DIVISION OF **EDUCATION PROGRAMS**

LANDMARKS OF AMERICAN HISTORY AND CULTURE: WORKSHOPS FOR SCHOOL TEACHERS

Deadline: February 21, 2019 (for workshops to be held in summer 2020)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.163

Funding Opportunity Number: 20190221-BH

If after reading this document you have questions about this grant program, contact the staff of NEH's Division of Education Programs at 202-606-8500 or landmarks@neh.gov. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 2 of 23

Contents

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 3 of 23

I. Program Description

The Landmarks of American History and Culture program supports a series of one-week workshops for K-12 educators across the nation that enhance and strengthen humanities teaching at the K-12 level.

The program defines a landmark as a site of historic importance within the United States and its territories that offers educators a unique and compelling opportunity to deepen and expand their knowledge of the diverse histories, cultures, traditions, languages, and perspectives of the American people. Projects employ a place-based approach, teaching historic sites through critical interpretation in order to explore central themes in American history and government, as well as in literature, art, music, and related humanities subjects.

Each workshop must accommodate thirty-six participants (NEH Summer Scholars) and must be offered twice during the summer (for a total of seventy-two participants). The content, presenters, site visits, activities, and readings should be substantially the same in each week. Workshops may be hosted by institutions such as community colleges, universities, four-year colleges, learned societies, libraries or other repositories, centers for advanced study, cultural organizations, professional associations, and schools or school systems. Host institutions provide facilities and arrange for accommodations for participants, who receive a stipend. NEH expects host institutions to furnish facilities conducive to scholarly engagement with topics and sites.

Landmarks projects offer participants

- enhanced knowledge of content through rigorous humanistic inquiry and pedagogical strategies relevant to the subject area and project theme;

- essential source materials, including but not limited to primary texts, documents, artifacts, and archival resources;

- learning opportunities through a variety of media and modes of engagement;

- new ways to approach their K-12-level humanities curricula as well as state or subject-specific standards, where applicable;

- a community of inquiry that encourages dialogue and the exchange of ideas; and

- a team of humanities scholars, including faculty with significant K-12 experience, who contribute to all phases of the project.

Topics should speak to the role of the humanities in the 21st-century classroom. In the interest of offering Landmarks Workshops in as many U.S. states and territories as possible, special encouragement is given to applications proposing projects in states and territories with few or no previous Landmarks projects, such as Alaska, American Samoa, Arizona, Delaware, Guam, Idaho, Indiana, Kentucky, Oregon, Maine, New Hampshire, North Dakota, the Northern Mariana Islands, Puerto Rico, South Dakota, Vermont, the U.S. Virgin Islands, West Virginia, and Wisconsin.

A map of funded Landmarks projects by state within the last ten years is available here.

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 4 of 23

Applicants should make a convincing case for the historical significance and use of the Landmarks site(s), the material resources available for use, and the ways in which the workshop will enhance K-12 curricula.

Both project planning and implementation require at least one faculty or staff member with a background or significant experience in K-12 education. Faculty and staff with significant experience in K-12 education have worked extensively with pre-college teachers, teaching methodologies, and curricula. Such individuals might be master teachers, curriculum developers, school librarians, or museum educators (and could include former workshop participants or the project director). The K-12 expert's role during the project is to facilitate the incorporation of workshop content into classroom teaching in relevant and creative ways.

Individual projects must target educators of one or more of the following grade ranges: K-5, 6-8, and/or 9-12.

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](#).

Special encouragements

Americans will celebrate the 250th anniversary of our nation in 2026. The anniversary of American independence provides an important opportunity to look back at the nation's founding and the past two and a half centuries of American history. What began as a conflict between the thirteen colonies and Great Britain culminated in the creation of what would become the world's oldest constitutional democracy. As we approach the 250th anniversary, NEH is offering a special encouragement to applicants to the Landmarks of American History and Culture: Workshops for School Teachers program to consider the impact—both immediate and long term—of the momentous events of 1776.

We especially invite applications that explore the role of the Declaration of Independence and other foundational documents in the making of U.S. history. In addition, we would welcome applications that explore the experiences of states and communities beyond the original colonies in joining the nation, since they have their own stories of becoming part of the United States. We also invite applications examining the stories and contributions of under-represented communities in our nation's history.

NEH encourages projects that advance civic education and knowledge of America's core principles of government.

NEH invites projects related to its [Standing Together](#) initiative, which encourages projects related to war and military service.

NEH encourages projects that include Native American organizations as lead applicants and those proposing projects at presidential sites and presidential libraries.

NEH also encourages Landmarks projects to reach a wider audience by contributing to [EDSITEment](#), a website developed by NEH that promotes humanities education. You can find a brief introduction to EDSITEment [here](#).

All applications will be given equal consideration in accordance with the program's evaluation criteria.

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 5 of 23

Grants for NEH Landmarks of American History and Culture Workshops may not be used for

- faculty or student travel abroad;

- the development of courses for a graduate or non-degree program;

- research to produce or revise a textbook;

- the cost of replacement teachers or compensation of faculty members performing their regular duties;

- the rental of recreational facilities and costs related to social events such as receptions and entertainment;

- tuition fees for participants;

- 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;

- projects that fall outside of the humanities; the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies;

- education or technical impact assessments; and

- projects that center on pedagogical theory, research on educational methods, tests, or measurements.

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-funded products. For projects that develop Web-based resources, all other considerations being equal, NEH prefers those that provide free access to the public.

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

Copyright information

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under an award. In accordance with 2 CFR 200.315 (b), NEH

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 6 of 23

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

The period of performance is fifteen months: October 1, 2019, to December 31, 2020.

Applicants may request up to $170,000 in outright funds, matching funds, or a combination of the two. Federal matching funds are released on a one-to-one basis when a grantee secures gift funds from eligible nonfederal third parties. (Note that agencies of the federal government are not eligible third parties.)

(Learn more about different types of grant funding.)

Cost sharing

Voluntary cost sharing consists of the cash contributions made to a project by the applicant, including unrecovered indirect costs, and by third parties as well as third-party in-kind contributions. Third-party in-kind contributions means the value of non-cash contributions (i.e., property or services) that benefit the funded project, and are contributed by nonfederal third parties, without charge, to the recipient of the federal award.

Required cost sharing includes third-party nonfederal gift money that will be raised to release federal matching funds.

Recipients are responsible for maintaining auditable records of cost sharing contributions. Also see 2 CFR §200.306 for additional information.

Cost sharing is not required in this program, except for projects receiving matching funds, and projects whose budgets exceed $170,000. Projects with budgets exceeding $170,000 must cost share the amount above $170,000.

Eligibility

Any U.S. nonprofit organization with 501(c)(3) status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply. Eligible organizations include institutions of higher education.

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

An institution may submit multiple applications for distinctly different projects.

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 by the application deadline to be considered under this notice.

Project Directors or visiting lecturers may be non-U.S. citizens if they bring unique and important expertise to the endeavor.

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 7 of 23

The same project (that is, a project with essentially the same substantive content) may not be offered in consecutive years. (Previously funded directors who are unsure as to the applicability of this rule should consult with program staff.)

The applicant for a project that received an NEH Seminar, Institute, or Landmarks Workshop award in one year may not submit the same project to any of the above summer programs in the year immediately following the award. For example, if an institution received funding for a project in 2018 (for a summer 2019 offering), it may not submit that same project for funding in the 2019 competition (for a summer 2020 offering).

Participant (NEH Summer Scholar) Eligibility: These projects are designed principally for full-time or part-time teachers and librarians in public, charter, independent, and religiously affiliated schools, as well as home schooling parents. Museum educators and other K-12 school-system personnel—such as administrators, substitute teachers, and curriculum developers—are also eligible to participate.

Applicants must be United States citizens, residents of U.S. jurisdictions, or foreign nationals who have been residing in the United States or its territories for at least the three years immediately preceding the application deadline. Foreign nationals teaching abroad at non-U.S. chartered institutions are not eligible to apply.

NEH generally does not award grants 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 grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications will not be reviewed.

II. Preparing and Organizing your Application

Resources for preparing a strong application

To prepare a strong application, applicants are encouraged to take the following steps:

- read these **guidelines** carefully, noting what information needs to be provided in the application;
- review the **sample narratives**, which are available on the program resource page;
- consult the program's **evaluation criteria**, which are listed immediately below;
- read the **Frequently Asked Questions**, which are available on the program resource page;
- contact the **program staff** (at 202-606-8500 or landmarks@neh.gov) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal by January 22, 2019**, to which program staff will respond with suggestions and advice.

As noted immediately above, applicants are encouraged to contact program officers, who can offer advice about preparing the proposal and review draft proposals that are submitted by the

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 8 of 23

January 22, 2019 deadline for drafts. Draft proposals are optional; if you choose to submit one, send it as an attachment to landmarks@neh.gov. Responses to late-arriving drafts cannot be guaranteed.

Although this preliminary review is not part of the formal review process and has no bearing on the final outcome of the proposal, previous applicants have found it helpful in strengthening their applications.

Review criteria

Proposals for Landmarks in American History and Culture: Workshops for School Teachers are evaluated according to the criteria below.

Evaluators should consult the Application elements for more details.

1. **Intellectual significance of the proposed topic and landmark(s)**
   How significant are the topic and the chosen landmark(s)? To what extent do the primary documents, texts, artifacts, digital tools, and archival resources illuminate the subject under study? How rigorous are the project's humanistic approaches, as manifested in the application?

   Previously offered projects: To what extent does the application explain how the project will use new or additional tools, resources, or approaches to deepen participants' humanistic engagement with the topic and/or landmark?

2. **Impact on teaching and classroom application**
   How well aligned is the project with K-12 curricular content in humanities subject areas? To what extent is the project likely to improve participants' understanding of key topics? To what extent is there correspondence between the project's approach to its topic and its treatment in the existing curriculum? How likely is the project to enhance best practices in K-12 education? How adequate are the plans for participant follow-up and dissemination of resources?

   Previously offered projects: To what extent does the application demonstrate evidence of strong participant interest as manifested by a robust applicant pool? To what extent does the application discuss any new or revised plans that will likely maximize the project's impact when transferred to a classroom setting?

3. **Program of study**
   To what extent is the workshop well structured and coherent? How pertinent are the topics, themes, presentations, questions, and viewpoints to be engaged? To what extent are the core readings, pedagogical approaches, and other methodologies likely to enhance humanities instruction?

   Previously offered projects: To what extent does the application discuss improvements that strengthen project structure and coherence? To what extent does it discuss pertinent revisions to project topics and/or thematic presentation? To what extent does it discuss additions or changes to scholarly and/or pedagogical approaches and resources, as applicable?

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 9 of 23

4. **Project team**
   How effective is the intellectual leadership of the project directors and principal faculty likely to be? To what extent does the application testify to the K-12 expertise likely to be manifested in the workshop? To what extent does the application indicate that the different members of the project staff will effectively carry out their responsibilities? To what extent will the participants contribute to the workshop? To what extent will the workshop successfully build a community of inquiry?

   Previously offered projects: To what extent does the application explain any appropriate revisions to the project's faculty and staff that will strengthen the project's intellectual quality and program of study?

5. **Publicity, project website, and project impact**
   How clear are the plans for website design and platform, and for publicity, development, broad dissemination, and project sustainability?

   Previously offered projects: To what extent does the application show that the project has fully developed, clear, and persuasive plans to maximize the project reach and impact beyond the summer program and its audience?

6. **Institutional context**
   How deep are the host institution's academic and scholarly resources? To what extent will the host institution make primary, archival, and other resources available? To what extent will it offer the participants accessible libraries or other cultural repositories? To what extent will it provide attractive housing and dining options for the participants?

7. **Budget**
   To what extent are the project costs appropriate and reasonable, with an eye to the project's efficiency and economy?

Application elements

SF-424 Application for Federal Domestic Assistance – Short Organizational

In section 6.a of the SF-424 Application for Federal Assistance – Short Organizational (part of the Grants.gov application package), include a project title not to exceed 125 characters (including spaces and punctuation). Successful proposals 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.

You can find additional advice about choosing an appropriate title in the Frequently Asked Questions document, which is available on the [program resource page](#).

Provide a one-paragraph abstract (up to one thousand characters, including spaces) written for a nonspecialist audience, clearly explaining the project's principal activities and its expected results. You should place the paragraph in the Project Information field (section 6.b) in the SF-

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 10 of 23

424 Application for Federal Domestic Assistance - Short Organizational form. (The program resource page provides a link to the instructions for submitting your application to Grants.gov, which contain information about this form.) Do not attach the abstract to the Attachments Form, a form that is also explained in the instructions for submitting your application to Grants.gov.

In addition to the SF-424 Short Organizational form, your application should include the following parts: a narrative, a budget, appendices, and a federally negotiated indirect-cost rate agreement (if applicable). All pages should be formatted in twelve-point font with one-inch margins, should be collated, and should be numbered consecutively throughout. The application should be clear, free of jargon, and accessible to nonspecialists.

1. **Narrative—Not to exceed fifteen double-spaced pages**

Nature of the request

In the opening paragraph, clearly explain the project's history, duration, format, and intended audience. Indicate if this is a new project or how many times it has been offered previously. Indicate if the project is intended primarily for educators of grades K-5, 6-8, 9-12, or a combination thereof.

Project development (only for previously offered projects)

In no more than two paragraphs, explain how your experience with a previous NEH summer project (or projects) has shaped the project currently being proposed. This section should address salient feedback from participants and identify changes to the project scope, team, scholarship, scheduling, or other matters that demonstrate steps taken to improve the project. It should also indicate plans for dissemination that will significantly increase the project's reach and impact beyond the participant audience. (You should detail these alterations as appropriate in the relevant section(s) of the proposal narrative.)

Intellectual content and significance

Describe the chosen landmark(s) and how it (they) constitute(s) a compelling opportunity for engaging with American history and culture. Articulate clearly the relationship between the chosen site(s) and the topic of the workshop; the archival, material, and digital resources available for use on site; and the ways in which the structure and context of the site(s) (for example, a site's geography, topography, or architecture) will support the objectives of the project. Applicants are encouraged to think creatively about what constitutes a historic site and a place-based encounter with the humanities. Innovative projects might take place in public spaces and neighborhoods, at major waterways and in other outdoor locations, at historic homes, museums, presidential libraries, and at sites memorializing literary, artistic, or architectural achievements.

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 11 of 23

Relevance and applicability for the K-12 curricula

Articulate how the project would contribute to teaching at the intended K-12 level(s). Describe how the proposed topics and landmarks align with or amplify subjects or areas of study and how the materials presented in the workshop would enhance content development and advance the participants' understanding of key chapters in American history, literature, culture, etc. Explain how workshop content would translate into classroom practice. Identify specific links between the proposed topic and its current treatment in existing curricula.

Program of study

Describe the structure of the workshop and how its subject matter will unfold; include topics, themes, presentations, questions, and viewpoints to be engaged; identify core readings and other methodologies, including pedagogical approaches.

Explain how readings and discussion will allow for diverse viewpoints and how directors and visiting faculty (if any) will cultivate a climate of respect and collegiality.

If continuing education units (CEUs) or in-service credit will be offered through the program, please provide details.

Give careful consideration to the dates of the project. We recommend that workshops take the K-12 academic calendar into consideration by beginning no earlier than the third week of June and ending before the second week of August. At least one of the two workshops supported by the grant should be held in July.

Project team and participation

Identify and describe the role of principal faculty, visiting lecturers, and other workshop staff and their responsibilities. In particular, the project team must include the participation of faculty or staff with a background or significant experience in K-12 education, in both project planning and implementation. Describe how principal and visiting faculty will illuminate the topics and readings of the workshop, and discuss how participants will contribute to the intellectual life of the project (for example, by leading sessions, participating in sustained discussions, and undertaking individual projects). Include résumés of the project faculty and their letters of commitment in an appendix.

If applicable, discuss how your experience as director(s) in previous Landmarks workshops or comparable programs has shaped the project currently being proposed. Include in an appendix participant evaluations from the most recent iteration of your NEH summer program (Landmarks Workshop or Summer Seminar or Institute), noting—where appropriate—any fine-tuning or other changes made in response to participant comments.

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 12 of 23

Projects with a single director must provide for a suitable replacement director should the original director become unable to lead the project. This person should be a project scholar already familiar with the program.

Audience

Describe the anticipated audience for the workshop, including the desired mix of disciplines, grade levels, and veteran vs. new teachers (those serving five or fewer years).

NEH will provide guidance on creating a participant selection committee, convened by the project director.

Publicity and project website

Describe plans for publicizing the project and recruiting participants. Your project website will serve as a tool for publicizing, developing, broadly disseminating, and sustaining the project. It should 1) help recruit prospective participants, 2) provide intellectual and practical resources, and 3) serve as a means to extend the life of your project. Include details on the basic content and design of the project website.

Non-web resources and activities, such as the use of social media and listservs, the mentoring of participants, and/or the generation of public-facing activities should complement the website.

Note: outreach costs must be clearly identified. (See the budget instructions below, under "Other Costs.")

All projects. All projects must create a website that 1) supports participant recruitment, 2) provides intellectual and practical resources for participants, and 3) extends the reach of the project.

• Describe the goals and key components of your website and the activities and personnel required to create and maintain it.
• Describe your plans to recruit a robust pool of applicants for the workshop, how you will communicate with participants before and after the program, and how you will share the summer output with participants and others.

Previously offered projects. In addition to building a robust application pool and communicating with participants, previously offered projects must significantly increase the project's impact through a specific program of dissemination beyond the participant audience.

• Indicate how many applications you have received in your previous offerings (up to the three most recent); explain how you will recruit a robust pool of summer program applicants, and how you will communicate with participants before and after the summer program.
• Describe specific plans to maximize the project's dissemination beyond the participant group to a local, regional, and/or national audience. Identify and explain how you will reach the target audience(s). Describe the resources and/or activities you will

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 13 of 23

bring to the audience(s). Plans may involve project scholars and/or participants and may use the website and other approaches as appropriate.

Institutional context

Discuss the institution's intellectual and physical capacities for hosting the project. Be specific about the material, archival, and digital assets as well as scholarly facilities relevant to the workshop on site. Provide details about the availability, quality, and costs of housing. Describe the options for meals.

Include in an appendix a letter of support from a senior official of the host institution. The letter must confirm the institution's commitment to the project and ensure that relevant offices will provide timely and effective support.

2. Budget

Using the Landmarks of American History and Culture sample budget (PDF) as a model, complete the budget, in at least an 11-point font. You can find links to the budget form and sample budget on the program resource page.

Budgets should be completed in compliance with 2 CFR 200 Subpart E – Cost Principles. All of the items listed must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

A. Participant support costs (including stipends)

Workshops are one-week sessions held twice during the summer. Each session must accommodate thirty-six participants. Budget $1,200 for each participant; the stipend is intended to cover travel, lodging, meals, and incidental expenses associated with the workshop. NEH expects the sponsoring institution to make provision for suitable housing for participants at reasonable rates. Reservations for housing, travel and services arranged either by the applicant organization or by participants must be made on a refundable basis. Any arrangements made on a non-refundable basis are at the risk of the applicant, host organization, or the participants making such arrangements if the workshop must be cancelled for any reason.

Include in this item as well academic materials or services (for example, core texts) to be given to the participants.

B. Direct costs exclusive of participant support costs

Item 1: Salaries and wages

Item 1a: List compensation for the project director(s) employed by the applicant institution. Project directors are compensated up to the amounts listed below. NEH compensation for

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 14 of 23

directors or co-directors not employed by the applicant institution should be listed under Item 3.

Compensation: One Director, $15,000; Two Directors, $9,000 each.

If the designated replacement director is employed by the applicant organization, include his or her compensation in this section.

Item 1b: List compensation for other project faculty or lecturers employed by the applicant institution. Compensation should be commensurate with project involvement and in compliance with 2 CFR 200.430 and 431 (or .459, if applicable). See the sample budget.

Budget up to a $250 honorarium for each member of the participant selection committee (other than the project director) employed by the applicant institution.

Item 1c: List compensation for administrative staff and graduate assistants from the applicant institution in compliance with 2 CFR 200.430 and 431 (or .459, if applicable).

Item 2: Fringe benefits

Fringe benefits are allowances and services provided by the recipient to its 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.

Item 3: Consultant fees

List consultant fees for those members of the project team who are not employed by the applicant institution. Do not include travel and subsistence reimbursement in this section. Travel and subsistence reimbursement for consultants should be entered below in budget item 4. All consultant fees claimed must be in compliance with 2 CFR §200.459.

Budget up to a $250 honorarium for each member of the participant selection committee (other than the project director) not employed by the applicant institution.

Item 4: Travel

List travel and accommodation expenses for visiting consultants listed in budget item 3, the costs likely to be incurred by the project director(s) to attend a two-day project directors' meeting held in Washington, D.C., and a project director's travel to and from (and accommodation at) a Landmarks Workshop site away from the director's home institution.

List the travelers by name (if possible) or indicate their position and destination; reflect the travel expenses (for example, mileage, airfare, lodging, parking, per diem, etc.) for each person and trip; briefly describe the purpose of the travel.

Please note: if incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on travel, the per diem charged to the

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 15 of 23

award must be reduced accordingly. Alcoholic beverages are unallowable and may not be charged to the award.

Participant travel is covered by the stipend awarded to each NEH Summer Scholar. Please do not include participant travel here.

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.

Item 5: Supplies and materials

List all 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. Include the cost of core texts and flash drives for additional readings. You may include water or light refreshments for site visits and other project-related activities. (Note that these costs may be included only if they are not part of the indirect-cost pool.)

Item 6: Subawards and contracts

Include the cost of activities to be undertaken by a third-party subrecipient or contractor such as transportation services (buses and vans) and technical support. Collaborating institutions may wish to consult with the NEH Office of Grant Management. Include an itemization of subaward and contract costs, if applicable. (See below for the list of inadmissible items.) Justify these modest requests in the budget narrative.

Item 7: Other Costs

Include museum admissions, cell phone charges, the rental of films and equipment, printing and postage. (Note: NEH encourages digital dissemination of publicity and academic materials whenever possible.)

Item 8: Total direct costs exclusive of participant support costs are calculated by adding items in B. 1 through 7.

C. Indirect costs (Facilities and Administration or "F&A")

Indirect costs (also known as "facilities and administrative" or F & A costs) are those costs incurred for common or joint objectives that cannot be readily identified with a specific project or activity of an organization. "Facilities" is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. "Administration" is defined as general administration and general expenses such as the director's office, accounting, personnel, and all other types of expenditures not listed specifically under one of the subcategories of "Facilities" (including cross allocations from other pools, where applicable).

An indirect cost rate is simply a device for determining the proportion of general (indirect) expenses that each federally funded project may include as part of its overall budget request. Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base. For applicants seeking reimbursement for indirect costs: please review carefully your

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 16 of 23

institution's federally-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 §200.76, 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 the applicant institution is claiming indirect costs and already has a federally negotiated indirect-cost rate agreement, indicate on the budget form the rate, the base, the name of the agency with which the institution negotiated, and the date of that agreement. In addition, submit a copy of the institution's current federally negotiated indirect-cost rate agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Attachments Form as Attachment 4.

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 17 of 23

D. Total Project Costs
Add items A, B, and C (Total Project Costs).

Budget narrative
You should include a brief budget narrative when requested costs are unusual or not obviously related to the proposed project. In particular, it may be useful to clarify requested compensation levels. If released time from teaching duties is proposed, indicate clearly how it will be used. Provide justifications in the narrative for equipment rentals and purchases.

3. **Appendices**

Limit your appendices to directly relevant materials discussed in the narrative, including

- a day-by-day program of study;
- detailed reading lists;
- brief biographies or curriculum vitae for the project faculty;
- two-page résumés for visiting scholars and key academic personnel, including a potential replacement director (if relevant)
- letters of commitment from the project faculty (other than the project director) and the potential replacement director; and
- if applicable, evaluations from the most recent iteration of your Landmarks Workshop or Summer Seminar or Institute.

4. **Federally negotiated indirect-cost rate agreement (if applicable)**

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

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:
1. Dun and Bradstreet (https://fedgov.dnb.com/webform)
2. System for Award Management (SAM) (https://www.sam.gov)
3. 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 (DUNS) 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 DUNS number. Read the SAM update and FAQs to learn more about this process change. **The initial SAM registration can take up to six weeks.**

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 18 of 23

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 DUNS number and an active SAM registration must then register with Grants.gov. Visit Grants.gov at https://grants.gov/web/grants/applicants/organization-registration.html 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 the 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]().

Be sure to read the [document]() (PDF) that explains how to 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.

Deadlines for submitting draft proposals and applications

Draft proposals (optional): Program staff recommends that draft proposals be submitted by January 22, 2019. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Staff comments in response to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Drafts should be submitted to landmarks@neh.gov.

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 19 of 23

Applications must be received and validated by Grants.gov by 11:59 PM Eastern Time on February 21, 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. More details about NEH's review process are available here.

Proposals to repeat previously Landmarks workshops are evaluated by the same criteria as new proposals. Note, however, that previous funding does not guarantee that a project will be funded again. Previously funded project directors must submit copies of all evaluations by NEH Summer Scholars of their most recently offered Landmarks workshop or Summer Seminar or Institute. In addition, project directors should add evidence—where appropriate—of any fine-tuning or other changes made in light of these evaluations. NEH may give preference to new applicants whose projects would study new topics.

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. (See below the next heading for more information about the Office of Management and Budget's Administrative Requirements, which NEH has implemented.) 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 August 2019. Institutional grants administrators and project directors of successful applications will receive award documents 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 landmarks@neh.gov.

In December 2014 NEH adopted 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. 2 CFR 200 applies to all NEH awards to organizations and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers. NEH will identify in each award document the relevant programmatic terms, conditions, and reporting requirements with which the recipient must comply.

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 20 of 23

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. You can find details on how to report such allegations and suspicions here.

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact:

Landmarks of American History and Culture:
Workshops for School Teachers
Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8500
landmarks@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
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:
https://www.grants.gov/web/grants/applicants/applicant-training.html
Grants.gov support line: 1-800-518-GRANTS (4726)

Privacy policy

Information in these guidelines 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.

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 21 of 23

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 the average time to complete this application is fifteen hours per response. 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 the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 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 (in which you must include in the Project Information field (6.b.) a one-paragraph description—up to one thousand characters, including spaces—written for a nonspecialist audience, clearly explaining the project's principal activities and its expected results)

2. Supplementary Cover Sheet for NEH Grant Programs

3. Project/Performance Site Location(s) Form

4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

   ATTACHMENT 1: Narrative (name the file "narrative.pdf")

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 22 of 23

ATTACHMENT 2: Budget (which should include a budget narrative) (name the file "budget.pdf")

ATTACHMENT 3: Appendices (name the file "appendices.pdf")

ATTACHMENT 4: Federally negotiated indirect-cost rate agreement, if applicable (name the file "agreement.pdf")

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 at
https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach 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.

Upload your application to Grants.gov. 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.

Be sure to read the document (PDF) that explains how to 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

Until February 21, 2019: Contact Division of Education Programs program officers (at 202-606-8500 or landmarks@neh.gov) with questions and for advice (optional)

January 10, 2019: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date

January 22, 2019: Submit draft proposals (optional) by this date

February 7, 2019: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

National Endowment for the Humanities
Landmarks of American History and Culture: Workshops for School Teachers
Page 23 of 23

February 21, 2019: Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

April-May 2019: Peer review panels take place

July 2019: Meeting of the National Council on the Humanities, followed by funding decisions

August 2019: Applicants are notified of the funding decisions

September 2019: Institutional grants administrators and project directors of successful applications receive award documents by e-mail from the NEH Office of Grant Management

October 2019: Successful applicants' periods of performance begin

October 2019: Project directors' meeting in Washington, D.C.

June-August 2020: Landmarks Workshops take place

December 31, 2020: Successful applicants' periods of performance ends