



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Title: Landmarks of American History and Culture

Funding Opportunity Number: 20230201-BH

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.163

Application Deadline: February 1, 2023

Ensure your SAM.gov and Grants.gov registrations and passwords are current.
It may take up to one month to register with SAM.gov and Grants.gov.
NEH will not grant deadline extensions for lack of registration.

Division of Education Programs
Email: landmarks@neh.gov
Federal Relay: 7-1-1

OMB control number 3136-0134, expiration date October 31, 2024

Executive Summary

The National Endowment for the Humanities (NEH) Division of Education Programs is accepting applications for the Landmarks of American History and Culture program. The program supports a series of one-week residential, virtual, and combined format workshops across the nation to enhance and strengthen how K-12 educators, higher education faculty, and humanities professionals incorporate place-based teaching and learning in the humanities.

Funding Opportunity Title	Landmarks of American History and Culture
Funding Opportunity Number	20230201-BH
Federal Assistance Listing Number	45.163
Optional Draft Deadlines	December 15, 2022, 11:59 p.m. Eastern Time
Application Deadline	February 1, 2023, 11:59 p.m. Eastern Time
Anticipated Award Announcement	August 2023
Anticipated FY 2023 Funding	Approximately \$2,500,000
Estimated Number and Type of Award	Approximately 13 grants
Award Amounts	Up to \$190,000
Cost Sharing/Match Required	No, unless federal matching funds are requested
Period of Performance	The period of performance is 15 months starting October 1, 2023, and ending December 31, 2024.
Eligible Applicants	• nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • accredited institutions of higher education (public or nonprofit) • state and local governments and their agencies • federally recognized Native American Tribal governments See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/grants/education/landmarks-american-history-and-culture-workshops-school-teachers
Pre-Application Webinar	A pre-recorded webinar will be posted to the program resource page by November 9, 2022.
Pre-Application Q&A session	December 6, 2022, 12:00 p.m. Eastern Time Meeting ID: 234 115 288 818 Audio: +1 202-600-8430 Phone Conference ID: 817124610#
Published	November 4, 2022
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A. Program Description

1. Purpose

This notice solicits applications for the Landmarks of American History and Culture program from the NEH Division of Education Programs. The program supports a series of one-week residential, virtual, and combined format workshops across the nation that enhance and strengthen how K-12 educators, higher education faculty, and humanities professionals incorporate place-based teaching and learning in the humanities.

Landmarks of American History and Culture workshops (Landmarks) situate the study of topics and themes in the humanities within sites, areas, or regions of historic and cultural significance to expand participants' knowledge of and approaches to teaching about diverse histories, cultures, traditions, languages, and perspectives in the United States and its jurisdictions. Landmarks workshops offer participants:

- enhanced knowledge of content through humanistic inquiry, experiential learning, discussions, readings, lectures, and multimedia presentations
- place-based learning activities, such as visits to museums, libraries, archives, monuments, memorials, national parks, historic homes and buildings, walking tours, and public performances
- access to essential source materials, including primary texts, documents, oral histories, artifacts, archival resources, and digital media
- a community of inquiry that encourages dialogue and the exchange of ideas
- opportunities to examine and design implementation strategies; work with digital resources and tools that emphasize place-based teaching, learning, and research in the humanities; and collaborate on the creation of educational materials
- a team of humanities scholars: topic experts, local organizations, community partners, and faculty with K-12 education experience (where required), who contribute to all phases of the program

Landmarks workshops may examine a range of topics, take a variety of forms, occur in-person and/or virtually, and include multiple place types. They may support activities such as:

- considering how monuments, markers, and memorials interpret events, eras, individuals, and/or groups at national, regional, and local levels
- exploration of physical, natural, and/or cultural landscapes while studying art history, literature, environmental humanities, anthropology, archaeology, architecture, and related fields
- engagement with materials and subject matter experts at archives, museums, and historic sites when studying the events and legacies of America's conflicts
- designing public humanities and experiential learning activities such as collecting oral histories, working with digital mapping resources, and developing collaborations with community members or local organizations
- site visits, presentations by invited speakers, and work with interactive digital resources to study the places, perspectives, and legacies of American history and culture

Project Design

Each Landmarks workshop must include two separate sessions of five to seven days each for two different groups of participants. The content, presenters, site visits, activities, and readings should be substantively the same for each session.

You can offer Landmarks workshops in the following formats:

- **Residential:** All participants attend for the duration of the workshop at the host site.
- **Virtual:** All participants attend for the duration of the workshop using an online platform. This can include synchronous and asynchronous sessions.
- **Combined Format:** All participants attend a portion of the workshop online and a portion of the workshop at the host site. Online and residential sessions occur at different times, but participants attend the same format simultaneously.

Given the importance of immersive study to Landmarks workshops, you should consider the variety of academic-year calendars when you schedule your workshops. Landmarks workshops are typically offered between the last week of June through the second week of August. If you propose activities outside the summer season, you may consider asynchronous and synchronous sessions before and/or after the summer program.

You should also consider required meetings, participant application deadlines, and reporting dates scheduled by NEH when designing the project schedule and work plan. See [Attachment 2: Work plan](#) for specific dates.

Host Institutions

Host institutions provide facilities and arrange for accommodations for participants, who receive a stipend. NEH expects host institutions to furnish facilities conducive to scholarly engagement with topics and sites that are accessible to a diverse group of participants in alignment with the requirements of [Section 504 of the Rehabilitation Act of 1973](#).

The following types of institutions may host and/or be involved in Landmarks workshops:

- institutions of higher education
- museums, historic preservation sites and societies, and libraries or other repositories
- centers for advanced study, cultural organizations, and professional associations
- schools or school systems

Project Audience

You should design your Landmarks workshops for a national audience of participants from across humanities disciplines and professions who work in K-12 education, post-secondary education, and/or at non-profit organizations. You must identify a primary audience for your workshop of K-12 educators or higher education faculty and/or humanities professionals.

Workshops for K-12 educators

- include full- or part-time educators who work in public, charter, independent, and religiously affiliated schools, or as home schooling educators.
- host 30-36 participants per session for a total of 60-72 participants per workshop.
- reserve 20% of the available spots for educators who are new to the profession (five years or fewer of teaching experience).

Workshops for K-12 Educators may also admit museum educators and other K-12 school system personnel (i.e., administrators, substitute teachers, and curriculum supervisors) who can demonstrate that participation will advance project goals and enhance their professional work.

See [Participant eligibility](#) for additional information.

Workshops for higher education faculty and/or humanities professionals

- host full- or part-time faculty who teach undergraduate students at two and four-year public, private, and religiously affiliated institutions of higher education and/or whose work lies outside of undergraduate teaching but is directly related to the humanities (i.e., librarians, archivists, etc.).
- host full- or part-time humanities professionals associated with museums, historical societies, historic and cultural sites, libraries, archives, or who work as independent scholars.
- host 20-24 participants per session for a total of 40-48 participants per workshop.
- reserve 20% of the available spots for the entire workshop for early career faculty (three or fewer years as higher education faculty), and/or non-tenure track faculty.
- reserve 10% of the available spots for the entire workshop for advanced graduate students (individuals who have reached candidacy in a doctoral program or are in the final year of a terminal degree program).

See [Participant eligibility](#) for additional information.

Project Team

The project team includes the following roles:

Project director or co-directors (required)

- Landmarks project directors typically work across a range of disciplines, such as history, literature, anthropology, art history, teacher education, public history, and museum studies.
- You do not need to possess a terminal degree or be affiliated with an institution of higher education to serve as a project director or co-project director.
- Project directors must be present throughout the academic program and cannot assume any other commitments for the duration of the workshop.

Replacement director(s) (required)

- The replacement director(s) must be qualified and capable of assuming leadership of the project should a project director become unable to fulfill their role.
- The replacement director(s) must be a co-director or project team member who is already familiar with the project. Your application must identify who will serve as the replacement project director(s).

Institutional grants administrator (required)

- This person is the designated representative of the applicant institution with authority to act on the organization's behalf in matters related to the administration of NEH awards. Responsibilities include accountability both for the appropriate use of funds and the performance of the NEH-supported project or activities as specified in the approved

application and in compliance with 2 CFR Part 200 and the terms and conditions of the award. The project director(s) may **not** serve as the institutional grants administrator.

K-12 education specialist(s) (conditionally required)

- Workshops primarily designed for K-12 educators must include at least one person with significant experience in K-12 education, such as teacher education faculty, a curriculum developer, museum educator, or an educator with experience facilitating professional development.
- K-12 education specialists contribute to the planning of the sessions and facilitate the incorporation of content and experiential learning strategies into classroom teaching in relevant and creative ways during the workshop.

Project faculty and academic staff (required)

- Library or museum personnel, community members, independent scholars, and academic faculty may bring different perspectives and/or resources to the workshop.
- You should carefully consider how the number of project faculty, their expertise and approaches, and the nature of their involvement will generate meaningful engagement with participants.

Technological experts (conditionally required)

- Such person(s) may be needed to meet the digital demands of the project. If you are proposing an online component, you should include a staff member with online teaching experience and/or familiarity working with online instructional platforms.

Project Website

If NEH selects your project for funding, you must create a project website that supports participant recruitment, provides intellectual and practical resources for participants, and extends the project's reach beyond the participants through a specific plan for dissemination. Project websites must be ready to accept participant applications by November 2023.

See [D6. Funding Restrictions](#) for unallowable activities.

See [E1. Review Criteria](#) for the criteria NEH will use to evaluate applications under this notice.

2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

Under the [National Foundation on the Arts and the Humanities Act of 1965](#), “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.”

Use the [Funded Projects Query Form](#) to find examples of NEH-supported projects.

[Learn more about NEH.](#)

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award amounts

You may request up to \$190,000.

NEH will award successful applicants outright funds, which are not contingent on additional funding from other sources.

NEH anticipates awarding approximately \$2,500,000 among an estimated 13 recipients.

NEH will not determine the amount available until Congress makes appropriations for FY 2023. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency action to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

Period of performance

The period of performance is 15 months, with a start date of October 1, 2023, and an end date of December 31, 2024.

The period of performance is the span of time during which you may incur expenses to carry out the work under the award.

C. Eligibility Information

1. Eligible Applicants

To be eligible to apply, you must be established in the United States or its jurisdictions as one of the following organization types:

- a [nonprofit organization recognized as tax-exempt under section 501\(c\)\(3\) of the Internal Revenue Code](#)
- an [accredited institution of higher education](#) (public or nonprofit)
- a state or local government or one of their agencies
- a [federally recognized Native American Tribal government](#)

If you are an eligible applicant, you may apply on behalf of a consortium of collaborating organizations. If NEH selects your proposal for funding, you will be programmatically, legally, and fiscally responsible for the award.

To be eligible, you must make substantive contributions to the success of the project and must not function solely as a fiscal agent for another entity.

Individuals and other organizations, including foreign and for-profit entities, are ineligible.

2. Cost Sharing

NEH does not require cost sharing in this program unless you request federal matching funds.

Cost sharing or matching is the portion of the project costs you pay for with non-NEH funds. Peer reviewers will not consider cost sharing in their evaluation of applications.

If you request federal matching funds, you must raise third-party non-federal gifts dollar-for-dollar. NEH will certify the allowability of these gifts before releasing federal matching funds. Typically, NEH distributes federal matching funds on an annual basis over the period of performance. See the [NEH Federal Matching Funds Guidelines](#).

Include required third-party non-federal gifts on your [Research and Related Budget](#) and identify them in your [budget justification](#).

You may contribute voluntary cost share to your project if the total costs exceed the amount awarded by NEH. Voluntary cost share includes:

- cash contributions made to the project by you or a third party
- your unrecovered indirect costs
- in-kind contributions (non-cash contributions, such as property or services, that benefit the project and are contributed without charge) by you or a third party

While you may describe voluntary cost share in your [budget justification](#), you should not include it on your [Research and Related Budget](#).

You must maintain auditable records of the source and use of cost share. See [2 CFR § 200.306](#).

Learn about [types of funds NEH offers](#).

3. Other Eligibility Information

You may submit multiple applications for separate and distinct projects under this notice.

If you previously received an NEH Landmarks award, you are required to address additional questions included in section [D2. Content and Form of Application Submission](#) and you must include complete and unedited participant evaluations from your most recent Landmarks workshop in [Attachment 6](#).

You may revise and resubmit previously rejected applications. Submissions are subject to the application requirements and [review criteria](#) of this competition.

Per [2 CFR § 200.403\(f\)](#), you must not include the same project costs in more than one application for federal funding and/or approved federal award budget. However, you may submit multiple proposals for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

NEH does not make awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible. You may use funds from, or sites and materials controlled by, other federal entities in your project, but you may not use them as gifts to release NEH matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations provided you do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §§ 200.1](#) and [.331\(a\)](#). You may obtain the services of foreign individuals and consultants to carry out programmatic activities on a fee-for-service basis, as specified in [2 CFR § 200.459](#). You may obtain goods and services from foreign vendors, such as in-country transportation services, in accordance with [2 CFR § 200.331\(b\)](#). If you plan to submit an application involving international collaboration, contact program staff at landmarks@neh.gov.

NEH will not review proposed projects that are not designed for the required number of participants or that take place outside of the U.S. and its jurisdictions.

Except for the rare cases covered by its [late submission policy](#), NEH will not consider applications submitted after the [deadline](#).

NEH will not consider incomplete, nonresponsive, or ineligible applications for funding.

NEH will not consider applications that exceed page limits or deviate from formatting instructions. See the [Application Components Table](#).

Participant eligibility

Workshop participants must be:

- United States citizens, including those teaching abroad at U.S. chartered institutions;
- residents of U.S. jurisdictions; or
- foreign nationals who have been residing in the United States or its jurisdictions for at least the three years immediately preceding the application deadline.

The following are not eligible to participate in NEH funded workshops:

- foreign nationals teaching abroad
- individuals who are related to the project director(s)
- individuals who are affiliated with the applicant institution
- individuals who have been taught or advised in an academic capacity by the project director(s)

- individuals who are delinquent in the repayment of federal debt (e.g., taxes, student loans, child support payments, and delinquent payroll taxes for household or other employees)
- individuals who have been debarred or suspended by any federal department or agency

The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR Parts [180](#) and [3369](#) apply to this award. Recipients must comply, and must require subrecipients to comply, with [Subpart C](#) of these regulations.

In any given year an individual may apply to a maximum of two NEH Division of Education professional development projects but may attend only one.

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20230201-BH. There is also a link on the [program resource page](#).

Once you have located the funding opportunity in Grants.gov, you will find the application package under the “Package” tab. It includes a series of required and conditionally required forms. You will upload additional application components using the [Attachments Form](#).

You must complete a multistep registration process to submit your application. See [D3. Unique Entity Identifier and System for Award Management](#).

Contact landmarks@neh.gov to request a paper copy of this notice.

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 7-1-1.

2. Content and Form of Application Submission

Your application will include a [narrative](#), [budget](#), and other [forms](#) and [attachments](#). You will complete the forms within Grants.gov Workspace and upload other components into the [Attachments Form](#). See the Application Component Table.

NEH has assigned each application component one of the following designations:

- Required: You must submit this component.
- Conditionally Required: You must submit this component if your proposal meets the specified conditions.

You must submit all required components and conditionally required components relevant to your proposal. **NEH will not review applications missing any required documents or relevant conditionally required documents.**

In addition, NEH has established page limits for some application components:

- Mandatory: You must not exceed the page limit.
- Suggested: NEH encourages, but does not require, you to abide by the page limit.

Take note of the page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or deviate from formatting instructions.**

Your application components must conform to the following formatting requirements, unless otherwise indicated:

- pages no larger than standard letter (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

In addition, you are encouraged to format your components consistent with the following:

- single-spacing
- a readable font such as Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style (citations are included in page counts)

Application Component Table

Application Component	File Name	Designation	Page limits
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget Attachments Form		Required	
Certification Regarding Lobbying		Conditionally required	
Standard Form-LLL “Disclosure of Lobbying Activities”		Conditionally required	
Attachments			
1. Narrative	narrative.pdf	Required	10/12 See narrative instructions (mandatory)
2: Work plan	workplan.pdf	Required	
3: Program schedule and detailed reading list	schedule.pdf	Required	
4: Biographies and résumés	resumes.pdf	Required	2 pages per résumé (suggested)
5: Letters of commitment	letters.pdf	Required	
6: Program evaluations	evaluations.pdf	Required for prior recipients	
7. Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
8: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
9: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	

Narrative

Compose a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

- If you have not been previously funded in this program, you must limit your narrative to ten pages.
- If you have previously received a Landmarks award, you must limit your narrative to twelve pages.

Do not include a cover sheet, executive summary, or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

Use the following section headings for your narrative. NEH has aligned each section of the narrative with a corresponding review criterion. Refer to [E1. Review Criteria](#).

Nature of the request

Provide a one-paragraph summary at the start of your application that includes:

- the project title, the thematic or topical focus of the project, the site-based focus, the workshop format, specific dates for each session of the workshop, and the total number of participants for the proposed Landmarks workshop.
- if this is a new project or how many times you have offered it previously.
- **For K-12:** While projects must be open to all eligible applicants, you can indicate if the workshop would appeal to educators in more specific grade-level bands such as K-5, 6-8, 9-12, or a combination thereof.
- **For higher education and/or humanities professionals:** While projects must be open to all eligible applicants, you may indicate if the workshop would appeal to participants in more specific areas of study, professions, or a combination thereof.

Intellectual content and significance (aligns with [review criterion 1](#))

- Describe how the chosen landmarks, sites, areas, and/or regions constitute a compelling opportunity for engaging with topics and themes in the humanities.
- Explain how the combination of scholarship, presenters, primary sources, and place-based experiences during the workshop will address diverse viewpoints in the related humanities fields.
- **Prior recipients:** explain how you will use new or additional tools, resources, or approaches to deepen participants' humanistic engagement with the topic(s) and landmark(s).

Curriculum relevance and application (aligns with [review criterion 2](#))

- Describe the anticipated audience for the workshop, including the possible combination of subjects and disciplines, K-12 grade levels (where relevant), and the Landmarks requirement regarding reserving spaces for early career educators, non-tenure track faculty, and advanced graduate students (where relevant).
- Identify specific links between the proposed topic(s) and current treatment in relevant K-12 or higher education curricula, scholarship, professional responsibilities, and/or subject areas.
- Explain how workshop content and experiences would translate into experiential learning or place-based practices in relevant learning environments.
- **Prior recipients:** explain any new or revised plans, such as changes informed by past participant feedback, specific to curriculum and/or classroom application.

Program of study (aligns with [review criterion 3](#))

- Articulate the sequencing of the workshop sessions with attention to the relationship between specific sites and humanities content, themes, concepts, and skills participants would engage with during the workshop.
- Provide examples to illustrate the relationship between the place-based experiences and the scholarship, speakers, archives, digital media, and/or other materials participants would work with during the project.
- Describe how participants will work collaboratively to develop place-based materials, methods, and/or activities to be applied in their respective classrooms and areas of work in the humanities.
- As applicable, describe:
 - core themes and concepts the scholarship, site visits, and presentations will address
 - the historic and cultural importance of key sites and places
 - essential questions project faculty and participants will investigate
 - how and why participants will work with particular readings and materials to address multiple points of view
 - examples of technological tools and digital resources
- **Prior recipients:** explain how proposed changes would strengthen the project's structure and coherence and/or improve thematic presentation.

Project team and participation (aligns with [review criterion 4](#))

- Identify and describe the roles and responsibilities of principal project team members (including the replacement project director), presenters, and other project staff, in compliance with the requirements set forth in [A1. Purpose](#).
- Describe how invited presenters would address a variety of themes and perspectives in relation to project topics, sites, and other materials.
- Where relevant, explain how project staff members with online teaching experience and/or familiarity working with online platforms for the purpose of instruction will contribute to the sessions.
- Include résumés of the project faculty and the replacement project director(s) in [Attachment 4](#) and their letters of commitment in [Attachment 5](#).
- Include letters of commitment from host site administrators, participating community members and/or organizations, site-related staff scheduled to participate in the project, and any other individuals or organizations scheduled to participate in the workshop.
- **Prior recipients:** explain any appropriate revisions to the project's faculty and staff that will strengthen the project's intellectual quality and program of study.

Project recruitment and dissemination (aligns with [review criterion 5](#))

- Articulate your plans to recruit a robust applicant pool, including how the project team would use digital, print, and social media to advertise to a wide audience.
- Identify the project team members responsible for reviewing applications.
- Discuss how you would use the project website to communicate with participants before and after the workshop sessions conclude.
- Describe how you would disseminate, sustain, and expand access to website materials beyond the workshop and its participants (for example, offering additional professional development opportunities, organizing public lectures and discussions, delivering conference presentations, initiating a curricular development project, creating digital media projects, etc.).

- **Prior recipients:** detail how you would extend the dissemination of project outcomes beyond previous approaches and draw upon new outlets to reach new audiences.

Institutional context (aligns with [review criterion 6](#))

- Discuss the institution's capacity to host a Landmarks project and provide reasonable accommodations to ensure equitable participant access and participation.
- Identify relevant material and digital assets available at the host institution, partner organizations, and related project sites.
- Where relevant, describe the availability, accessibility, quality, and costs of housing, as well as meal and transportation options, including considerations for special dietary and travel needs.

Narrative Guidance	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
Nature of the request	Not applicable
Intellectual content and significance	1. Intellectual significance of the proposed topic and landmark(s)
Curriculum relevance and application	2. Curriculum relevance and application
Program of study	3. Program of study
Project team and participation	4. Project team
Project recruitment and dissemination	5. Project recruitment and dissemination
Institutional context	6. Institutional context

Research and Related Budget

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a [budget justification](#).

Complete a single detailed budget for the entire period of performance. The form will generate a cumulative budget.

If you are only requesting outright funds, your budget should include only the funding you are requesting from NEH. If you are requesting federal matching funds, your budget must equal the total funding requested from NEH (outright and federal matching funds) and the one-to-one required third party cost share for the federal matching funds. Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes.

The total federal matching funds and cost share should equal the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the "Federal Matching" and "Cost Sharing" fields. Learn about [types of funds NEH offers](#).

If you will provide voluntary cost share, do not include it on the Research and Related Budget form. You may describe it in your [budget justification](#).

All costs, whether supported by NEH funds or required cost sharing contributions (if applicable), 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. All costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F - Audit Requirements](#).

You should only include your own employees under [A. Senior/Key Person](#) and [B. Other Personnel](#). Include team members in leadership roles in the project under [A. Senior/Key Person](#). Include other team members under [B. Other Personnel](#). Include costs for non-employees under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#), as appropriate.

If you charge indirect costs to the project, you must not charge those same costs to the project as direct costs. See [H. Indirect Costs](#).

Introductory Fields

If not pre-populated, indicate your organization's Unique Entity Identifier, name, and the period of performance. This should be the same as the information you provide on your [SF-424 Application for Federal Assistance - Short Organizational](#). You may need to complete the [SF-424](#) prior to completing your Research and Related Budget. Your period of performance must start on the first day of the month and end on the last day of the month. For budget type, check "project."

A. Senior/Key Person

Include personnel who are employed by the applicant institution in leadership roles on the project. Do not include collaborators at other institutions or consultants, as you will include them in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) for each senior/key person and identify the number of months they will devote to the project. If you do not include base salaries, your award may be delayed.

Many non-academic institutions organize their budgets using calendar months. If your organization does not differentiate between academic and summer months, use only the calendar months column.

If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns. You may also use both columns if your institutional policy requires accounting for academic and summer months separately. If your institution does not use a nine-month academic year and a three-month summer period, include your institution's definition of these terms in your [budget justification](#).

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR § 200.431](#), fringe benefits are allowances and services you provide in addition to 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.

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

The form will calculate the requested salary and fringe benefits for each key person.

The form has space for up to eight people. If you request funds for additional key personnel, list them in a separate document using the same format as the Research and Related Budget. Save the document as a PDF named `additionalpersonnel.pdf` and attach it under “Additional/Senior Key Persons.” If applicable, enter the total funds you are requesting for additional senior/key persons in the “Total Funds requested for all Senior/Key Persons in the attached file” field.

B. Other Personnel

Include personnel, including post-doctoral associates, graduate students, and undergraduate students, employed by the applicant institution who will play a supporting role on the project. For each project role, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in [A. Senior/Key Person](#). The form will calculate the requested salary and fringe benefits for each group.

Post-doctoral associates, graduate students, and undergraduate students

As a matter of programmatic policy, NEH has restricted tuition remission costs for post-doctoral associates, graduate students, and undergraduate students. NEH will disallow these costs.

Secretarial/Clerical

In most circumstances, you should include the salaries of administrative, secretarial, or clerical staff as indirect costs (see [H. Indirect Costs](#)). Per [2 CFR § 200.413\(c\)](#), you may charge salaries for administrative or clerical staff as direct costs only if the following conditions are met:

- The administrative or clerical services are integral to a project or activity.
- The individuals involved can be specifically identified with the project or activity.
- You explicitly include these costs in your budget or have prior written approval from NEH.
- You do not also recover the costs as indirect costs.

If you include administrative or clerical salaries in your budget as direct costs, document how direct charging meets all four conditions in your [budget justification](#). NEH may request additional information to assess if proposed costs are allowable.

Additional Other Personnel

List additional project roles, if applicable. The form has space for six named roles. If you have more, combine project roles on the form and explain in your [budget justification](#).

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

Do not list collaborators at other institutions or consultants here, as you will include them in [F. Other Direct Costs](#).

C. Equipment Description

Equipment is defined as nonexpendable personal property costing \$5,000 or more per item and having a service life of more than one year (unless your organization has established a lower level). See [2 CFR §§ 200.313](#) and [.439](#).

You may purchase equipment if analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in [F. Other Direct Costs](#)). You may charge depreciation in compliance with [2 CFR § 200.436](#).

Per [2 CFR § 200.322](#), you should preference goods, products, and materials produced in the United States purchased or acquired under a federal award. If your application is selected for funding, you must include the requirements of this section in all subawards, contracts, and purchase orders for work or products.

List each item of equipment you plan to purchase and its estimated cost, including shipping and maintenance. Include supporting information, such as a price quote, in your [budget justification](#).

The form has space for ten items. If you request funds for additional equipment, list them in a separate document. Save the document as a PDF named `additionalequipment.pdf` and attach it under “Additional Equipment.” Enter the total funds you are requesting for the additional equipment in the “Total funds requested for all equipment listed in the attached file” field.

The form will calculate total equipment costs.

D. Travel

Enter the total funds you are requesting for both domestic travel (local and long-distance) and foreign travel (including travel to Canada and Mexico). Provide a detailed breakdown of costs for each trip in your [budget justification](#). **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

Travel costs must comply with [2 CFR § 200.475](#) and the [General Terms and Conditions for Awards to Organizations](#). NEH uses the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

Include funds for the project director(s) to attend a two-day meeting at NEH's offices in Washington, D.C., in October 2023. If this meeting does not occur, NEH may allow you to rebudget these funds for other allowable activities.

Include travel costs for participants in [E3](#) and travel costs for consultants in [E3](#).

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

Participants are the beneficiaries, not the providers, of a service or training opportunity (such as a workshop, conference, seminar, or symposium) funded by a federal award.

[2 CFR § 200.1](#) defines participant support costs as direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects. If you claim indirect costs, exclude participant support costs from the MTDC base.

[2 CFR § 200.432](#) defines conference as a meeting, retreat, seminar, symposium, workshop, or event, the primary purpose of which is the dissemination of technical information beyond the non-federal entity, and which is necessary and reasonable for successful performance under the federal award.

Include supporting information in your [budget justification](#). **If you or your participants make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Stipends provide compensation to participants for their time commitment and to defray participation costs, such as travel, lodging, and meals (for residential programs), and technical support (for virtual workshops). Project teams should not reduce participant stipends for project-related activities or costs.

NEH determines stipend amounts based on the format of the project. Participants enrolled in residential and combined format projects receive \$1,300. Participants enrolled in virtual projects receive \$650.

NEH expects participants to attend the workshop in its entirety and to take part on a full-time basis. If a participant is obliged through special circumstances to either arrive after the beginning of the program or depart before the end of the Landmarks program, it shall be the recipient institution's responsibility to see that only a pro rata share of the stipend is received or that the appropriate pro rata share of the stipend is returned if the participant has already received the full stipend.

3. Travel

Leave this field blank. Participants make their own travel arrangements using their stipends.

4. Subsistence

Meals for participants are allowable only if vendors are inaccessible during the scheduled program, such as during a field trip at a remote location.

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees, bottled water, etc.) and enter the total funds you are requesting. You may provide additional information in your [budget justification](#).

Number of Participants/Trainees

Workshops designed primarily for K-12 educators can have 60-72 participants. Workshops designed primarily for higher education and/or humanities professionals can have 40-48 participants.

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

Enter the total funds you are requesting for materials and supplies that cost less than \$5,000 per item, regardless of its useful life, unless your organization has established a different capitalization level. See [2 CFR §§ 200.314](#) and [.453](#).

2. Publication Costs

Enter the total funds you are requesting for publication costs, including the costs of documenting, preparing, publishing, or otherwise making available to others the findings and products of the work conducted under the award. Include supporting information in your [budget justification](#).

3. Consultant Services

Enter the total funds you are requesting for consultant services. If your project includes an external advisory committee, include associated costs here.

Consultant fees must comply with [2 CFR § 200.459](#).

4. Automated Data Processing (ADP)/Computer Services

Enter the total funds you are requesting for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. Include personal computers and accessories under [Materials and Supplies](#).

If a third party will provide these services, include them in [Subawards/Consortium/Contractual Costs](#).

5. Subawards/Consortium/Contractual Costs

Enter the total funds you are requesting (both direct and indirect costs) for activities third parties will perform.

Per [2 CFR §§ 200.1](#) and [.331\(a\)](#), a subaward is an award you issue to a subrecipient to carry out part of your federal award. Subawards do not include payments to contractors (as defined in [2 CFR §§ 200.1](#) and [.331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs.

You may provide a subaward through any form of legal agreement, including an agreement you consider a contract. The substance of your relationship with a third party is more important than the form of the agreement when determining if the third party functions as a subrecipient or contractor. See [2 CFR § 200.331\(c\)](#).

NEH may request additional information in order to assess if proposed costs are reasonable and allowable. See [2 CFR §§ 200.331](#) and [.332](#).

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each. See [Attachment 7: Subrecipient Budget\(s\)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 8: Federally negotiated indirect cost rate agreement](#). You do not have to include an agreement for any subrecipient that requests the 10% de minimis rate.

See [F2. Administrative and National Policy Requirements](#) for additional information on monitoring subrecipients' performance.

6. Equipment or Facility Rental/User Fees

Enter the total funds you are requesting for rental fees for equipment and facilities (sometimes referred to as user fees).

If you will use your own equipment and facilities, you may charge depreciation in compliance with [2 CFR § 200.436](#). Alternatively, if you will use equipment you purchased with federal funds under another award, you may charge user fees consistent with [2 CFR § 200.313\(c\)\(2\)](#). You may not charge both depreciation and user fees.

If you will host a conference, you may rent facilities per [2 CFR § 200.432](#). If you are renting facilities under a “less-than-arm's-length” lease, you must comply with [2 CFR § 200.465\(c\)](#).

Federally funded meetings and conferences must take place in properties that comply with the [Hotel and Motel Fire Safety Act of 1990 \(Pub. L. 101-391\)](#). Consult the U.S. Fire Administration’s [National Master List](#) for fire code compliant hotels.

7. Alterations and Renovations

Leave this line blank. Per [2 CFR § 200.462](#), costs you incur for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

List items you have not included in other previous categories or in the indirect cost pool. “Other” project-specific costs may include fees for promotion, acquisition, rights, evaluation and assessment, and accessibility accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). “Miscellaneous” and “contingency” are not acceptable budget categories.

Per [2 CFR § 200.432](#), allowable conference costs include speakers’ fees, costs of meals and refreshments, and other incidental items. You must exercise discretion and judgment to ensure that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award.

Food and/or meals are only allowable when vendors are unavailable during the scheduled program. You may not use federal funds for meals/food/refreshments at receptions or “networking” events. If participants will receive complimentary meals or refreshments during meetings, conferences, training, or other events while on NEH-supported travel, you must reduce the per diem you charge to award accordingly. Per [2 CFR § 200.423](#), you may not use federal funds for alcoholic beverages.

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

Indirect costs are costs that your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

You do not have to claim indirect costs, but if you do, calculate the amount you may request by multiplying the applicable indirect cost rate by the distribution base, which is typically the project's modified total direct costs (MTDC).

Per [2 CFR § 200.1](#), MTDC are 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 subaward). **MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.**

Review your institution's negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates, such as "research," "instruction," and "other sponsored activities." An institution's "research" rate is not the appropriate rate for inclusion in NEH project budgets, except in rare cases, since it is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in [2 CFR § 200.414\(c\)\(1\)](#), NEH must use the negotiated rate(s) that are in effect at the time it issues your award and will not adjust the rate(s) throughout the life of your award. NEH will not adjust your award amount as a result of changes to your negotiated rates.

If an educational institution does not have a negotiated rate with the federal government when NEH issues an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), but has a provisional rate, NEH must use the provisional rate until a final cost is negotiated and approved by the cognizant agency, except as provided in [2 CFR § 200.414](#). If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, NEH may disallow indirect costs.

If your organization does not have a federally negotiated indirect cost rate, you may:

- submit an indirect cost proposal to your cognizant federal agency to negotiate a rate within three months of your award's period of performance start date; or
- charge a de minimis rate of 10% applicable to MTDC (see [2 CFR § 200.414\(f\)](#))

If you choose one of these options, indicate this under [Indirect Cost Type](#). If you do not choose either of the above options, you may only charge costs that are allocable, allowable, and reasonable to the award.

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 8: Federally negotiated indirect cost rate agreement](#), when applicable.

Indirect Cost Type

Enter the type of indirect cost rate (e.g., "other sponsored activities," "all programs," "instruction," "10% de minimis," etc.) and base (e.g., "MTDC," "salaries," "salaries & fringe," etc.) and whether the activity and rate are on- or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries (for example, if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement with your cognizant agency, but intend to negotiate one, write "None-will negotiate." If needed, provide additional detail in your [budget justification](#).

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency (or the 10% de minimis rate) as a number without special characters (i.e., 32.5).

Indirect Cost Base (\$)

Enter the base for each indirect cost type. Describe any exclusions in your [budget justification](#). If applicable, refer to your federally negotiated indirect cost rate agreement to determine how to calculate the indirect cost base.

Funds Requested (\$)

Enter the funds you are requesting for each indirect cost type.

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

Enter the name of your cognizant federal agency and a point of contact, if applicable.

I. Total Direct and Indirect Costs

The form will calculate total project costs.

J. Fee

Leave this field blank.

K. Total Costs and Fee

The form will calculate this field, which will be the same amount as [I. Total Direct and Indirect Costs](#).

L. Budget Justification

You must provide a budget justification to support your project. Specifically describe how each item supports your proposed objectives, detail how you calculated costs, and provide supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

If you are providing voluntary cost share, you may describe it in the budget justification to contextualize the project as a whole. Do not include voluntary cost share on the Research and Related Budget form.

If you are requesting federal matching funds, identify which activities your required cost share will support, and the expected source(s) of funding. Refer to the [NEH Federal Matching Funds Guidelines](#) to learn about which third party-non-federal gifts you can use for matching purposes.

Your requested federal matching funds and required cost share should correspond with the amounts on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields, respectively.

Save the document as a PDF named justification.pdf. Attach only one file to the Research and Related Budget form. Do not use your budget justification to expand your narrative.

A. Senior/Key Person

Detail the salary and wages you will pay to each Senior/Key Person. Provide their names and briefly describe their roles in and suitability to the project. Identify the fringe benefit rate and explain the base for each person. If your organization follows an academic calendar, explain any differences in compensation between academic and summer months.

B. Other Personnel

List names (if known), roles, months, and requested salary and fringe benefits for other personnel, including post-doctoral associates, graduate students, undergraduate students, and secretarial/clerical personnel.

If your budget includes secretarial/clerical personnel, describe how they meet the four conditions for inclusion as a direct cost.

C. Equipment Description

Detail the number and unit cost for each item and explain how you determined these figures. Provide vendor quotes or price lists, if applicable.

D. Travel

For each trip, provide the name of the traveler (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other associated expenses. Explain how you determined these figures. You must justify each trip separately, with the exception of recurring local trips, which you may group together.

For local travel, include the mileage rate, number of miles, reason for travel, and staff members completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. You must use the lowest available commercial fares for coach or equivalent accommodations. **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

E. Participant/Trainee Support Costs

Describe how you calculated participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

F. Other Direct Costs

1. Materials and Supplies

Indicate general categories (e.g., personal computers, digital cameras, archival supplies). Provide a total for each category. Itemize categories totaling \$1,000 or more and provide vendor quotes or price lists, if applicable.

2. Publication Costs

Indicate print runs and justify costs, including vendor quotes, if applicable.

3. Consultant Services

Identify each consultant, describe the services they will perform, specify the number of days of service, outline travel costs, and provide total costs. If applicable, include consultants' proposals.

4. Automated Data Processing (ADP)/Computer Services

Itemize the cost for each service and include established service rates, if applicable.

5. Subawards/Consortium/Contractual Costs

List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe its role in the project, the activities it will carry out, and the associated costs. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract).

For each contractor, itemize costs using the same categories as the Research and Related Budget and provide relevant supporting documents.

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 7: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

Identify and justify each rental fee. Provide relevant supporting documentation.

7. Alterations and Renovations:

Do not include costs for alterations and renovations. Per [2 CFR § 200.462](#), costs you incur for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8. Other Costs

Itemize, describe, and justify any other direct costs. Include supporting documentation. “Miscellaneous” and “contingency” are not acceptable budget categories.

H. Indirect Costs

If you include indirect costs in your project budget, identify the rate(s), explain the base(s), and describe any exclusions.

Application Components

SF-424 Application for Federal Assistance – Short Organizational

This form requests basic information about your institution, the proposed project, and key contacts. Items 1, 2, and 4 will be automatically filled in; leave item 3 blank.

5. Applicant Information

a-d. Provide your organization’s legal name, address, and web address. Select the applicant type that best describes your organization from the drop-down menu.

e-f. Provide your organization’s employer/taxpayer identification number (EIN/TIN), and Unique Entity Identifier assigned by the [System for Award Management](#). If you do not know your identifier, contact your grant administrator or chief financial officer. See [D3. Unique Entity Identifier and System for Award Management](#).

g. Provide your [congressional district](#) with your two-character state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter “AL-005.” If your institution is in a state or U.S. jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.”

6. Project Information

a. Provide your project's title. It should be brief (no more than 125 characters, including spaces), descriptive of the project, and easily understood by the general public. If NEH funds your project, the agency may retitle your project for clarity in internal and external communications, including the public announcement of awards. Regardless, you may use your preferred title when carrying out the project.

b. Provide a brief description of your project (no more than one thousand characters, including spaces). You should write the description for a nonspecialist audience, clearly stating the importance of the proposed work and its relation to larger issues in the humanities.

c. State your project's period of performance start and end dates. Your project must start on the first day of a month and end on the last day of a month. See [B2. Summary of Funding](#) for allowable periods of performance.

7. Project Director

Provide the project director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. You must notify the NEH Office of Grant Management immediately if you need to change project directors.

If the project director is not employed by the applicant organization, you must have a formal written agreement with the project director that specifies an official relationship between the parties even if the relationship does not involve a salary or other form of remuneration.

8. Primary Contact/Grant Administrator

Provide the name, title, and contact information for the official responsible for the administration of the award (e.g., negotiating the budget and ensuring compliance with the terms and conditions of the award).

As a matter of NEH policy, the project director and primary contact/grant administrator must not be the same person.

The grant administrator (also called the "institutional grant administrator") functions as the representative of the recipient organization. This individual should have authority to act on the organization's behalf in matters related to the administration of the award. The institutional grant administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions to the period of performance, and changes in key personnel.

NEH will address official correspondence (for example, the offer letter or Notice of Action) to the institutional grant administrator and copy the project director.

9. Authorized Representative

Provide the name, title, and 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 institution's president, vice president, executive director, board chair, provost, or chancellor. The institution's Grants.gov E-Business Point of Contact must designate the AOR. See the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

Select the project director's major field of study from the drop-down menu.

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

- Under "Outright Funds," enter the amount of outright funds you are requesting.
- Under "Federal Match," enter the amount of federal matching funds you are requesting.
- Under "Cost Sharing," enter the required cost share you will provide to release the federal matching funds (dollar-for-dollar). Do not include voluntary cost share.

Learn more about the [types of funding NEH offers](#).

4. Application Information

Indicate whether you or others will submit complementary proposals to other NEH programs, government agencies, or private entities. If so, specify when and to whom. NEH will not consider this information when evaluating the merits of your proposal. See [C3. Other Eligibility Information](#) for restrictions regarding overlapping costs.

For type of application, check "new."

Select the project's primary discipline from the drop-down menu. If applicable, select the project's secondary and tertiary disciplines.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where you will conduct project activities during the period of performance.

Enter [congressional districts](#) using the two-letter state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter "AL-005." If your institution is in a state or U.S. jurisdiction that does not have districts, enter "000" in place of the district number. If your institution is outside the U.S., enter "00-000."

The form has space for 300 sites. If your project includes additional locations, list them in a separate document. Save the document as a PDF named additionallocations.pdf and attach it under "Additional Locations."

Certification Regarding Lobbying (conditionally required)

If you request more than \$100,000, you must submit the Certification Regarding Lobbying. Add this form to your application package in Grants.gov and it will autofill based upon information provided on the [SF-424 Application for Federal Assistance - Short Organizational](#).

Standard Form-LLL, “Disclosure of Lobbying Activities” (conditionally required)

If you have or will use non-federal funds for lobbying, you must submit Standard Form-LLL, “Disclosure of Lobbying Activities.” Add this form to your application package in Grants.gov. See [2 CFR § 200.450](#).

Attachments Form

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (e.g., Word, Excel, images) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. You must ensure that each attachment is within the page limit, if applicable.

Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features (or “flatten” these files) before uploading to Grants.gov.

Consult the [Application Components Table](#) to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if file names are more than 50 characters; if you use the same name for multiple files; or if file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly. You must ensure that you have formatted, attached, and submitted all required components correctly. If you have not, NEH may reject your application as incomplete or nonresponsive.

Learn about [Adobe software compatibility with Grants.gov](#) and ensure that you can use your version of Adobe Acrobat Reader to download, complete, and submit your application.

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#).

Applicants that have not been previously funded in this program must limit the narrative to ten pages.

Prior Landmarks award recipients must limit the narrative to twelve pages.

All applicants must use one-inch margins and a font size no smaller than 11-point.

Name the file narrative.pdf.

Attachment 2: Work plan (required)

- Describe the activities or steps that your project team will use during the period of performance to achieve each of the proposed objectives.

- Provide a timeline that addresses planning and design meetings, the distribution of responsibilities across the project team, collaboration with staff at sites (i.e., memorial sites, museums, etc.), communication with presenters, arrangements for housing and transportation, and other key components of running the project.
- If you will issue funds as subawards or contracts, describe how your organization will ensure that third parties properly document use of funds.

Your work plan should reflect major activities described in your narrative, including the NEH required project dates provided below, [SF-424 Application for Federal Assistance - Short Organizational](#) and the [Research and Related Budget](#).

Your work plan should include the following NEH required dates:

October 2023: Notice of Action issued, required project team meeting in Washington, D.C., with NEH

December 2023: project websites go live, participant applications open

February 2024: required virtual project team meeting with NEH

March 2024: participant application deadline, review of applications and selection of participants

April 2024: selected applicants are notified; participants have two-weeks to accept or decline

June 2024: Participant Selection Report to be submitted to NEH

April 2025: final reports to be submitted to NEH

Name the file workplan.pdf.

Attachment 3: Program schedule and detailed reading list (required)

Provide a detailed schedule for the sessions that includes:

- a daily sequence for activities such as when and how each day will begin and/or end
- the places participants will visit (including anticipated travel time for residential programs)
- the resources, readings, and other materials participants are likely to use
- the speakers that participants will work with and the topic(s) for their presentations
- small and large group discussion activities
- opportunities for participants to reflect on their experiences
- sessions for participants to develop education materials
- any other project activities such as meals and breaks

Each session of a Landmarks workshop must include five to seven days of activity. Workshops that include online activities can include asynchronous and synchronous sessions.

Provide a reading list that includes texts and other materials participants will work with during the project. The list may include books, articles, primary sources, films, videos, and other materials. Indicate if you will require participants to complete any readings before the start of their session.

Name the file schedule.pdf.

Attachment 4: Biographies and résumés (required)

Include a curriculum vitae or résumé (suggested length of two pages per person) for the following members of the project team:

- project director
- co-director(s), if relevant
- replacement director
- education specialist, if relevant
- key presenters
- other project personnel

Name the file biographies.pdf.

Attachment 5: Letters of commitment (required)

- from the project faculty, (other than the project director), the potential replacement director(s), and the education specialist(s), where required.
- from relevant leadership at the host institution (i.e., president, provost, dean, executive director, etc.), confirming the institution's commitment to the project and ensuring that relevant offices will provide timely and effective support.
- from invited presenters, site-based collaborators, and other consultants scheduled to participate in the workshop.

Elected government officials, NEH staff, and current members of NEH's [National Council on the Humanities](#) may not serve as letter writers.

Name the file letters.pdf.

Attachment 6: Program evaluations (Required for prior recipients)

Include all participant evaluations from the most recent iteration of your Landmarks project. Evaluations cannot be edited or submitted in a format that replaces the original evaluations received from past program participants.

Name the file evaluations.pdf.

Attachment 7: Subrecipient budget(s) (conditionally required)

If your project includes subawards, you must provide a separate Research and Related Budget and budget justification for each subrecipient.

Download a [fillable PDF of the Research and Related Budget form](#) from the NEH website for each subrecipient. You must open and complete this form in Adobe Reader 8.0 or higher rather than in your web browser.

Prepare a budget and budget justification for each subrecipient using the [same instructions](#) in this notice, with a few exceptions:

- Enter the subrecipient's Unique Entity Identifier, organization name, and period of performance start and end date (these fields will not prepopulate).
- For "budget type," check "Subaward/Consortium."

If your subrecipients have a federally negotiated indirect cost rate, you must honor it. If they do not have a federally negotiated indirect cost rate, they may negotiate a rate with you consistent with [2 CFR § 200.414](#) or they may use the de minimis rate.

Rather than attaching related documents (budget justification, additional personnel, additional equipment) to the form itself, you will separately convert each document into a PDF and combine all subrecipients' budget forms and related documents into a single document. Do not attach portfolios containing multiple PDFs. Name the file subrecipient.pdf.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features ("flatten" these files) before merging them into a single PDF and uploading it to the [Attachments Form](#).

Name the file subrecipient.pdf.

Attachment 8: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, provide a copy of the agreement. If applicable, provide the indirect cost rate agreements for subrecipients claiming indirect costs. If you and your subrecipients are requesting the de minimis rate, you do not need to submit this attachment.

Name the file agreement.pdf.

Attachment 9: Explanation of delinquent federal debt (conditionally required)

If your organization is delinquent in the repayment of any federal debt, explain why. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, if applicable, and that you are current on all payments due. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

Before submitting its application, your organization must register with the [System for Award Management \(SAM\)](#) and [Grants.gov](#). [Learn more about this multistep process](#).

NEH encourages organizations with SAM registrations to check the validation of their UEI well in advance of the deadline to ensure that they are accurate, current, and active. Due to the recent transition from D-U-N-S® numbers to Unique Entity Identifiers in April 2022, the Federal Service Desk is currently experiencing delays with UEIs requiring validation. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

You should allow several weeks to register with SAM and Grants.gov. NEH will not waive the online submission requirement or extend the application deadline to allow additional time for you to complete registration with SAM or Grants.gov.

Login.gov

If you have not already done so, you must create a [Login.gov](#) user account to register and log in to SAM and Grants.gov. Login.gov is a secure sign in service used by the public to sign in to participating government agencies. [Create and link your account now.](#)

System for Award Management (SAM)

Your organization must register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration with current information at all times during which you have an active federal award or an application under consideration by a federal agency. See [2 CFR § 25.110](#) for exceptions. SAM will assign your organization a [Unique Entity Identifier](#).

When registering or renewing in SAM, the system will prompt you to review and agree to certain financial assistance certifications and representations, as required by [2 CFR § 200.209](#).

If your SAM registration is not active and current at the time an award is made, NEH may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

[Check the status of your SAM.gov registration.](#)

Grants.gov

Your organization must register with [Grants.gov](#) using your Login.gov credentials before submitting an application. You must submit your application using [Grants.gov Workspace](#) or a Grants.gov system-to-system solution. Workspace is a shared, online environment where team members may simultaneously access and edit forms within a grant application.

After you register and create an [Organizational Applicant Profile](#), Grants.gov will email your E-Business Point of Contact to assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR), who will give you permission to complete and submit applications on behalf of your organization.

If you have previously registered with Grants.gov, confirm that your registration is still active and that your authorized organization representative (AOR) is current.

Consult the [Grants.gov Online User Guide](#) if you have questions. Grants.gov maintains [a library of instructional videos](#) which may be helpful as you prepare your application.

4. Submission Dates and Times

Drafts

Program officers will review draft application materials submitted by December 15, 2022, at 11:59 p.m. Eastern Time. Program officers will not review late drafts.

You can submit a draft of any component of the application (i.e., narrative, schedule, work plan) or schedule a call to speak with NEH staff. You are not required to submit a draft of the entire application to receive feedback from NEH staff.

This optional draft review or call is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found them useful to strengthen their applications. If you choose to submit a draft of your narrative, schedule, workplan, or other project components send it as an attachment to landmarks@neh.gov.

Applications

The deadline for applications under this notice is February 1, 2023, at 11:59 p.m. Eastern Time.

Applications must be complete, comply with length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your Grants.gov application status](#).

When NEH receives your application, the agency will assign it a tracking number beginning with BH-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS Reach, NEH's electronic grants management system, will reject your application and notify you by email. eGMS Reach cannot detect other errors such as missing components or excess pages.

NEH recommends you submit your application 48 hours prior to the deadline so that you have time to correct any technical errors eGMS Reach has notified you of or that you have discovered. It is your responsibility to correct any errors prior to the deadline.

NEH will not comment on the status of your application except regarding matters of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

6. Funding Restrictions

You may not use awards under this notice for the following purposes:

- projects that center on pedagogical theories or strategies, or on research on educational methods, tests, or measurements
- teaching of basic foreign language skills
- replacement teachers or compensation for faculty members performing their regular duties
- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment
- meals for participants, unless vendors are inaccessible during the scheduled program, such as during a field trip at a remote location

- meals/food/refreshments at receptions or “networking” events
- commercial, for-profit, or proprietary textbook research or revision
- tuition fees for participants or student assistants
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

See [2 CFR 200 Subpart E - Cost Principles](#) for other unallowable costs.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications under this notice:

1. Intellectual significance of the proposed topic and landmark(s) (aligns with narrative section [Intellectual content and significance](#))

- What is the intellectual significance of the topic(s) and the chosen landmark(s) to humanities education?
- To what extent do the primary documents, texts, digital and place-based tools, multimedia resources, and other materials illuminate the subject under study?

Previously offered projects:

- To what extent does the application explain how the project will use new or additional tools, resources, or approaches to deepen participants’ humanistic engagement with the topic(s) and landmark(s)?

2. Curriculum relevance and application (aligns with narrative section [Curriculum relevance and application](#))

- How well aligned is the project with curricula or professional responsibilities in the humanities?
- To what extent are the experiences, pedagogical approaches, and other methodologies likely to enhance place-based experiential teaching and learning in the humanities?

Previously offered projects:

- To what extent does the application discuss how feedback provided by past participants through the required evaluations informed revisions to curricular development and teaching application activities?”(aligns with narrative section [Curriculum relevance and application](#))

3. Program of study (aligns with narrative section [Program of study](#))

- To what extent is the program well-structured and coherent?
- How well do the sessions integrate concepts, content, themes, and skills with the sites and experiential learning opportunities to enhance humanities education?

Previously offered projects:

- Do proposed changes strengthen project structure and coherence, project recruitment and dissemination, and/or improve thematic presentation? (aligns with narrative section [Program of study](#))

4. Project team (aligns with narrative section [Project team and participation](#))

- To what extent does/do the project director(s) and additional project faculty and staff demonstrate the capacity to manage the organizational and scholarly demands of the project?
- How well does/do the project director(s) and additional project faculty and staff provide for diverse perspectives and approaches to humanities scholarship and teaching?

Previously offered projects:

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

5. Project recruitment and dissemination (aligns with narrative section [Project recruitment impact and dissemination](#))

- How clear are the plans for website design and maintenance, as well as program recruitment and publicity?
- How clearly does the dissemination plan define the audience(s) beyond the participant group and outline a suitable plan to reach them?

Previously offered projects:

- To what extent will the dissemination of project outcomes extend beyond previously engaged approaches and draw upon new outlets to reach new audiences?

6. Institutional context (aligns with narrative section [Institutional context](#))

- To what extent does the host institution demonstrate capacity to support academic pursuits and place-based activities in line with stated project objectives?
- To what extent does the host institution demonstrate capacity to address the learning, housing, transportation, and dining needs of a diverse group of participants?

7. Budget (aligns with the [Budget](#) and [Budget justification](#))

- To what extent are the project costs appropriate and reasonable for the proposed personnel and activities?

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all applications that pass this initial screening.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the activities that the program supports. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

NEH program officers supplement the peer reviewers' comments to address matters of fact or significant points that the peer reviewers have overlooked. They then make funding recommendations to the [National Council on the Humanities](#). The National Council meets at least twice each year to review applications and advise the NEH Chair. By law, the Chair has the sole authority to make final funding decisions.

Following NEH's public [announcement of funded projects](#), you may request copies of the peer reviewers' evaluations of your proposal by contacting landmarks@neh.gov.

[Learn more about the NEH review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

Following the Chair's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; analyze the project budget; assess the applicant's management systems; confirm the applicant's continued eligibility; and evaluate compliance with [public policy requirements](#).

OGM may request that you submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or undertake certain activities (such as negotiating an indirect cost rate) in anticipation of an award. Such requests do not guarantee that NEH will make an award.

After completing its risk assessment, NEH will determine whether making an award would be consistent with the agency's risk management policy, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to make awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award ([2 CFR § 200.206](#)).

NEH's award decisions are discretionary and are not appealable to any federal official or board.

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in August 2023. This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If your application is selected for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in September 2023.

2. Administrative and National Policy Requirements

Each award is subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

By submitting an application, you certify that neither your institution nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

You must comply with [2 CFR §§ 180.335](#) and [.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

If you cannot attest to the statements in this certification, explain why not in [Attachment 9: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH strives to make the products of its awards available to the broadest possible audience. NEH's goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of award products. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

You must comply with [Section 504 of the Rehabilitation Act of 1973](#), which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#).

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire 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. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in [Humanities](#) magazine or on its website.

Acknowledging NEH support

Materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.

Subrecipient Monitoring Requirements

Per [2 CFR § 25.300](#), you may only issue subawards with federal funds to organizations that have obtained and provided their Unique Entity Identifier. Subrecipients are not required to complete registration with the [System for Award Management \(SAM\)](#) to obtain a Unique Entity Identifier. See [D3. Unique Entity Identifier and System for Award Management](#).

You must monitor your subrecipients to ensure that they use their subawards for authorized purposes; comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and achieve their performance goals. You must ensure that your subrecipients track, appropriately use, and report program income generated by the subaward. See [2 CFR § 200.332](#) for information that must be included in subaward agreements.

Program income

If your NEH-supported activities generate income during the period of performance, you must use it for additional approved project-related activities. See [2 CFR § 200.307](#) for income that you generate after the period of performance.

Principles of Civility for Professional Development Programs

NEH expects you to encourage an ethos of openness and respect and to uphold the basic norms of civil discourse. Review the [Principles of Civility for Professional Development Programs](#).

Eliminate waste, fraud, and abuse

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

Termination

NEH reserves the right to terminate awards consistent with [2 CFR § 200.340](#).

3. Reporting

If you receive an award, you must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. NEH will provide further information in the Notice of Action.

1. **Federal Financial Report(s).** You must submit the Federal Financial Report (SF-425) annually.
2. **Performance Progress Report(s).** You must submit a performance progress report annually.
3. **Final Reports.** You must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives and accomplishments; barriers encountered; and your overall experiences during the period of performance. Complete and unedited participant evaluations must be included as a separate attachment with the final performance report.
4. **Participant Selection Report.** Recipients must submit a report detailing the selection of participants for the Landmarks project by June 2024.

Learn more about [performance reporting requirements](#) and [financial reporting requirements](#).

G. Agency Contacts

If you have questions about the program, contact:

Division of Education Programs
National Endowment for the Humanities

400 Seventh Street, SW
Washington, DC 20506
landmarks@neh.gov

If you have questions about administrative requirements or allowable costs, contact:

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8494
grantmanagement@neh.gov

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 7-1-1.

If you have questions about registering or renewing your registration with login.gov or SAM.gov, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

[Federal Service Desk](#)

U.S. calls: 866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov Applicant Support at:

[Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726
International Calls: +1-606-545-5035
support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice (“SORN”) published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

Application completion time

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

You may 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. 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. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.