



NATIONAL
ENDOWMENT
FOR THE
HUMANITIES

Notice of Funding Opportunity

Public Impact Projects Celebrating America's 250th Anniversary

Funding Opportunity Number: 20250611-TA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

Application Deadline: July 9, 2025

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

Division of Public Programs
Email: publicpgms@neh.gov

OMB control number 3136-0134, expiration date October 31, 2027

Executive Summary

The National Endowment for the Humanities (NEH) Division of Public Programs is accepting applications for the Public Impact Projects Celebrating America’s 250th Anniversary program. This program supports cultural organizations in creating and developing scholarship-based public programs that celebrate the people, events, ideas, and legacies related to the signing of the Declaration of Independence.

Funding Opportunity Title	Public Impact Projects Celebrating America’s 250 th Anniversary
Funding Opportunity Number	20250611-TA
Federal Assistance Listing Number	45.164
Application Deadline	July 9, 2025, 11:59 p.m. Eastern Time
Anticipated Award Announcement	December 2025
Anticipated FY 2025 Funding	Approximately \$4,000,000
Estimated Number and Type of Awards	Approximately 40 grants
Award Amounts	Up to \$200,000
Cost Sharing/Match Required	No
Period of Performance	Up to two years. Projects must start between March 1, 2026, and May 1, 2026
Eligible Applicants	<ul style="list-style-type: none"> • nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • accredited institutions of higher education (public or nonprofit) • state and local governments and their agencies • federally recognized Native American Tribal governments <p>See C. Eligibility Information for additional information.</p>
Program Resource Page	https://www.neh.gov/program/public-impact-projects-celebrating-americas-250th-anniversary
Published	May 16, 2025

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A. Program Description

1. Purpose

The Public Impact Projects Celebrating America's 250th Anniversary program (PIP) aims to renew public engagement with America's history through projects that focus on the people and events of 1776 and the meaning of the Declaration of Independence. These awards help museums and cultural organizations develop scholarship-based interpretive public humanities programming commemorating the 250th anniversary of the signing of the Declaration of Independence (or "Semiquincentennial") in 2026. Applications must demonstrate the project's relationship to the 250th anniversary. This milestone is an important opportunity for Americans to learn about the full sweep of our nation's past. Projects may draw connections to the 250th anniversary by, for example, interpreting the legacy of the Declaration or the nation's founding ideals. Similarly, your project may consider how the revolutionary period shaped the history of your state or locality even if it was not a part of the United States at the time.

The goals of PIP are to help your organization identify interpretive connections between your collections and the nation's founding principles; increase your ability to provide interpretive public programs celebrating the 250th and/or chronicling the nation's progress toward becoming a more perfect union; and enrich your relationships with existing audiences or attract new ones. Projects should have a regional or national reach, or deep engagement with local communities demonstrated through partnerships or involvement of community members.

All applications must have strong public humanities interpretation at their core and must be related to the 250th anniversary of the signing of the Declaration of Independence.

How NEH defines the humanities

Successful projects will demonstrate how the humanities matter to American audiences and communities. NEH's definition of the humanities is wide-ranging and includes history, art history, ethnomusicology, archaeology, anthropology, literature, philosophy, and other areas that offer critical examination of human history and culture (see [A2. Background](#)). While PIP does not support performing arts or artmaking activities, it can support public programming that uses the humanities to consider the historical or cultural significance of the arts. For example, pre- or post-performance discussions or lectures that explore the historical or cultural significance of a musical, dance, or theatrical work are eligible activities, but not the performances themselves. See [Project Design](#) below for further distinction between the arts and the humanities.

How NEH defines public interpretation

Strong public humanities interpretation is the key factor driving funding decisions under PIP. Public interpretation, according to NEH, refers to providing audiences with interpretive presentations exploring the historical and/or cultural significance of a topic. Examples of public interpretation are curatorial wall texts in an exhibition, analytical ideas offered by tour guides, historical trail markers, or a panel discussion with humanities experts who may help audiences understand resources like a documentary film, work of art, historic district, or work of literature. Proposals must include public interpretation to be successful. All short-term and long-term activities must, ultimately, strengthen public interpretation for your audiences.

Examples of allowable and unallowable activities

Collections review with a goal of new interpretation and storytelling is allowable, whereas a collection preservation assessment by a conservator (funded in NEH's [Preservation Assistance Grants](#) program) is not.

PIP can support limited oral history collection provided that you clearly articulate how, during the period of performance for the award, the content of the oral histories will be used to plan interpretation or will be incorporated into public programs.

Festival programming such as analytical discussions or lectures concerning the historical or humanities significance of a subject is allowable. Creative-oriented festival activities such as art and craft making, sales of art, creative writing, and dance, musical, and theatrical performances are not.

For more information regarding ineligible activities see [D6. Funding restrictions](#).

Project Design

Humanities content and scholarship-based public interpretation are central to this program. A grounding in scholarly research and emphasis on interpretation of content are core aspects that distinguish NEH-funded projects from other grant programs, such as the artmaking and performance-based projects supported by the [National Endowment for the Arts \(NEA\)](#).

PIP supports planning and/or implementation of projects that interpret and analyze humanities topics for public audiences. As such, you **must** collaborate with humanities scholars from outside your organization. You are also encouraged to include other collaborators, such as public interpretive specialists who can assist in identifying compelling stories and accessible ways to share them with audiences, and community partners, like schools, or other community organizations. For projects taking a local focus, community engagement is essential. You should describe the qualifications and suitability of outside consultants and experts in your narrative, and include a one-paragraph biography for each outside consultant in [Attachment 3: Biographies of key personnel, scholars, and consultants](#).

You must center your project on interpretation of and public programming related to the 250th anniversary of the signing of the Declaration of Independence.

When designing your project, consider the following questions:

- What are your organization's humanities needs or programmatic goals for interpreting the Semiquincentennial?
- How would they benefit public audiences?
- How might these goals help audiences connect to the people, events, and ideas from the Revolutionary Era?

Projects might involve staff development, evaluation, or interpretive planning to enhance your organization's ability to address topics related to the cultural value and meaning of the founding of the United States. Public programming activities may take many forms, such as exhibitions, walking tours, or public discussions. NEH welcomes approaches that engage your community and extend audience reach, such as bringing public interpretation to spaces outside your organization (e.g., parks, local government buildings, and public transportation).

Peer reviewers will evaluate proposed engagement based on its potential to provide opportunities for critical thinking and deep analysis of humanities themes and takeaway ideas. Similarly, reviewers will evaluate the potential for your proposed activities aimed at strengthening interpretive methods using evaluation, staff development, or interpretive planning to reach your audience and improve its engagement with the celebration of the 250th. (See [E1. Review Criteria.](#))

Allowable activities include but are not limited to:

- hiring an interpretive consultant to help you think about ways your collections and site can address the 250th anniversary of the Declaration of Independence
- working with an evaluator to conduct focus groups, or front-end or formative evaluations aimed at understanding how your audience connects to the Founding Era and assessing their knowledge, needs, and expectations for interpreting this story
- consultation with scholars and interpretive consultants to develop new narrative frameworks for your collections or site
- professional development to enhance staff and volunteer skills to present and plan public programming that focuses on the story of national progress and the meaning of the nation's founding principles. This may include attendance at conferences focused on interpretive approaches and best practices for addressing the 250th, or the creation and implementation of interpreter training to present 250th celebrations at your organization
- visits to other organizations to observe best practices
- planning and/or delivery of interpretive public programs

See [D6. Funding Restrictions](#) for unallowable activities. Applications unrelated to the purpose of this program or that include unallowable costs or activities may be judged nonresponsive and returned without review.

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

Program Outputs and Outcomes

The outputs of a successful PIP Celebrating America's 250th Anniversary award may include, but are not limited to:

- an assessment report outlining potential interpretive methods and/or storylines
- participation of staff and/or volunteers in professional development training in new interpretive methods and/or content
- an interpretive plan for the implementation of new public programs
- a new exhibition, tour, or other public programs

The outcomes of a successful PIP Celebrating America's 250th Anniversary award might include but are not limited to the expansion of staff knowledge and skill in interpreting the meaning of the Semiquincentennial, expanded areas of public programming to increase audience engagement with the 250th, and/or increased engagement with audiences.

You will describe your project outputs, and how they would support the overall purpose of the PIP program, in [Attachment 1: Narrative](#). If you receive an award, NEH will assess your performance based on the outputs you identify in the proposal against what you describe in your performance report. See [F3. Reporting](#).

2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#) and Executive Order 14189, [Celebrating America's 250th Birthday](#). 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](#)

Under [Section 3\(a\) of the National Foundation on the Arts and the Humanities Act of 1965](#), as amended, "The term 'humanities' includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

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

[Learn more about NEH.](#)

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 apply for an amount based on the average of your total annual operating costs for the three most recently completed fiscal years. If required to file, 501(c)(3) nonprofit organizations should refer to their 2023 Form 990 (Return of Organization Exempt from Income Tax), part one, line 18.

Level I: Organizations with an annual operating budget of less than \$1,000,000 may request up to \$50,000.

Level II: Organizations with an annual operating budget of between \$1,000,000 and \$10,000,000 may request up to \$100,000.

Level III: Organizations with an annual operating budget greater than \$10,000,000 may request up to \$200,000

NEH anticipates awarding approximately \$4,000,000 among an estimated 40 recipients.

NEH will not determine the exact amount available for funding until Congress makes official appropriations for FY 2026 and will issue awards subject to the availability of appropriated

funds. NEH is publishing this notice as a contingency to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

Period of performance

You may request a period of performance of up to two years with a start date between March 1, 2026, and May 1, 2026.

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

C. Eligibility Information

1. Eligible Applicants

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

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

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

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

NEH encourages proposals from the [intended applicants](#) described above.

The recipient may not function solely as a fiscal agent but should make substantive contributions to the success of the project.

2. Cost Sharing

NEH does not require cost sharing in this program.

Cost sharing refers to project costs that are covered with non-NEH funds. You may contribute voluntary cost share if the total project costs exceed the amount awarded by NEH. Voluntary cost share includes:

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

Do not include voluntary cost share on your Research and Related Budget. The Research and Related Budget should include only funds you are requesting from NEH. You may describe voluntary cost share in your budget justification.

Peer reviewers will not consider any voluntary cost share in their evaluation of applications.

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

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

3. Other Eligibility Information

You may submit multiple applications for separate and distinct projects under this notice. An individual may serve as project director for multiple proposed projects under this notice.

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

Per [2 CFR § 200.403\(f\)](#), NEH does not permit overlapping costs on two or more awards for federal funding and/or approved federal award budgets. If you are submitting proposals to other NEH programs or government agencies, specify when and to whom in the [Supplementary Cover Sheet for NEH Grant Programs](#). NEH may disallow overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

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

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

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

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

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

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 20250611-TA. There is also a link on the [program resource page](#).

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

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

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

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](#).

Application formatting

Your application attachments must be PDFs and conform to the following formatting requirements, unless otherwise indicated:

- pages no larger than standard letter (8 ½" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

In addition, NEH encourages you to format your attachments consistent with the following:

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

Application Component Table

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

- Required: You must submit this component.
- Conditionally required: You must submit this component if your proposal meets the specified conditions.
- Conditionally required for recipients: You are encouraged but not required to submit this component when you apply. You must submit it if you receive an award if your proposal meets the specified conditions.

NEH will **not review** applications **missing** any **required documents** or relevant conditionally required documents.

Do not include attachments other than those listed in the table in this notice. If you do, **NEH will reject your application.**

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

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

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

Application Component	File Name	Designation	Page limit
Attachments			
1: Narrative	narrative.pdf	Required	10 (mandatory)
2: Work plan	workplan.pdf	Required	2 pages (suggested)
3: Biographies of key personnel, scholars, and consultants	bios.pdf	Required	One paragraph per person (suggested)
4: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
5: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
6: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required for recipients	
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 and Budget Justification		Required	
Attachments Form		Required	

Application Components: Attachments

Each attachment must be a single PDF file. See the [Attachments Form instructions](#) for further guidance about file requirements. Read those instructions carefully, as Grants.gov will not accept files that do not meet the requirements.

Attachment 1: Narrative (required)

Copy and paste the following questions into a document, creating a questionnaire format. After each question, insert your brief answer. If a question is not applicable, respond “N/A.” Leave a blank line between questions. Your answers 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 **10 or fewer single-spaced pages** (including the reiteration of the questions below). Do not include an executive summary, cover page, or table of contents. You may include images, charts, diagrams, footnotes, or endnotes if they fit within the page limit. Name the file narrative.pdf.

Organize your narrative using the following headings. Each section aligns with one or more [review criteria](#) NEH will use to evaluate your proposal.

Summary of the proposal

Provide a brief, one-paragraph summary of your proposal and request. Then, respond to each question below. The length of each response may vary. Provide only information related to your organization as the applicant of record. Do not include information related to other institutional partners on the project.

Part 1: Your organization (aligns with review criterion [Institutional suitability](#))

- What is your organization and what does it do?
- Provide a link to your organization’s web page.
- What is your organization’s mission statement (or vision statement/short statement on organizational focus)?
- When was your organization founded?
- What was your annual operating budget in fiscal year 2023? If required to file, 501 (c)(3) nonprofit organizations should refer to their 2023 Form 990 (Return of Organization Exempt from Income Tax), part one, line 18. Other level II and Level III applicants should provide information from audited financial statements to convey the organization’s total operating costs. Level I applicants may use unaudited financial statements.
- What are your year round or seasonal open hours?

Part 2: Your organization’s relationship to the humanities (aligns with review criterion [Relationship to the 250th anniversary of the Declaration of Independence and the humanities](#))

- How is your organization related to the humanities?
- In what ways does your organization currently engage your audience in the interpretation of humanities ideas and content?
- If your organization **does not** currently offer public interpretation in the humanities, why is it important to add such humanities-based public programs for your audience?

Part 3: The nature of your project, activities, and expected outcomes (aligns with review criteria [Relationship to the 250th anniversary of the Declaration of Independence and the humanities](#), [Audience and institutional impact](#), and [Project feasibility](#)) (minimum two pages)

- What is your proposed project and project activities?
- How will these activities strengthen or expand your humanities-based public interpretation around the celebration of the 250th?

- How will these activities improve interpretation of the anniversary of the Declaration of Independence?
- Are you proposing any professional development activities for your staff and/or volunteers (for example: undertaking an assessment of interpretive directions, conducting front-end evaluation, or professional training)? If so, what are they?
- Are you proposing a public-facing, interpretive program? If so, what are the formats and intended content of the final public program, or series of public programs?
- How will your project employ humanities scholarship and key humanities resources, such as documents related to the Founding or other archival and artifact collections, works of art, works of literature, or documentary films?
- Are your humanities advisers knowledgeable about the Declaration of Independence, 1776, or in the Founding era?
- What are the expected outcomes of your project?

Part 4: External subject experts, advisors, partner organizations, or consultants (aligns with review criteria [Project feasibility](#) and [Personnel](#)) (list the name of each individual or organization followed by the answer to the following questions)

- For individuals, what is their title and their main area of expertise? For organizations, what is their mission statement or brief explanation of their organizational focus? What qualifications do they bring to the project?
- What role will they play in the project?
- And for humanities advisers, how will they contribute to the interpretation of the Revolutionary Era or the meaning of the Declaration of Independence?

Part 5: Your organization's audience (aligns with review criterion [Audience and institutional impact](#))

- What is your annual visitor attendance?
- What is your current total membership, if applicable?
- What are typical costs for visitors or participants, such as fees for admission, event registration, or special tours?
- For projects proposing public programs, what are the key learning objectives or ideas you would like audiences to understand? For each, please limit responses to 100 words.
- For projects planning site or collections assessments or audience evaluation, how would this project advance audience understanding of ideas related to the 250th?
- Are there any special audience challenges or needs that this project aims to meet? If yes, please explain the need and how the project would address it.
- What segments of your audience, or what new audiences, are you targeting with this project? Why would this project appeal to those audiences?

Attachment 2: Work plan (aligns with review criterion [Project feasibility](#)) (required)

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

Describe the activities that will take place during the period of performance to achieve each of the proposed objectives. Use a timeline that includes each activity and identifies responsible staff, scholars, and consultants. Explain how outcomes from one activity will carry over into the next. For multi-institutional collaborative projects, discuss the distribution of responsibilities

across each institution. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing activities.

The work plan has a suggested length of **two pages**. Name the file workplan.pdf.

Attachment 3: Biographies of key personnel, scholars, and consultants (aligns with review criteria [Project feasibility](#) and [Personnel](#)) (required)

Provide short biographies for the project director and all key personnel, **including** advisors, and consultants. For new or vacant positions, in place of the biography, provide a brief job description and short explanation of the relevant qualification you seek in a candidate. For partner organizations provide a short paragraph describing the work of the organization.

The biographies have a suggested length of one paragraph per person. Do not include résumés.

Name the file bios.pdf.

Attachment 4: Subrecipient budget(s) (conditionally required)

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

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

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

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

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

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

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

Name the file subrecipient.pdf.

Attachment 5: Federally negotiated indirect cost rate agreement (conditionally required)

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

Name the file agreement.pdf.

Attachment 6: Explanation of delinquent federal debt (conditionally required for recipients)

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

Name the file delinquentdebt.pdf.

Application Components: Grants.gov Forms

SF-424 Application for Federal Assistance – Short Organizational (Grants.gov form)

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

5. Applicant Information

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

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

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

6. Project Information

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

b. Provide a brief description of your project (no more than 1,000 characters, including spaces). You should write the description for a nonspecialist audience, clearly stating the importance of the proposed work and its relation to larger issues in the humanities. This description will appear on the cover sheet of your application and will serve as a project abstract during the review process. If funded, this description will also appear in NEH's database of funded projects.

c. State your project's period of performance start and end dates. Your project must start on the first day of the month and end on the last day of the 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.

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

8. Primary Contact/Grant Administrator

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

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

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

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

9. Authorized Representative

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "authorizing official," is typically someone from the Office of Sponsored Projects, or the institution's president, vice president, executive director, or board chair. The institution's Grants.gov E-Business Point of Contact must designate the AOR. The AOR's signature must match the contact's name. See the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs (Grants.gov form)

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 requested under “Outright Funds.” Do not enter anything under “Federal Match” or “Cost Sharing.”

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

4. Application Information

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

For type of application, check “new.”

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

Project/Performance Site Location(s) Form (Grants.gov form)

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

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

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

Research and Related Budget (Grants.gov form)

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 the [SF-424 Application for Federal Assistance - Short Organizational form](#) prior to completing your Research and Related Budget.

Complete a separate detailed budget for each 12-month span of the period of performance. The form will generate a cumulative budget.

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

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

All costs must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of

performance. Costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F - Audit Requirements](#).

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

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

Introductory Fields

Your [SF-424 Application for Federal Assistance - Short Organizational](#) form should pre-populate introductory fields. If not pre-populated, indicate your organization's Unique Entity Identifier, name, and the period of performance. This should match the information you provide 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. For budget type, check "project."

A. Senior/Key Person

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

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

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

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

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR § 200.431](#), fringe benefits are allowances and services you provide in addition to salaries and wages. Fringe benefits may include the costs of leave (e.g., vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

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

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

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

B. Other Personnel

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

Post-doctoral associates, graduate students, and undergraduate students

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

Administrative/Clerical

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

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

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

Additional Other Personnel

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

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

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

C. Equipment Description

Equipment is nonexpendable personal property costing \$10,000 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. You may charge depreciation in compliance with [2 CFR § 200.436](#). If you lease equipment, include equipment rental/user fees in [F. Other Direct Costs](#).

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

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

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

The form will calculate total equipment costs.

D. Travel

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

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

You may not use NEH funds to attend regularly occurring professional meetings unless the purpose of attending is to advance interpretive skills as outlined in the proposal or disseminate project-related findings.

This section is for key and other personnel travel. Include travel costs for participants in [E3. Participant Support Costs](#), and travel costs for consultants in [F3. Consultant Services](#).

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

[Per 2 CFR § 200.1](#), Participant generally means an individual participating in or attending program activities under a Federal award, such as trainings or conferences, but who is not responsible for implementation of the Federal award. Individuals committing effort to the development or delivery of program activities under a Federal award (such as consultants, project personnel, or staff members of a recipient or subrecipient) are not participants. Examples of participants may include community members participating in a community outreach program, members of the public whose perspectives or input are sought as part of a program, students, or conference attendees.

[2 CFR § 200.1](#) defines participant support costs as direct costs that support participants such as stipends, subsistence allowances, travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of participants.

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

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

If you claim indirect costs, exclude participant support costs from the MTDC base. The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the requested funds for participant stipends.

3. Travel

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

4. Subsistence

Enter the requested funds for participant subsistence (e.g., lodging and service charges; meals, including taxes and tips; and incidental expenses).

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees) and enter the requested funds. Provide additional information in your [budget justification](#).

Number of Participants/Trainees

Enter the 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 requested funds for materials and supplies that cost less than \$10,000 per item, regardless of its useful life, unless your organization has established a different capitalization level. See [2 CFR §§ 200.314](#) and [.453](#).

2. Publication Costs

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

3. Consultant Services

Enter the requested funds 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 requested funds for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. Include personal computers and accessories under [Materials and Supplies](#). If a third party will provide these services, include them in [Subawards/Consortium/Contractual Costs](#).

5. Subawards/Consortium/Contractual Costs

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

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

You may provide a subaward through any form of legal agreement, including an agreement you consider a contract. The substance of the relationship between a passthrough 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](#).

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

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each subrecipient. See [Attachment 4: Subrecipient budgets](#). If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 5: Federally negotiated indirect cost rate agreement](#). You do not have to include an agreement for any subrecipient that requests the 15% de minimis rate.

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

6. Equipment or Facility Rental/User Fees

Enter the requested funds for rental fees for equipment and facilities.

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

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

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

7. Alterations and Renovations

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

8-10. Other

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

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

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

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

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

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

Per [2 CFR § 200.1](#), MTDC are direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (increased from \$25,000). MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward over \$50,000.

You may use the \$50,000 amount **only** if you apply the de minimis rate or if your Negotiated Indirect Cost Agreement (NICRA) identifies the threshold for each subaward as \$50,000. If your NICRA does not reflect the updated threshold, NEH may modify indirect costs, pending the availability of funds, if you renegotiate your NICRA within 90 days of the period of performance start date.

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

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

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

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

- submit an indirect cost proposal to your cognizant federal agency to negotiate a rate within three months of your award's period of performance start date; or
- charge a de minimis rate of 15% applicable to MTDC (see [2 CFR § 200.414\(f\)](#))

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

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 5: Federally negotiated indirect cost rate agreement](#), if applicable.

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

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

Indirect Cost Type

Enter the type of indirect cost rate (e.g., "other sponsored activities," "all programs," "instruction," "15% de minimis") and base (e.g., "MTDC," "salaries," "salaries & fringe") 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 (i.e., if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement, but intend to negotiate one, write "None-will negotiate" and provide additional detail in your [budget justification](#).

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency (or the 15% de minimis rate) as a number without special characters (i.e., 32.5).

Indirect Cost Base (\$)

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

Funds Requested (\$)

Enter the requested funds 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. Total project costs should not exceed \$25,000.

J. Fee

Leave this field blank.

K. Total Costs and Fee

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

L. Budget Justification

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

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

Confirm that the amounts in your budget and budget justification are the same.

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

A. Senior/Key Person: Budget Justification

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

B. Other Personnel: Budget Justification

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

If your budget includes administrative/clerical personnel, describe how they meet the [four conditions](#) for inclusion as a direct cost.

C. Equipment Description: Budget Justification

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

D. Travel: Budget Justification

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

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

E. Participant/Trainee Support Costs: Budget Justification

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

F. Other Direct Costs: Budget Justification

1. Materials and Supplies

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

2. Publication Costs

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

3. Consultant Services

Identify each consultant, describe the services they will perform, specify the amount of time they will devote to the project across the period of performance, outline travel costs, and provide total costs. If applicable, include consultants' proposals.

4. Automated Data Processing (ADP)/Computer Services

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

5. Subawards/Consortium/Contractual Costs

List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe its role in the project, the activities it will carry out, and the associated costs. For

each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract).

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

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 4: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

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

7. Alterations and Renovations

Leave this blank.

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: Budget Justification

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

Attachments Form (Grants.gov form)

You will upload your [Attachments](#) to Grants.gov using this form. The form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf)**. Convert all non-PDF files (i.e., Word, Excel, images) to PDFs. Occasionally, converting a document to PDF may alter its size. Confirm that attachments are within mandatory page limits before you submit the application. Do not attach files that have been password-protected, encrypted, or digitally signed. You must remove all such security features before attaching your files. Failure to do so may result in your application being rejected.

If an attachment contains multiple documents, merge them into a single file, not a PDF portfolio. If you include a PDF portfolio, the file may be rejected by Grants.gov or eGMS.

Consult the [Application Components Table](#) to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if:

- file names exceed 50 characters
- multiple files have the same name
- file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign

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

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

3. Unique Entity Identifier and System for Award Management

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

NEH encourages **organizations with SAM registrations to check the validation of their UEI** well in advance of the deadline to ensure that they are **accurate, current, and active**. If your SAM registration is not active and current at the time of Grants.gov submission, **NEH will reject your application**.

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

Login.gov

You must have a [Login.gov](#) account to register and log in to SAM and Grants.gov. Login.gov is a secure sign-in service used by the public to sign in to participating government agencies. [Create and link your account now.](#)

System for Award Management (SAM)

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

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

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

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

Contact the [Federal Service Desk](#) if you have questions.

Grants.gov

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

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

permission to the appropriate individuals 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 AOR is current.

Contact [Grants.gov Applicant Support](#) or consult the [Grants.gov Online User Guide](#) and its [library of instructional videos](#) if you have questions.

4. Submission Dates and Times

The deadline for applications under this notice is July 9, 2025, at 11:59 p.m. Eastern Time.

Applications must be complete, comply with length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice. See the [late submission policy](#) for the limited situations when NEH might accept an application submitted after the deadline.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your Grants.gov application status](#). eGMS, NEH's online grant management system, will send you an automatically generated email upon receipt of your proposal.

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

NEH recommends you submit your application at least 48 hours prior to the deadline so you have time to correct technical errors eGMS identified or you discover. It is your responsibility to correct errors prior to the deadline.

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- projects unrelated to public interpretation of humanities materials
- projects unrelated to the 250th anniversary of the signing of the Declaration of Independence
- costs associated with hosting travelling exhibitions, such as rental fees, shipping, installation, and deinstallation
- costs for attending conferences, unless attendance is for the purpose of advancing the interpretive skills of staff or volunteers directly related to the subject of the 250th or disseminating project-related findings on the interpretation of the 250th.

- purchase or commission of art or artifacts
- collections acquisitions
- projects for preservation, cataloging, or archiving that do not include significant interpretive components, such as the creation of an oral history collection without the development of interpretive programs utilizing that collection
- projects intended exclusively for students in formal learning environments or that satisfy requirements for educational degrees (though projects may include components for use in classrooms)
- conservation treatments of objects
- dramatic adaptations of literary works
- purchase, renovation, restoration, rehabilitation, or construction of real property
- building-wide improvements
- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- promotion of gender ideology
- promotion of discriminatory equity ideology
- support for diversity, equity, and inclusion (DEI) or diversity, equity, inclusion, and accessibility (DEIA) initiatives or activities
- environmental justice initiatives or activities
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

Applications including unallowable costs or activities may be judged nonresponsive and returned without review.

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:

Relationship to the 250th anniversary of the Declaration of Independence and the humanities (aligns with narrative sections [Part 1: Your organization](#), [Part 2: Your organization's relationship to the humanities](#), and [Part 3: The nature of your project, activities, and expected outcomes](#))

- How would the project enhance the celebration of the 250th anniversary of the Declaration of Independence?
- How would the project utilize or explore humanities ideas and resources?

Audience and institutional impact (aligns with narrative sections [Part 2: Your organization's relationship to the humanities](#), [Part 3: The nature of your project, activities, and expected outcomes](#), and [Part 5: Your organization's audience](#))

- How would the project succeed in reaching wide national audiences or providing deep, meaningful engagement in local communities?

Project feasibility (aligns with narrative sections [Part 3: The nature of your project, activities, and expected outcomes](#), and [Part 4: External subject experts, advisors, or consultants](#), [Attachment 2: Work plan](#), [Attachment 3: Biographies of key personnel, scholars, and consultants](#), and [Research and Related Budget](#))

- How do the proposed formats and activities align with the project's goals?
- Are the work plan and budget reasonable?

Personnel (aligns with narrative section [Part 4: External subject experts, advisors, or consultants](#) and [Attachment 3: Biographies of key personnel, scholars, and consultants](#))

- What is your assessment of the qualifications of personnel on the project team? Do they have knowledge about the 250th?
- How do you assess the experience of the identified humanities experts, consultants, and community representatives?
- What evidence does the proposal provide to demonstrate that plans for collaboration with outside consultants, advisers, and partners will effectively contribute to achieving the project goals?

Overall evaluation (aligns with all [narrative sections](#) and [attachments](#))

- What is your overall assessment of the project?

2. Review and Selection Process

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

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

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

Following NEH's public announcement of funded projects, you may request copies of the peer reviewers' evaluations of your proposal by contacting publicpgms@neh.gov.

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

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

3. Assessment of Risk and Other Pre-Award Activities

Following the Chair's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; analyze the project budget; assess the applicant's management systems; confirm the applicant's continued eligibility; and evaluate compliance with [public policy requirements](#). This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused.

NEH will consider information about your organization that is in the Responsibility/Qualification data bank in SAM.gov (formerly [Federal Awardee Performance and Integrity Information System \(FAPIS\)](#)). This database records the integrity and performance of entities applying for federal funding. NEH will review the Responsibility/Qualification database when assessing your organization's integrity, business ethics, and record of performance under federal awards, as described in [2 CFR § 200.206](#). You may comment on information provided by federal awarding agencies about your organization. Per [2 CFR § 200.213](#), NEH will report determinations that your organization is not qualified to SAM.gov.

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

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

Award decisions are discretionary and are not appealable to any federal official or board.

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in December 2025. This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If NEH selects your application for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in December 2025.

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

2. Administrative and National Policy Requirements

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

The recipient, including any subrecipient(s), must comply with all applicable Executive Orders for the duration of the period of performance of the award. Executive Orders can be accessed via the [Federal Register: Executive Orders](#), and additional guidance is provided on [NEH's website](#).

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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

If you cannot attest to the statements in this certification, explain why in [Attachment 6: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

NEH strives to make the products of its awards available to the broadest possible audience by providing ready and easy access to its grant products to scholars, educators, students, and the American public. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

Projects that produce peer-reviewed journal articles must make these products publicly accessible in accordance with NEH's [Public Access Policy](#).

Accessibility

You must comply with [Section 504 of the Rehabilitation Act of 1973](#), which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#). Project-specific accessibility accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling) are eligible costs. Include these items in your budget under [8-10. Other Direct Costs](#).

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire under an award. In accordance with [2 CFR § 200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. This includes the right to require recipients and subrecipients to make such works available according to the agency [Public Access Policy](#).

Protecting personal information

If you collect personal identifiable information (PII) as part of your NEH-funded award, you are responsible for protecting and storing it. You must take all reasonable and appropriate actions to prevent inadvertent disclosure, release, or loss of PII. Consult [Protecting Personal Information | The National Endowment for the Humanities](#) for more guidance. NEH is not liable if a recipient incurs an inadvertent disclosure, release, loss, or data breach of PII.*

Consent for survey participation

If your NEH-funded project includes surveys, you may not enroll a participant until you have obtained informed consent.

Acknowledging NEH support

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

Subrecipient monitoring requirements

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

Per [2 CFR § 200.332](#), you must verify that potential subrecipients are not suspended, debarred, or otherwise excluded from receiving Federal funds.

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

[Learn more about managing subawards.](#)

Program income

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

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

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

1. **Federal Financial Report(s).** You must submit the Federal Financial Report (SF-425) annually.

2. **Performance Progress Report(s).** You must submit a performance progress report annually. The “Goals & Progress” section asks for a summary of your goals; a description of what you have achieved; and, if relevant, what tasks remain to complete the project. This section must align with the outcomes and outputs you identify in your application. When you complete the report, or at any time during or after the period of performance, you may also add the project results using the Products and Media tab in eGMS Reach.
3. **Final Reports.** You must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to progress on program-specific goals; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives and accomplishments; barriers encountered; and your overall experiences during the period of performance.

Projects that produce applied or scientific research datasets or peer-reviewed journal articles must make these products publicly accessible in accordance with NEH’s [Public Access Policy](#).

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

G. Agency Contacts

If you have questions about the program, contact:

Division of Public Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
publicpgms@neh.gov

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

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

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

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

[Federal Service Desk](#)
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact:
[Grants.gov Applicant Support](#)
U.S. calls: 1-800-518-4726
International calls: +1-606-545-5035
support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

[Celebrate America!](#) Chairman's grants are a special NEH funding opportunity for projects that commemorate the 250th anniversary of American Independence and engage the public with American history.

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 (OMB) 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 PRA Officer at PRA@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, 2027.