



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Digital Projects for the Public

Funding Opportunity Number: 20230614-MD-MN-MT

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

Application Deadline: June 14, 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 Public Programs
Email: publicpgms@neh.gov
Telecommunications Relay Service: 7-1-1

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

Executive Summary

The National Endowment for the Humanities (NEH) Division of Public Programs is accepting applications for the Digital Projects for the Public program. This program supports projects that interpret and analyze humanities content in primarily digital platforms and formats, such as websites, mobile applications and tours, interactive touch screens and kiosks, games, and virtual environments.

Funding Opportunity Title	Digital Projects for the Public
Funding Opportunity Number	20230614-MD-MN-MT
Federal Assistance Listing Number	45.164
Optional Draft Deadline	May 3, 2023, 11:59 p.m. Eastern Time
Application Deadline	June 14, 2023, 2023 11:59 p.m. Eastern Time
Anticipated Award Announcement	December 2023
Anticipated FY 2024 Funding	Approximately \$1,500,000
Estimated Number and Type of Awards	Approximately 11-16 grants
Award Amounts	Discovery: up to \$30,000 Prototyping: up to \$100,000 Production: up to \$400,000
Cost Sharing/Match Required	No
Period of Performance	Discovery and Prototyping: up to two years Production: up to three years Projects must start between February 1, 2024, and September 1, 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/public/digital-projects-the-public
Pre-Application Webinar	There will be a pre-recorded webinar posted on the program resource page by April 26, 2023.
Published	March 15, 2023

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A. Program Description

1. Purpose

The Digital Projects for the Public program supports projects that interpret and analyze humanities content in primarily digital platforms and formats, such as websites, mobile applications and tours, interactive touch screens and kiosks, games, and virtual environments.

All Digital Projects for the Public projects must:

- provide public audiences with structured analysis that deepens public understanding of significant humanities ideas
- incorporate sound humanities scholarship
- involve humanities scholars in all phases of development and production
- include appropriate digital media professionals
- reach a broad audience through a realistic plan for development, marketing, and distribution
- demonstrate the capacity for sustainability

NEH seeks proposals that explore a range of interpretive possibilities. The most competitive proposals include collaboration with multiple scholars offering diverse perspectives. Projects that depend on input from a single scholar are not competitive.

NEH also welcomes applications for non-promotional digital components of larger projects. For these projects, you should explain how the digital platform will enrich the users' learning experience and engagement. For example, if your request is for a mobile experience that would operate within a museum or would work in conjunction with a film, explain how this element will enhance the audience's humanities learning experience.

You may also choose to identify particular communities and groups, including students, to whom a project may have particular appeal. Projects intended for K-12 students should include community partners to extend the project's impact beyond the classroom. Projects intended as a classroom exercise, e.g., constructed by students over the course of a semester or academic year for course credit, are not competitive.

NEH encourages audience evaluation throughout all stages of a project. Evaluation could include testing of the project's concept, approach, and key components.

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

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

Funding categories

The Digital Projects for the Public program includes three funding categories:

- [Discovery](#), to conduct preliminary research
- [Prototyping](#), to design or create prototypes
- [Production](#), to produce the final version of the project

You do not need to obtain a Discovery grant before applying for a Prototyping grant or obtain a Prototyping grant before applying for a Production grant. If you have received an award in one funding category you may not receive a second award for the same project in that funding category (i.e., you may receive a Prototyping award and a Production award but may not receive two Production awards for the same project). See [C3. Other Eligibility Information](#).

Contact the Division of Public Programs at publicpgms@neh.gov for advice on choosing the appropriate funding category.

Discovery

The Discovery category (up to \$30,000) supports the exploratory stages of a digital project that brings together humanities scholars, content experts, and digital media experts to determine which approaches a project might take. The Discovery phase should emphasize collaboration between these groups to identify the combination of content and platform that can most effectively communicate the humanities ideas to public audiences. To be successful at this level, the project team should have a solid grasp of the content and collections with which they will work and be looking for a platform, or the team should have chosen a subject and a platform and be looking to assess and interpret the humanities content. In either case, the project team must include humanities content experts and media experts. Projects intended for classroom use must also include an education consultant.

Activities may include:

- content research and narrative development
- consultation with humanities scholars
- consultation with digital media experts
- consultation with educational or curriculum consultants
- platform research and selection
- identification or digitization of production assets
- preliminary design
- audience evaluation
- user experience mockups
- storyboarding

Discovery awards culminate in the creation of a written design document that details fundamental aspects of the project such as the content, format, technical specifications, budget, work plan, intended audience, and learning objectives. The design document should serve as a roadmap for further work on the project.

Prototyping

The Prototyping category (up to \$100,000) supports the creation of a proof-of-concept prototype. **If you apply in this category, you must submit a design document** that describes the platform, user interface, design, and the ways in which you will convey the project's central humanities ideas.

Activities may include:

- refinement of humanities content

- consultation with humanities scholars, content experts, educational consultants, and digital media experts
- finalization of the platform
- scripting
- creation or digitization of audiovisual assets that will engage public audiences
- user interface and backend development
- testing (including early launches) and de-bugging
- final design
- user testing and audience evaluation
- other activities that will advance the project towards the production stage

Prototyping awards result in the testing and creation of a digital prototype that explains the key digital features and humanities content of the project and demonstrate the project's technical feasibility and design through screenshots, videos, mockups, or other illustrations.

Production

The Production category (up to \$400,000) supports the production and distribution of humanities projects that have a primarily digital format. **If you apply to this category, you must submit a design document and a prototype** that demonstrate a solid command of the humanities content and scholarship related to the subject. The prototype must also show how the narrative, audiovisual, and interactive elements bolster an audience's understanding of the project's humanities ideas.

Activities may include:

- ongoing consultation with scholars
- additional research and writing
- fine-tuning the hardware, software, and platform
- the final design, production, and distribution of digital media projects
- finalization of the script and audiovisual assets
- securing rights and licensing fees for audiovisual assets
- production of complementary components such as museum displays
- publication of complementary materials, such as catalogs or curriculum guides
- publicity, outreach activities, and public programs
- user testing and project evaluation

NEH expects that by the conclusion of the period of performance, you will have fully produced the project and distributed it for widespread public use. We strongly encourage partnerships with organizations and entities who can assist you in distributing your project to the public.

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 [Section 3\(a\) of the National Foundation on the Arts and the Humanities Act of 1965](#), as amended, "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.](#)

American Tapestry: Weaving Together Past, Present, and Future

American Tapestry: Weaving Together Past, Present, and Future is a wide-ranging special initiative at NEH that leverages the humanities to tackle some of the most pressing challenges of our time: strengthening our democracy, advancing equity for all, and addressing our changing climate. The initiative encourages humanities projects that elevate the role of civics in schools and public programs, advance knowledge of the country’s history and political institutions, and examine threats to its democratic principles. The initiative also encourages projects that explore the untold stories of historically underrepresented groups and build capacity at cultural and educational institutions to benefit underserved communities. Finally, the initiative welcomes projects that promote research into the historical roots and cultural effects of climate change and support the cultural and educational sectors in building climate resilience. By supporting humanities projects that align with these three themes—strengthening our democracy, advancing equity for all, and addressing our changing climate—the *American Tapestry* initiative seeks to tell our country’s history in all its complexity and diversity.

NEH also encourages projects that include Native American organizations and communities as applicants and project partners. NEH will give all applications equal consideration in accordance with the program’s [review criteria](#).

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 \$30,000 in the Discovery category; \$100,000 in the Prototyping category, or \$400,000 in the Production category. This includes the sum of direct and indirect costs.

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

NEH anticipates awarding approximately \$1,500,000 among an estimated 11-16 recipients.

NEH will not determine the amount available until Congress makes appropriations for FY 2024. 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

You may request a period of performance of up to two years for Discovery and Prototyping awards. You may request a period of performance of up to three years for Production awards.

Your period of performance must start between February 1, 2024, and September 1, 2024.

The period of performance is the span of time during which you may incur expenses to carry out the work under the award. It must start on the first day of the month and end on the last day of a month.

C. Eligibility Information

1. Eligible Applicants

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

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

2. Cost Sharing

NEH does not require cost sharing in this program.

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.

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. An individual may serve as project director for multiple proposed projects under this notice. If an individual will serve as project director on multiple applications, you should explain in the narratives how the project director would allocate their time between the awards.

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

If NEH has previously made an award in support of your project, you may submit an application for a new or subsequent stage of the project, which NEH will assess using the [same criteria](#) as other applications in the current 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 that include overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

NEH does not issue 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.

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 publicpgms@neh.gov.

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](#).

Substantial programmatic involvement for pass-through entities

Recipients must maintain substantial involvement in conducting programmatic activities that are necessary and integral to the completion of the project. Subrecipient monitoring activities alone, as defined in [2 CFR § 200.332](#), do not constitute substantial involvement. An eligible organization acting as a conduit for passing funds to an ineligible organization is not permitted.

Examples of substantial programmatic involvement necessary and integral to the success of the project may include:

- monitoring the progress of a digital project
- contributing to the work plan, research plan, budget, outreach plan, fundraising plan, and/or distribution plan
- contributing to choices of personnel who work on a project, including project scholars and production staff
- contributing to the research, analysis, and interpretation of content
- consulting with other project personnel regarding humanities themes, formats, scripts, and/or intellectual approaches to the content
- providing direction, advice, and/or mentorship to the production team
- providing input on grant product(s) prior to completion (e.g., reviewing a prototype)
- participating in engagement, direction, and/or supervision of independent digital media professionals
- contributing to the development of ancillary resources to support the project
- contributing to outreach and public engagement

Most recipients will not engage in all of these activities. An applicant that makes at least some substantive contributions to the success of the project, however, is not subject to the prohibition on fiscal agents or fiscal sponsors.

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 20230614-MD-MN-MT. There is also a link on the [program resource page](#).

This funding opportunity includes three application packages, which you can find 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](#).

If you are applying for a Discovery award, use MD2023.

If you are applying for a Prototyping award, use MT2023.

If you are applying for a Production award, use MN2023.

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

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

If you are deaf or hard of hearing, you can contact NEH using telecommunications 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.
- Optional: You may submit this component, but it is not required.

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, NEH encourages you to format your components consistent with the following:

- single-spacing
- a readable font such as Arial, Calibri, 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 limit	Completed
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		Required		
Attachments Form		Required		
Certification Regarding Lobbying		Conditionally required		
Standard Form-LLL "Disclosure of Lobbying Activities"		Conditionally required		
Attachments				
1: Narrative	narrative.pdf	Required	15 pages (mandatory)	
2: Bibliography	bibliography.pdf	Required	2 (mandatory)	
3: Résumés and letters of commitment	resumes.pdf	Required	2 pages each (suggested)	
4: Work plan	workplan.pdf	Required		
5: Description of your work sample	sample.pdf	Required		
6: Design document	design.pdf	Required for Prototyping and Production	15 (mandatory)	
7: Prototype	prototype.pdf	Required for Production		
8: Images and links to other assets	images.pdf	Optional		
9: Subrecipient budget(s)	subrecipient.pdf	Conditionally required		
10: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required		
11: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required		

The table above lists all the components that are required or conditionally required for this application. Use the column on the right to record your completion of each one.

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.

You must limit the narrative to **fifteen single-spaced pages**. Do not include an executive summary or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

Organize your narrative using the following section headings. Each section aligns with corresponding [review criteria](#).

A. Nature of request (aligns with [all review criteria](#))

- In one to two paragraphs, summarize the project, its goals and intended outcomes, its format, and the funding level you are requesting.

B. Humanities content (aligns with [review criterion 1](#))

- Discuss the significance of the subject and its relevance to the public.
- Describe the interpretative framework that guides the project. Use thematic statements to explain the major humanities ideas and questions engaged by the project and the scholarship informing them.
- If applicable, differentiate your project from other projects that explore similar subject matter.

C. Project format (aligns with [review criteria 1, 2, and 5](#))

- Briefly describe the format(s) and design(s) that you plan to implement and how this approach will convey the central humanities ideas.
- Explain how the final project will convey the central humanities ideas and engage users.
- Identify the most important resources on which the project will draw, including audio and visual materials, documents, and other artifacts.
- For **Discovery** proposals, explain how users will navigate and experience the completed project. (Prototyping and Production applications should include this in the Design Document.)
- If there are successful models for this type of approach, briefly describe them.
- If applicable, explain how the proposed digital project relates to a larger project, such as a museum exhibit; describe any nondigital components, such as discussion programs.

D. User-generated content (aligns with [review criterion 1](#))

- If the project includes user-generated content, describe how it will add to the humanities content and explain the criteria and process you will use to select and monitor the content that will be made available to the public.
- Describe your policies and process to prevent the dissemination of obscene, libelous, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

E. Audience and distribution (aligns with [review criterion 5](#))

- For **Discovery** proposals, discuss potential audiences and how you would reach them. Estimate the number of people who will use the completed project and explain the basis for this assessment.
- For **Prototyping** and **Production** proposals, provide distribution and marketing plans and identify partners and targeted audience. Estimate the number of people who will use the completed project and explain the basis for this assessment.
- If applicable, explain how the project expands the audience and humanities content offered by your organization.

F. Rights, permissions, and licensing (aligns with [review criteria 2 and 4](#))

- Explain how you will determine who controls the rights to the materials and technologies being used.
- For **Production** proposals, describe licensing costs and development fees, if applicable.

G. Humanities advisers (aligns with [review criteria 1 and 3](#))

- List the names of the project's humanities advisers (scholars).
- In one or two sentences, describe their qualifications and the contributions that each will make to shape the project's content.

H. Project and digital media teams (aligns with [review criteria 2 and 3](#))

- List the key staff from the applicant organization and the principal members of the digital media team.
- In one or two sentences, describe each person's qualifications and their expected contributions to the project.

I. State of the project (aligns with [review criterion 4](#))

- Discuss the project's history and the work accomplished to date.
- If the project received previous NEH funding, describe how it met the goals of the previous award(s).
- For **Production** proposals, provide examples of earlier work that best illustrate the project's evolution and integration of user feedback and testing, if applicable. You may include URLs, such as earlier iterations of the project, accompanying education materials, or resources used.
- For **Production** proposals, describe how the production phase will fulfill your goals for the project, including reaching the intended audience.

J. Organization profile (aligns with [review criterion 4](#))

- Briefly describe the applicant organization's current mission, principal activities, and resources. Explain how these elements will enable it to carry out the project successfully. Explain how the project relates to the organization's mission. If different, describe the production organization(s) as well.
- Describe the applicant's anticipated substantive involvement in the project.

K. Fundraising plan (aligns with [review criterion 4](#))

- Specify the source and amount of all funds raised to date for all phases of the project, including NEH awards.

- Detail your plans to raise funds to cover costs that exceed NEH support.

L. Project evaluation (aligns with [review criteria 1, 2, and 5](#))

- For **Discovery** proposals, explain how you identified the audience for your project and how you will evaluate the potential appeal and efficacy of the content and platform to them. Discuss how you will incorporate feedback into your development process.
- For **Prototyping** and **Production** proposals, discuss how you will evaluate the user experience, particularly how effectively the prototype conveys the humanities content.
- For **Prototyping** and **Production** proposals, explain how you plan to test, troubleshoot, and de-bug the project.
- For **Production** proposals, explain any testing and evaluation to date and explain how you plan to test and evaluate the project moving forward.
- For **Production** proposals, describe how you will collect and appraise data from audience evaluations.

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>
A. Nature of request	All review criteria
B. Humanities content	1: Humanities content
C. Project format	1: Humanities content 2: Creative approach and technical design 5: Audience reach
D. User-generated content	1: Humanities content
E. Audience and distribution	5: Audience reach
F. Rights, permissions and licensing	2: Creative approach and technical design 4: Project feasibility
G. Humanities advisors	1: Humanities content 3: Project personnel
H. Project and digital media team	2: Creative approach and technical design 3: Project personnel
I. State of the project	4: Project feasibility
J. Organization profile	4: Project feasibility
K. Fundraising plan	4: Project feasibility
L. Project evaluation	1: Humanities content 2: Creative approach and technical design 5: Audience reach

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.

The form indicates required fields in yellow. Round all costs to the nearest whole dollar. The inclusion of a cost category on the Research and Related Budget does not necessarily mean that an expense is allowable. See [D6. Funding Restrictions](#) to ensure that proposed costs are allowable.

If you only request outright funds, your budget should include only the funding you are requesting from NEH. If you request 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.

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 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 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

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. You must report such costs in accordance with [2 CFR § 200.466\(b\)](#), and must treat them as direct or indirect costs in accordance with the actual work performed. You may charge tuition remission on an average rate basis.

Administrative/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 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 `additional equipment.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.

You may not use NEH funds to attend regularly occurring professional meetings unless the purpose of attending is to disseminate project-related findings.

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 a 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

Enter the total funds you are requesting for participant stipends.

3. Travel

Enter the total funds you are requesting for participant travel. In your [budget justification](#), name the travelers (if known) and itemize their travel expenses (e.g., roundtrip airfare, mileage, public transportation fares, parking fees, etc.).

4. Subsistence

Enter the total funds you are requesting for participant subsistence. Subsistence expenses include lodging and service charges; meals, including taxes and tips; and incidental expenses (e.g., fees and tips).

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

Enter the total number of participants. This field cannot exceed 999.

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 9: Subrecipient Budget\(s\)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 10: 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 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 the 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 10: Federally negotiated indirect cost rate agreement](#), if applicable.

Reference [NEH's General Guidance on Calculating Indirect Costs](#) for more information.

If NEH is your cognizant agency, reference [Guidance for Negotiating an Indirect Cost Rate Agreement with NEH](#).

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. The form will calculate total project costs.

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. Total project costs should not exceed the amounts listed in [B2](#).

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 all 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.

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 key personnel or employee(s) working on the project (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, except for 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 amount of time they will devote to the project across the period of performance, 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 9: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

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

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. 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. 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 exceed 50 characters
- multiple files have the same name
- 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](#).

The narrative **must not exceed fifteen pages**. Name the file narrative.pdf.

Attachment 2: Bibliography (required)

Provide a bibliography of the humanities scholarship that significantly informs the project. It should include any collections or libraries in which you have identified archival material for the project.

The bibliography **must not exceed two pages**. Name the file bibliography.pdf. The bibliography corresponds to [review criterion 1](#).

Attachment 3: Résumés and letters of commitment (required)

Include résumés for all key project personnel employed by the applicant organization, primary persons on the digital media team, and all consultants (including humanities advisers or scholars).

Additionally, include letters of commitment from digital media team members, humanities advisers, consultants, and all participating organizations. Letters should be signed and dated.

Resumes **have a suggested length of two pages per person**. Name the file resumes.pdf. Résumés and letters of commitment correspond to [review criteria 1, 2, 3, and 4](#).

Attachment 4: Work plan (required)

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](#).

Describe the activities that you will use during the period of performance to achieve the proposed objectives. Use a month-by-month timeline that includes each activity and identifies responsible staff. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing all activities. Include a schedule of meetings, being especially clear about when meetings with scholars and other consultants will occur.

Name the file workplan.pdf. The work plan corresponds with [review criteria 4](#).

Attachment 5: Description of your work sample (required)

Submit a sample of a previously completed project (not a version of the proposed project) by members of the project team or digital media team that best represents the approach and format of the proposal under review. You must provide a URL for the work sample. If necessary, provide instructions for accessing the sample. Describe the work sample and explain its relevance.

Name the file worksample.pdf. The work sample corresponds with [review criteria 2 and 3](#).

Attachment 6: Design document (required for Prototyping and Production)

Prototyping and Production applications must include a design document that addresses the following:

1) Narrative summary

- Summarize the project's core narrative and/or thematic elements and explain how you will communicate them to a broad general audience.

2) User experience

- Describe and visually illustrate how a typical user would experience the project, using site maps, mockups, wireframes, screenshots, storyboards, or object schematics.
- Explain and provide examples of how the design and user experience will convey the project's central humanities ideas and analysis.
- Describe how the project will present interpretive text and audiovisual materials. You may include small images to clarify the descriptions.

- Provide examples of interpretive text.

3) Technical specifications

- Explain the project's technical architecture(s), platform, and content management system (CMS).
- Document the project's CMS, including all procedures pertaining to creating, managing, storing, and disseminating content.

4) Sustainability plan

- Describe how the project will adapt to technological changes affecting both hardware and software.
- Estimate future costs and maintenance fees for sustaining the project beyond the period of performance.
- If a project is designed to function only for a limited time, explain your procedures for shutting it down and which components of the project you intend to maintain or archive, if any.

The design document **must not exceed 15 pages**. Name the file design.pdf. If applicable, the design document corresponds with [review criteria 1, 2, 4, and 5](#).

Attachment 7: Prototype (required for Production)

Production applications must include a prototype as proof-of-concept for the project and an indicator of its potential success. You must submit your prototype as a URL. If necessary, provide instructions for accessing the prototype.

Using screen captures, video walkthroughs, or a working version of the prototype, demonstrate how a typical user would navigate, interact with, and experience the project.

Name the file prototype.pdf. If applicable, the prototype corresponds with [review criterion 2](#).

Attachment 8: Images and links to other assets (optional)

You may include examples and brief descriptions of images and audio and visual materials, including links.

Name the file images.pdf. If included, this attachment corresponds with [review criterion 2](#).

Attachment 9: Subrecipient budget(s)

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

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

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.”

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](#).

Attachment 10: 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.

Name the file agreement.pdf.

Attachment 11: 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 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 applying. 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 May 3, 2023, at 11:59 p.m. Eastern Time. Program officers will not review late drafts.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it useful to strengthen their applications. If you choose to submit a draft, send it as an attachment to publicpgms@neh.gov.

Applications

The deadline for applications under this notice is June 14, 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 MD, MN, or MT. 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 at least 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 made under this notice for the following purposes:

- archival efforts, preservation, cataloguing of materials and collections, digitization of archives, databases, and other projects without strong narrative or interpretive elements and a plan to reach broad public audiences (applicants interested in such projects should consider programs offered by the [Division of Preservation and Access](#))
- the purchase of art, artifacts, or collections
- the purchase of hardware and/or software exceeding 20 percent of the total award
- the development of software, platforms, or user experiences that do not directly serve the proposed project (for funding opportunities supporting innovation in digital humanities, consider the [Digital Humanities Advancement Grants](#) program)
- general operations, renovation, or construction of production facilities
- fiscal agent and/or fiscal sponsor fees
- obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment)
- costs for activities performed by federal entities or personnel
- 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. Humanities content

The likely contribution of the project to public understanding of the humanities, including the significance of the topic, the humanities ideas, the quality of the scholarship, and analytical perspectives informing the project.

2. Creative approach and technical design

The viability of design, format, and content ideas. At **Prototyping** and **Production** levels, the likelihood of effectively conveying humanities content. The quality of a **Production** proposal's technical design and prototype.

3. Project personnel

The qualifications and potential contributions of the advising scholars and key organizational staff. The demonstrated technical skills, experience, and creative approach of the digital team.

4. Project feasibility

The feasibility of the workplan and the likelihood that the applicant will achieve the project's goals in a timely and efficient manner. The appropriateness and reasonability of the project's costs.

5. Audience reach

The broad appeal of the project to the public; or the potential for the project to reach its defined audience in large numbers. The likely effectiveness of the project to convey humanities ideas to its proposed audience and plans for evaluating the project's impact. The quality of a **Production** project's distribution plan, including related nondigital project components.

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 publicpgms@neh.gov.

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

[Apply to be a peer reviewer for NEH.](#)

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](#). This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused.

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 issue 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](#)).

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 December 2023. This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If NEH selects your application 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 January 2024.

[Learn more about managing an NEH award.](#)

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 applying, 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 11: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

NEH strives to make the products of its awards available to the broadest possible audience by providing ready and easy access to its grant products to scholars, educators, students, and the American public. 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 you must include 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.

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.

- **Federal Financial Report(s).** You must submit the Federal Financial Report (SF-425) annually.
- **Performance Progress Report(s).** You must submit a performance progress report annually.
- **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 progress on program-specific goals; 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.
- **Other required reports and/or products.** Discovery recipients must submit a design document. Prototyping recipients must submit a digital prototype. Production recipients must submit a digital product. You must submit design documents, digital prototypes, and digital products within 120 calendar days after the period of performance end date.
- **Tangible Personal Property Report.** If applicable, you must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. You must report all equipment with an acquisition cost of \$5,000 or more per unit purchased with NEH funds.

Following the period of performance, NEH requests that you inform the agency about new or changing distribution arrangements for grant-funded products.

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

G. Agency Contacts

If you have questions about the program, contact:

Division of Public Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
publicpgms@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 telecommunications relay at 7-1-1.

If you have questions about registering or renewing your registration with login.gov or [SAM.gov](https://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](https://grants.gov):

[Grants.gov Applicant Support](#)
U.S. calls: 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

Related funding opportunities

NEH funds digital humanities projects in many programs across the agency. If your project is not intended for public audiences, another grant line might be a better fit for your activities and goals. Review this guide to Navigating DH at the [NEH](#), or use this tool to [match your project with an NEH funding opportunity](#). If applicable, see also: “[Funding Digital Projects at Small, Regional, and Minority-Serving Institutions](#).”

If you seek to experiment with approaches to developing or implementing innovative approaches or software for creating digital projects for the public, you may apply for a Digital Humanities Advancement Grant from the Office of Digital Humanities. If you seek to develop a

plan to rejuvenate or modernize an existing digital project, you may apply for a Level I Digital Humanities Advancement Grant.

If you seek to develop digital humanities courses or curriculum-focused on digital humanities projects, including podcasts, maps, or digital resources for distance learning that can be used on- or off-line, you should apply for the [Humanities Initiatives](#) programs offered by the Division of Education Programs. If you seek to design interdisciplinary digital humanities majors or minors, consider the [Humanities Connections](#) program, also in the Division of Education Programs.

If you seek to design and deliver national or regional professional development training with goals of learning methodological or conceptual approaches to digital humanities and building community among practitioners with shared interests, you should consider a grant from the [Institutes for Advanced Topics in the Digital Humanities program](#) offered by the Office of Digital Humanities.

If you seek to examine the impacts of technology and digital culture on society through the lens of the humanities, you may wish to consider the Office of Digital Humanities' [Dangers and Opportunities of Technology: Perspectives from the Humanities](#) program.

If you seek to build or digitize collections, create archives, or develop reference resources like dictionaries and encyclopedias, you should consider the [Humanities Collections and Reference Resources \(HCRR\)](#) program. If you are in the planning stages of such a project, you should especially consider the HCRR Foundations subset of this program. If you seek to address major challenges in preserving or providing access to humanities collections and resources, you should consider the [Research and Development](#) program. Both programs are offered by the Division of Preservation and Access.

If you seek funding for individual scholarly interpretive research projects incorporating digital methods, you should consider the [Fellowships](#) program. If your project needs digital publication to achieve its aims, you should consider the [NEH-Mellon Fellowships for Digital Publication](#) program. Both are offered by the Division of Research Programs.

If you seek funding for a collaborative project that emphasizes interpretive work on humanities research questions, you should consider applying to the [Collaborative Research](#) program offered by the Division of Research Programs. This program funds convenings, manuscript preparation for publication, the planning of international collaborations, and the creation of scholarly digital resources or tools using preexisting methodologies, technologies, and infrastructure.

If you seek support to prepare critical digital editions and translations of important humanities texts (in print or digital form), you should consider the [Scholarly Editions and Scholarly Translations](#) program in the Division of Research Programs.

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.