NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Sustaining Cultural Heritage Collections

Funding Opportunity Number: 20240111-PF

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.149

Application Deadline: January 12, 2024

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 Preservation and Access
Telephone: 202-606-8570
Email: preservation@neh.gov
Telecommunications Relay Service: 7-1-1

Executive Summary

The National Endowment for the Humanities (NEH) Division of Preservation and Access is accepting applications for the Sustaining Cultural Heritage Collections program. This program helps cultural institutions meet the complex challenge of preserving large and diverse holdings of humanities materials for future generations by supporting environmentally sustainable preventive care measures that mitigate deterioration, prolong the useful life of collections, reduce energy consumption, and strengthen institutions' ability to anticipate and respond to disasters. Contact a program officer at preservation@neh.gov with questions or to request a consultation.

Funding Opportunity Title	Sustaining Cultural Heritage Collections
Funding Opportunity Number	20240111-PF
Federal Assistance Listing Number	45.149
Optional Draft Deadline	December 7, 2023, 11:59 p.m. Eastern Time
Application Deadline	January 12, 2024, 11:59 p.m. Eastern Time
Anticipated Award Announcement	August 2024
Anticipated FY 2024 Funding	Approximately $2,000,000
Estimated Number and Type of Awards	Approximately 15 grants per deadline (including all levels of funding)
Award Amounts	Planning: up to $50,000 Implementation, Level I: up to $100,000 Implementation, Level II: up to $350,000
Cost Sharing/Match Required	No
Period of Performance	Planning: up to two years Implementation, Level I: up to two years Implementation, Level II: up to three years Projects must start between October 1, 2024, and January 31, 2025.
Eligible Applicants	• nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • accredited institutions of higher education (public or nonprofit) • state and local governments and their agencies • federally recognized Native American Tribal governments See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/grants/preservation/sustaining-cultural-heritage-collections
Pre-Application Webinar	A pre-recorded webinar will be published on the program resource page by December 1, 2023.
Published	October 30, 2023

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A. Program Description

1. Purpose

This notice solicits applications for the Sustaining Cultural Heritage Collections (SCHC) program.

The SCHC program helps cultural heritage institutions with humanities collections (libraries, archives, museums, and historical organizations) meet the complex challenge of preserving diverse holdings of humanities materials (books and manuscripts, photographs, sound records and moving images, archaeological and ethnographic objects, art, and historical objects) for future generations. The SCHC program supports environmentally sustainable preventive care strategies to reduce energy consumption and costs and strengthen institutional resiliency in the face of a changing climate.

The 2023 report *Held in Trust: Transforming Cultural Heritage Conservation for a More Resilient Future*, funded by NEH, identified extreme climate-related disasters as an existential and immediate threat to cultural heritage and its preservation. Cultural heritage faces increased risks of loss and damage associated with fire, flood, tornadoes, hurricanes, sea level rise, and high temperatures. Maintaining preservation environments for cultural heritage collections often results in high energy usage, contributing to climate change and the very risks that threaten collections. Collecting institutions face a dual responsibility, to reduce impacts that contribute to climate change and adapt to changing environmental conditions.

The SCHC program supports environmentally sustainable preventive care, also referred to as preventive conservation or preservation, which includes measures and actions aimed at avoiding, minimizing, and slowing future deterioration or loss of cultural heritage collections, thereby sustaining them for future generations. Cultural heritage institutions may use SCHC awards to manage collections' environment, including aspects such as temperature, relative humidity, pollutants, and light; provide protective storage enclosures and systems for collections; and safeguard collections from theft, fire, floods, and other disasters. Recipients should use environmentally sustainable methods that reduce reliance on fossil fuels and improve institutional resiliency from current and future disasters.

Best practices for planning and implementing environmentally sustainable preventive care include understanding the local climate, the collection materials and associated risks and vulnerabilities, the current and desired environmental conditions of the collection storage and/or display spaces, the building envelope housing the collection, the environmental impact of maintaining a preservation environment for collections, passive methods to improve the preservation environment of collections, and current and future disaster risks to the collection.

Funding categories

The SCHC program offers three levels of funding: Planning, Implementation Level I, and Implementation Level II.

You should choose the level appropriate to the scope and maturity of the proposed project. You are not required to obtain a Planning award prior to applying for a Level I or Level II award, nor are you required to have received a Level I award prior to applying for a Level II award. An award from NEH for one stage of a project does not commit the agency to continued support. NEH evaluates applications for each stage of a project independently.

Before applying to any level of this program, you should have established an environmental monitoring program (collecting temperature and relative humidity data) and completed a basic preservation assessment or conservation assessment that has identified preservation challenges, risks and priorities. You may consider completing additional basic planning before applying, such as developing a collection management plan, a preservation plan, an emergency plan, and/or a climate action plan. Using priorities established through initial assessments and planning, you should consider how to address long-term collection care needs in an environmentally sustainable manner.

If you have not yet completed this preparatory work, you may wish to consider other NEH programs, such as [Climate Smart Humanities Organizations](#) or [Preservation Assistance Grants for Smaller Institutions](#). See also [Related funding opportunities](#).

Implementation projects, both Level I and Level II, may cover costs associated with minor building alterations and renovations necessary to implement environmentally sustainable preventive care measures for collection spaces. Because the SCHC program does **not** support new construction, you may not use grant funds to install climate control, security, storage equipment, or fire protection systems in a building under construction. Awards may support the rehousing and movement of collections into a new building *if* the primary purpose of the move advances institutional environmental sustainability and/or resilience. Implementation Level I and II projects must be at a stage of schematic design when you submit the application. See [D6. Funding Restrictions](#) for more information.

Planning

The Planning category provides funding for institutions of any size to develop and assess environmentally sustainable preventive care strategies in collection spaces. These awards are up to $50,000 for a two-year period of performance.

You might use a Planning award to:

- reevaluate environmental parameters for collections and establish realistic and achievable targets based on current recommendations and standards of dynamic control rather than strict set points
- study the performance characteristics of buildings and building envelopes to understand how they could better moderate collection environments
- evaluate improvements to the building envelope for better climate control efficiency
- examine passive (nonmechanical) and low-energy alternatives to conventional energy sources and energy-intensive mechanized systems for managing environmental conditions, such as preservation microclimates like retrofitting existing storage furniture or using enclosures to buffer against unsafe relative humidity fluctuations
- evaluate the feasibility of and develop installation plans for on-site renewable energy sources such as solar panels, wind turbines, geothermal, and heat pumps
- analyze and optimize existing climate control systems to enable improved operation, effectiveness, and energy efficiency
- explore the potential of actively managed mechanical systems to achieve desired conditions along with energy and cost savings, such as planned shutdowns, setbacks, seasonal setpoints, reducing outside air, and adjusting fan speeds
- conduct a risk assessment to improve institutional resilience in the face of disasters resulting from current and future effects of climate change or other disaster

- examine options and develop strategies for lighting collection spaces that protect collections while improving energy efficiency and reducing heat load
- evaluate the effectiveness of previously implemented preventive care strategies, including energy-efficient upgrades to existing systems and performance upgrades to buildings and building envelopes

You may also use a Planning award to perform testing, modeling, or project-specific research to better understand conditions and formulate environmentally sustainable preventive care strategies. Testing, modeling, or project-specific research might include:

- measuring energy consumption and greenhouse gas emissions
- thermal imaging of buildings
- testing building performance during extended power outages or other emergency situations
- testing building performance during purposeful, planned, mechanical system shutdowns, setbacks, and changing seasonal set points
- reducing outside air, or reducing fan speeds to reduce energy use
- using blower door tests to identify air leaks in buildings
- creating mock-ups of lighting options
- testing natural ventilation methods
- testing the effect of storage enclosures on moderating fluctuating environmental conditions
- recommissioning or tuning small-scale climate control systems
- adjusting the operating protocols for climate control systems

Planning projects require a professional team appropriate to the goals of the project, working in collaboration. The team should consist of consultants knowledgeable in environmentally sustainable preventive care strategies or disaster preparedness and members of the institution's staff. Team members might include architects, building engineers, conservation scientists, conservators, curators, and facilities managers, among others. **You must include a preservation/conservation professional who works with collections on the planning team.** You must identify all members of the team in the application, and they should work collaboratively throughout the planning process.

The outcomes of a successful Planning award may include, but are not limited to:
- plans and specifications to reduce energy consumption and costs
- energy reduction test data
- environmentally sustainable collections environmental management and preventive care plans
- assessments, reports, and/or modification plans for the building envelope
- assessments, reports, and/or modification and installation plans for climate control, lighting, security, and other building systems
- plans to improve resiliency against disaster

Implementation Level I

The Implementation Level I category provides funding for small to mid-sized institutions to implement environmentally sustainable preventive care projects that address specific, discrete preservation challenges that have been identified through an assessment. These awards are up to $100,000 for a period of performance of up to two years.

You might use an Implementation Level I award to:

- manage interior relative humidity, temperature, and light by passive methods, such as controlling moisture at its sources, or improving the thermal and moisture performance of a building envelope by installing film, UV blocking window filters or shades, sealing windows and doors, sealing ducts, weatherproofing, insulation, or vapor barriers
- install renewable energy sources such as solar panels, wind turbines, geothermal, or heat pumps
- reorganize collections by material type, locating more vulnerable collections in spaces that are more naturally stable
- install storage systems and rehouse vulnerable collections to reduce risk and/or improve energy efficiency and allow for greater temperature and relative humidity fluctuations in building-wide spaces
- create preservation microclimates for vulnerable collections, such as retrofitting existing storage furniture or using enclosures to buffer against unsafe relative humidity fluctuations
- improve security
- protect collections from fire, floods, pollutants, and other disasters
- upgrade lighting systems and controls such as installation of LED lighting, to achieve energy efficiency and light levels suitable for collections

Level I awards support projects that derive from a general preservation needs assessment, risk assessment, or other targeted collections assessment conducted by internal or consulting professionals who have identified preservation challenges and priorities and prepared an assessment report or summary. You should apply for this level of funding if you are ready to implement small-scale improvements to environmental conditions in collection spaces and other environmentally sustainable preventive care measures as a result of such assessments.

You must include a preservation/conservation professional who works with collections on your implementation project team.

The outcomes of a successful Implementation Level I award may include, but are not limited to:
- improved collections storage or display environment
- effective microclimates for vulnerable collections objects
- reduced energy consumption and costs
- improved lighting systems
- improved security
- reduced risk to disasters

If you are requesting funding for preservation activities, supplies, or equipment of a total cost of $10,000 or less, consider applying to the [Preservation Assistance Grant program](). You may email [preservation@neh.gov]() to consult with a program officer about which award is best for your project.

Implementation Level II
The Implementation Level II category provides funding for institutions of any size to implement environmentally sustainable preventive care projects that address large or multifaceted preservation challenges that have been identified through assessments and planning conducted by a multidisciplinary collaborative professional team appropriate to the goals of the project. These awards are up to $350,000 for a period of performance of up to three years.

You might use an Implementation Level II award to:

- manage interior relative humidity, temperature, and light by passive methods, such as controlling moisture at its sources, or improving the thermal and moisture performance of a building envelope by installing film, UV blocking window filters or shades, sealing windows and doors, sealing ducts weatherproofing, insulation, or vapor barriers
- upgrade a building automation system to enable more active management of a heating, ventilating, and air conditioning system to improve energy efficiency
- recommission or install heating, ventilating, and air conditioning systems to improve energy efficiency
- install on-site renewable energy sources such as solar panels, wind turbines, geothermal, or heat pumps
- reorganize collections by material type, locating more vulnerable collections in spaces that are more naturally stable
- install storage systems or rehouse vulnerable collections to reduce risk and/or improve energy efficiency and allow for greater temperature and RH fluctuations in building-wide spaces
- create preservation microclimates for vulnerable collections, such as retrofitting existing storage furniture or using enclosures to buffer against unsafe relative humidity fluctuations
- improve security
- protect collections from fire, floods, pollutants and other disasters
- upgrade lighting systems and controls, such as installation of LED lighting, to achieve energy efficiency, reduce heat load, and provide light levels suitable for collections

The planning team that informs the proposed project and the implementation team for Level II projects should consist of professionals from various disciplines appropriate to the goals of the project, working in collaboration. The team should consist of consultants knowledgeable in environmentally sustainable preventive care strategies or disaster preparedness and members of the institution's staff. Team members might include architects, building engineers, conservation scientists, conservators, curators, and facilities managers, among others. **You must include a preservation/conservation professional who works with collections on the planning and implementation team.** You must identify all members of the implementation team in the application, and they should work collaboratively throughout the project.

The primary differences between Implementation Level I and Implementation Level II are:
1) **The scope and size of the project**. Level I projects are typically smaller, distinct projects while Level II projects can be large and/or multifaceted.
2) **The planning pre-requisites**. Both levels require a preservation needs assessment or other focused assessment that informs the project. For Level II projects, that assessment should be performed by a multidisciplinary collaborative team appropriate to the project.

The outcomes of a successful Implementation Level II award may include, but are not limited to:
- improved collections storage or display environment
- effective microclimates for vulnerable collections objects
- reduced energy consumption and costs
- improved lighting systems
- improved security
- reduced risk to disasters

If your project involves planning or implementing any modifications or changes to your building's interior, exterior, or mechanical systems such as construction or expansion (including demolition), alteration, renovation, repair, rehabilitation, or ground disturbance, or if you seek to modify building envelopes for better climate control, install or modify HVAC systems, install alternate energy sources, install lighting systems, or install storage furniture you must comply with the following laws, as applicable:

- National Environmental Policy Act of 1969 (NEPA) ([42 U.S.C. § 4321, *et seq.*](#))
- Section 106 of the National Historic Preservation Act of 1966 (NHPA) ([54 U.S.C. § 306108](#))
- Davis-Bacon Act ([40 U.S.C. § 3141, *et seq.*)](#)
- Build America, Buy America Act [(Pub. L. 117-58 § 70901, *et seq.*)](#)
- Americans with Disabilities Act (ADA) ([42 U.S.C. § 12101, *et seq.*](#))

You should build sufficient time into your project plans to account for a potentially lengthy review period if NEH decides to fund your application. See section [F2. Administrative and National Policy Requirements](#) for additional details.

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

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

2. Background

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

Under [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](#).

NEH Areas of Interest

NEH is especially interested in supporting projects that advance humanities-related work in the following areas. NEH will give all applications equal consideration in accordance with the program's [review criteria](#).

NEH encourages projects that include Native American organizations and communities as applicants and project partners.

American Tapestry: Weaving Together Past, Present, and Future

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

United We Stand: Connecting Through Culture

Hate must have no safe harbor in America – especially when that hate fuels the kind of violence we've seen from Oak Creek to Pittsburgh, from El Paso to Poway, and from Atlanta to Buffalo. When ordinary Americans cannot participate in the basic activities of everyday life – such as shopping at the grocery store or praying at their house of worship – without the fear of being targeted and killed for who they are, our security as well as democracy are at risk. In coordination with the White House "United We Stand" Summit in September 2022, NEH launched a new initiative titled *United We Stand: Connecting Through Culture* that uses the humanities to combat hate-motivated violence and promote civic engagement, social cohesion, and cross-cultural understanding. As a part of this initiative, NEH encourages humanities projects that further our understanding of the nation's racial, ethnic, gender, and religious diversity; examine the sources of hate and intolerance in the United States; and explore progress towards greater inclusiveness.

NEH's Support for the Federal Indian Boarding School Initiative

As a part of NEH's partnership with the Department of the Interior on the Federal Indian Boarding School Initiative, NEH encourages projects that further public understanding and knowledge of the Federal Indian boarding school system. From 1819 through the 1970s the government of the United States operated a system of schools for Native American, Alaska Native, and Native Hawaiian children premised on a policy of coerced cultural assimilation. Native children were forcibly separated from their families and sent to attend federal Indian boarding schools, where they were frequently subject to harsh treatment and abuse. A number of these students died, and others never returned to their families and communities. Many were also deprived of their cultural inheritance. NEH encourages projects that document and explore the history of the federal Indian boarding schools as well as projects that contribute to Native and Indigenous cultural and language revitalization.

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

If you are applying for a Planning award, you may request up to $50,000.

If you are applying for a Level I Implementation award, you may request up to $100,000.

If you are applying for a Level II Implementation award, you may request up to $350,000.

These totals include the sum of direct and indirect costs.

NEH anticipates awarding approximately $2,000,000 among an estimated 15 recipients.

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

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

If you are applying for a Planning award or an Implementation Level I award, you may request a period of performance up to two years.

If you are applying for an Implementation Level II award, you may request a period of performance up to three years.

You may request a period of performance start date between October 1, 2024, and January 31, 2025.

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 a month.

C. Eligibility Information

1. Eligible Applicants

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

- 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.

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 unless you request federal matching funds.

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

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

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

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

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

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

You must maintain auditable records of the source and use of cost share. See 2 CFR § 200.306.

Learn about types of funds NEH offers.

3. Other Eligibility Information

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

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

If NEH has previously made an award in support of your project, you may apply for a new or subsequent stage of the project, which NEH will assess using the review criteria of the current competition.

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

NEH does not issue awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible. Proposals for the construction of permanent improvements to lands or facilities that belong to another federal agency are typically ineligible for NEH support. You may use funds from, or sites and materials controlled by, other federal entities in your project, but you may not use them as gifts to release federal matching funds.

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

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

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](link).

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 20240111-PF. There is also a link on the [program resource page](link).

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](link).

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

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

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

2. Content and Form of Application Submission

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

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

- Required: You must submit this component.
- Conditionally Required: You must submit this component if your proposal meets the specified conditions.
- Recommended: NEH encourages, but does not require you to submit this component
- 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.

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

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

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

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

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

- pages no larger than standard letter (8 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 components 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 Components Table

Application Component	File Name	Designation	Page limit
Attachments			
1: Narrative	narrative.pdf	Required	10 pages for Planning and Implementation, Level I projects; 12 pages for Implementation, Level II projects (see narrative instructions) (mandatory)
2: Work plan	workplan.pdf	Required	2 pages (suggested)
3: List of personnel	personnel.pdf	Required	
4: Résumés and job descriptions	letters.pdf	Required	2 pages each (suggested)
5: History of awards	history.pdf	Recommended	1 page (suggested)
6: Assessments and studies	assessments.pdf	Recommended	
7: Technical specifications	specifications.pdf	Recommended	
8: Letters of commitment and support	letters.pdf	Recommended	
9: Site conditions	site.pdf	Recommended (Conditionally required for recipients – see description)	
10: Build America, Buy America assurance	assurance.pdf	Recommended (Conditionally required for recipients – see description)	
11: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
12: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
13: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	
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	
Certification Regarding Lobbying		Required for recipients	
Standard Form-LLL "Disclosure of Lobbying Activities"		Required for recipients	

Application Components: Attachments

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

Attachment 1: Narrative (required)

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

You must limit the narrative to ten single-spaced pages for Planning projects and Implementation Level I projects or twelve single-spaced pages for Implementation Level II projects. Do not include a cover sheet, executive summary, or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

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

Introduction (aligns with **criterial 1 and 2**)

Provide an overview of your proposed project and request to NEH and explain how they fit into your institution's preservation priorities and environmental sustainability goals.

Provide a brief profile of your organization, including its collections, institutional history and mission, facilities, number of staff, and operating budget. Specify whether your organization owns or leases the facilities. Describe your institution's size and capacity, and the appropriateness of engaging in activities at the requested level of funding.

Discuss the collections' relevance to the institution's mission. Identify plans or policies that guide the collections' development. Briefly explain how your project addresses environmentally sustainable preventive care strategies and/or resiliency to disasters as a result of climate change or human activity.

Significance of collections (aligns with [review criterion 1](#))

Describe in detail the nature, size, and intellectual content of the collections that are the focus of the project. Discuss their current, past, or potential use in support of the humanities, and describe the audiences that your institution serves. Provide examples of exhibitions, educational programs, research projects, and publications to illustrate how the collections have been used to examine humanistic themes and ideas. Discuss the relation of the collections to similar holdings in other repositories.

History of the project (aligns with review criteria 2 and 4)

Discuss previous preservation actions and the findings of research, assessments, planning, or specialized studies that are directly relevant and that lay a foundation for the proposed project. This may include general preservation or conservation assessments, risk assessments, environmental monitoring, energy assessments, specialized consultations, and results of multidisciplinary collaborative professional team planning. **Include reports or any relevant summaries in [Attachment 6](#)**. Explain how the proposed project relates to any environmental sustainability initiatives at your institution and to your strategic plan, climate action plan, preservation plan, or other long-range planning efforts.

Current conditions and preservation challenges (aligns with review criterion 2)

Describe the collections' present condition and define the preservation challenges and risks that the project would address.

Provide a brief overview of preventive care practices and policies at your institution. For example, identify policies, practices, and systems to manage environmental conditions, to provide appropriate storage, and to protect collections from fire, pollutants, theft, pests, and other disasters. You may include visual documentation in [Attachment 6: Assessments and studies](#) to illustrate the preservation problems you identify in this section.

Describe the current level of administrative and intellectual control of the collections. If the project involves the movement or relocation of collections, explain how the current levels of control prepare the institution for successful implementation of the project.

Provide the rationale for the proposed planning or implementation activities, including expected outcomes.

Methods and standards, sustainability and resiliency (aligns with review criteria 2 and 3)

For both Planning and Implementation projects, explain and justify the proposed methods and procedures. Discuss how you will explore or employ environmentally sustainable preventive care strategies and what research, standards, and practices provide a basis for the project. Describe how you will collect data to assess the effectiveness of the environmentally sustainable preventive care strategies implemented (i.e., conditions, energy use, cost). Describe how the project will improve the preservation environment of the collection, reduce energy usage, energy costs, and/or improve resiliency against disasters.

For Planning projects

Discuss the knowledge and skills that the collaborative multidisciplinary planning team needs and explain how you have assembled the team. Show how the project's framework and methods relate to the expected outcomes. Describe any planned testing, modeling, or project-specific research, and explain how such activities could help you identify environmentally sustainable preventive care strategies.

If you are not following or are modifying the recommendations of assessors and specialists, explain why. Discuss any measures that you will take to ensure that the collections are professionally maintained and protected during the project.

For Implementation projects to rehouse and improve collections storage

Describe the methods and materials you will use to rehouse the collections and discuss the development of the storage plan. Explain how the proposed work plan will support institutional environmental sustainability and/or long-term institutional resilience in the face of emergencies. As applicable, refer to institutional, regional, and/or national disaster plans and/or networks.

For Implementation projects to improve and manage collection environmental conditions

Describe the steps you will take to improve environmental conditions for humanities collections and define expected conditions (i.e., temperature and RH ranges). As relevant, describe the primary design features of proposed passive measures, mechanized systems, and equipment to manage or control conditions. Discuss how the proposed work plan supports institutional environmental sustainability initiatives. Discuss your institution's capacity for operating and maintaining systems that manage environmental conditions, including policies, procedures, and staffing. Discuss plans for ongoing monitoring of environmental conditions for collections, energy consumption, and system performance.

For Implementation projects to install or improve security, fire protection, or lighting

Describe the primary design features and explain how the proposed equipment would work in conjunction with institutional policies, procedures, and staffing to protect collections. Explain how the proposed work plan will support institutional environmental sustainability and/or long-term institutional resilience in the face of emergencies.

Work plan (aligns with [criterion 3](#))

Provide a brief summary of your work plan, including key dates and activities, in the narrative.

You will provide a detailed work plan, including the steps of the project, who is responsible for each activity, project deliverables, and a timeline, in [Attachment 2](#). Include sufficient time in your work plan of at least four months for a review period for potential or anticipated adherence to laws that may pertain to your project (National Environmental Policy Act of 1969, Section 106 of the National Historic Preservation Act of 1966, Davis-Bacon Act, Americans with Disabilities Act, Build America, Buy America Act). This applies to implementation and planning projects that seek to modify or alter your building or mechanical systems in any way.

Project team (aligns with [criterion 4](#))

Provide the names, qualifications, and expected contributions of each member of the project team, including consultants.

Project results and dissemination (aligns with [criterion 6](#))

Summarize the project's expected outcomes. For Planning projects, describe expected next steps. For Implementation projects, explain how the preservation improvements could strengthen your institution's work in the humanities and reach institutional goals of reducing energy usage, energy costs, and/or resiliency against disaster.

Discuss ways in which you plan to share your experiences, the sustainable preventive care approaches you used, and your project steps and procedures with local, regional, or national audiences as appropriate to your level of funding, project, and institutional goals and capacity. Sustainable preventive care and resiliency methodologies are often informed by regional climate; therefore, local and regional dissemination is appropriate and encouraged. Dissemination may include publishing on your website, institutional internal communication, participating in or hosting an in person or online program, incorporating project and results into exhibitions, presenting at a conference or professional meeting (local, regional, or national), publishing in a professional journal or newsletter, posting to professional listservs, community and regional outreach. Your budget may include staff time and other eligible expenses related to disseminating the NEH-funded project.

Narrative Alignment	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
Narrative Section	**Review Criteria**
[Introduction](#)	[1, 2](#)
[Significance of collections](#)	[1](#)
[History of the project](#)	[4](#)
[Current conditions and preservation challenges](#)	[2](#)
[Methods and standards](#)	[3](#)
[Work plan](#)	[3](#)
[Project team](#)	[4](#)
[Project results and dissemination](#)	[6](#)

Attachment 2: Work plan (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. Explain how outcomes from one activity will carry over into the next. For each activity, specify the project team members involved. 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. Include sufficient time in your work plan for a review period for potential or anticipated adherence to laws that may pertain to your project (See [F2.](#)

[Administrative and National Policy Requirements](#)). The review period can vary depending on the project. We suggest at least four months for review.

Name the file workplan.pdf.

Attachment 3: List of personnel (required)

List in alphabetical order, surnames first, all project participants and collaborators and their institutional affiliations. When relevant, this list should include advisory board members, consultants, and authors of letters of commitment and letters of support. Because these individuals may not participate in the review process, this list is used to ensure that prospective evaluators have no conflict of interest with the proposals that they will assess.

Name the file personnel.pdf.

Attachment 4: Résumés and job descriptions (required)

Include brief résumés for staff with major responsibilities related to the proposed project and for consultants to the project. Include job descriptions for any additional staff who will be hired specifically to work on the project.

This attachment has a suggested length of two pages per resume. Name the file resumes.pdf.

Attachment 5: History of awards (optional)

If the project has received previous support from any federal or nonfederal sources, including NEH, list on one page the sources, dates, and amounts of these funds. If the project has a long history of support, the sources and contributions may be grouped and summarized.

Name the file history.pdf.

Attachment 6: Assessments and studies (recommended)

Include assessments or specialized studies that are directly relevant to the proposed project (for example, a study of current environmental conditions, a preliminary design report that provides a description of the systems to be installed to protect the collections, or an analysis of storage conditions and requirements). For more general studies, we suggest that you submit summaries rather than full reports. You may also include hyperlinks to online versions of such studies.

Include institutional plans and policies that directly support your proposed project; when possible, present only summaries or excerpts, so as to avoid submitting lengthy attachments.

Name the file assessments.pdf.

Attachment 7: Technical specifications (recommended)

Include technical specifications for building envelope improvements, equipment, or systems. Attach product data and specifications for proposed materials, equipment, and systems. For projects involving the renovation or repurposing of existing space, include floor plans of the area in which work will occur, indicating square footage and the layout of cabinets and shelving.

Name the file specifications.pdf.

Attachment 8: Letters of commitment and support (recommended)

Include letters of commitment from key participants or partners, both within and outside the applicant institution.

Include letters of support (preferably no more than three) from experts in the proposed project's subject area, the proposed methodology, or the technical plan.

Elected government officials, NEH staff, and current members of the National Council on the Humanities may not serve as letter writers.

Name the file letters.pdf.

Attachment 9: Site conditions (recommended, conditionally required for recipients)

Provide information on the site conditions for **Planning and Implementation** projects that involve the development of final design or construction documents and/or the execution of construction, alteration, renovation, repair, rehabilitation, or ground disturbing activities. This includes projects that seek to modify building envelopes (insulation, vapor barriers, roofing, etc.), install or modify HVAC systems, install alternate energy sources, install lighting systems, and install storage furniture. Contact a program officer at preservation@neh.gov if you have questions. This document helps NEH determine what laws pertain to your project (National Environmental Policy Act of 1969, Section 106 of the National Historic Preservation Act of 1966, Davis-Bacon Act, Americans with Disabilities Act, Build America, Buy America Act). Site conditions must include a description of the site, project, and potential anticipated environmental and historic preservation impacts of the project for NEH's review.

For projects that include the above activities, we recommend that you include this attachment with your application. It is required if you receive an award. If your project is approved, you will be required to submit this information before NEH will release funds.

Name the file site.pdf.

Include the following information (as applicable):

A. Site Conditions

1. Provide a succinct description of the work to be supported with project funds (NEH and required matching funds). For example: the project involves renovation of the Weems Library, a four-story Arts and Crafts building with a footprint of 5,000 square feet, and total square footage of 18,250 sf. The building was constructed in 1910. The project will involve installation of new HVAC system throughout the facility.

2. Does your organization own the property? If not, identify who owns the property and the arrangement by which you have use of the site.

3. Identify the size of the project site, in terms of measured acreage or square units (e.g., 1.5 acres, 0.8 sq. km., etc.).

4. Describe existing buildings and ancillary facilities (such as storage buildings, parking lots, etc.) on the project site. For each building and ancillary facility, identify the age of construction, stories, height, total sq. feet or units.

5. What is the current zoning and land use surrounding the site? (Include the code and a brief description.)

6. Is physical work on the project already underway? If so, what work has occurred?

B. Historic Preservation Information

1. In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is it listed or eligible for listing in the National Register of Historic Places or is a National Landmark?

2. Does the project involve structures over 50 years old?

3. Will the project occur at, in, or near properties listed on or eligible for listing on the National Register of Historic Places?

4. Is the project located within or adjacent to any known federal, state, or local historic districts?

5. Will the project substantially change interior or exterior elements of a building?

6. Will the project involve ground disturbance, either temporary or permanent, of the surrounding property?

7. Will the project potentially encroach upon, change views to, or change noise levels around any historical, architectural, or archeological property, or properties with religious or significant context to Native American Tribes?

8. Are there any public concerns or controversies with respect to effects of the project on historic resources?

C. Environmental Conditions

1. Are there known environmental compliance requirements related to the real property (easements, existing site conditions)?

2. Will the project take place on a site where there is known or potential contamination of soil, surface water, or groundwater?

3. If the project includes renovation of an existing building or ground disturbing activities, has a Phase I Environmental Site Assessment been prepared for the property?

5. Will the project cause or increase soil erosion? If so, identify any streams/wetlands on site or adjacent to the site.

6. Are there wetlands or waters of the U.S. on or adjacent to the site? If yes, include an 8 1/2" x 11" excerpt of the National Wetland Inventory Map, state or local wetlands map, or site-specific wetlands map with this attachment.

7. Is the project site located in either a 100-year or a 500-year floodplain, or will the project adversely impact flood flows, discharge stormwater, increase base flood levels or potentially support development in a floodplain? Include an 8 1/2" x 11" excerpt of the Flood Insurance Rate Map image from the [FEMA Flood Map Service Center](#) with this attachment. Clearly mark

the location of the facility and include the National Flood Insurance Program Panel Number. Refer to the [NEH Interim Federal Flood Risk Management Standard](#) for applicable elevation or floodproofing standards.

D. Human environmental and controversy

1. Will the proposed project displace or relocate any businesses or residents, including low income or minority populations?

2. Will the project have a disproportionately high and adverse effect on human health or environment, in particular minority or low-income populations within the vicinity of the project?

3. Are there any public concerns or controversies with respect to the project site, adjacent sites, or effects of the project on low income or minority populations, Native American Tribes, or historic, cultural, or environmental resources?

4. Are there other known controversies with the proposed project?

If NEH funds your project, you may not start physical work until NEH has completed its environmental and historic preservation compliance reviews required by Section 106 of the NHPA and NEPA. You may be able to conduct some work under the award in advance, such as purchasing moveable equipment, engaging architectural or engineering services, hiring environmental or historic preservation consultants, or acquiring necessary licenses, permits, and other approvals for the project, but NEH cannot release funds until it completes its Section 106 and NEPA reviews. We recommend that you consult with NEH staff about any specific activities you plan to undertake before NEH completes its Section 106 and NEPA reviews.

Attachment 10: Build America, Buy America assurance (recommended, conditionally required for recipients)

If your proposed project includes restoration, renovation, or installation of permanently affixed equipment (such as HVAC, sprinkler systems, solar panels, etc.), you must provide a signed self-certification that you have read the [Build America, Buy America Act Award Term](#) and the [Recipients and Subrecipients Assurance](#) and agree to abide by the BABA contract and certification requirements.

We recommend that you include this attachment with your application. It is required if you receive an award. If your project is approved, you will be required to submit this information before NEH will release funds. Name the file assurance.pdf.

Attachment 11: 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 12: 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 13: Explanation of delinquent federal debt (conditionally required)

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

Name the file delinquentdebt.pdf.

Application Components: Grants.gov Forms

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

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

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

6. Project Information

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

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

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

7. Project Director

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

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

8. Primary Contact/Grant Administrator

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

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

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

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

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

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

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

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

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

4. Application Information

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

For type of application, check "new."

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

Project/Performance Site Location(s) Form

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

Enter [congressional districts](#) using the two-letter state abbreviation followed by your three-character district number. For example, if your institution is 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

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 prior to completing your Research and Related Budget.

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

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

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

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

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

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

If you charge indirect costs to the project, you must not charge 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 F. Other Direct Costs.

C. Equipment Description

Equipment is 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 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 nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

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

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

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

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

[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 $5,000 per item, regardless of its useful life, unless your organization has established a different capitalization level. See 2 CFR §§ 200.314 and .453.

2. Publication Costs

Enter the 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(c).

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 11: Subrecipient Budget(s).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in Attachment 12: Federally negotiated indirect cost rate agreement. You do not have to include an agreement for any subrecipient that requests the 10% de minimis rate.

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

List the requested funds for alterations and renovations. Per [2 CFR § 200.462](#), costs you incur for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. 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 only allowable 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.

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

Indirect costs are costs 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 $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 over $25,000.**

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

Except as provided in 2 CFR § 200.414(c)(1), NEH must use the negotiated rate(s) 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 an educational 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 10% applicable to MTDC (see 2 CFR § 200.414(f))

If you choose one of these options, indicate this under Indirect Cost Type. If you do not choose either of the above options, you may only charge costs that are allocable, allowable, and reasonable to the award.
Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as Attachment 12: Federally negotiated indirect cost rate agreement, if applicable.

Reference NEH's General Guidance on Calculating Indirect Costs for more information.

If NEH is your cognizant agency, reference Guidance for Negotiating an Indirect Cost Rate Agreement with NEH.

Indirect Cost Type
Enter the type of indirect cost rate (e.g., "other sponsored activities," "all programs," "instruction," "10% de minimis") 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 10% de minimis rate) as a number without special characters (i.e., 32.5).

Indirect Cost Base ($)

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

Funds Requested ($)

Enter the 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 $50,000 for Planning awards; $100,000 for Implementation, Level I awards; or $350,000 for Implementation, Level II awards.

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.

If you request federal matching funds, identify which activities your required cost share supports, and the expected source(s) of funding. Refer to the NEH Federal Matching Funds

[Guidelines](#) to learn about which third-party, non-federal gifts you can use for matching purposes.

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

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

A. Senior/Key Person: 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 11: Subrecipient budget(s).

6. Equipment or Facility Rental/User Fees
Identify and justify each rental fee. Provide relevant supporting documentation.

7. Alterations and Renovations
If applicable, itemize costs by category (e.g., installation of permanent exhibitions, HVAC, creation or expansion of storage facilities) and justify the costs of alterations and renovations. Provide the square footage.

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

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. If an attachment contains multiple documents, merge them into a single file, not a PDF portfolio. Be aware that, occasionally, converting a document to PDF may alter its size. 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.

Do not attach portfolios containing multiple PDFs.

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.

Certification Regarding Lobbying (required for recipients)

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

Standard Form-LLL, "Disclosure of Lobbying Activities" (required for recipients)

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

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

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

System for Award Management (SAM)

Your organization must register with the [System for Award Management (SAM)](#) and maintain an active SAM registration with current information 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 to assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR), who will give you permission to complete and submit applications on behalf of your organization.

If you have previously registered with Grants.gov, confirm that your registration is still active and that your 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

Drafts

Program officers will review draft application materials submitted by December 7, 2023, at 11:59 p.m. Eastern Time. Program officers will not review late drafts.

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

Applications

The deadline for applications under this notice is January 11, 2024, 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 PF-. 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:

- general conservation/preservation assessments, establishing initial environmental monitoring programs, and other basic preservation projects. Those activities could be supported through Preservation Assistance Grants for Smaller Institutions
- creating intellectual control of collections through activities such as digitization, cataloging, or creating finding aids. Those activities could be supported through Humanities Collections and Reference Resources
- the preservation of materials that are the responsibility of an agency of the federal government, are privately held, or are not generally accessible for research
- new construction and major renovation resulting in an expanded building footprint or addition of floors/stories
- installation of climate control, security, lighting, storage equipment, and fire protection systems as a component of a project to construct a new building
- the preservation of the built or natural environment
- the renovation or restoration of historic structures, except for necessary activities needed to preserve humanities collections that such structures house
- the stabilization of archaeological sites
- asbestos abatement

- routine operations and maintenance expenses, including alterations and repairs
- the purchase of buildings or land
- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

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

E. Application Review Information

1. Review Criteria

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

1. the significance of the collections for the humanities and the potential impact of the project on the humanities (corresponds with narrative sections "[Introduction](#)" and "[Significance of collections](#)")
2. the attention to identifying risks to collections (for example, fire, flooding, theft, too high or low relative humidity or too high or low temperature); the attention to exploring and implementing environmentally sustainable preventive care strategies and/or resiliency to disasters (corresponds with narrative sections "[Introduction](#)," "[History of the project](#)," "[Current conditions and preservation challenges](#)," "[Methods and standards, sustainability and resiliency](#)")
3. the project's methodological soundness and the likely viability, efficiency, and productivity of the project, as demonstrated by the work plan (corresponds with narrative section "[Methods and standards, sustainability and resiliency,](#)" "[Work plan](#)" and [Attachment 2: Work plan](#))
4. the thoroughness of the planning and assessments that has informed the project (professional multidisciplinary collaborative team for Level II projects); the experience and appropriateness of the project's team in relation to the activities for which support is requested; Planning and Implementation Level II should have a multidisciplinary collaborative professional team; all projects must have a preservation or conservation specialist (corresponds with narrative section "[History of the project,](#)" "[Project team](#)")
5. the reasonableness of the proposed budget in relation to anticipated results (corresponds with the [Research and Related Budget](#))
6. the project's proposed outcomes and dissemination plan (corresponds with narrative section "[Project results and dissemination](#)")

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 [preservation@neh.gov](#).

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

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

3. Assessment of Risk and Other Pre-Award Activities

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

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

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

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

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in August 2024. 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 September 2024.

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

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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

If you cannot attest to the statements in this certification, explain why not in [Attachment 13: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

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

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

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire under an award. In accordance with [2 CFR § 200.315(b)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in [*Humanities*](#) magazine or on its website.

Acknowledging NEH support

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

Subrecipient monitoring requirements

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

You must monitor your subrecipients to ensure that they use their subawards for authorized purposes; comply with federal statutes, legislative requirements, regulations, and the terms and

conditions of the subaward; and achieve their performance goals. You must ensure that your subrecipients track, appropriately use, and report program income generated by the subaward. See [2 CFR § 200.332](#) for information that you must include in subaward agreements.

[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.

Section 106 of the National Historic Preservation Act of 1966 and National Environmental Policy Act of 1969

NEH must review your project under Section 106 of the National Historic Preservation Act of 1966 (NHPA) ([54 U.S.C. § 306108](#)) and the National Environmental Policy Act of 1969 (NEPA) ([42 U.S.C. § 4321, *et seq.*](#)) if it involves:

- new construction and expansion (including demolition);
- alteration/renovation/repair where exterior changes to the building façade or surroundings may be made (including roof, windows);
- interior renovations to a building that is over 50 years old, or is historically, architecturally, or culturally significant;
- ground disturbing activities (including parking lots);
- a change in land use that is significant (such as the proposal being an integral part of a larger redevelopment project);
- an impact within or to a floodplain or wetland;
- a determination of an adverse effect that cannot be mitigated on a property eligible for inclusion on the National Register of Historic Places; and/or
- an extraordinary circumstance, such as: public controversy, or extensive site contamination.

If NEH funds your project, you may not start physical work (demolition, construction, or renovation) until NEH has completed its environmental and historic preservation compliance reviews required by NEPA and Section 106 of the NHPA.

Review NEH's [Section 106 and NEPA guidance](#).

NEH Flood Risk Management Standard
If your proposed project is located in or near a 100-year or 500-year floodplain, please refer to the following [NEH Flood Risk Management Standard](#) for additional guidance for elevation and floodproofing requirements in accordance with [Executive Order 13690: Establishing a Federal Flood Risk Management Standard](#).

Reducing Climate-Related Financial Risk
In alignment with [Executive Order 14030 Climate-Related Financial Risk](#), NEH encourages applicants to integrate measures into their projects to reduce impacts on the environment and consider design and construction improvements to reduce the institution's vulnerability to natural disasters and climate-related events on their institutions. Examples of measures may

include increasing utilizing energy from alternative sources, improving energy efficiency, using sustainable building materials, or addressing location-specific risks such as floodproofing in areas prone to flooding, or utilizing fire resistant materials in areas at risk of wildfires.

Build America, Buy America

Awards involving construction, renovation, or facility infrastructure funded in whole or in part by federal funds are subject to the Build America, Buy America Act (BABA) ([Pub. L. 117-58 § 70901, *et seq.*](#)). NEH may not obligate funds for a project involving construction, renovation, or facility infrastructure unless all the iron, steel, manufactured products, and construction materials incorporated into the project are produced in the United States, or the project falls under a NEH waiver. When your project involves restoration, renovation, or installation of permanently affixed equipment (such as HVAC), you must include BABA requirements in all subawards, contracts, and purchase orders for work or products under this notice.

If your proposed project includes restoration, renovation, or installation of permanently affixed equipment, you must include [Attachment 10: Build America, Buy America assurance](#), attesting that you have read and will comply with the [NEH BABA Assurance](#). You must ensure that the requirement is included in relevant contracts and subcontracts and retain documentation regarding the sourcing of iron, steel, manufactured products, and construction materials funded with NEH matching funds and third-party, nonfederal gifts as part of their award documentation. Failure to comply with BABA may result in NEH disallowing costs.

Reference the [award term](#) for further information.

Native American Graves Protection and Repatriation Act of 1990

The Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) provides protection of Native American graves and items, including human remains, funerary objects, and sacred objects. NAGPRA applies to any organization that controls or possesses Native American human remains and associated funerary objects and that receives federal funding, even for a purpose unrelated to the Act. [Learn more about NAGPRA](#).

Other requirements for projects involving construction, renovation, repair, rehabilitation, and ground and visual disturbances

You must comply with all applicable government-wide laws and requirements. Any construction or renovation contracts in excess of $2,000 awarded by recipients or subrecipients funded by federal funds, in whole or in part, are subject in their entirety to the Davis-Bacon Act as amended, ([40 U.S.C. 3141-3144, and 3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"](#)). See Section S of the [General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued January 1, 2022 or later)](#). Also see [2 CFR Part 200 Appendix 2 —Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#).

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

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

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

2. **Performance Progress Report(s)**. You must submit a performance progress report annually.

3. **Final Reports**. You must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to 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.

4. **Tangible Personal Property Report**. If applicable, you must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. You must report all equipment with an acquisition cost of $5,000 or more per unit purchased with NEH funds.

5. **White Paper**. You must submit a white paper from your project within 120 calendar days after the period of performance ends to inform the cultural heritage community about the effectiveness of environmentally sustainable preventive care strategies. Your white paper should consist of a case study. For planning projects, include a discussion of collections materials, preliminary assessments that inform the project, identified preservation risks, project team, steps taken during the planning project, outcomes, and strategies for implementation. For implementation projects, include a discussion of collections materials, preliminary assessments, identified preservation risks, planning that informed the project, project team, sustainable preventive care strategies used, steps taken to mitigate the identified risks, and measured or anticipated results. If appropriate to your project, collect and report data on environmental conditions, energy use, and costs that enable comparison before and after the implementation of your preventive care project. NEH encourages additional dissemination of information about projects through such activities as blogs, presentations, or publications. NEH will post case studies on its website.

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

G. Agency Contacts

If you have questions about the program, contact:

Division of Preservation and Access

National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8570
preservation@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 have questions about NEPA and NHPA, contact:

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
hpe@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

If you are seeking support for general assessments and initial environmental monitoring programs, you should consider NEH's Preservation Assistance Grants for Smaller Institutions.

If you are seeking support to catalog, document, or digitize humanities collections, you should consider the Humanities Collections and Reference Resources program.

If you are seeking to serve the field by advancing best practices and standards for preserving and enhancing access to humanities collections, you should consider NEH's [Research and Development](#) program.

You may also find related funding opportunities with your state or jurisdictional humanities council. As mandated by Congress, 40% of the NEH's budget supports these councils, which play a critical role in supporting the NEH's mission and goals at a local, grassroots level. Contact information for each council can be found here: https://www.neh.gov/about/state-humanities-councils.

Resources on Environmentally Sustainable Preventive Care and Resiliency

Print and Web Publications and Resources

Brophy, Sarah and Elizabeth Wylie. *The Green Museum: A Primer on Environmental Practice.* Second edition. New York: Altamira press, 2013.

"Climate and Sustainability," American Institute for Conservation (AIC), accessed June 26, 2023. https://www.culturalheritage.org/resources/climate-and-sustainability

Finch, Lorraine. *Low Cost/No Cost Tips for Sustainability in Cultural Heritage.* 2022.

Image Permanence Institute. *IPI's Methodology for: Implementing Sustainable Energy-Saving Strategies in Collections Environments.* Rochester, NY: Image Permanence Institute, 2017. https://s3.cad.rit.edu/ipi-assets/publications/methodology_guidebook/methodology_guidebook_all.pdf

Image Permanence Institute. *IPI's Guide to: Sustainable Preservation Practices for Managing Storage Environments,* Rochester, NY: Image Permanence Institute, 2012. https://s3.cad.rit.edu/ipiassets/publications/sustainable_preservation_practices/sustainable_preservation_practices_all.pdf

Ki Culture. *Energy: A Step-By-Step Guide to Sustainable Action.* Volume 1. Key Culture, 2021

Lankester, Paul, Amber Xavier-Rowe, and David Thickett "Principles for developing low-cost, sustainable stores" *Transcending Boundaries: Integrated Approaches to Conservation.* ICOM-CC 19th Triennial Conference Preprints, Beijing, 17–21 May 2021.

"The Preservation Assessment" Northeast Document Conservation Center Preservation Assessment, accessed June 26, 2023. https://www.nedcc.org/preservation101/preservation-assessment

Maekawa, Shin, Vincent L. Beltran, Michael C. Henry. *Environmental Management for Collections: Alternative Conservation Strategies for Hot and Humid Climates.* Los Angeles: The Getty Conservation Institute, 2015.

Madan, Rachel. *Sustainable Museums: Strategies for the 21st Century*. Edinburgh: MuseumsEtc Ltd, 2011.

McGhie, Henry. *Museums and Disaster Risk Reduction: Building Resilience in Museums, Society, and Nature*. Curating Tomorrow. UK, 2020.

Nunberg, Sarah, Matthew Eckelman, Sarah Sutton, and Sarah Sanchez, "STiCH: Tools for Informed Sustainable Choices." Foundation for the Advancement in Conservation, accessed July 25, 2023, https://stich.culturalheritage.org

Saunders, David. *Museum Lighting: A guide for Conservators and Curators*. Los Angeles: Getty Conservation Institute, 2020.

Sutton, Sarah and Héctor J. Berdecía-Hernández. "Climate Crisis and Environmental Impact." *Held in Trust*. 2023. HYps://www.culturalheritage.org/docs/default-source/publications/reports/held-in-trust/held-in-trust-report.pdf.

Taylor, Joel, and Vincent Laudato Beltran, ed. *Managing Collection Environments: Technical Notes and Guidelines*. Los Angeles, Getty Conservation Institute, 2023.

Thickett, David. "Sustainable Collections Environments". *Estudos De Conservação E Restauro*, no. 11 (January 2020), 93-103. https://doi.org/10.34632/ecr.2020.9590.

Webinars
Arenstein, Rachael Perkins. "Storage Solutions." Connecting to Collections Care. June 10, 2014. Webinar, 69. https://connectingtocollections.org/storagesolutions/

Cameron, Christopher, and Kelly Krish. "Evaluating Collection Spaces." August 16, 2019. Image Permanence Institute. Webinar, 1:08:11. https://www.youtube.com/watch?v=eS-lsbdjLXc

Cameron, Christopher. "Introduction to HVAC Systems." October 14, 2021. Image Permanence Institute. Webinar, 1:36:43. https://www.youtube.com/watch?v=v4yWRQC57wg.

Cameron, Christopher. "Sustainable and Passive Ways to Improve your Collection Environment." January 26, 2023. Connecting to Collections Care. Webinar, 1:01:37. https://connectingtocollections.org/collection_environment/

Carver-Kubik, Al "Storage Environments: The Big Picture." December 5, 2017. Connecting to Collections Care. Webinar, 1:32 https://connectingtocollections.org/storage-environments/

Carver-Kubik, Al, Angela Moore, Kelly Krish, William Shelley. "Sustainable Preservation: Quick Tips and Approaches for Museums, Libraries, and Archives." May 12, 2021. Image Permanence Institute. Webinar, 1:01:10 https://www.youtube.com/watch?v=C44A6zzOLt4.

Krish, Kelly, Christopher Cameron, Martin Schooping, Samantha Owens, and Stephen Carrick. "Energy Monitoring for Cultural Heritage Institutions." February 19, 2021. Image Permanence Institute. Webinar, 1:03:02.https://www.youtube.com/watch?v=gO7Xaygwb2c.

Krish, Kelly. "Preventive Conservation and the Role of Environment." July 25, 2019. Image Permanence Institute. Webinar, 1:03:22. https://www.youtube.com/watch?v=OBhwT1ycy9M

Krish, Kelly and Christopher Cameron. "Responding to Issues." July 9, 2020. Image Permanence Institute. Webinar, 1:08:54. https://www.youtube.com/watch?v=XpLoNe3GrxE.

Krish, Kelly. "Setting Appropriate Parameters." June 11, 2020. Image Permanence Institute. Webinar, 1:00:29. https://www.youtube.com/watch?v=An2lq7sYnWk.

Krish, Kelly. "Understanding Fluctuations and Equilibrations." March 14, 2020. Image Permanence Institute. Webinar, 1:09:17. https://www.youtube.com/watch?v=AkCpK1ORWrw

Sutton, Sarah. "Reducing Environmental Impacts of Collections Care and Management." September 14, 2021. Connecting to Collections Care. Webinar, 1:20:22. https://connectingtocollections.org/reducing-environmental/

Woods, Chris. "Sustainable Conservation of Collections -The Push for Passive." November 24, 2021. Koordinierungsstelle für die Erhaltung des schriftlichen Kulturguts International Conveference. Conference Presentation, 25:40. https://www.youtube.com/watch?v=Bvq6-r_jR9Y.

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.