



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF EDUCATION PROGRAMS

**LANDMARKS OF AMERICAN
HISTORY AND CULTURE:
WORKSHOPS FOR SCHOOL
TEACHERS**

FREQUENTLY ASKED QUESTIONS

What qualifies as a landmark for this program?

A landmark is a specific location in the United States or its territories that has significance for our history and culture. A landmark may be a recognized historical monument or group of monuments, such as a presidential residence, a Civil War battlefield, a colonial settlement, or a site associated with a major writer, artist, or musician. A historical district or a collection of thematically related structures and sites within a local region could also qualify. If you have any questions about your proposed landmark, consult an NEH program officer, by calling 202-606-8500 or sending an e-mail message to landmarks@neh.gov.

What is the most important element of an application to direct an NEH Landmarks Workshop?

The most important element is the specific humanities content of the project. Thus the application should address the significance of the subject and landmark(s); the topics, questions, and readings that form the core of the intellectual conversation; the relevance and applicability for K-12 curricula; and the qualifications of the humanities faculty who will lead the project.

What are the review criteria?

The review criteria are as follows: 1. intellectual significance of the proposed topic and landmark(s); 2. impact on teaching and classroom application; 3. program of study; 4. project team; 5. Publicity, project website, and project impact; 6. institutional context; and 7. budget. These criteria are discussed in greater depth in the main guidelines document.

I have led a previous NEH summer program. Am I eligible to apply at the February 21, 2019 deadline?

You may not offer the same project (that is, a project with essentially the same substantive content) two years in a row. You may apply in 2019 (to direct a 2020 project) if you offered the project in 2018. But if you will be offering a project in the summer of 2019, you may not apply in 2019 to direct the same project in 2020. You may, however, apply in 2019 to direct an entirely different project.

If you are unsure of the applicability of this rule to your particular case, consult with program staff.

I have directed an NEH summer program several times and am planning to reapply to direct it again. I plan to make substantial revisions based on participant evaluations. Must I also make other changes?

An application for a previously offered project is expected to propose appropriate revisions, as you intend to do. But such revisions are not sufficient by themselves. The application must also include a well-defined plan to disseminate the project to an audience beyond the group of NEH Summer Scholars. (In the main guidelines document, see the discussion of “Publicity and project website” in the instructions for the narrative.)

Are there types of projects that NEH does not support?

Yes. Please review the bulleted list of examples found on p. 5 of the program guidelines.

Should the instruction offered in each week of the workshop be the same?

Yes. The content, presenters, site visits, activities, and readings should be substantially the same in each week.

How early or late in the summer should a workshop take place?

Because of school calendars, workshops should begin no earlier than the third week in June and end before the second week in August. At least one of the two workshops supported by the grant should be held in July.

When scheduling workshops, should I have an interval between them?

Yes. Although in some cases you might need to hold the workshops in quick succession, it is preferable to give time between sessions for the workshop leaders to fine-tune the intellectual and practical aspects of the project, as needed.

I'd like to hold a welcoming reception or a final dinner for the participants in my workshops. May I pay for this out of grant funds?

No. NEH grant funds may not be used for social events (though you may seek funds for an event of this sort from another source). However, you may include water or light refreshments in your project budget for site visits and other project-related activities.

May an independent scholar direct a workshop?

Yes. An independent scholar may direct a workshop if an eligible institutional applicant agrees to sponsor the project and submit an application to NEH. 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 (and foreign and for-profit entities) are not eligible to apply. Eligible organizations include institutions of higher education.

May non-U.S. citizens serve as directors or other personnel for NEH Landmarks Workshops?

Yes. Non-U.S. citizens may be involved in NEH Landmarks Workshops as directors, faculty, scholarly experts, and other project personnel. If not employed by the applicant organization, the compensation for such individuals should be entered under budget item 3.

May non-U.S. citizens participate as NEH Summer Scholars in a Landmarks Workshop?

Only foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline are eligible to participate as NEH Summer Scholars. Foreign nationals teaching abroad are not eligible to participate as NEH Summer Scholars.

May I co-direct a workshop with a colleague who is not on the faculty of the institution hosting the workshop?

Yes. In this situation, both you and the co-director would share the directorial responsibilities for the full period of the project. Your salary would be entered under Item 1a of the budget, and your co-director's would be entered under Item 3 or included in a subaward to the partnering institution.

My institution would not be an appropriate host for a workshop, but another nearby college would be. May I hold my program there?

Yes. Contact a program officer in the Division of Education Programs (by calling 202-606-8500 or sending an e-mail message to landmarks@neh.gov) for details on how to do this.

How do you define “significant experience in K-12 education”? What sorts of individuals have such experience, and what role should such individuals play in my workshop?

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.

Should I include an on-site coordinator in my project budget?

Yes.

How should I title my proposal? Does NEH change project titles?

Your title should be descriptive of the project, substantive, and free of specialized language. It should be easily understood by the general public. The title should not exceed 125 characters (including spaces and punctuation). NEH reserves the right to re-title funded projects that do not follow agency guidelines. Award recipients, however, are permitted to use their preferred title for any award products.

Avoid using a main title that requires clarification by the subtitle. 1) “Economies and Cultures of the Blue Ridge Mountains from 1650-1950,” is clearer than “Working the Woods: Economies and Cultures of the Blue Ridge Mountains: 1650-1950.” 2) When possible, include a person or place and dates to indicate a project’s scope. For example, “The Artistic and Cultural Legacy of Black Mountain College, 1933-1950,” is clearer than, “Black Mountain College: An Artistic and Educational Legacy.” 3) Use words and phrases that are informative and specific rather than puzzling or intriguing. For example, “Cleveland as a Case Study of American Immigration and Migration from the Nineteenth through the Twentieth Centuries,” is clearer than “Community Memory and Landmarks of Migration.”

You should provide the project title in section 6.a. of the SF-424 Application for Federal Assistance – Individual Form. This form is part of the Grants.gov application package.

Does my institution need a grant writer to prepare an application?

No, but scholars knowledgeable about the subject should be involved early in formulating the project and writing the application.

May the project director also serve as the institutional grant administrator?

No. The project director may not serve as the institutional grant administrator. 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. The project director is the person directly in charge of the conduct of the funded project. Because the project director’s involvement in the project is normally critical to its success, the replacement of the project director or the co-director or a substantial reduction in the level of their effort (for example, an unanticipated absence for more than three months, or a 25 percent reduction in the time devoted to the project) requires prior written approval from NEH.

Are program officers available to answer questions via phone or e-mail?

Yes. Program officers can offer advice on a full range of issues, such as content, scheduling, and logistics. We strongly encourage you to contact a program officer and to follow up with a draft proposal (which should be submitted to landmarks@neh.gov by January 22, 2019). Call 202-606-8500 or send an e-mail message to landmarks@neh.gov.

I just found out that my institution will submit an application for another Landmarks workshop. Will NEH fund only one?

Each application is evaluated on its own merits. NEH might fund both applications, one, or neither.

My institution applied for a grant last year and was unsuccessful. Will this be held against us if we apply again this year?

No.

When will I be notified about the outcome of my application?

Applicants will be notified of the outcome in August 2019.

Is there anything I may do to increase my chances for success next time?

Request a copy of the comments provided to NEH by outside evaluators during the review. You must request this material by sending an e-mail message to landmarks@neh.gov. After reading these comments, you should follow up with a telephone call or e-mail message to a program officer. You may also submit a draft of your new proposal by January 22 to receive additional feedback.