NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF **PUBLIC PROGRAMS**

Public Humanities Projects

The Division of Public Programs accepts applications for Public Humanities Projects at two deadlines a year: in January and August.

Deadline: August 14, 2019 (for projects beginning June 1, 2020)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

Funding Opportunity Number: 20190814-BP-BR-GE-GG-GI

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 Public Programs at 202-606-8269 or publicpgms@neh.gov. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399

Executive Summary

Funding Opportunity Title:	Public Humanities Projects
Funding Opportunity Number:	20190814- BP-BR-GE-GG-GI
Federal Assistance Listing Number (CFDA):	45.164
Application Due Date:	August 14, 2019, 11:59 p.m. Eastern Time
Estimated Number and Type of Award(s):	16 grants per deadline
Estimated Award Amount *or* Funding Range:	Planning: up to $75,000 Implementation: up to $400,000 Chairman's Special Awards: up to $1,000,000
Cost Sharing/Match Required:	No
Period of Performance (Award Period):	Planning:12 months Implementation: 12 to 36 months
Eligible Applicants:	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, state and local governmental agencies, federally recognized Native American tribal governments, and institutions of higher education
Program Resource Page:	https://www.neh.gov/grants/public/public-humanities-projects

The Public Humanities Projects program supports projects that bring the ideas and insights of the humanities to life for general audiences through in-person programming. Projects must engage humanities scholarship to analyze significant themes in disciplines such as history, literature, ethics, and art history.

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

Contents

I. Program Description

The Public Humanities Projects program supports projects that bring the ideas and insights of the humanities to life for general audiences through in-person programming. Projects must engage humanities scholarship to analyze significant themes in disciplines such as history, literature, ethics, and art history.

This program supports projects in three categories: **Exhibitions** (permanent, temporary, or traveling); interpretive programs at **Historic Places**; and **Humanities Discussions** related to *"A More Perfect Union:" NEH Special Initiative Advancing Civic Education and Celebrating the Nation's 250th Anniversary.*

Exhibitions

The Exhibitions category supports the creation of permanent exhibitions (on view for at least three years) and single-site temporary exhibitions (open to the public for a minimum of two months), as well as traveling exhibitions that will be available to public audiences in at least two venues in the United States (including the originating location).

Historic Places

The Historic Places category supports long-term interpretive programs for historic sites, houses, neighborhoods, and regions that are intended to be presented to the public for at least three years. Such programs might include living history presentations, guided tours, exhibitions, and public programs.

Humanities Discussions

The Humanities Discussions category supports series of at least six in-person public programs related to *"A More Perfect Union:" NEH Special Initiative Advancing Civic Education and Celebrating the Nation's 250th Anniversary*. These programs should engage diverse public audiences with humanities resources such as historic artifacts, artwork, or documents, and should be anchored in perspectives presented by humanities experts as speakers, panelists, or discussion leaders, providing context and analysis of program themes. Projects may include, but are not limited to, symposiums, lecture series, reading and discussion programs, analytical discussions of museum collections or theater/musical performances, lifelong learning programs, or other methods of face-to-face audience engagement or informal education. The proposed series should occur over a period of three-months to two years.

Regardless of proposed activity, NEH encourages applicants to explore humanities ideas through multiple formats. Proposed projects may include complementary components: for example, a museum exhibition might be accompanied by a website or mobile app.

As stated in NEH's founding legislation, "The term 'humanities' includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

Small and mid-sized organizations are especially encouraged to apply. We likewise welcome humanities projects tailored to particular groups, such as families, youth (including K-12 students in informal educational settings), underserved communities, and veterans.

To be competitive for funding, locally focused projects should address topics that are of regional or national relevance by drawing connections to broad themes or historical questions. Projects that don't address issues of concern to wider regional or national audiences might consider local sources of funding, such as their state humanities councils. (Learn more about how NEH supports the work of state humanities councils). The size of an award offered to a successful applicant will reflect the project's scope and the size of its expected audiences.

Applicants are advised to consider developing partnerships with other institutions, particularly organizations such as cultural alliances, broadcast media stations, cultural heritage centers, state humanities councils, veterans' centers, and libraries.

Public Humanities Projects must:

- be grounded in sound humanities scholarship
- offer an analytical perspective on the themes and ideas that underlie it in order to deepen public understanding of the humanities
- involve humanities scholars who contribute to all phases of the project (please see the "Who should be on my team of humanities advisers?" question in the FAQ document, available on the program resource page)
- attract a broad public audience or target a particular group underserved by the humanities
- offer engaging content approached through an appropriate variety of perspectives
- encourage dialogue and the exchange of ideas

Public Humanities Projects awards may support activities such as:

- meetings with scholars and other content advisers, program partners, and audience representatives
- research into the topic
- travel to archives, collections, sites, or other resources
- development and production of program or discussion guides, exhibition labels, brochures, digital assets, publications, or other interpretive material
- design of any of the interpretive formats to be used
- planning and presentation of public programs and publicity materials
- evaluation of the project's impact
- planning and conducting project-specific training for docents, discussion coordinators, or other interpretive leaders
- development and production of curriculum guides and other materials for teachers and students
- exhibition design and fabrication, as well as crating and shipping
- conservation treatments of objects, not exceeding 15 percent of the request to NEH
- development and construction of interactive program components
- publication costs for complementary materials, including catalogs and curriculum guides
- publicity expenses

Public Humanities Projects awards may not be used for:

- expenses for hosting a traveling exhibition that is not being developed as part of the project proposed in the application submitted to this program
- expenses for venues in foreign countries
- projects that are exclusively or primarily digital (applicants should apply instead to the [Digital Projects for the Public](#) program)
- purchase of art or artifacts
- the creation of encyclopedias, or projects for preservation, cataloging, or archiving that do not include significant interpretive components
- print or digital publications that are not an integral part of the larger project for which funding is requested
- professional development or new staff hires (except for new hires resulting from the creation of a Position in Public Humanities, described below)
- general operations, renovation, restoration, rehabilitation, or construction
- strategic planning or feasibility studies
- projects intended primarily for students in formal learning environments or that satisfy requirements for educational degrees or formal professional training (though projects may include components that can be used in classrooms)
- projects primarily devoted to research rather than interpretation for the general public
- dramatic adaptations of literary works
- promotion of a particular political, religious, or ideological point of view
- advocacy for a particular program of social or political action
- support of a specific public policies or legislation
- lobbying
- 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

NEH funds may not be used to support obscene, libelous, indecent, or defamatory content (including personal attacks, or material constituting harassment).

Principles of Civility

Humanities Discussions recipients are required to adhere to [NEH's Principles of Civility](#). NEH expects project directors to take responsibility for encouraging an ethos of openness and respect, upholding the basic norms of civil discourse.

Humanities Discussions should be:

- Centered on specific humanities resources
- Firmly grounded in rigorous scholarship and thoughtful analysis
- Guided by humanities scholars
- Conducted without partisan advocacy
- Respectful of divergent views
- Free of ad hominem remarks
- Devoid of bias based on ethnicity, religion, gender, disability, or race

Funding levels

The Public Humanities Projects program includes two funding levels: Planning and Implementation.

Applicants are not required to obtain a Planning award before applying for an Implementation award.

NEH encourages potential applicants to contact the staff of NEH's Division of Public Programs at 202-606-8269 or publicpgms@neh.gov for advice on choosing the appropriate funding level.

Planning

Planning awards are typically up to $40,000 with a period of performance of twelve months to support activities such as:

- refining the content, format, and interpretive approach of a humanities project
- developing the project's preliminary design
- testing project components
- conducting an evaluation of the project's likely impact

Awards up to $75,000 are available for the planning of exceptionally ambitious and complex permanent or traveling exhibitions with the potential to reach very wide audiences through any of the following:

- collaboration with multiple institutional partners
- a wide-ranging combination of diverse formats (for example, exhibitions, digital resources, lecture series, symposia, neighborhood tours, curriculum guides, publications, and broadcast media)
- programming at a large number of venues

All applicants for Planning grants should:

- clearly articulate the humanities themes that they plan to develop (see the question about themes in the Frequently Asked Questions document, which is available on the program resource page)
- identify humanities scholars and other consultants who are committed to working with the project
- describe the approaches and techniques that you plan to use to convey humanities content to the public

Implementation

Implementation awards range from $50,000 to $400,000 with a period of performance from twelve to thirty-six months.

Implementation grants supports projects which are in the final stages of preparation to "go live" before the public. Activities may include final scholarly research and consultation, design, production, and installation of a project for presentation to the public.

All Implementation applicants should demonstrate that they have:

- clearly defined the project's themes and developed project content to an advanced stage
- consulted with humanities scholars throughout the development of project content and identified key scholars who will collaborate through the implementation phase
- produced documents illustrating the project's format (such as exhibition designs, sample text, interpretive plans, or program scripts)

The maximum Implementation award for a temporary single-site exhibition is $100,000, and such exhibitions must be open to the public for a minimum of two months.

The maximum Implementation award for permanent exhibitions and historic site/district interpretations is $400,000, and such projects must be on view for at least three years.

The maximum award for Humanities Discussions is $250,000. These series should occur over a period of three months to two years, and must include at least six in-person public programs during a period of performance from twelve to thirty-six months. Humanities Discussions funds Implementation awards only.

Additional opportunities for Implementation applicants

Positions in Public Humanities

Positions in Public Humanities are intended to invigorate the interpretation of the humanities in a wide variety of cultural organizations. To that end, organizations applying for an Implementation award, are invited to request additional funds for a position in public humanities. Planning applicants are not eligible to apply.

If you are applying for the Implementation funding level, you may request an additional $60,000 to create a two-year staff position (or $30,000 for a one-year period of performance, and a one-year staff position) within your institution to work on the proposed project. This increases the maximum total request by $30,000 for a one-year period of performance and $60,000 for a two- year position during a two- to three-year period of performance. These additional funds support full-time employment opportunities for recent graduates with an MA or PhD in the humanities. Applicants that wish to increase annual compensation above $30,000 for these positions must use their own funds to do so.

Additional program requirements:

- Positions are entry level and should be designed with a correspondingly appropriate level of responsibility in mind.
- Applicants must be either a U.S. citizen or a foreign national who has been living in the United States or its jurisdictions for at least the three years immediately preceding the application deadline.
- Applicants must have graduated in the last five years from a humanities MA or PhD program (including public history or museum studies).
- Positions should be widely advertised, so as to draw on a national pool of candidates. Institutions are encouraged to seek a diverse pool of applicants.
- Awards support only full-time employees.

- Individuals hired for an NEH-supported public humanities position must be assigned to work on specific aspects of the larger project, related to public engagement with the Implementation project.

These funds may not be used to support:

- the salaries of current staff members;
- payments to project consultants;
- the hiring of individuals who hold teaching or administrative assignments during the period of performance; or
- the hiring of individuals currently enrolled in a degree-granting program.

Candidate and screening requirements:

- Applications must be solicited and reviewed by the organization that administers the award.
- Candidates for these positions should submit a curriculum vitae, graduate school transcript, writing sample, cover letter, and three letters of reference.
- The selection should be made by a committee convened by the project director. Committees customarily consist of three members: the project director and two other humanities experts who are familiar with the project or bring special knowledge to the project. Committees may include other personnel or scholars who will contribute to the project and may be composed of more than three members. These committees should review all applications.

Additionally, individuals in NEH- supported public humanities positions should administer three different types of public programs related to the project at the institution during the period of performance. They might, for example, organize film and panel discussions, family gallery talks, or an oral history day program.

Candidates with delinquent federal debt or who have been suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any Federal department or agency are not eligible for selection. To see if applicants have delinquent federal debt or other exclusions recorded in the System for Award Management (SAM), recipients should go to the [SAM website](#); click on "Search Records," and then on "Advanced Search - Exclusion."

Chairman's Special Awards

Applicants with ambitious permanent or traveling Exhibitions Implementation projects of exceptional significance and impact may apply for a Chairman's Special Award of up to $1 million. These projects must show the promise of addressing important humanities ideas in new ways, and must be likely to reach very large national audiences. Successful proposals typically feature collaboration between multiple partners and a broad combination of diverse formats. Chairman's Special Awards are rare: NEH typically awards no more than **one** Chairman's Special Award per year.

Consultation with NEH staff

The Division of Public Programs encourages applicants to work with NEH program officers. You

can submit draft narratives or contact us with questions. Drafts, which are optional, must be submitted by July 3, so that staff will have adequate time to respond. A response cannot be guaranteed if drafts arrive after this date.

While staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, previous applicants have found them helpful in strengthening their applications. If you choose to submit a draft proposal, send it as an attachment to publicpgms@neh.gov.

NEH areas of interest

NEH is interested in the advancement of humanities-related work in the following areas.

"A More Perfect Union:" NEH Special Initiative Advancing Civic Education and Celebrating the Nation's 250th Anniversary

As our nation approaches its 250th anniversary in 2026, NEH encourages projects that promote a deeper understanding of American history and culture and that advance civics education and knowledge of our core principles of government. The agency-wide "A More Perfect Union" initiative will help Americans better understand the world's oldest constitutional democracy and how our founding ideals are met in a modern, pluralistic society.

NEH welcomes consideration of diverse topics in American history, from Native American culture to rural life to the rise of the industrial city, from the Civil War to the Cold War to the Civil Rights movement, etc. We also seek projects that examine foundational documents in U.S. history, as well as projects that examine historical objects, places, traditions, events, and individuals who collectively shaped our states and nation. Applications that focus on the contributions of under-represented communities are highly encouraged.

Applicants for exhibitions or historic site interpretations may respond to this special initiative, but are not required to do so. Applicants for Humanities Discussions must respond to it.

Standing Together

NEH invites projects related to its Standing Together initiative, which encourages projects related to war and military service.

Reaching underserved audiences

Many NEH-funded projects have made a profound difference in vulnerable communities by engaging them in a thoughtful consideration of humanities ideas. The Division of Public Programs invites proposals for programs at museums, libraries, and cultural organizations that reach underserved communities—whose access to the humanities is limited by geography, ethnicity, economics, or disability—across the country.

Additionally, NEH encourages projects that include Native American organizations and communities as lead applicants and project partners.

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

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products.

All other considerations being equal, NEH gives preference to those projects that provide free access to the public. Institutions that charge admission must provide at least twenty hours of free access each month to NEH-supported projects, which may be accomplished through programs such as free admission hours, free access to specifically targeted groups, or free school programs.

NEH award 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.

Indemnity: The Arts and Artifacts Indemnity Act

The Arts and Artifacts Indemnity Act authorizes the Federal Council on the Arts and the Humanities to enter into indemnity agreements with U.S. nonprofit tax-exempt organizations and government units. Institutions that are organizing an exhibition with internationally loaned objects are encouraged to apply for indemnity. Indemnity can significantly lower the overall cost of insuring an exhibition with internationally loaned objects. The indemnity program is administered by the National Endowment for the Arts. Learn more about the indemnity program.

Award information

Planning awards are typically up to $40,000 with a period of performance of twelve months. Awards up to $75,000 are available for the planning of exceptionally ambitious and complex permanent or traveling exhibitions with the potential to reach very wide audiences.

Implementation awards range from $50,000 to $400,000 with a period of performance from twelve to thirty-six months.

- The maximum Implementation award for a temporary single-site exhibition is $100,000, and such exhibitions must be open to the public for a minimum of two months.

- The maximum Implementation award for permanent exhibitions and historic site/district interpretations is $400,000, and such projects must be on view for at least three years.

- Applicants with ambitious permanent or traveling exhibitions Implementation projects of exceptional significance and impact may apply for a Chairman's Special Award of up to $1 million.

- The maximum Implementation award for Humanities Discussions is $250,000.

If you are applying for an Implementation award, you may request an additional $60,000 to create a two-year staff position in public humanities (or $30,000 for a one-year period of performance, and a one-year staff position) within your institution to work on the proposed project.

See the Funding Levels section of this Notice of Funding Opportunity for a detailed description of award amounts and periods of performance for different project types.

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

Successful applicants will receive an award in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds.

Outright funds

Outright funds awarded by NEH are not contingent on additional funding from other sources.

Matching funds

When matching funds are requested, the applicant must raise cash contributions from nonfederal third parties and have them certified by NEH before the funds are released to the award recipient (see NEH's Federal Matching Funds Guidelines). The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Federal matching funds are typically distributed on an annual basis over the life of the award. Funds raised to satisfy a match count toward an institution's cost share for a project (see the discussion of cost sharing below). Learn more about different types of grant funding.

Cost sharing

Required cost sharing consists of the cash contributions made to a project by nonfederal third parties raised to release federal matching funds.

Voluntary cost sharing includes nonfederal cash contributions by the applicant (including unrecovered indirect costs) and eligible third parties, as well as third-party in-kind contributions, such as donated services and goods.

Other award information

An award from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

Applicants are not required to obtain a Planning grant before applying for an Implementation grant. Applicants may not, however, submit multiple applications for the same project at the

same deadline. If an application for a project is already under review, another application for the same project will not be accepted.

Applicants whose projects have received prior NEH Implementation support may apply for an award for a new or subsequent stage of that project. These proposals receive no special consideration and will be judged by the same criteria as others. In addition, such applicants must substantially update their proposals and must include a description of the new activities and a justification of the new budget. Applicants should also demonstrate how new scholarly analysis will be used to expand on the previously funded work or how new interpretive approaches will facilitate broadening project reach. Such applicants must also demonstrate how the previously funded project met its goals.

Eligibility

U.S. nonprofit organizations with 501(c)(3) tax-exempt status, state and local governmental agencies, and federally recognized Native American tribal governments are eligible to apply. Eligible organizations include institutions of higher education.

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

Eligible applicant institutions may submit multiple applications for separate and distinct projects under this announcement. Project directors may also submit applications for two different projects at the same time. If so, project directors should explain in the applications how they would allocate their time if they were awarded more than one award.

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.

NEH generally does not issue 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 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:

- review the **sample narratives**, which are available on the program resource page
- read the **Frequently Asked Questions**, which are available on the program resource page
- consult the program's **review criteria**, which are listed immediately below
- contact the **program staff** (at 202-606-8269 or publicpgms@neh.gov) to discuss your project and ask any questions you may have about the application
- attend a pre-application technical assistance **webinar** on Tuesday, June 18 from 1:00

pm to 2:00 pm ET (https://attendee.gotowebinar.com/register/2554156014882937857)
- submit an optional **draft proposal**, to which program staff will respond with suggestions and advice (a response from staff can be guaranteed only for drafts submitted by July 3)

Review criteria

Applicants should ensure that their applications respond to the program's review criteria. Reviewers are asked to apply the following criteria in assessing applications:

Intellectual content and humanities significance

- The significance of the subject, the humanities ideas, and the collections; the quality and relevance of the humanities scholarship informing the project
- The extent to which the project offers an analytical perspective on the themes and ideas that underlie it

Format and program resources

- The appropriateness, quality, and creativity of the concept for organizing and presenting the material to effectively convey the humanities content to the audience
- The significance of the materials and resources that support the project's interpretive themes and ideas

Audience

- The appeal of the subject and the accessibility of the ideas to the intended audience
- The demonstrated ability of the organization to attract a broad audience and, if specific target audiences have been identified, to reach those audiences
- The likely effectiveness of any proposed evaluation of the project's impact

Walkthrough (if applicable)

- The potential of the project's interpretive techniques, audience experience design, and (if applicable) interpretive text or signage to clearly present the major takeaway ideas.

Project team

- The experience and technical skills of the project team
- The quality of the project team's previous work
- The likelihood that the institutional partners (if any) will collaborate effectively

Humanities advisers

- The qualifications and potential contributions of the advising scholars

Work plan and budget

- The likelihood that the applicant will achieve the project's goals in a timely and efficient manner

- The appropriateness and reasonableness of the project costs

Justification for Chairman's Special Award (if applicable; limited to permanent and traveling exhibitions)

- The strength of the case for the significance of the project topic, the involvement of multiple institutional partners, the combination of several different program formats, and the breadth of the project's public appeal and reach

Justification for a Position in Public Humanities (if applicable)

- The quality of the recruitment and selection process
- The extent to which the new employee will contribute to the larger public humanities project.

Overall evaluation

- The quality of the project, taken as a whole.

Application components

Your application will consist of four forms that you will complete in Grants.gov Workspace. You will then upload the remaining application components into the Attachment Form.

Form 1: SF-424 Application for Federal Domestic Assistance – Short Organizational

This form asks for basic information about the project, the project director, and the institution. Please provide the following information:

1. Name of Federal Agency

This will be filled in automatically with "National Endowment for the Humanities."

2. Catalog of Federal Domestic Assistance Number

This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.

3. Date Received

Please leave blank.

4. Funding Opportunity Number

This will be filled in automatically.

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 grant 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 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.

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.

List the starting and ending dates for your project. All starting dates are on the first day of a month. All ending dates are on the last day of a month.

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.

Form 2: Supplementary Cover Sheet for NEH Grant Programs

This form asks for additional information about the project director, the institution, and the budget. 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. Institution 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.

4. 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).

Form 3: Project/Performance Site Location(s) Form

This form asks for information about the primary site(s) at which grant activities will take place Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

Form 4: Attachments Form

This form is where you will attach your narrative, budget, and the other application components.

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.

The Planning and Implementation funding levels have distinct application requirements.

Please consult the Attachment table below to learn about the required components for each project category and funding level, how to name each attachment, and the order in which to attach them. You must name and attach your files in the proper order and with the stated naming convention so that we can identify them.

Attachment Table

Attachment	Page Limit	Naming Convention	Requirements
Attachment 1: Narrative	20 pages for Planning; 15 pages for Implementation	narrative.pdf	Required for all applicants
Attachment 2: Walkthrough	10 pages	walkthrough.pdf	Required for Implementation applicants

Attachment 3: Résumés and letters of commitment		resumesandlettersofcommittment.pdf	Required for all applicants
Attachment 4: Budget and budget notes		budget.pdf	Required for all applicants
Attachment 5: Bibliography	2 pages	bibliography.pdf	Required for all applicants
Attachment 6: Additional information		additionalinformation.pdf	Conditionally required, if applicable
Attachment 7: Object list and illustrations		objects.pdf	Required for Implementation Exhibitions applicants; optional for Implementation Historic Places applicants
Attachment 8: Positions in Public Humanities	3 pages	publichumanities.pdf	Conditionally required for Implementation applicants
Attachment 9: Federally negotiated indirect-cost rate agreement		indirectcostrate.pdf	Conditionally required for all applicants
Attachment 10: Certification Regarding Lobbying		lobbying.pdf	Required for Implementation applicants

Attachment 1: Narrative

Planning applicants should limit the narrative to no more than **twenty** single-spaced pages. Implementation applicants should limit the narrative to no more than fifteen single-spaced pages. All applicants should use one-inch margins and at least 11-point type. Keep the review criteria in mind as you compose your narrative. The narrative should not assume specialized knowledge, and it should be free of jargon. It should clearly define technical terms so that they are comprehensible to a nonspecialist audience.

Nature of the request

In one page or less, provide an overview of the project and its interpretive goals.

- State whether your request is for an Exhibitions, Historic Places, or Humanities Discussions project. If an Exhibition, specify if it will be permanent, traveling, or temporary. Identify the funding level (Planning or Implementation) and the amount that you are requesting

- Indicate if you request is for a Chairman's Special Award (permanent and traveling exhibitions only).
- Indicate if your request includes a Position in Public Humanities (Implementation only).
- Identify the formats, the subject, and the main themes.
- If your project responds to one of the NEH areas of interest, indicate how so.

Humanities content

- Describe the significance of the subject and its relevance to the public. Discuss the intellectual content of the project, using theme statements to identify the major humanities ideas and questions to be addressed.
- Demonstrate how humanities scholarship will inform the project, and provide examples of how the specific resources selected for the project illustrate the humanities themes.
- For reinterpretations or updates of an existing project, describe its current content and format and then explain what new humanities ideas will be incorporated.
- For historic site interpretations, discuss the significance of the place to be interpreted for American history; the extent to which the interpretation will make use of the place's attributes (the site, its location, the buildings, the landscape, or other natural or built features) in telling its story; and the extent to which the interpretation addresses central themes and issues in American history.

Project formats

- Briefly describe the concept for organizing the project and the techniques that will be employed to engage general public audiences with humanities content.
- Provide short descriptions of all secondary formats and discuss how each will enhance public understanding of the humanities content.

Project resources

- Describe the resources available at your institution or elsewhere that will support your project. (Examples of resources include archives, special libraries, collections of art or artifacts, images, documents, film, audio, or digital materials.) Explain what you expect to find in the resources and the ways in which that material will contribute to the project.
- Discuss the significance and quality of the relevant artworks, objects, book titles, films, archival collections, or digital material to be used.
- If applicable, explain how you will secure permissions or rights for key materials.

Project history

Give a brief history of the project to date. Describe the relationship of the project to others on the topic and explain what its particular contribution would be.

Justification for a Chairman's Special Award (if applicable)

- If you are requesting Implementation funding at the **Chairman's Special Award** level, explain why the institutional collaborations, number of program formats, and broad reach to audiences make the project a good candidate for that funding level.

- Explain why the project will be unusually significant and appealing, and why it will have exceptionally broad reach nationally.

Audience, marketing, and promotion

- Describe and estimate the size of the expected audience and explain the basis for this number.
- For regional projects and sites that are not yet established as attractions, annual tourism and local population figures; and special characteristics and current activities.
- Present a plan for reaching this audience. If applicable, discuss partnerships that would help promote the project.
- If you are targeting a specific audience or proposing special outreach to underserved or at-risk communities, outline the community need that the project addresses. Describe your outreach plan, including the history of relationships you have built with those audiences or communities. Outline the approaches to engagement that you have developed based on those relationships. Alternatively, describe your strategies for establishing productive connections in the community. Explain how you will engage new audiences in thinking about and discussing humanities ideas.

Evaluation of the project's impact

- Explain how you will test the efficacy of planned project elements or the success of implemented projects in conveying humanities content.
- Describe the proposed process that will be used to evaluate the project's impact, the results of any evaluation already conducted, and how the evaluation results might inform the project moving forward.

Organizational profile

- Provide a short profile of your organization and other major partner organizations (not to exceed one page for your organization and a half page for each collaborating organization). Include information such as institutional mission, origin, and size; annual operating budget; annual number of visitors
- Explain the responsibilities of collaborating organizations. Describe past collaborations or previous relationships (if any) amongst the partners.

Project team

Identify the key individuals who will be involved in the project. Briefly describe each person's qualifications and expected contribution to the project.

Humanities scholars and consultants

Identify the consultants (including humanities scholars) who will be involved in the project. Briefly describe the qualifications and expected contribution to the project of each consultant. Depending on the needs of the project, consultants may include education and public program specialists, historic site or cultural tourism experts, writers, media producers, or digital designers.

Work plan

- Provide a detailed month-by-month schedule of the major work to be done during the period of performance, the amount of time it will take, and the specific people involved.
- State clearly when the meetings with scholars and other consultants will occur, and how the meetings will advance the project.
- Include activities related to planned project evaluation and indicate who will be responsible for each activity.

Project funding

- Specify the source and amount of all funds raised to date for all aspects of the project.
- Describe how project costs in excess of the NEH award would be met. Include information about any previous NEH funding for the project, as well as support from other sources. If applicable, identify voluntary cost share, institutional resources, or other significant "in-kind" support; provide specific plans for raising funds from outside sources to cover the costs that will exceed NEH support.

Attachment 2: Walkthrough (required for Implementation projects only)

This attachment is required for all Implementation applicants. Limit your Walkthrough to no more than ten single-spaced pages. Use one-inch margins and at least 11-point type. Note that requirements vary depending on whether your project is an Exhibition, Historic Place, or Humanities Discussion.

Exhibitions

Provide a tour of your project, from the perspective of the visitor, including an overview of each exhibition section, describing what they will see and do.

In describing each section give specific examples of what audiences will see, hear, and do to demonstrate how humanities concepts and analysis will be conveyed. Describe, through the eyes of the audience, how immersive environments, objects, text, multi-media, or other techniques will be used to communicate the project's central ideas.

You may incorporate thumbnail images of objects or key places into the text, if they help clarify the description.

If the project includes secondary formats (such as a website or discussion programs), briefly describe them.

Please attach the following items, which don't count toward the page limit:

- renderings of the floor plans and sections
- elevations of at least two sections
- four to six examples of interpretive text to be used in the project. (As appropriate, include different levels of text, ranging from introductory panels to object labels.)

Historic Places

Provide a tour of your project, from the perspective of the visitor, including an overview of each space.

In describing each section give specific examples of what audiences will see, hear, and do to demonstrate how humanities concepts and analysis will be conveyed. Describe, through the eyes of the audience, how they will interact with a docent or with self-guided tour options (brochures, audio guides, apps, etc.) and how furnishings, historic spaces, signage, and other materials will be used to communicate a project's central ideas.

You may incorporate thumbnail images of objects or key places into the text, if they help clarify the description.

If the project includes secondary formats (such as a website or discussion programs), briefly describe them.

Please attach sample text and image renderings for interpretive site signage, if applicable. Note that these items don't count toward the page limit.

Humanities Discussions

Describe how the audience will experience the program and how humanities content will be delivered.

Provide draft agendas for the public programs, including the subject matter of the events or questions to be addressed, and the names of speakers (including the humanities scholars) who will address the audience or guide discussions. If all speakers have not been confirmed, describe the criteria that will be used to identify them or list the individuals being considered.

Include a list of supplementary readings and/or audiovisual materials to be made available for audiences. Include the specific titles of and brief annotations about the texts, films, plays, pieces of music, etc., to be discussed. Explain how the works in question relate to the project's main themes. If you will be making use of collections of historical artifacts or artworks, indicate their significance and identify the pieces from the collection(s) that will be discussed.

Identify any venues selected for programs, and describe the criteria that you will use to select additional venues.

If applicable, describe training workshops and other activities to prepare discussion facilitators, scholars, presenters, docents, and other project staff.

Describe the resources that would be made available to extend the life of the project.

Attachment 3: Résumés and letters of commitment

List on one page the project team, humanities scholars, speakers, and consultants, using the following format: Joan Smith (American studies, University of Maryland), or John Smith (designer, ABC Designs). Include résumés (of two pages or less) for each key member of the project team. For each humanities scholar and consultant provide a two-page résumé and a letter of commitment stating his or her intention to work on the project and his or her contribution. Letters from paid consultants other than scholar should include estimated fees and deliverables.

Attachment 4: Budget and budget notes

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.

If you are an Implementation applicant requesting funding for a Position in Public Humanities, include in the budget line items for the new hire's compensation for up to two years of the period of performance. (Up to $30,000 may be charged to NEH for a project with a one-year period of performance. Up to $60,000 may be charged to NEH for a project with a two- or three-year period of performance.) Applicants that wish to increase the compensation above $30,000 per year must use their own funds to do so.

2) Fringe Benefits

Fringe benefits are allowances and services provided by employers too 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 person and trip associated with participating in meetings and 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.

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. 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"), recipients 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.

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

While all items should be justified by the narrative, you may include further explanation in brief budget notes explaining projected expenses or other items listed in the budget. Please explain any voluntary cost share in your budget notes. The budget notes may be single-spaced and should be appended to the budget.

10. Total Project Cost

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.

If you wish, you may attach separate pages with notes to explain any of the budget items in more

detail.

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

Attachment 5: Bibliography

Include a short bibliography (not to exceed two pages) of the most significant humanities scholarship that informs the project.

Attachment 6: Additional information

If applicable to your project, you must submit the following additional information in a single attachment:

Traveling exhibitions

- Describe the traveling version of the exhibition. If it will differ substantially in size, content, artifacts, or experience from the original exhibition, please describe the anticipated changes.

- Please provide the preliminary travel itinerary, if one exists.

Conservation treatment

If the project includes funding requested for conservation treatment, and the treatment exceeds 15 percent of the total amount requested from NEH, include a discussion of the rationale for conserving the objects being used. Provide a list of individual objects, sample condition reports, a timetable for the treatment of objects, a description of the conservation methods, and the qualifications of the conservator.

Social media and audience-generated content

If the project includes social media and/or audience-generated content, describe how it will add to the humanities content and explain the criteria and process to be used for selecting and monitoring the content that will ultimately be made available to the public. Describe the policies and process to be used to prevent the dissemination of obscene, libelous, indecent, or defamatory content (including personal attacks, or material constituting harassment).

Additionally, Implementation applicants should provide the following additional information, if applicable:

Work samples for secondary digital media components

If your project includes secondary digital media components, provide an example (through a URL) of previously completed work from the principal members of the digital team. (Be sure to test the URL in both PC and MAC environments from the final PDF version of the document that you will submit.) Clearly indicate that this URL is your digital work sample. Identify the project personnel who worked on this sample and, if relevant, include additional information on the audience or distribution of the work sample.

Information on public accessibility and admission

As a taxpayer-funded federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Discuss how you plan to provide at least twenty hours of free admission each month to NEH-supported exhibitions.

Publications

Describe the content (including brief abstracts of essays), author(s), format, estimated print run, distribution plans, and sale price of any publications for which funding is requested. Explain how these publications will complement the project's other formats. Proceeds from the sale of any publications will be subject to the NEH policy on program income.

Attachment 7: Object list and illustrations

This attachment is required for all Implementation applicants seeking funding for Exhibitions, and is optional for Implementation applicants seeking funding for Historic Places projects. Include a complete object list and five to ten object illustrations. Applicants for Humanities Discussions should not include this attachment.

Attachment 8: Positions in Public Humanities

This attachment is required for all Implementation applicants requesting supplemental funding for Positions in Public Humanities. Limit your response to no more than three pages. Use one-inch margins and at least 11-point type.

Address the following topics:

- Recruitment: explain how and where the position will be advertised
- The position to be filled: describe the proposed position in terms of the tasks to be done and the goals to be achieved in relation to the proposed Implementation project
- Candidate profile: provide details about the ideal candidate and the area in which he or she would work (for example, in the education, digital, curatorial, or some other institutional department)
- Expected outcomes: detail the contributions that the new employee would make to the proposed project, and explain the value added by the creation of this position
- Hiring process: outline the interview and selection process for the candidates

Attachment 9: 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 10: Certification Regarding Lobbying (required for Implementation applicants only)

Implementation 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

Lobbying 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:

1. Dun and Bradstreet
2. System for Award Management (SAM)
3. 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 log in to SAM.gov, 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.

Links to the Grants.gov application package and instructions for preparing and submitting the

package can be found on the [program resource page](#).

Application Package

The Public Humanities Projects funding opportunity has **five** application packages available in Grants.gov. Please select the appropriate package based upon your project type.

GE82019 – Exhibitions: Planning
GI82019 - Exhibitions: Implementation
BP82019 - Historic Places: Planning
BR82019 - Historic Places: Implementation
GG82019 – Humanities Discussions

Deadlines for submitting optional draft proposals and applications

Draft proposals, which are optional, must be submitted by July 3, 2019, so that staff will have adequate time to respond. A response cannot be guaranteed if drafts arrive after this date. If you choose to submit a draft proposal, send it as an attachment to publicpgms@neh.gov.

Applications must be received and validated by Grants.gov on or before 11:59 PM Eastern Time on August 14, 2019. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after August 14, 2019, will not be accepted.

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

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, and 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 award decisions by e-mail in April 2020. Institutional grant administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by e-mail in April 2020. Award documents will identify the relevant terms, conditions, and reporting 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 a letter to NEH, Division of Public Programs, 400 Seventh Street, S.W., Washington, D.C. 20506, or an e-mail message to publicpgms@neh.gov.

Reporting requirements

Award recipients are required to submit annual performance and financial reports during the period of performance. A final financial report, final performance report, and any grant products are also required no later than 90 days after the period of performance end date. See Performance Reporting Requirements and Financial Reporting Requirements on the NEH website.

If your institution received a previous NEH award, please ensure that you submit all required grant reports on time through the end of the review period (April 2020).

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.

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact:

Division of Public Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8269
publicpgms@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
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 grant 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 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 Funding Opportunity Officer, at grantmanagement@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; 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:

- SF4-424-S Application for Federal Domestic Assistance - Short Organizational
- Supplementary Cover Sheet for NEH Grant Programs
- Project/Performance Site Location(s) Form
- Attachments Form—using this form, attach the components of your application as described in the Attachment Table.

☐ **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.

Timeline

Before the August 14, 2019 deadline: Contact Division of Public Programs program officers (at 202-606-8269 or publicpgms@neh.gov) with questions and for advice (optional)

July 3, 2019: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process no later than this date

July 3, 2019: Submit draft application by this date (optional)

July 31, 2019: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

August 14, 2019: Application must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

October-November 2019: Peer review panels take place

March 2020: Meeting of the National Council on the Humanities, followed by funding decisions

April 2020: Applicants are notified of the funding decisions

May 2020: Institutional grants administrators and project directors of successful applications receive award documents by e-mail from the NEH Office of Grant Management

June 2020: Successful applicants may begin work on their projects