2020, with final publication no later than August 31, 2020. These deadlines are a condition of award and will not be extended.

The recipient will also be required to submit a final financial report and final performance report. Reports must be submitted no later than 90 days after the period of performance end date. See [Performance Reporting Requirements](#) and [Financial Reporting Requirements](#) on the NEH website.

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

Acknowledgement and Publicity Requirements

The recipient must acknowledge NEH and ED's support of the cooperative agreement in print, audio, visual, digital or web-based materials. Additional information will be provided in the terms and conditions of the award.

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact:

Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8337
education@neh.gov

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

The Federal Service Desk: [FSD.gov](https://www.fsd.gov)
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

If you need technical assistance in submitting your application to Grants.gov, contact Grants.gov 24 hours a day, seven days a week (excluding federal holidays).

Grants.gov: <https://www.grants.gov/>
Grants.gov help desk: support@grants.gov
[Grants.gov customer support tutorials and manuals](#)
Grants.gov support line: 1-800-518-GRANTS (4726)

Privacy policy

Information in this notice of funding opportunity is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956 *et seq.* The principal purpose for which the information will be used is to process the application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

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

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to grantmanagement@neh.gov; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. 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.

Application checklist

- **Register your institution or verify its registration with the System for Award Management (SAM).** Begin a new registration at least six weeks before the deadline. Read the [SAM update and FAQs](#) to learn more about this process.
- **Register your institution or verify its registration with Grants.gov.** Begin a new registration at least two weeks before the deadline.
- **Access the application package through Grants.gov Workspace.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program. The program resource page has a direct link to the NEH instructions for completing the package.
- **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational
 2. Supplementary Cover Sheet for NEH Grant Programs
 3. Project/Performance Site Location(s) Form
 4. Attachments Form: using this form, attach the application components as described in the Attachment Table, noting the stated order and naming conventions.
- **Complete and submit your application through Grants.gov Workspace.** NEH strongly suggests that you submit your application no later than noon Eastern Time on

the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

[Confirm that you successfully submitted your application](#). It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

Timeline

Before August 12, 2019: Contact Division of Education Programs program officers (at 202-606-8337 or education@neh.gov) with questions and for advice (optional)

July 12, 2019: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date

July 26, 2019: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

August 12, 2019: Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

August 2019: Peer review panels take place

August 2019: Review by the National Council on the Humanities, followed by funding decisions

September 2019: Applicants are notified of the funding decisions

September 2019: The institutional grants administrator and project director of successful application receive award documents by e-mail from the NEH Office of Grant Management

October 1, 2019: The recipient must begin work on their project on this date