



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Title: Digital Projects for the Public

Funding Opportunity Number: 20220608-MD-MN-MT

Funding Opportunity Type(s): New

Federal Assistance Listing Number: 45.164

Application Deadline: June 8, 2022

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
Telephone: 202-606-8269
Email: publicpgms@neh.gov
Federal Relay: 800-877-8399

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	20220608-MD-MN-MT
Federal Assistance Listing Number	45.164
Optional Draft Deadline	May 5, 2022, 11:59 p.m. Eastern Time
Application Deadline	June 8, 2022, 11:59 p.m. Eastern Time
Anticipated Announcement	December 2022
Anticipated FY 2023 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	Up to three years Projects must start between March 1, 2023, and September 1, 2023.
Eligible Applicants	• U.S. nonprofit organizations with 501(c)(3) tax-exempt status • public and 501(c)(3) accredited institutions of higher education • state and local governmental agencies • federally recognized Native American tribal governments See C. Eligibility Information for additional information.
Program Resource Page	Digital Projects for the Public The National Endowment for the Humanities (neh.gov)
Pre-Application Webinar	There will be a prerecorded webinar posted on the program resource page by April 15, 2022, 11:59 p.m. Eastern Time.
Published	March 14, 2022
Modified	March 29, 2022

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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 public through a realistic plan for development, marketing, and distribution
- demonstrate the capacity to sustain themselves

NEH seeks proposals that explore a range of interpretive possibilities. The most competitive projects are those which 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 instance, if your request is for a mobile experience that would operate within a museum or would work in conjunction with a film, you should explain how this project element will enhance the audience's humanities learning experience.

Applicants may also choose to identify particular communities and groups, including students, to whom a project may have particular appeal.

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 criteria used 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

Applicants are not required to obtain a Discovery grant before applying for a Prototyping grant, or to obtain a Prototyping grant before applying for a Production grant. Applicants who have received an award in one funding category may not receive a second award for the same project

in the same funding category. For example, an applicant 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](#).

NEH encourages potential applicants to contact the Division of Public Programs at 202-606-8269 or 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 two types of expertise 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 to engage the content 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 both humanities scholars and content and media experts.

Activities may include:

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

Discovery awards should 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. Applicants in this category must submit a design document that describes the platform, user interface, design, and the ways in which the project's central humanities ideas will be conveyed. These awards should result in the testing and creation of a digital prototype that explains the key digital features and humanities content of the project.

Activities may include:

- refinement of humanities content
- consultation with humanities scholars 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
- audience evaluation
- other activities that will advance the project towards the production stage

Completed prototypes should demonstrate the project's technological 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. Applicants 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 function to 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/or audiovisual assets
- rights and licensing fees for audiovisual assets
- production of complementary components such as museum displays
- publication of complementary materials, such as catalogs and curriculum guides
- publicity, outreach activities, and public programs
- project evaluation

NEH expects that by the conclusion of the period of performance, the team will have fully produced the project and distributed it for widespread public use.

2. Background

This program is authorized by [20 U.S.C. § 956, et seq.](#) 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 \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

According to the [National Foundation on the Arts and the Humanities Act of 1965](#), "The term 'humanities' includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

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

[Learn more about NEH.](#)

NEH Initiatives

NEH seeks to support projects that respond to the following initiative. NEH will give all applications equal consideration in accordance with the program's [review criteria](#).

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

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

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

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award Amounts

You may request up to:

- \$30,000 in the Discovery category
- \$100,000 in the Prototyping category
- \$400,000 in the Production category

Successful applicants will be awarded outright funds.

Approximately \$1,500,000 is expected to be available to fund 11-16 recipients.

NEH will not determine the amount available until Congress enacts the final FY 2023 budget. This notice is subject to the availability of appropriated funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

Period of Performance

All awards have a period of performance of up to three years, with start date as early as March 1, 2023 and as late as September 1, 2023.

The period of performance must start on the first day of the month.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants must be established in the United States or its jurisdictions and be one of the following:

- a [nonprofit organization with 501\(c\)\(3\) tax-exempt status](#)
- an [accredited institution of higher education](#) (public or 501(c)(3))
- a unit of state or local government
- a [federally recognized Native American tribal government](#)

Eligible applicants acting solely as fiscal agents or fiscal sponsors may not apply on behalf of ineligible applicants.

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

2. Cost Sharing

Cost sharing is not required in this program.

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

Applicants may contribute voluntary cost share to projects in which the total costs exceed the amount awarded by NEH. Voluntary cost share includes:

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

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

Learn about [types of funding offered by NEH](#).

3. Other Eligibility Information

Eligible applicants 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, the applicant should explain in the narratives how the project director would allocate their time between the awards.

Applicants may revise and resubmit previously rejected applications, which NEH will assess using the [same criteria](#) as others in the current competition.

Prior NEH award recipients may request support for a new or subsequent stage of the same project. NEH will assess these applications using the [same criteria](#) as others in the current competition.

As a matter of programmatic policy, NEH will not fund a project more than once at each funding level.

Per 2 [CFR 200 § 403\(f\)](#), overlapping project costs across multiple applications for federal funding and/or approved federal award budgets are not allowed. However, applicants may seek funding for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual's level of effort cannot exceed 100% across all active federally funded awards.

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. Applicants may use funds from, or sites and materials controlled by, other federal entities in their projects. Such resources may not be used as gifts to release NEH matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. Nevertheless, otherwise eligible American institutions may apply for collaborative projects involving U.S. and foreign organizations provided they do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §§ 200.1](#) and [.331\(a\)](#). Eligible applicants may obtain the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in [2 CFR § 200.459](#) and secure vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

Applications must be received by the deadline, except for the limited reasons covered by NEH's [late submission policy](#). Incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications that exceed specified page limits or violate formatting instructions will not be reviewed. See the [Application Components Table](#).

Substantive Involvement

Applicant institutions must not function solely as fiscal agents or fiscal sponsors. Fiscal sponsorship activities alone (proposal submissions, reporting, fulfillment of contractual obligations, maintaining IRS status, etc.) are insufficient.

By contrast, an applicant does not function solely as a fiscal agent or fiscal sponsor if it makes

any substantive contributions to the project. Examples of substantive contribution include, but are not limited to:

- 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 applicants 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 20220608-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](#).

- Discovery: MD2022
- Prototyping: MT2022
- Production: MN2022

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 Federal Relay at 800-877-8399.

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 components one of the following designations:

- Required: All applicants must submit this component.
- Conditionally Required: Applicants must submit this component if they meet the specified conditions.
- Recommended: NEH encourages, but does not require, applicants to submit this component.

You must submit all required and relevant conditionally required components. **Applications missing any required or relevant conditionally required components will be considered incomplete and rejected from further consideration.**

NEH has established page limits for some application components:

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

You must abide by the page limits and formatting instructions in this notice. **Applications that exceed page limits or violate formatting instructions will be considered nonresponsive and rejected from further consideration.**

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

- paper 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-point

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

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

Application Component	File Name	Designation	Page limits
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget Attachments Form		Required	
Certification Regarding Lobbying		Conditionally required	
Standard Form-LLL "Disclosure of Lobbying Activities"		Conditionally required	
Attachments			
1: Narrative	narrative.pdf	Required	15 pages (mandatory)
2: Bibliography	bibliography.pdf	Required	2 (suggested)
3: Resumes 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	30 (suggested)
7: Prototype	prototype.pdf	Required for Production	
8: Images and links to other assets	images.pdf	Recommended	
9: Subrecipient budgets	subrecipient.pdf	Conditionally required	
10: Federally negotiated indirect cost rate	agreement.pdf	Conditionally required	
11: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	

Narrative

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

You must limit the narrative to **fifteen single-spaced pages with one-inch margins and a font size of at least eleven point**. 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, provide a brief overview of the project, its goals and intended outcomes, its format, and the amount of funding requested.

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

- Discuss the significance of the subject and its relevance to the public.
- Describe the scholarly content of the project, using thematic statements to identify the major humanities ideas and questions to be addressed.
- If applicable, describe how the project would differ 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 demonstrate 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 to be used for selecting and monitoring the content that will be made available to the public.
- Describe the policies and process to be used 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 for the project and the ways in which 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.

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.
- If student workers will be employed, explain the selection criteria, supervision plan, and plans for maintaining quality and consistency of work.
- If applicable, describe the applicant's anticipated substantive involvement in the project.

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

- Discuss the project's history and the work that has been accomplished to date.
- If the project has received previous NEH funding, describe how it met the goals of the previous award(s).
- For **Production** proposals, if applicable, provide examples of earlier work that best illustrate the project's evolution and integration of user feedback and testing. 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 enable the project to fulfill its goals, including reaching its 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. If different, describe the production organization(s) as well.

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

- Specify the source and amount of all funds raised to date, including NEH awards, for all aspects of the project.
- Provide specific plans for raising funds from outside sources to cover costs that will exceed NEH support.

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

- For **Discovery** proposals, explain how you will evaluate the potential appeal and efficacy of the content and platform. Discuss how feedback will be incorporated 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 done to date and explain how you plan to test and evaluate the project moving forward.
- For **Production** proposals, describe how data from audience evaluations will be collected and appraised.

Narrative Guidance	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
<u>A. Nature of request</u>	<u>All review criteria</u>
<u>B. Humanities content</u>	<u>1: Humanities content</u>
<u>C. Project format</u>	<u>1: Humanities content</u> <u>2: Creative approach and technical design</u> <u>5: Audience reach</u>
<u>D. User-generated content</u>	<u>1: Humanities content</u>
<u>E. Audience and distribution</u>	<u>5: Audience reach</u>
<u>F. Rights, permissions and licensing</u>	<u>2: Creative approach and technical design</u> <u>4: Project feasibility</u>
<u>G. Humanities advisors</u>	<u>1: Humanities content</u> <u>3: Project personnel</u>
<u>H. Project and digital media team</u>	<u>2: Creative approach and technical design</u> <u>3: Project personnel</u>
<u>I. State of the project</u>	<u>4: Project feasibility</u>
<u>J. Organization profile</u>	<u>4: Project feasibility</u>
<u>K. Fundraising plan</u>	<u>4: Project feasibility</u>
<u>L. Project evaluation</u>	<u>1: Humanities content</u> <u>2: Creative approach and technical design</u> <u>5: Audience reach</u>

Research and Related Budget

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

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

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

If you are exclusively requesting outright funds, your budget should include only funding requested from NEH. If you are requesting federal matching funds, your budget must equal 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. Total federal matching funds and cost share should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields. Learn about [types of funds offered by NEH](#).

Do not include voluntary cost sharing on the Research and Related Budget form, but describe it in your [budget justification](#).

All costs, whether supported by NEH funds or required cost sharing contributions (if applicable), must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of performance. All costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F - Audit Requirements](#).

Team members who are playing a leadership role in the project should be included under [A. Senior/Key Person](#). Additional team members should be included under [B. Other Personnel](#). Only personnel employed by the applicant institution should be included in A. and B. Depending on their role on the project, costs for other team members may be included under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#).

If you charge indirect costs to the project, ensure that expenses charged to the project as direct costs are not included in your organization's indirect cost. 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 provided on your [SF-424 Application for Federal Assistance - Short Organizational](#). Your period of performance must start on the first day of the month and end on the last day of the month. Check “project” for budget type.

A. Senior/Key Person

Include personnel who are employed by the applicant institution who will play a leadership role on the project. Do not include collaborators at other institutions or consultants, as they will be included in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) and identify the number of months each senior/key person will devote to the project. 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. If effort remains constant, but your institutional business process requires noting academic and summer months separately, you may use both

columns. If your institution does not use a nine-month academic year or a three-month summer period, include your institution's definition of these terms in your [budget justification](#).

Enter the requested salary and fringe benefits for each person. Per [2 CFR § 200.431](#), fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

You must claim salaries and wages in compliance with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits in compliance with [2 CFR § 200.431](#).

The form will calculate the requested salary and fringe benefits for each 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 requested for personnel listed in the attachment in the “Total Funds requested for all Senior/Key Persons in the attached file” field.

B. Other Personnel

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. Such costs are subject to the reporting requirements in [2 CFR § 200.430](#), and must be treated as direct or indirect costs in accordance with the actual work performed. Tuition remission may be charged on an average rate basis.

Secretarial/Clerical

In most circumstances, the salaries of administrative, secretarial, or clerical staff are included 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:

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

Document how direct charging for secretarial/clerical personnel meets all four conditions in your budget justification. NEH may request additional information to assess allowability.

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](#).

You must claim salaries and wages in compliance with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits in compliance with [2 CFR § 200.431](#).

Do not list collaborators at other institutions or consultants here, as they will be included 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. The requirements of this section must be included in all subawards, contracts, and purchase orders for work or products under this award.

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

The form has space for ten items. If you request funds for additional equipment, list them in a separate document. Save the document as a PDF named `additionalequipment.pdf` and attach it under “Additional Equipment.” Enter the total funds requested 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 requested for both domestic (local and long-distance) and foreign travel (travel to Canada and Mexico is considered foreign travel). Provide a detailed breakdown of costs for each trip in your [budget justification](#). **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

Travel costs must comply with [2 CFR § 200.475](#) and foreign travel must comply with the [General Terms and Conditions for Awards to Organizations \(issued January 1, 2022 or later\)](#). 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 support attendance at 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 [F3](#).

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.

As defined in [2 CFR § 200.1](#), participant support costs are direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

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

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

The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the total funds requested for participant stipends.

3. Travel

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

4. Subsistence

Enter the total funds requested 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 requested for the costs described.

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

2. Publication Costs

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

3. Consultant Services

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

If such services are provided by a third-party, include them in [Subawards/Consortium/Contractual Costs](#).

5. Subawards/Consortium/Contractual Costs

Enter the total funds requested (both direct and indirect costs) for activities to be performed by third-parties.

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

A pass-through entity may provide a subaward through any form of legal agreement, including an agreement that the pass-through entity considers a contract. The substance of the relationship between a pass-through entity and a third party is more important than the form of the agreement when determining if the third-party functions as subrecipient or contractor. See [2 CFR § 200.331\(c\)](#).

NEH may request additional information in order to assess reasonableness and allowability. See [2 CFR §§ 200.331](#) and [.332](#).

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in [Attachment 10: Federally negotiated indirect cost rate agreement](#). Subrecipients requesting the de minimis rate are not required to provide an agreement.

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

6. Equipment or Facility Rental/User Fees

Enter the total funds requested for rental/user fees for equipment and facilities.

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

Per [2 CFR § 200.432](#), allowable conference costs include rental of facilities. Rental costs under “less-than-arm's-length” leases are allowable, provided they are consistent with [2 CFR § 200.465\(c\)](#).

Federally funded meetings and conferences must be held 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 incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

List items not included in other budget categories or in the indirect cost pool. “Other” project-specific costs may include promotion, acquisition fees, rights, evaluation and assessment fees, and 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 may include speakers’ fees, costs of meals and refreshments, and other incidental items. Conference hosts must exercise discretion and judgment in ensuring 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. Federal funds for meals/ food/ refreshments at receptions or “networking” events are not permitted. If complimentary meals or refreshments are provided during meetings, conferences, training, or other events while on NEH-supported travel, you must reduce the per diem charged to award accordingly. Per [2 CFR § 200.423](#), alcoholic beverages are unallowable.

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

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

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

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." With rare exceptions, your institution's "research" rate will not be the appropriate rate for inclusion in your NEH project budget, as this rate 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\(c\)\(1\)](#), federal agencies must use the negotiated rate(s) in effect at the time of the initial award throughout the life of the federal award. Award levels will not be adjusted as a result of changes in negotiated rates. Except as provided in [2 CFR § 200.414](#), when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed.

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

- direct cost all expenses;
- submit an indirect cost proposal to its cognizant federal agency to negotiate a rate within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR § 200.414](#)); or
- charge a de minimis rate of 10% of MTDC (see [2 CFR § 200.414\(f\)](#))

If you choose one of these options, indicate this under [Indirect Cost Type](#).

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, and as [Attachment 10: Federally negotiated indirect cost rate agreement](#), when applicable.

Indirect Cost Type

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

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency 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 requested for each indirect cost type.

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

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

I. Total Direct and Indirect Costs

The form will calculate total project costs.

J. Fee

Leave this field blank.

K. Total Costs and Fee

Since there is no fee, this 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 the proposed objectives, detail how you calculated costs, and provide supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

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

If applicable, describe voluntary cost share in the budget justification. These costs should not be included on the Research and Related Budget form.

If you are requesting federal matching funds, identify the activities supported by your required cost share, and the source(s) of funding. Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the allowability of gifts for matching purposes.

Your total federal matching funds and voluntary cost share should equal the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields.

A. Senior/Key Person

Detail the salary and wages paid to each Senior/Key Person. Provide their names and describe their roles in and suitability to the project. Identify the fringe benefit rate and explain the base for the calculation 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 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 arrived at the dollar amounts. Provide vendor quotes or price lists.

D. Travel

For each trip, provide the name of the traveler (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other expenses associated with the travel. Explain how you arrived at these dollar amounts. All trips—both foreign and domestic—must be justified individually.

For local travel, outline the mileage rate, number of miles, reason for travel, and staff member/consumers 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. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

E. Participant/Trainee Support Costs

Describe your method of cost computation for 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.

2. Publication Costs

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

3. Consultant Services

Identify each consultant, describe the services he/she will perform, specify the number of days, outline travel costs, and provide total costs. If applicable, include proposals.

4. Automated Data Processing (ADP)/Computer Services

Itemize the funds requested 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 their role in the project, the activities they will carry out, and the associated cost. 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.

Submit a Research and Related budget and budget justification for each subrecipient in [Attachment 9: Subrecipient budget\(s\)](#).

Itemize associated costs using the same categories as the Research and Related Budget for each third party and provide relevant supporting documents.

6. Equipment or Facility Rental/User Fees

Identify and justify each rental/user 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 includes basic information about your institution, the proposed project, and key contacts. Items 1, 2, and 4 will be automatically filled in; item 3 should be left 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 grants administrator or chief financial officer.

g. Provide your [congressional district](#). For example, if your institution is located in the 5th congressional district of Alabama, enter “AL-005.” If your institution does not have a congressional district (for example, it is in a state or U.S. jurisdiction that does not have districts, or is in a foreign country), 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. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients may use their preferred title for any award products.

b. Provide a brief description of your project (no more than one thousand characters, including spaces). It should be written for a nonspecialist audience and describe 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 the project director named in the application changes.

If the project director is not employed by the applicant organization, they 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/Grants Administrator

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

As a matter of NEH policy, the project director named in item 7 must not be the same individual named as the primary contact/grants administrator named in item 8. The role of the project director must be distinct from that of the institutional grant administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. The institutional grant administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel. Similarly, NEH will send official correspondence (for example, an offer letter, award documents, an extension, a supplement, or amendment) to the institutional grant administrator and copy to the project director.

9. Authorized Representative

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "authorizing official," is typically the president, vice president, executive director, board chair, provost, or chancellor. The institution's Grants.gov E-Business Point of Contact must designate the AOR.

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

Enter the amount of outright and federal matching funds requested, as well as required cost share, if applicable. Do not include voluntary cost share. Learn about different [types of funding](#).

4. Application Information

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

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 optional 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 optional 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 (i.e., Word, Excel, images, etc.) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten security-enhanced PDFs before uploading to Grants.gov.

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

Grants.gov may accept and validate your application even if required components are missing or in the incorrect format. However, even if Grants.gov accepts and validates your application, it will be rejected by NEH if it is missing required components or is improperly formatted. It is your responsibility to ensure that all attachments are within page limits and that all required components are properly formatted, attached, and submitted.

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

Attachment 1: Narrative (required)

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

Name the file narrative.pdf.

Attachment 2: Bibliography (required)

Provide a bibliography of the humanities scholarship that significantly informs the project. This bibliography should also include any collections or libraries in which archival material for the project has been identified.

The bibliography **should 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). In addition, include letters of commitment from digital media team members, humanities advisers, consultants, and all participating organizations. Letters should be signed and dated.

Resumes **should not exceed 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)

All applicants must 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. Include a description of the work sample and an explanation of its relevance in this section. This work sample must be included as a URL. If necessary, provide instructions for accessing the sample.

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 they will be communicated to a broad general audience.

2) User experience

- Describe and visually illustrate how a typical user would experience the project, section by section. Use 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.
- If a project is designed to function only for a limited time, explain your procedures for shutting it down and which—if any—core aspects of the project will be maintained and/or archived.

The design document **should not exceed 30 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 (including links) and brief descriptions of images and audio and visual materials.

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](#).

If you have not already done so, you will be required to 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](#).

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. 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. If you fail to allow sufficient time to register, you will not be eligible for a deadline extension or waiver of the online submission requirement.

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

System for Award Management (SAM)

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

If you have not already done so, you will be required to create a [Login.gov](#) user account to register in SAM. When registering or renewing in SAM, you will review and agree to the Financial Assistance Certifications, in accordance with [2 CFR § 200.209](#).

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

Grants.gov

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

After you register 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 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 drafts submitted by May 5, 2022 at 11:59 p.m. Eastern Time. Late drafts will not be reviewed.

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 helpful in strengthening 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 8, 2022, at 11:59 p.m. Eastern Time.

Applications must be complete, follow 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 the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). NEH will notify you by email if a technical problem is detected. It is your responsibility to correct any errors prior to the deadline.

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- 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)
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

See [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 potential for broad, general audience appeal. The likely effectiveness of proposed audience reach and impact evaluation. The quality of a **Production** project's distribution plan, including related nondigital project components.

2. Review and Selection Process

NEH staff will review all applications for eligibility, completeness, and responsiveness. Complete applications from eligible applicants will be reviewed by experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications.

NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff will comment on matters of fact or on significant issues not addressed by peer reviews, then will make recommendations to the [National Council on the Humanities](#). The National Council meets at least twice annually to advise the NEH Chair. The Chair considers the advice provided by the review process and, by law, makes all funding decisions. [Learn more about the NEH review process](#).

3. Assessment of Risk and Other Pre-Award Activities

NEH will assess applications that receive a favorable review for past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements, as well as other considerations.

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

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

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

NEH will consider information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). FAPIIS is a database that contains information to support award decisions as required by the [Federal Acquisition Regulation](#). You may comment on information provided by federal awarding agencies about your organization. NEH will review FAPIIS when assessing your organization's integrity, business ethics, and record of performance under federal awards, as described in [2 CFR § 200.206](#). Per [2 CFR § 200.213](#), NEH will report determinations that an applicant is not qualified to FAPIIS.

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in December 2022. This is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting publicpgms@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

The NEH Office of Grant Management will send award documents to recipients through eGMS Reach in January 2023.

2. Administrative and National Policy Requirements

Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards](#)

[to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), and the specific terms and conditions in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

- The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- Failure to make required disclosures can result in any of the remedies described in [2 CFR § 200.339](#), including suspension or debarment. See [2 CFR 180](#) and [3369](#).
- If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 11: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

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

Recipients 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

Recipients may copyright work that is subject to copyright and was developed, or for which ownership was acquired, under an award. In accordance with [2 CFR § 200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish excerpts from 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](#), recipients may only issue subawards with federal funds to organizations that have obtained and provided to the recipient a Unique Entity Identifier. Subrecipients are not required to complete registration with the [System for Award Management \(SAM\)](#) to obtain a Unique Entity Identifier. See [D3. Unique Entity Identifier and System for Award Management](#).

Recipients must monitor subrecipients to ensure that subawards are used for authorized purposes, comply with federal statutes, legislative requirements, regulations, and the terms and

conditions of the subaward; and that performance goals are achieved. Recipients must ensure that subrecipients track, appropriately use, and report program income generated by the subaward. See [2 CFR § 200.332](#) for information that must be included in subaward agreements.

Program income

Recipients must use all program income generated as a result of awarded funds for approved project-related activities. The program income alternative applied to awards under this notice will be addition. See [2 CFR § 200.307](#) for post-award requirements for program income.

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 the [NEH Office of the Inspector General](#).

Termination

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

3. Reporting

Recipients must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

- **Federal Financial Report(s).** Recipients must submit the Federal Financial Report (SF-425) on an annual basis.
- **Performance Progress Report(s).** Recipients must submit a performance progress report to NEH on an annual basis.
- **Final Reports.** Recipients must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance.
- **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. Design documents, digital prototypes, and digital products must be submitted within 120 calendar days after the period of performance end date.
- **Tangible Personal Property Report.** If applicable, recipients must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. Recipients 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 recipients 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
202-606-8269
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
grantmanagement@neh.gov

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 800-877-8399.

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), contact [Grants.gov](https://grants.gov) Applicant Support, 24 hours a day, 7 days a week, excluding federal holidays. at:

[Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726

International Calls: 606-545-5035

Email: support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

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.