



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: American Rescue Plan: Humanities Grantmaking

Funding Opportunity Number: 20210513-ARPG

Funding Opportunity Type: New

Federal Assistance Listing Numbers: 45.160, 45.164

Application Deadline: May 13, 2021

Ensure your SAM.gov and Grants.gov registrations and passwords are current.
NEH will not grant deadline extensions for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to 1 month to complete.

Email: ARPgrantmaking@neh.gov
Federal Relay: 800-877-8399

OMB control number 3136-0134, expiration date June 30, 2021

Executive Summary

The National Endowment for the Humanities (NEH) is accepting applications for the American Rescue Plan: Humanities Grantmaking program. The purpose of this emergency relief program is to fund grantmaking programs to assist those working in the humanities who have been adversely affected by the coronavirus pandemic and require support to restore and sustain their core activities. This Notice of Funding Opportunity is directed at grantmaking organizations that support small and mid-size humanities organizations or individuals who work in the humanities. Applicants may propose to expand existing grantmaking programs or establish a new grantmaking program.

Funding Opportunity Title:	American Rescue Plan: Humanities Grantmaking
Funding Opportunity Number:	20210513-ARPG
Federal Assistance Listing Numbers:	45.160, 45.164
Application Deadline:	May 13, 2021, 11:59 p.m. Eastern Time
Anticipated Announcement:	September 2021
Anticipated Funding:	Approximately \$40,000,000
Estimated Number and Type of Awards:	Approximately 15-20 grants
Award Amounts:	Up to \$2,000,000 for grantmaking programs for individuals Up to \$5,000,000 for grantmaking programs for organizations See B. Federal Award Information .
Cost Sharing/Match Required:	No
Period of Performance:	The period of performance is two years. Projects must start either September 1, 2021 or October 1, 2021.
Eligible Applicants:	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, and federally recognized Native American tribal governments. See C. Eligibility Information .
Program Resource Page:	https://www.neh.gov/program/american-rescue-plan-humanities-grantmaking
Technical Assistance:	Program will host a pre-application webinar April 20, 2021, 2:00 p.m. Eastern Time. Frequently Asked Questions are available on the program resource page and will be updated periodically during the application period.

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A. Program Description

1. Purpose

The American Rescue Plan Act of 2021 recognizes that the humanities sector is an essential component of economic and civic life in the United States. The Act appropriated supplemental funding to NEH to provide financial support to organizations and individuals working in the humanities that have been adversely affected by the coronavirus pandemic and require support to restore and sustain their core activities. In keeping with Congress's intent in enacting the American Rescue Plan, proposals under this notice should help humanities organizations and professionals to “prevent, prepare for, respond to, and recover from the coronavirus.”

The American Rescue Plan: Humanities Grantmaking program invites applications from experienced grantmaking organizations to administer competitive grantmaking programs to provide subawards at a national or regional (i.e., multi-state) level to humanities organizations or individuals who work in the humanities. See [C. Eligibility Information](#).

Applicants may propose to create a new grantmaking program or to expand or adapt an existing program. The program may be for *either* organizations *or* for individuals, but not for both. The proposed grantmaking program may include multiple tracks for applicants (e.g., for junior scholars and senior scholars; for museums and archives). NEH especially encourages applications for grantmaking programs that promote diversity, equity, and inclusion in the humanities.

Allowable costs include, but are not limited to:

- competitive subawards to organizations or individuals
- personnel costs (salaries and fringe benefits) for individuals employed by the applicant and dedicated to managing the proposed grantmaking program
- compensation for selection committee members
- supplies and materials necessary to manage proposed grantmaking program

Management and administrative (M&A) costs may not exceed 10% of your budget. You may request pre-award costs incurred no more than ninety days before the period of performance. Applicants incur pre-award expenditures at their own risk, and a recipient's authority to approve such costs does not impose an obligation on NEH in the event an award is not made or is made for an amount that is less than the recipient anticipated. All other project activities and expenditures of project funds must occur during the period of performance.

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

See [E1. Review Criteria](#) for review criteria.

Grantmaking programs for organizations

Grantmaking programs for organizations provide subawards designed to alleviate the impact of the coronavirus pandemic at small and mid-size humanities organizations across the nation or a multi-state region.

Examples of grantmaking programs for organizations include, but are not limited to:

- subawards to archives, museums, libraries, and/or historical societies affected by the pandemic to continue their core functions and activities to facilitate research, preservation, curatorial work, or public programming

- subawards for humanities centers at institutions of higher education whose budgets have been depleted by pandemic savings measures
- subawards for K-12- home schooling groups or organizations, and accredited K-12 nonprofit online instructional schools to develop and distribute supplemental curricula and teaching materials on humanities topics
- subawards for humanities organizations with declining membership or subscription revenue to conduct virtual events such as workshops and lecture series
- subawards for historic sites and local humanities institutions to create programming conducted online or with other appropriate safety measures in order to retain, reengage, and grow their audiences.

NEH especially encourages applications from organizations proposing grantmaking programs directed at increasing equity and inclusion or grantmaking programs directed at underserved and minority-serving institutions and organizations.

See [C3. Other Eligibility Information](#) for subrecipient eligibility and [D6. Funding Restrictions](#) for unallowable costs for subrecipients.

Grantmaking programs for individuals

Grantmaking programs for individuals must seek to alleviate the impact of the coronavirus pandemic by supporting unemployed or underemployed humanities professionals to pursue humanities activities of excellence that serve American scholarly and public audiences.

For the purpose of grantmaking programs for individuals, “humanities professionals” are individuals who possess formal education or training in a discipline of the humanities as described in the [National Foundation on the Arts and the Humanities Act Of 1965](#).

Grantmaking programs for individuals must be structured as monthly stipends for individuals to pursue a specific humanities project. NEH encourages applications that seek to support humanities professionals within the academy as well as beyond the academy, including curators, librarians, archivists, digital humanists, public historians, conservators, and documentary filmmakers, among others.

Examples of grantmaking programs for individuals include, but are not limited to:

- fellowships to engage in humanities activities such as conducting research; developing supplemental educational curricula for online or in-person learning; creating a digital humanities product; producing a documentary film; or designing and presenting public programming.
- residency programs for junior scholars and emerging humanities professionals at institutions of higher education and cultural organizations to engage in activities such as teaching, research, curatorial work, and collections care.
- awards to support training and/or other professional development for unemployed or underemployed professionals in the humanities.

You must define the term “underemployed” for the purposes of your proposed grantmaking program within your [narrative](#), and individual subrecipients must self-certify that they meet established criteria at the time of application. You must terminate and wrap up activities for any individual who becomes fully employed during the stipend period.

See [C3. Other Eligibility Information](#) for subrecipient eligibility and [D6. Funding Restrictions](#) for unallowable costs for subrecipients.

Program requirements: application and review process

NEH requires that grantmaking programs proposed under this notice comply with the following requirements.

- Beyond the [subrecipient eligibility requirements](#) outlined in this notice, applicants may impose limiting eligibility based on the specific design of their grantmaking program (e.g. geography, institution type).
- Recipients must give equal consideration to all eligible applicants; they may not restrict eligibility or give preference to members of a certain organization, consortium, or network.
- Recipients must not accept applications from individuals who are their own officers, employees, or members of the board of trustees or advisers until at least one year has elapsed since the person's last service in such a position. The same restriction applies to officers, employees, and board members of parent organizations or subsidiary organizations.
- Recipients must not require an administrative or application fee.
- Recipients must publicize the availability of the NEH funded program, award amounts, and application procedures clearly and effectively, so that all potential applicants can learn of the opportunity. Publicity materials should include an explicit reference to the National Endowment for the Humanities and the American Rescue Plan Act of 2021. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.
- Recipients must ensure applicants address how they have been adversely impacted by the pandemic in their applications, consistent with the purposes of the American Rescue Plan.
- Recipients must ensure the fair and informed selection of subrecipients by relying on the recommendations of an external committee composed of qualified individuals drawn from outside the organization's staff and governing bodies. The committee must convene virtually and must consist of at least three persons. Recipients may only make subawards with NEH funds to applicants recommended by this external selection committee.
- Recipients must avoid real or perceived conflicts of interest in the composition of the selection committee and its deliberations. Staff, officers, board members, and trustees of the recipient organization may not serve as pre-screening evaluators or voting members on committees that review applications for this program other than for issues of completeness, responsiveness, and eligibility. The same restrictions apply to staff, officers, and trustees of parent organizations. Persons holding individual memberships at an organization should not constitute a majority on that organization's selection committee.
- The recipient's period of performance must begin either September 1, 2021 or October 1, 2021. The application deadline for the proposed grantmaking program should occur before December 31, 2021. Selection of subrecipients must occur before March 1, 2022 so that their period of performance can begin as early as April 1, 2022. The maximum period of performance for subawards is one year.

2. Background

This program is authorized by [20 U.S.C. §956, et seq.](#), the [American Rescue Plan Act of 2021, Public Law No: 117-2](#), and the [CARES Act \(Public Law 116-136\)](#). 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 \(for grants and cooperative agreements issued December 26, 2014 or later\)](#).

According to 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.”

Examples of NEH-funded projects may be found using the [Funded Projects Query Form](#).

[Learn more about NEH](#).

NEH Areas of Interest

While all applications will be given equal consideration in accordance with the [review criteria](#), NEH is especially interested in supporting projects that advance humanities-related work in the following areas:

A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary

The task of building a more perfect Union rooted in the ideal of human equality falls to every generation of Americans, ours no less than our predecessors. The basic goals of life, liberty, and the pursuit of happiness endure over time, even as the challenges change: from founding a nation out of colonies; to dismantling the institution of slavery; to prevailing through times of economic depression and war; to advancing civil rights for all; to strengthening our democratic institutions; to building a more inclusive and sustainable society.

NEH’s [A More Perfect Union](#) initiative encourages projects that explore, reflect on, and tell the stories of our quest for a more just, inclusive, and sustainable society throughout our history. NEH especially welcomes projects that bring the perspective of the humanities to questions of racial justice, gender equality, the evolution of the American landscape, as well as America’s place in the world. Projects that strengthen Americans’ knowledge of our principles of constitutional governance and democracy are strongly encouraged, as are projects that address the experiences of Native Americans and other under-represented communities. In addition, NEH welcomes projects that develop innovative approaches to sustaining the nation’s humanities infrastructure and preserving its historical record.

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

You may request up to \$2,000,000 for a grantmaking program for individuals or up to \$5,000,000 for a grantmaking program for organizations.

Successful applicants will be awarded outright funds.

The period of performance is two years with a start date of either September 1, 2021 or October 1, 2021.

NEH expects that approximately \$40,000,000 will be available to fund approximately 15-20 recipients.

C. Eligibility Information

1. Eligible Applicants

To be eligible under this notice, applicants must:

- 1.) be either a U.S. nonprofit organization with 501(c)(3) tax-exempt status or federally recognized Native American tribal government; and
- 2.) currently administer a competitive grantmaking program to organizations or individuals in the humanities.

Accredited public and 501(c)(3) institutions of higher education, units of state and local government, and individuals are not eligible to apply, but are eligible as subrecipients.

The [56 state and jurisdictional humanities councils and interim partners](#) are not eligible to apply under this notice and are not eligible as subrecipients.

Foreign and for-profit entities are not eligible to apply under this notice and are not eligible as subrecipients.

See [C3. Other Eligibility Information](#) for subrecipient eligibility.

2. Cost Sharing

Cost sharing is not required in this program.

Cost sharing or matching is the portion of the project costs not paid by NEH funds. Cost sharing will not be considered in the evaluation of applications.

3. Other Eligibility Information

An applicant may not submit multiple applications under this notice. For purposes of eligibility, NEH will consider parent organizations and their subordinates to be a single entity.

If for any reason an application is submitted more than once before the deadline (including submitting to the wrong funding opportunity or making corrections/updates), NEH will only accept your **last** validated submission, under the correct Grants.gov funding opportunity, prior to the deadline as the final and only acceptable application.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs. However, applicants may seek funding from other NEH programs for **complementary** aspects of the same overall project.

An applicant whose project has received a prior award from NEH may request support for a new or subsequent stage of that project. Such proposals will be judged by the same criteria as others in the current competition.

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal

entity's own authorized activities. This does not preclude applicants from using funds from, or sites and materials controlled by, other federal entities in their projects.

NEH does not provide financial assistance to foreign institutions or organizations. Nevertheless, otherwise eligible American institutions may apply for collaborative projects involving U.S. and foreign organizations provided they do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §200.1](#) and [2 CFR §200.331\(a\)](#). This limitation does not preclude American institutions from obtaining the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in [2 CFR §200.459](#); it also does not preclude vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

Applications must be received by the deadline. Late, incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications that exceed specified page limits will not be reviewed. See the [Application Components Table](#).

Subrecipient eligibility

In addition to the subrecipient eligibility requirements in this notice, applicants may impose limiting subrecipient eligibility based on the specific design of their program (e.g. geography, institution type).

See [D6. Funding Restrictions](#) for information on unallowable costs and [F2. Administrative and National Policy Requirements](#) for information on issuing subawards and subrecipient monitoring.

Grantmaking programs for organizations

Grantmaking programs for organizations must limit eligibility to U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public and 501(c)(3) institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.

For eligible American organizations located overseas, subawards cannot be used to support non-U.S. citizens.

Foreign and for-profit entities are not eligible as subrecipients.

Subrecipients must have a record of achievement in the humanities. Organizations and institutions proposing to engage in activities outside the humanities (e.g., the creation or performance of art), are not eligible to be subrecipients under this notice.

Organizations that received American Rescue Plan funds directly from NEH (through the American Rescue Plan: Humanities Organizations program) are not eligible to be subrecipients under this notice.

The [56 state and jurisdictional humanities councils and interim partners](#) are not eligible subrecipients under this notice.

Grantmaking programs for individuals

Grantmaking programs for individuals must limit eligibility to U.S. citizens, whether they reside inside or outside the United States, or foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline. Foreign nationals who take up permanent residence outside the United States any time between the

application deadline and the end of their period of performance will forfeit their eligibility to receive a subaward. (Leaving the U.S. on a temporary basis is permitted.)

Applicants to these grantmaking programs must be humanities professionals who possess formal education or training in the humanities, as defined in the [National Foundation on the Arts and the Humanities Act Of 1965](#). While applicants need not have advanced degrees, individuals currently enrolled in a degree-granting program are ineligible. Applicants who have satisfied all the requirements for a degree and are awaiting its conferral are eligible but must provide a letter from the dean of the conferring school or their department chair attesting to the applicant's status as of the deadline for the program to which they are applying.

Applicants must be either unemployed or underemployed and meet the definition established by the recipient. Stipends are not intended for the following types of people as a form of income replacement:

- retired individuals
- individuals under the age of 18
- individuals enrolled in a degree granting program
- individuals on Social Security Disability with no work attachment
- inmates
- individuals living in a halfway house on lockdown

In addition, as a matter of programmatic policy, the following are not eligible to be subrecipients under this notice:

- K-12 teachers and administrators
- home-schooling instructors
- journalists
- creative and performing arts professionals

Organizations are not eligible to apply for subawards on behalf of individuals and subawards may not be transferred to the applicant's institution. If an individual recipient elects to have the subaward paid through their institution, all NEH funds must be remitted to the individual. The institution may not take an institutional allowance.

Although individual subrecipients may hold other fellowships or awards during their NEH-funded period of performance, **they may not hold another NEH award concurrently.**

Debarment and suspension

In addition to the specific eligibility criteria for organizations and individuals, subrecipients must not be debarred or suspended by any federal department or agency. The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) contained in [2 CFR Parts 180](#) and [3369](#) apply to awards made under this notice.

Subrecipients may not be delinquent on repayment of federal debt. Examples of relevant debt include student loans, delinquent federal taxes, and delinquent payroll taxes for household or other employees. Overdue or unpaid child support payments will also prevent an applicant from receiving an award. (See [OMB Circular A-129.](#))

D. Application and Submission Information

1. Application Package

This funding opportunity is available in Grants.gov under number 20210513-ARPG. You can also find a link to the funding opportunity on the [program resource page](#).

This funding opportunity includes two application packages, which can be found under the “Package” tab. Select the appropriate one based upon your project type. Each package includes a series of required and conditionally required forms. You will upload additional application components into the [Attachments Form](#).

ZOR2021 – Grantmaking programs for organizations

ZIN2021 – Grantmaking programs for individuals

You must apply electronically using Grants.gov Workspace or a Grants.gov system-to-system solution. A multistep registration process is required to submit your application. See [D3 Unique Entity Identifier and System for Award Management](#).

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

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

Your application will include a [narrative](#), [budget](#), and other required [forms](#) and [attachments](#).

Narrative

Compose a narrative that provides 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.

You must limit the narrative to twelve double-spaced pages with one-inch margins and a font size of at least eleven-point.

Information requested in the narrative may exist online in annual reports, auditors’ reports, and brochures. Where possible, refer to URLs.

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](#).

1. Summary statement (corresponds to [review criterion 1](#)) (one page)

Identify a group of pandemic-affected humanities organizations or humanities professionals and describe the relief your proposed grantmaking program will provide. Describe your experience as a grantmaking organization, particularly in relation to the affected group(s). State the amount requested from NEH; how much will be issued as subawards; the anticipated number of subawards, and the geographic area (region, states territories) the program will serve.

2. The organization, its capacity, and programs (corresponds to [review criteria 2, 3, 5](#)) (2-3 pages)

Provide a brief overview of your organization, describing:

- the significance of the humanities programs it supports, including their value to humanities professionals and organizations, and/or the general public.
- its existing grantmaking program(s).
- its structure and the relevant grantmaking staff (refer to [Attachments 5, 6, and 7](#)).
- its previous experience as a grantmaker, particularly in relation to the pandemic-affected humanities community identified in the proposal, and if applicable, its previous experience as a recipient and/or pass-through entity for federal funding.
- its processes for monitoring subrecipient performance and measuring results (refer to [Attachment 8](#)).

3. The proposed grantmaking program (corresponds to [review criteria 1, 2, 4, 5](#)) (2-4 pages)

Provide an overview of the proposed grantmaking program for organizations or humanities professionals, including:

- its purpose, including the intended applicant pool and how awards will restore and sustain core functions and activities of the pandemic-affected humanities group described in your [summary statement](#).
- if applicable, how the proposed program is similar to grantmaking programs currently administered by your organization and/or other organizations.
- a rationale for the subaward structure, including amounts, anticipated quantity, and duration.
- with reference to [Attachment 2](#), the timeline from receipt of an award to issuing subawards, explaining how the program will be staffed and managed from inception to closeout.
- with reference to [Attachment 3](#), the recipient organization's application process, including information collected within the application and how the application will be collected.
- the plan to publicize the grantmaking opportunity and solicit applications from the program's target audience.

4. Selection procedures (corresponds with [review criterion 4](#)) (1-2 pages)

Describe the current selection process for your grantmaking programs and, if applicable, the changes you would make in accordance with the [program requirements](#).

Describe how you will manage a fair and competitive process to ensure the selection of the best subrecipients and projects consistent with [program requirements](#).

- List the criteria for selecting subrecipients.
- Explain how the diversity and impartiality of the selection committee will be achieved. Describe the process for choosing members of the committee and its composition, with respect to humanities discipline, experience, geographical diversity, institutional characteristics, and other factors.
- Describe the conflict-of-interest rules by which deliberations will be governed to ensure objective and unbiased selections.

Provide supporting documentation supporting in [Attachment 4: Review guidance materials](#).

5. Program evaluation (corresponds with [review criteria 2, 3, 4](#)) (1-2 pages)

Describe the reports and other types of information that you will collect from subrecipients at the completion of their projects. Explain how you will use these data to assess the program and monitor and evaluate subrecipient performance.

NARRATIVE GUIDANCE	
This table provides a crosswalk between the narrative sections and review criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
<u>Summary statement</u>	1. <u>Quality of the program</u>
<u>The organization, its capacity, and programs</u>	2. <u>Administration and organizational capacity</u> 3. <u>Humanities significance</u> 5. <u>Feasibility of timeline and budget</u>
<u>The proposed grantmaking program</u>	1. <u>Quality of the program</u> 2. <u>Administration and organizational capacity</u> 4. <u>Fairness of selection process</u> 5. <u>Feasibility of timeline and budget</u>
<u>Selection procedures</u>	4. <u>Fairness of selection process</u>
<u>Program evaluation</u>	2. <u>Administration and organizational capacity</u> 3. <u>Humanities significance</u> 4. <u>Fairness of selection process</u>

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 proposed period of performance. The form will generate a cumulative budget.

Required fields are indicated in yellow. Round to the nearest whole dollar amount in all dollar fields. The inclusion of a cost category on the Research and Related Budget does not automatically indicate that an expense is allowable in this program. See [D6. Funding Restrictions](#) for a list of unallowable costs. Carefully review these instructions to ensure that costs are not disallowed.

The term “subrecipient” is used throughout this notice to describe both individuals and organizations who receive funds re-granted by the applicant. However, for the purpose of the budget instructions and the appropriate classification of costs, applicants proposing grantmaking programs for organizations issue subawards and applicants proposing grantmaking programs for individuals issue stipends to participants. Applicants proposing grantmaking programs for organizations should include the total amount for subawards on line [F5. Subawards/Consortium/Contractual Costs](#). Applicants must issue subawards rather than contracts to subrecipients. Applicants proposing grantmaking programs for individuals should include the total amount on line [E2. Participant Stipends](#).

No more than 10% of your budget can be allocated for management and administration (M&A) costs. M&A costs are for activities directly related to the management and administration of your award. These activities must be directly related to the management and administration of NEH funds, such as financial management and monitoring, and must be based on actual expenses or known contractual costs. Requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

M&A costs are not operational costs, they are the necessary costs incurred in direct support of the award or as a consequence of the award and should be allocated across the entire lifecycle of the award. Examples of M&A activities include solicitation, review, and processing of applications and subawards; managing and monitoring subawards; preparing and submitting required programmatic and financial reports; establishing and/or maintaining equipment inventory; documenting operational and equipment expenditures for financial accounting purposes; and responding to official informational requests from federal oversight authorities. Salaries treated as M&A costs may be charged as direct costs in accordance with [2 CFR §200.413\(c\)](#).

Applicants should propose subaward (grantmaking programs for organizations) and stipend amounts (grantmaking programs for individuals) which best serve the needs of their targeted audience and the scope of projects they wish to fund. To ensure that costs are reasonable, NEH reserves the right to reduce or otherwise amend the proposed amounts of subawards and stipends before an award is made.

All costs 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](#).

If you charge indirect costs to the project, ensure that expenses included in your organization's indirect cost pool are not charged to the project as direct costs. M&A costs must not be charged twice as both direct and indirect costs. See [H. Indirect Costs](#).

Introductory Fields

If not pre-populated, indicate your organization's D-U-N-S® number, the name of your organization, and the period of performance start and end dates. This should be the same as the information provided on your [SF-424 Application for Federal Assistance - Short Organizational](#). Check "project" for budget type.

A. Senior/Key Person

Include the names of the project director and other senior/key persons who are employed by the applicant organization and who are involved in the project. Do not include collaborators at other institutions or consultants here, as they will be included in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) and identify the number of months each senior/key person will devote to the project in the applicable box (i.e., calendar, academic, summer). Use either calendar months or a combination of academic and summer months.

If level of effort will not change throughout the year, you may use only the calendar months column. If effort remains constant, but your institutional business process requires noting academic and summer months separately, you may use both columns. If effort varies between academic and summer months, leave the calendar months column blank and use only the academic and summer months columns. If your institution does not use a nine-month academic year or 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 provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance,

pensions, and unemployment benefit plans. The sum of requested salary and fringe benefits will be automatically calculated for each senior/key person.

Salaries and wages claimed must be in compliance with [2 CFR §§200.430](#) and [.466](#). Fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

The form can accommodate up to eight senior/key persons. If you are requesting funds for additional senior/key persons, 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 requested for personnel listed in the attachment in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

B. Other Personnel

For each project role described below, 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](#). Totals will be automatically calculated.

Post-doctoral associates, graduate students, and undergraduate students

As a matter of programmatic policy, student costs are not allowed in this program. Funds requested for post-doctoral associates should be included under [E. Participant/Trainee Support Costs](#).

Secretarial/Clerical

In most circumstances, the salaries of administrative, secretarial, or clerical staff are included as part of indirect costs (see [H. Indirect Costs](#)). Per [2 CFR §200.413\(c\)](#), direct charging of salaries for administrative or clerical staff may be appropriate only if **all** of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have prior written approval of the federal awarding agency.
4. The costs are not also recovered as indirect costs.

In your [budget justification](#), document how direct charging for secretarial/clerical personnel (i.e., administrative and clerical staff) meets all four conditions. NEH may request additional information for these positions in order to assess allowability.

Additional Other Personnel

List any additional project role(s). The form can accommodate up to six named roles. If you have more than six, combine project roles here and explain in your [budget justification](#).

Salaries and wages claimed must be in compliance with [2 CFR §§200.413\(c\)](#), [.430](#), and [.466](#). Fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

Do not list details of collaborators at other institutions or consultants here, as they will be included in [F. Other Direct Costs](#).

C. Equipment Description

As a matter of programmatic policy, purchase of equipment is restricted for the recipient.

D. Travel

In light of the coronavirus pandemic and as a matter of programmatic policy, travel (both foreign and domestic) is disallowed in this program.

E. Participant/Trainee Support Costs

Applicants proposing grantmaking programs for individuals should include regranting stipends as participant support costs. As defined in [2 CFR §200.1](#), participant support costs are 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.

Per [2 CFR §200.432](#), a conference is defined 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 is necessary and reasonable for successful performance under the federal award. For the purposes of the American Rescue Plan: Humanities Grantmaking program, this could include activities such as technical assistance for prospective applicants, panel review (excluding honoraria for external selection committee members), or workshops for subrecipients on how to manage their awards.

Justify participant support costs in your [budget justification](#). **Arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.**

Total participant support costs will be automatically calculated.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Applicants proposing grantmaking programs for individuals should enter total funds requested for stipends.

3. Travel

Leave this field blank.

4. Subsistence

Leave this field blank.

5. Other

Describe other participant support costs and enter the total funds requested for the costs described.

Number of Participants/Trainees

For grantmaking programs for individuals, enter the estimated number of participants (that is, the number of individuals you anticipate your grantmaking program will support). The value of this field cannot exceed 999.

F. Other Direct Costs

Total other direct costs will be automatically calculated.

1. Materials and Supplies

Enter the total funds requested for materials and supplies costing the lesser of the capitalization level established by the applicant or \$5,000, regardless of the length of its useful life. See [2 CFR §§200.314](#) and [.453](#).

In your [budget justification](#), indicate general categories, including an amount for each category (e.g., personal computers). Itemize categories totaling \$1,000 or more.

2. Publication Costs

Enter the total funds requested for publication costs, such as public reports disseminating results or best practices of subaward programs. You may request funds for 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

Include costs for honoraria for members of the external selection committee and detail in your [budget justification](#). As a matter of programmatic policy, these are the only allowable consultant costs for recipients.

Consultant fees must be in compliance with [2 CFR §200.459](#).

4. Automated Data Processing (ADP)/Computer Services

As a matter of programmatic policy, ADP/computer services costs are restricted. Personal computers and peripherals should be included in [Materials and Supplies](#).

5. Subawards/Consortium/Contractual Costs

Applicants proposing grantmaking programs for organizations should include costs here.

Enter the total funds requested (both direct and indirect costs) for subawards to organizations. The entire estimated amount for the grantmaking program should appear on this line.

Per [2 CFR §§200.1](#) and [.331\(a\)](#), a subaward is an award provided by a pass-through entity to a subrecipient to carry out part of a federal award. Payments to contractors (as defined in [2 CFR §200.1](#) and [331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs are not considered subawards.

Per [2 CFR §25.300](#), recipients may only issue subawards with federal funds to organizations that have obtained and provided to the recipient a 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](#).

If you are requesting funding for contractor costs to manage your grantmaking program, itemize the costs associated with contract in your [budget justification](#), using the same categories on the Research and Related Budget, if known. See [2 CFR §§200.331](#) and [.332](#).

Contractual costs are occasionally sufficiently high enough to warrant a categorical breakdown of costs. When this is the case, provide detailed information in your [budget justification](#). NEH may request additional information in order to assess reasonableness and allowability.

6. Equipment or Facility Rental/User Fees

As a matter of programmatic policy, equipment or facility rental and user fees are restricted

7. Alterations and Renovations

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

8-10. Other

List items not previously included in other budget categories or in the indirect cost pool. “Other” project-specific costs may include promotion, acquisition fees, rights, evaluation and assessment fees, and access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). Itemize and justify costs in your [budget justification](#). “Miscellaneous” and “contingency” are not acceptable budget categories.

Per [2 CFR §200.438](#), social and entertainments costs are not allowed. Per [2 CFR §200.423](#), alcoholic beverages are unallowable.

G. Total Direct Costs

Total direct costs will be automatically calculated.

H. Indirect Costs

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvement; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base, usually the project’s modified total direct costs (MTDC).

Carefully review your institution’s negotiated indirect cost rate(s) to make sure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates—for example, “research,” “instruction,” and “other sponsored activities.” With rare exceptions, your institution’s “research” rate will **not** be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in paragraph (c)(1) of [2 CFR §200.414](#), federal agencies must use the negotiated rate(s) in effect at the time of the initial award throughout the life of the federal award. Award levels will not be adjusted in future years as a result of changes in negotiated rates. Except as provided in [2 CFR §200.414](#), when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate used at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed. NEH will restrict payment of indirect costs until a fixed, final, or predetermined indirect cost rate agreement is provided by the recipient.

An organization that wishes to include indirect costs in its budget but does not have a federally negotiated indirect cost rate may choose one of the following options:

1. direct cost all expenses;
2. submit an indirect cost proposal to their cognizant federal agency to negotiate a rate within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR §200.414](#)); or

3. charge a de minimis rate of 10% of MTDC (see [2 CFR §200.414\(f\)](#))

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 anticipated 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.

Applicants proposing grantmaking programs for individuals may not claim indirect costs on participant stipends. NEH will withhold indirect costs on subawards to organizations until after the submission of the [subrecipient selection report](#).

If you choose one of these options, indicate this under Indirect Cost Type.

If applicable, include a copy of your federally negotiated indirect cost rate agreement as [Attachment 9: Federally negotiated indirect cost rate agreement](#).

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., salaries, salaries & fringe, MTDC, etc.) and whether the activity and rate are onsite or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries. If you do not have a current indirect rate(s) approved by a federal agency but intend to (re)negotiate, indicate "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. Enter your 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 your indirect cost base.

Funds Requested (\$)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

Total indirect costs will be automatically calculated.

Cognizant Federal Agency

Enter the name of your cognizant federal agency, if applicable.

I. Total Direct and Indirect Costs

Total costs will be automatically calculated.

J. Fee

Leave this field blank.

K. Total Costs and Fee

This field will be automatically calculated. Since there is no fee, this will be the same amount as [I. Total Direct and Indirect Costs](#).

L. Budget Justification

A budget justification is required. Save the document as a PDF named justification.pdf. Attach only one file. Do not use your budget justification to expand your narrative.

Provide the information requested to support your budget. You must justify M&A costs, , [participant/trainee support](#), and [other direct costs](#).

Your budget justification must specifically describe how costs have been calculated and how each item will support the proposed objectives. If you have a quote(s), include it here. If your project includes subawards, detail and quantify all subaward costs.

Explain any exclusions applied to your indirect costs base calculation.

Application Components

Your application consists of a series of forms included in Grants.gov Workspace and other components which you will prepare and upload to the [Attachments Form](#).

Applications missing any required documents or conditionally required documents will be considered incomplete and will be rejected from further consideration.

Applications that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.

Grants.gov form/Attachment	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required
Project/Performance Site(s) Location Form	Grants.gov form		Required
Research and Related Budget	Grants.gov form		Required
Attachments Form	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL "Disclosure of Lobbying Activities"	Grants.gov form		Conditionally required
Attachment 1: Narrative	narrative.pdf	12	Required
Attachment 2: Work plan	workplan.pdf	2	Required
Attachment 3: Sample application	application.pdf		Required
Attachment 4: Review guidance	review.pdf		Required
Attachment 5: Institutional profile	profile.pdf	2	Required
Attachment 6: Financial report	financial.pdf		Required
Attachment 7: Résumés or biographies	resumes.pdf	2 pages per résumé	Required
Attachment 8: Statistical analysis	statistics.pdf		Required
Attachment 9: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required

Attachment 10: Explanation of delinquent debt	delinquentdebt.pdf		Conditionally required
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SF-424 Application for Federal Assistance – Short Organizational

This form includes basic information about the project, the project director, and the institution. Items **1**, **2**, and **4** will be automatically filled in; item **3** should be left blank.

5. Applicant Information

Provide your organization's legal name, address, employer/taxpayer identification number (EIN/TIN), D-U-N-S® number, website address, and [congressional district](#). For example, if your institution is located in the 5th congressional district of your state, put a "5." If your institution does not have a congressional district (for example, it is in a state or U.S. territory that does not have districts, or is in a foreign country), put a "0" (zero).

Select the applicant type that best describes your organization from the drop-down menu.

Institutions applying to federal programs are required to include a unique entity identifier, currently a D-U-N-S® number. If you do not know your identifier, contact your grants administrator or chief financial officer.

6. Project Information

a. Provide the title of your project. It should be brief (no more than 125 characters, including spaces). Your title should state whether your proposed grantmaking program is for organizations or individuals. Successful applications typically have titles that are descriptive of the project and easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

b. Provide a brief (no more than one thousand characters, including spaces) description of your project. It should be written for a nonspecialist audience and clearly state the importance of the proposed work, its relation to larger issues in the humanities, and its response to the American Rescue Plan's call for pandemic relief.

c. List the start and end dates for your project. Your project must start either September 1, 2021 or October 1, 2021 and end on August 31, 2023 or September 30, 2023. See [B2. Summary of Funding](#).

7. Project Director

Provide the project's 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 and is critical to its success. You must notify the NEH Office of Grant Management immediately if the project director named in the application changes.

8. Primary Contact/Grants 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 named in item 7 may **not** be the same individual named as the primary contact/grants administrator named in item 8. The role of the project director must be distinguished from that of the institutional grants administrator, who functions as the representative of the recipient organization with authority to act on the organization's

behalf in matters related to the administration of the award. Financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grants administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, award documents, an extension, a supplement, or amendment) is addressed to the institutional grants administrator and copied to 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 president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution’s E-Business Point of Contact. Consult 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 the appropriate institution type from the drop-down menu.

3. Project Funding

Enter the amount requested in outright funds.

4. Application Information

Indicate whether the proposal will be submitted to other NEH programs, government agencies, or private entities for funding. If so, specify when and to whom. NEH frequently cosponsors projects with other funders. Providing this information will not prejudice the review of your application.

For type of application, check “new.”

Select the project’s primary discipline from the drop-down menu. Optionally, select the project’s secondary and tertiary disciplines.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the proposed grantmaking program will be managed during the period of performance. You may include multiple performance sites. If you need to add more locations than the form allows, enter the information in a separate file and add it to the “Additional Locations” section. Position your cursor over each field to view instructions.

Certification Regarding Lobbying (conditionally required)

If you are requesting an award greater than \$100,000, you must submit the Certification Regarding Lobbying. Once selected, this form 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 non-federal funds have been or will be used for lobbying, you must submit Standard Form-LLL, “Disclosure of Lobbying Activities.” See [2 CFR §200.450](#).

Attachments Form

This form can accommodate up to fifteen attachments. Consult the [Application Components Table](#) to name and sequence your attachments in the proper order so that NEH can easily identify them.

Attachments must be in Portable Document Format (.pdf). Reformat all non-PDF files (i.e., Word, Excel, images, etc.) as PDFs. If an attachment contains multiple documents, merge them into a single file. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten these files before uploading to Grants.gov.

Visit the [Grants.gov Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, contact your system administrator.

Limit file names to 50 or fewer characters. Do not attach any documents with the same name. Each attachment should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. If you do not follow these naming conventions, your application may be rejected.

Grants.gov may accept and validate your submission even if required components are missing or are improperly formatted. This may result in NEH rejecting your application as incomplete. It is your responsibility to ensure that all required components are properly formatted, attached, and submitted.

Attachment 1: Narrative (required)

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

Attachment 2: Work plan(required)

Provide a work plan including a timeline of the approximate dates of milestones within your program. Milestones include but are not limited to: release date for call for applications; application deadline; selection committee recruitment; release of eligible applications to committee; committee meeting; notifying subaward recipients; subrecipient period of performance; subrecipient report due dates; and program evaluation and reporting.

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

Your work plan must not exceed two pages. Name the file workplan.pdf.

Attachment 3: Sample application (required)

Provide a draft of the application to be completed by organizations or individuals for the proposed NEH-supported grantmaking program. Applicants to proposed grantmaking programs must address how they have been adversely impacted by the pandemic in their applications, consistent with the purposes of the American Rescue Plan.

Name the file application.pdf.

Attachment 4: Review guidance materials (required)

Provide a draft copy of the guidance, instructions, and review criteria you will provide to the selection committee for your NEH-supported program.

Name the file review.pdf.

Attachment 5: Institutional profile (required)

Provide the institution's URL and the following relevant facts and statistics about the applicant organization:

- history
- mission
- governance and administration
- humanities staff size and composition (including the percentage of all staff who are in the humanities)
- accreditation or affiliation (if applicable)

Your institutional profile must not exceed two pages. Name the file profile.pdf.

Attachment 6: Financial report (required)

Provide a financial overview of the organization's grantmaking budget for the three most recently completed fiscal years, including funds budgeted from the organization's own resources and from third parties. If the program has been in existence for fewer than three years, report on as many years as possible. Organize this financial overview into expense categories similar to those in the Research and Related Budget.

Name the file financial.pdf.

Attachment 7: Résumés or Biographies (required)

Provide brief résumés (two-page maximum) or short biographies for key personnel, including the head of your organization, the project staff who manage your grantmaking programs, and/or the principal staff who will be involved in the NEH-supported program as discussed in "[The organization, its capacity, and programs](#)" section of the narrative.

Name the file resumes.pdf.

Attachment 8: Statistical analysis (required)

Provide comparative statistical charts of the applicant pool and the resulting recipients for the three most recent years of your most relevant grantmaking program(s). Provide relevant data on the diversity of your applicant pool and your recipients, including (but not limited to) geographic distribution, types of organizations/institutions, types of individuals, disciplinary coverage, etc. If the program has been in existence for fewer than three years, report on as many years as possible.

Name the file analysis.pdf.

Attachment 9: 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, submit a copy of the agreement. If a subrecipient is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If you are requesting the de minimis rate, this attachment is not required.

Name the file agreement.pdf.

Attachment 10: Explanation of delinquent federal debt (conditionally required)

If your organization is delinquent in the repayment of any federal debt, provide explanatory information. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, 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 an application, your organization must have a current and active [D-U-N-S® number](#), [System for Award Management \(SAM\)](#) registration, and [Grants.gov](#) registration. [Learn more about this multistep process](#).

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. If your D-U-N-S® number and SAM registration are not active and current at the time of Grants.gov submission, your application will be rejected.

You should allow several weeks for the registration process. If you fail to allow sufficient time to complete registration with SAM or Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement.

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.

D-U-N-S®

Your organization must obtain a unique entity identifier, currently a valid [Dun and Bradstreet Data Universal Numbering System \(D-U-N-S®\) number](#). D-U-N-S® numbers are unique nine-digit numbers assigned to all types of business organizations, including nonprofits and government entities. A D-U-N-S® number will be required to register with the System for Award Management until April 2022.

System for Award Management (SAM)

Your organization must register with the [System for Award Management \(SAM\)](#) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the agency under [2 CFR §25.110\(d\)](#)).

If you have not already done so, you will be required to create a [Login.gov](#) user account. When registering or renewing in SAM, you will be required to review and agree to the Financial Assistance Representations and Certifications, a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations.

Grants.gov

Your organization must register with [Grants.gov](https://www.grants.gov) 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 with Grants.gov and create an Organizational Applicant Profile, a request will be sent to your E-Business Point of Contact to assign the appropriate Grants.gov roles to individuals within your organization. This includes the authorized organization representative (AOR) who will give 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.

Grants.gov maintains [a library of instructional videos](#) which may be helpful resources as you prepare your application.

4. Submission Dates and Times

The deadline for applications under this notice is May 13, 2021, at 11:59 p.m. Eastern Time.

Applications must be complete, within the specified page limits, and 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 application status](#).

When NEH receives your application from Grants.gov, the agency will assign it a tracking number beginning with ZIN or ZOR. A tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If a technical problem is detected, NEH will notify you via email. It is your responsibility to correct any errors prior to the deadline.

Once you have applied, NEH will not comment on the status of your application except on issues of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

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

6. Funding Restrictions

Awards made under this notice may not be used for the following purposes:

- overlapping project costs with any other pending or approved application(s) for federal funding and/or approved federal awards
- management and administration costs in excess of 10% of the NEH award
- subawards to organizations that have not obtained and provided to the recipient a unique entity identifier (See [F2. Administrative and National Policy Requirements](#))
- pre-award costs incurred more than 90 days before the period of performance
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action

- equipment
- construction, purchase of real property, major alteration and renovation
- collections acquisition
- support of specific public policies or legislation
- lobbying
- grantmaking programs and subawards that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

Subawards to organizations made under this notice may not be used for the following purposes:

- overlapping project costs with any other pending or approved application(s) for federal funding and/or approved federal awards
- competitive regranting
- cancellation costs
- pre-award costs incurred more than 90 days before the subrecipient's period of performance
- equipment costs in excess of 20% of total project costs
- travel (both foreign and domestic)
- construction, purchase of real property, major alteration and renovation
- collections acquisition
- the preservation, organization, or description of materials that are not regularly accessible for research, education, or public programming
- 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 and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

Subawards to individuals made under this notice may not be used for the following purposes:

- research by students enrolled in a degree program, including research for doctoral dissertations or theses
- educational impact, language impact, or technical impact assessments
- the writing of guide books, how-to books, and self-help books
- 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 and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

See also the unallowable costs included in [2 CFR 200 Subpart E - Cost Principles](#).

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications in this program:

1. Quality of the grantmaking program

(corresponds to narrative sections [“Summary statement”](#) and [“The proposed grantmaking program”](#))

- How appropriate and effective is the proposed grantmaking program for organizations or individuals in the humanities?
- Is the argument for the pandemic-related relief for the targeted organizations or individuals specific and compelling?
- How appropriate and effective is the proposed subaward structure to meeting the grantmaking program’s goals?

2. Administration and organizational capacity

(corresponds to narrative sections [“The organization, its capacity, and programs,”](#) [“The proposed grantmaking program,”](#) and [“Program evaluation”](#))

- Has the applicant demonstrated its capacity to effectively manage a national or regional (i.e., multi-state) grantmaking program, including the solicitation, review, and processing of applications and subawards?
- Does the applicant have the ability to monitor and oversee federal funds, including measuring subrecipient performance?

3. Humanities significance

(corresponds to narrative sections [“The organization, its capacity, and programs,”](#) and [“Program evaluation”](#))

- To what extent have the applicant’s ongoing activities, including existing grantmaking program(s), had a positive and sustaining impact on the humanities sector and/or general audiences?

4. Fairness of selection process

(corresponds to narrative sections [“The proposed grantmaking program,”](#) [“Selection procedures,”](#) and [“Program evaluation”](#))

- Is the selection process for the proposed regrantee program competitive and objective?
- Has the organization demonstrated a commitment to using highly qualified and impartial selection committee members, who reflect disciplinary and regional diversity?
- What is the strength of the institution’s conflicts of interest policy, and to what extent will the institution avoid conflicts (and the appearance of conflicts) in establishing the selection committee and choosing award recipients?

5. Feasibility of timeline and budget

(corresponds to narrative sections [“The organization, its capacity, and programs”](#) and [“The proposed grantmaking program,”](#) [Attachment 2: Work plan,](#) and [Research and Related Budget](#))

- How likely is the applicant to launch its proposed program and issue subawards within the timeframe stated?
- Is the proposed budget appropriate given the grantmaking experience of the applicant and the demonstrated need of the community it serves?

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness, and then uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the [review criteria](#) in this Notice of Funding Opportunity. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff comment on matters of fact or on significant issues that otherwise would be missing from peer reviews, then makes recommendations to the [National Council on the Humanities](#). The National Council meets at least twice annually to advise the NEH Chairman. The Chairman considers the advice provided by the review process and, by law, makes all funding decisions. [Learn more about the NEH review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

Applications that have received a favorable review are subsequently reviewed for other considerations, including past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements.

You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, such requests do not guarantee that an award will be made.

After reviewing applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate. NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR §200.206](#)).

Award decisions are discretionary and are not subject to appeal to any NEH official or board.

NEH is required to consider any information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). You may review and comment on any information about your organization that a federal awarding agency previously entered. NEH will consider your comments, in addition to other information in FAPIIS in making a judgment about your organization's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed, as described in [2 CFR §200.206](#). Per [2 CFR §200.213](#), NEH will report determinations that an applicant is not qualified to FAPIIS.

4. Anticipated Announcement and Award Dates

NEH will notify applicants of funding decisions by email in September 2021. This notification is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting ARPgrantmaking@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management via eGMS Reach in September 2021.

2. Administrative and National Policy Requirements

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 \(for grants and cooperative agreements issued December 26, 2014 or later\)](#), and the specific terms and conditions in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

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.

- 1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.339](#), including suspension or debarment. See also 2 CFR parts [180](#) and [3369](#).
- 3) If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 10: Explanation of delinquent federal debt](#).

Issuing subawards and subrecipient monitoring

See [2 CFR §200.331\(a\)](#) for information that must be included in subaward agreements. Per [2 CFR §200.331](#), recipients must monitor the activities of their subrecipients as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Recipients must ensure that subrecipients track, appropriately use, and report program income generated by the subaward.

Per [2 CFR §25.300](#), recipients may only issue subawards using NEH funds to organizations that have obtained and provided to the recipient a unique entity identifier. Subrecipients are not required to complete full registration with the [System for Award Management \(SAM\)](#) to obtain a unique entity identifier, but are encouraged to do so.

Recipients must verify the eligibility and monitor the performance of subrecipients consistent with [2 CFR §200.332](#). Recipients are responsible for improper payments to ineligible subrecipients.

NEH may add special terms and conditions specific to subrecipients to an award based on the design of the recipient's proposed grantmaking program.

Providing access to NEH-funded products

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

other considerations being equal, NEH gives preference to those that provide free access to the public.

Recipients must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#).

Copyright information

Recipients may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under an award. In accordance with [2 CFR §200.315\(b\)](#), NEH 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 an excerpt from resulting grant product(s) in [Humanities](#) magazine or on the NEH website.

Acknowledging NEH support

All materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH and the American Rescue Plan Act of 2021. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.

Program income policy

All program income generated as a result of awarded funds must be used for approved project-related activities. The program income alternative applied to the award(s) under the program will be addition. Post-award requirements for program income can be found at [2 CFR §200.307](#).

NEH Research Misconduct Policy

In accordance with the Federal Policy on Research Misconduct, published in the December 6, 2000, edition of the Federal Register, 65 Fed. Reg. 76,260, the National Endowment for the Humanities has established procedures for handling allegations of research misconduct applicable to both internal and external research programs supported by NEH. This policy reflects NEH's interest in the accuracy and reliability of the research record and the processes involved in its development. As defined in the Federal Policy on Research Misconduct, research includes all basic, applied, and demonstration research. Review the [NEH Research Misconduct Policy](#).

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

Recipients must comply with the following reporting requirements. Reports must be completed online in eGMS Reach, the NEH online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

- 1.) **Subrecipient Selection Report.** Recipients must submit a report summarizing selection of subrecipients by April 30, 2022.
- 2.) **Federal Financial Report(s).** Recipients must submit the Federal Financial Report (SF-425) on an annual basis.
- 3.) **Performance Progress Report(s).** Recipients must submit a performance progress report to NEH on an annual basis.
- 4.) **Final Reports.** Recipients 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 the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance.

NEH requests that recipients update the "Products and Prizes" tab in eGMS Reach for any products or prizes resulting from NEH support.

Recipients should keep in mind the subaward reporting requirements located at [2 CFR Part 170](#).

Learn more about [Performance Reporting Requirements](#) and [Financial Reporting Requirements](#).

G. Agency Contacts

If you have questions about the program, contact ARPgrantmaking@neh.gov.

If you have questions about administrative requirements or allowable costs, contact grantmanagement@neh.gov.

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

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, 24 hours a day, 7 days a week, excluding federal holidays. at:

[Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726

International Calls: 606-545-5035

Email: support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

We encourage you to consider [other funding opportunities offered by NEH](#) and the [guidance to current NEH recipients impacted by COVID-19](#).

Eligible entities should also contact their state humanities councils. NEH supports [56 state and jurisdictional humanities councils](#) across the country, all of which also make awards for local humanities projects.

We encourage you to consider other funding opportunities available for cultural organizations and institutions of higher education to address this crisis, including those from the [Small Business Administration](#), the [Institute of Museum and Library Services](#), the [National Endowment for the Arts](#), and the [National Science Foundation](#).

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 fifteen hours to complete this application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

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 June 30, 2021.