



NATIONAL ENDOWMENT FOR THE  
**Humanities**

**DIVISION OF PUBLIC PROGRAMS**

## **Public Humanities Projects**

**Humanities Discussions**

**Exhibitions**

**Historic Places**

**Deadline: January 9, 2019 (for projects beginning September 1, 2019)**

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

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

Funding Opportunity Number: 20190109-GG

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](mailto:publicpgms@neh.gov). Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

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## 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. NEH encourages projects that involve members of the public in collaboration with humanities scholars or that invite contributions from the community in the development and delivery of humanities programming.

This program supports a variety of forms of audience engagement. Applications should follow the parameters set out below for one of the following three categories:

- **Humanities Discussions** (instructions for preparing your application can be found on the [program resource page](#)):  
This category supports three-month-long to two-year-long series of at least fifteen in-person public programs that engage audiences with significant humanities resources, such as historic artifacts, artworks, literature, musical compositions, or films. These resources should be chosen to engage a diverse public audience. The programs must be anchored through 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, panel symposiums, lecture series, reading and discussion programs, analytical discussions on museum collections or theater/musical performances, life-long learning programs, or other methods of face-to-face audience engagement or informal education. Projects should be regional or national in scope; if they instead occur in a single state or territory, they should be state- or territory-wide. Projects must also develop resources to extend the life of the discussion program.
- **Exhibitions** (instructions for preparing your application can be found on the [program resource page](#)):  
This 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 travelling exhibitions that will be available to public audiences in at least two venues in the United States (including the originating location).
- **Historic Places** (instructions for preparing your application can be found on the [program resource page](#)):  
This 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.

NEH encourages projects that explore humanities ideas through multiple formats. Proposed projects may include complementary components: for example, a museum exhibition might be accompanied by a website, mobile app, or discussion programs. Your application must identify one primary format for your project and follow the application instructions for that format.

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."

This program supports projects that demonstrate the potential to attract a broad audience. 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. (More information on state humanities councils is available [here](#).) N.B. 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 forging partnerships with other institutions, particularly organizations such as cultural alliances, broadcast media stations, cultural heritage centers, state humanities councils, veterans' centers, and libraries.

The Public Humanities Projects program is authorized by 20 USC §956 *et seq.* Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

## Consultation with NEH staff

The Division of Public Programs encourages applicants to work with NEH program officers. You can submit draft applications or contact us with questions. Drafts, which are optional, must be submitted by November 28, 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](mailto:publicpgms@neh.gov).

## All projects must

- be grounded in sound humanities scholarship;
- provide analytical interpretation to deepen public understanding of significant humanities questions;

- 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; and
- encourage dialogue and the exchange of ideas.

**Public Humanities Projects grants may be used for**

- 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; and
- publicity expenses.

**Public Humanities Projects grants 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 specific public policies or legislation;
- lobbying; or
- 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 hate speech, personal attacks, or material constituting harassment).

## Types of Public Humanities Projects awards

There are two levels of funding for Exhibitions and Historic Places: planning and implementation. For Humanities Discussions, there is only **one level** of funding: implementation.

**Planning grants** (up to \$40,000) are used to refine the content, format, and interpretive approach of a humanities project; develop the project's preliminary design; test project components; and conduct 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, book/film discussion programs, digital formats, lecture series, symposia, neighborhood tours, curriculum guides, publications, and broadcast media); or
- programming at a large number of venues.

All applicants for Exhibitions or Historic Places planning grants should be able to

- 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; and
- describe the approaches and techniques that you plan to use in the exhibition or site interpretation to convey humanities content to the public.

**Implementation grants** (\$50,000 to \$400,000) are for projects that are in the final stages of preparation to “go live” before the public. Grants support final scholarly research and consultation, design, production, and installation of a project for presentation to the public.

The maximum grant for Humanities Discussions is \$250,000.

The maximum grant for a temporary single-site exhibition is \$100,000.

All applicants for implementation grants should be able to 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); and
- for travelling exhibitions, secured at least two venues within the United States (including the original location of the exhibition).

**Applicants whose projects have received prior NEH implementation support may apply for a grant 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.**

## Additional opportunities for Implementation applicants

### Positions in Public Humanities

If you are applying for an implementation grant, 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 grant request by \$30,000 for a one-year period of performance and \$60,000 for 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 (including public history or museum studies). More information about Positions in Public Humanities is available on the [program resource page](#).

### Chairman's Special Award (only for applicants for Exhibitions Implementation grants)

Applicants with ambitious permanent or travelling 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.

### NEH areas of interest

NEH is interested in the advancement of humanities-related work in the following areas. All applications will be given equal consideration in accordance with the program's review criteria.

## Special encouragement in recognition of and preparation for the 250th anniversary of American independence

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

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

### Advancing Civic Education

NEH encourages projects that promote a deeper understanding of American history and culture, as well as projects that advance civic education and knowledge of America's core principles of government.

### 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.

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

## 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. Such products may include traveling exhibitions, reading and discussion groups, long-term museum installations, historic site interpretations, digital tools, websites, and the like.

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* [here](#).

## 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. Further information on this program can be [found here](#).

## Award information

**Planning:** Awards are usually made for a period of performance of twelve months. Most awards are made for up to \$40,000, with a maximum of \$75,000 for complex projects that will reach large national audiences.

**Implementation:** Awards for Historic Places and Exhibitions projects are usually made for a period of performance of twelve to thirty-six months. Awards for Humanities Discussions

projects are made for a period of performance of three to twenty-four months. Awards typically do not exceed \$400,000 (\$430,000 or \$460,000 for projects requesting a Position in Public Humanities), with a maximum of \$250,000 for Humanities Discussions and \$100,000 for temporary exhibitions. Awards of up to \$1 million are available for Chairman's Special Awards (only for applicants for permanent or travelling Exhibitions Implementation awards).

Applicants requesting a Position in Public Humanities are eligible for funding up to \$460,000 for Historic Places and Exhibitions (\$160,000 for temporary exhibitions), and up to \$310,000 for Humanities Discussions.

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

Successful applicants will be awarded a grant 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](#)). 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

Cost sharing consists of the cash contributions made to a project by nonfederal third parties that are used to release federal matching funds.

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

### Other award information

A grant 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.

## 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 and 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 grant.

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.

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.

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:

- follow the instructions for applying to the appropriate funding category, which are available on the [program resource page](#):

**Humanities Discussions**  
**Exhibitions**  
**Historic Places;**

- 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](mailto:publicpgms@neh.gov)) to discuss your project and ask any questions you may have about the application; and
- 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 November 28).

## Review criteria

Applicants should read the program's review criteria and ensure that their applications respond to them.

Reviewers are asked to apply the following criteria in assessing applications:

### **1. 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.

### **2. 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; and the significance of the materials and resources that support the project's interpretive themes and ideas.

### **3. 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.

### **4. Walkthrough (if applicable)**

The clarity and significance of the take-away ideas that are conveyed.

### **5. Project team**

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

## **6. Humanities advisers**

The qualifications and potential contributions of the advising scholars.

## **7. 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.

## **8. Justification for Chairman's Special Award**

If the application (only for implementation of a permanent or travelling exhibition) requests a **Chairman's Special Award**, 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.

## **9. Justification for a Position in Public Humanities**

If the application requests funding for a Position in Public Humanities, the quality of the vetting process, and the extent to which the new employee will contribute to the larger public humanities project.

## **10. Overall evaluation**

The quality of the project, taken as a whole.

All other considerations being equal, the program will give preference to projects that provide free access to materials produced with grant funds.

Competitive applications will go beyond the mere presentation of factual information to examine the larger significance of a subject and stimulate critical reflection. Applications must convey a solid grasp of the project's subject and the related scholarship, indicate why the proposed subject matters, and clearly demonstrate how the chosen formats will effectively communicate an analytical interpretation of the subject matter to general audiences.

## **III. Submitting your Application**

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

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

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

3. Grants.gov (<https://www.grants.gov/>)

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

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

Applicant organizations with a valid DUNS number and an active SAM registration must then register with Grants.gov. Visit Grants.gov at <https://grants.gov/web/grants/applicants/organization-registration.html> for complete registration information. **The initial Grants.gov registration process can take up to two weeks.**

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

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

**Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application to Grants.gov. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.**



## Deadlines for submitting optional draft proposals and applications

Draft proposals, which are optional, must be submitted by November 28, 2018, 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](mailto:publicpgms@neh.gov).

**Applications must be received and validated by Grants.gov on or before 11:59 PM Eastern Time on January 9, 2019.** Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after January 9, 2019, will not be accepted.

## IV. What Happens After the Submission of an Application

### Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, 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. More details about NEH's review process are available [here](#).

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Administrative Requirements set forth in 2 CFR [§200.205](#). (See below the next heading for more information about the Office of Management and Budget's Administrative Requirements, which NEH has implemented.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

### Information for all applicants and for successful applicants (including information about notification)

Applicants will be notified of award decisions by e-mail in August 2019. Institutional grant administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by e-mail in August 2019. 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](mailto:publicpgms@neh.gov).

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

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

## V. Additional Information

### Contact information for the program and Grants.gov

If you have questions about the program, contact

Division of Public Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8269  
[publicpgms@neh.gov](mailto: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](http://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](mailto:support@grants.gov)  
Grants.gov customer support tutorials and manuals:  
<https://www.grants.gov/web/grants/applicants/applicant-training.html>  
Grants.gov support line: 1-800-518-GRANTS (4726)

### Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956 *et seq.* The principal purpose for which the information will be used is to process the 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 Guidelines Officer, at [guidelines@neh.gov](mailto:guidelines@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.**
  1. Application for Federal Domestic Assistance - Short Organizational (in which you must include in the Project Information field (6.b.) a one-paragraph description—up to one thousand characters, including spaces—written for a nonspecialist audience, clearly explaining the project's principal activities and its expected results)
  2. Supplementary Cover Sheet for NEH Grant Programs
  3. Project/Performance Site Location(s) Form
  4. Attachments Form—Using this form, attach the parts of your application as described in the instructions for preparing an application:

**For Planning (Exhibitions or Historic Places):**

ATTACHMENT 1: Table of contents (name the file “contents.pdf”)

ATTACHMENT 2: Application narrative (name the file “narrative.pdf”)

ATTACHMENT 3: Résumés and letters of commitment (name the file “resumesandlettersofcommitment.pdf”)

ATTACHMENT 4: Budget (name the file “budget.pdf”)

ATTACHMENT 5: Bibliography (name the file “bibliography.pdf”)

ATTACHMENT 6: Additional information, if applicable (name the file “additionalinformation.pdf”)

ATTACHMENT 7: Supplementary material, if applicable (name the file “supplementarymaterial.pdf”)

ATTACHMENT 8: Federally negotiated indirect-cost rate agreement (if applicable) (name the file “agreement.pdf”)

**For Implementation (Humanities Discussions, Exhibitions, or Historic Places):**

ATTACHMENT 1: Table of contents (name the file “contents.pdf”)

ATTACHMENT 2: Application narrative (name the file “narrative.pdf”)

ATTACHMENT 3: Project walkthrough (name the file “walkthrough.pdf”)

ATTACHMENT 4: Résumés and letters of commitment (name the file “resumesandlettersofcommitment.pdf”)

ATTACHMENT 5: Budget (name the file “budget.pdf”)

ATTACHMENT 6: Bibliography (name the file “bibliography.pdf”)

ATTACHMENT 7: Additional information, if applicable (name the file “additionalinformation.pdf”)

ATTACHMENT 8: Supplementary material, if applicable (name the file “supplementarymaterial.pdf”)

ATTACHMENT 9: **For Humanities Discussions**, Information about a requested Position in Public Humanities, for applicants seeking support for one (name the file “publicpositions.pdf”). **For Exhibitions or Historic Places** Object list and illustrations, if applicable (name the file “objects.pdf”)

**ATTACHMENT 10: For Exhibitions or Historic Places**, Information about a requested Position in Public Humanities, for applicants seeking support for one (name the file “publicpositions.pdf”). **For Humanities Discussions**, Federally negotiated indirect-cost rate agreement (if applicable) (name the file “agreement.pdf”)

**ATTACHMENT 11: For Exhibitions or Historic Places**, Federally negotiated indirect-cost rate agreement (if applicable) (name the file “agreement.pdf”)

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

Visit Grants.gov’s Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach 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.

**Upload your application to Grants.gov.** NEH **strongly** suggests that you submit your application no later than noon Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov).

**Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application to Grants.gov. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.**

## TIMELINE

**Before the January 9, 2019 deadline:** Contact Division of Public Programs program officers (at 202-606-8269 or [publicpgms@neh.gov](mailto:publicpgms@neh.gov)) with questions and for advice (optional)

**November 28, 2018:** Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process no later than this date

**November 28, 2018:** Submit draft application by this date (optional)

**December 26, 2018:** Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

**January 9, 2019:** Application must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

**March-May 2019:** Peer review panels take place

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

**August 2019:** Applicants are notified of the funding decisions

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

**September 2019:** Successful applicants may begin work on their projects