



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Public Humanities Projects

Funding Opportunity Number: 20240814-BP-BR-GE-GG-GI

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.164

Application Deadlines:

August 14, 2024

January 8, 2025

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

Division of Public Programs
Email: publicpgms@neh.gov
Telecommunications Relay Service: 7-1-1

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

Executive Summary

The National Endowment for the Humanities (NEH) Division of Public Programs is accepting applications for the Public Humanities Projects program. This program supports projects that bring the ideas and insights of the humanities to life for general audiences through in-person, hybrid, or virtual programming. Projects must engage humanities scholarship to analyze significant themes in disciplines such as history, literature, ethics, and art history.

Funding Opportunity Title	Public Humanities Projects
Funding Opportunity Number	20240814-BP-BR-GE-GG-GI
Federal Assistance Listing Number	45.164
Deadlines for Optional Draft	August 2024: July 10, 2024, 11:59 p.m. Eastern Time January 2025: December 4, 2024, 11:59 p.m. Eastern Time
Application Deadlines	August 14, 2024, 11:59 p.m. Eastern Time January 8, 2025, 11:59 p.m. Eastern Time
Anticipated Award Announcements	April 2025 and August 2025
Anticipated FY 2025 Funding	Approximately \$2,735,000 per deadline
Estimated Number and Type of Awards	Approximately 20 grants per deadline
Award Amounts	<p>Planning: up to \$60,000 Implementation: \$50,000 to \$400,000 Implementation: Chair’s Special Awards: up to \$1,000,000</p> <p>Implementation applicants may request up to \$100,000 above the ceiling amount for Positions in Public Humanities to create a two-year, full-time staff position. (Applicants requesting a one-year period of performance may request up to \$50,000 for a one-year, full-time staff position.)</p> <p>Applicants for implementation of a permanent or traveling exhibition or historic places project may request an additional \$50,000 in matching funds (for a total award of up to \$450,000, or \$550,000, if also requesting a Position in Public Humanities).</p> <p>See B. Federal Award Information.</p>
Cost Sharing/Match Required	No, unless you request federal matching funds,

<p>Period of Performance</p>	<p>Planning: up to 24 months Implementation: 12 to 48 months</p> <p>If you apply to the August 2024 deadline, your project must start between May 1, 2025, and November 1, 2025.</p> <p>If you apply to the January 2025 deadline, your project must start between September 1, 2025, and March 1, 2026.</p>
<p>Eligible Applicants</p>	<ul style="list-style-type: none"> • nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • accredited institutions of higher education (public or nonprofit) • state and local governments and their agencies • federally recognized Native American Tribal governments <p>See C. Eligibility Information for additional information.</p>
<p>Program Resource Page</p>	<p>https://www.neh.gov/grants/public/public-humanities-projects</p>
<p>Pre-Application Webinar</p>	<p>A prerecorded webinar will be posted on the program resource page by June 5, 2024.</p>
<p>Published</p>	<p>May 9, 2024</p>

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A. Program Description

1. Purpose

This notice solicits applications for the Public Humanities Projects program.

This program supports projects that bring the ideas and insights of the humanities to general audiences through in-person exhibitions and historic site interpretations, as well as in-person, hybrid, or virtual discussions and other scholar- or staff-led programs. Projects must engage humanities scholarship to analyze significant themes in disciplines such as history, literature, ethics, and art history. The program supports projects in three categories ([Exhibitions](#); interpretive programs at [Historic Places](#); and [Humanities Discussions](#)) and at two funding levels ([Planning](#) and [Implementation](#)).

Public Humanities Projects target broad and diverse public audiences in non-classroom settings in the United States. NEH encourages projects with multiple formats and complementary components. For example, a museum exhibition might be accompanied by a website or mobile app.

Project topics may be international, national, regional, or local in focus. Locally focused projects should draw connections to broad themes or historical questions relevant to regional or national audiences. If your project does not connect to broader issues of interest to regional or national audiences, you might consider other sources of funding, such as [state humanities councils](#). You should base your funding request on the project's scope and the expected audience size.

NEH encourages applications from small and mid-sized organizations. NEH likewise welcomes humanities projects tailored to specific groups, such as families, youth (including K-12 students in informal educational settings), underserved communities, and veterans.

Public Humanities Projects must:

- be grounded in sound humanities scholarship
- analyze the underlying themes and ideas to deepen public understanding
- involve humanities scholars from outside the applicant organization in all phases of the project
- attract a broad public audience or target a particular underserved group
- approach engaging content through an appropriate variety of perspectives
- encourage dialogue and the exchange of ideas

Awards may support activities such as:

- meetings with humanities scholars and other content advisers, program partners, audience representatives, and consultants (e.g., education and public program specialists; historic site, interpretive, or cultural tourism experts; writers; media producers; or digital designers)
- research, including travel to archives, collections, sites, or other resources
- development and production of program or discussion guides, exhibition labels, brochures, digital assets, publications, or other interpretive material
- design of the interpretive formats
- planning and presentation of public programs and related publicity

- evaluation of the project's impact
- planning and conducting project-specific training for docents, discussion coordinators, or other interpretive leaders
- development, production, and publication of curriculum guides, catalogs, and other materials for teachers and students
- exhibition design and fabrication, crating, and shipping
- conservation treatments of objects, not to exceed 15% of the award
- development and construction of interactive components
- publicity expenses

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

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

Program categories

This program supports projects in three categories: [Exhibitions](#) (permanent, temporary, or traveling); interpretive programs at [Historic Places](#); and [Humanities Discussions](#).

Exhibitions

Projects in this category may create permanent exhibitions (on view for at least three years), single-site temporary exhibitions (open to the public for a minimum of two months) or traveling exhibitions that will be available to public audiences in at least two venues in the United States (including the originating location).

You must provide at least twenty hours of free admission to the general public each month to NEH-supported exhibitions during the period of performance.

Historic Places

Projects in this category develop long-term interpretive programs for historic sites, houses, neighborhoods, and regions that are intended to be presented to the public for at least three years. Such projects might include living history presentations, guided tours, exhibitions, and public programs.

Humanities Discussions

Projects in this category develop a series of public programs related to your organization's humanities focus and resources. Programs may include lecture series, reading and discussion programs, analytical discussions of museum collections or theater/musical performances, lifelong learning programs, or other methods of face-to-face audience engagement or informal education.

Humanities Discussions programs should engage diverse public audiences with humanities resources (e.g., historic artifacts, artwork, works of literature, or archival documents) and focus on topics or themes meaningful to your community. Discussion programs aimed at a local audience should make connections to regional or national themes. Programs may be moderated by a range of humanities experts, including historians, curators, librarians, scholars, authors,

artists, and community or tribal leaders. The moderator(s) will interpret thematic content and spark conversation and critical analysis.

Humanities Discussions must be:

- centered on specific humanities resources
- firmly grounded in rigorous scholarship and thoughtful analysis
- guided by a range of project-related humanities scholars and interpretive experts, such as educators, curators, community historians, tribal leaders, or librarians
- conducted without partisan advocacy
- respectful of divergent views
- free of ad hominem remarks
- devoid of bias based on ethnicity, religion, gender, disability, or race

If you are applying for a project centered on a new documentary film or documentary series, the film(s) must be complete at the time of submission. To be eligible, your application must include a link to the completed film(s).

Funding levels

This program supports projects at two funding levels: Planning and Implementation. Humanities Discussions applicants must apply at the Implementation level.

A Planning award is not required before applying for an Implementation award.

Contact the Division of Public Programs for advice on choosing the appropriate funding level for your project. See [G. Agency Contacts](#). You may also consult the NEH website, "[Public Humanities Projects grants: Which level of funding is right for your project?](#)"

Planning

Planning awards are available only to Exhibitions and Historic Places applicants. NEH does not fund Humanities Discussions at the Planning level.

Planning projects should further explore the analytical themes or interpretive methods that you identify in your proposal.

Awards are up to \$60,000, with a period of performance of up to 24 months.

Project activities may include:

- refining the project's content, format, and interpretive approach
- meetings and consultation with scholars, interpretive experts, designers, stakeholders, and key partners
- developing the project's preliminary design
- testing project components
- conducting an evaluation of the project's likely impact
- travel related to curatorial research and exhibition loans

Implementation

Implementation awards support projects that are in the final stages of preparation to “go live” before the public. Activities may include final scholarly research and consultation, design, production, and installation of a project for presentation to the public. The period of performance must include the required minimum exhibition time.

Implementation awards range from \$50,000 to \$400,000 with a period of performance from 12 to 48 months.

The maximum size of Implementation awards depends upon the program category you apply for, defined as follows:

Program category	Definition	Maximum award
Exhibitions (single-site temporary)	Exhibition available to audiences at one venue in the United States for at least two months	<ul style="list-style-type: none"> • \$100,000
Exhibitions (permanent)	Exhibition available to audiences at one venue in the United States for at least three years	<ul style="list-style-type: none"> • \$400,000 • \$450,000 with additional matching • \$500,000 with a Position in the Humanities • \$550,000 with a Position in the Humanities and additional matching • \$1 million for Chair’s Special Award
Exhibitions (traveling)	Exhibition available to audiences at a minimum of two venues in the United States (including the originating location)	<ul style="list-style-type: none"> • \$400,000 • \$450,000 with additional matching • \$500,000 with a Position in the Humanities • \$550,000 with a Position in the Humanities and additional matching • \$1 million for Chair’s Special Award
Historic Places	Interpretive tours, living history presentations, or other public interpretation available at a historic place for at least three years	<ul style="list-style-type: none"> • \$400,000 • \$450,000 with additional matching • \$500,000 with a Position in the Humanities • \$550,000 with a Position in the Humanities and additional matching • \$1 million for Chair’s Special Award

Humanities Discussions (small)	A minimum of fifteen in-person, virtual, or hybrid public programs presented during the period of performance and spanning a period of three months to two years	<ul style="list-style-type: none"> • \$100,000
Humanities Discussions (large)	A minimum of fifty in-person, virtual, or hybrid public programs presented in a minimum of 20 states during the period of performance and spanning a period of three months to two years	<ul style="list-style-type: none"> • \$400,000 • \$1 million for Chair’s Special Award

Identifying the appropriate funding level for your project

You are ready to apply for a Planning level award if you:

- are planning an exhibition or historic site interpretation (Humanities Discussions are not funded at this level);
- have conducted preliminary research, including introductory discussions with scholars, and are able to articulate major analytical ideas about your subject that you seek to explore more deeply;
- have a group of scholars from outside your organization who are committed to collaborating with you on development of the project; and
- can articulate a vision of possible interpretive techniques and potential project elements that you would like to investigate or test with audiences (for example, ideas about the use or display of certain objects, specific concepts for an interactive activity, or ideas about the utilization of a particular space).

You are ready to apply for an Implementation level award if you:

- have conducted significant research and collaboration with scholars outside your organization that resulted in highly developed, thoughtful and articulated analysis of your subject;
- have designed and planned the interpretive elements of your project, such as interactive activities, panel discussions, or living history presentations, and can fully describe how audiences would engage with them;
- have design drafts for various project elements, such as exhibition elevation designs, floor plans, docent or facilitator training, label text, site signage, tour scripts, or discussion agendas; and
- are ready to begin putting these plans into action to “go live” before a public audience.

Additional opportunities for Implementation applicants

Positions in Public Humanities

Positions in Public Humanities provide full-time employment opportunities for recent graduates with an MA or PhD in the humanities. With this funding, NEH intends to invigorate the interpretation of the humanities in a wide variety of cultural organizations. If you apply for a traveling or permanent exhibition or historic places Implementation-level award, you may request additional funding to support such a position. Planning applicants are not eligible to apply for Positions in Public Humanities.

You may request up to an additional \$50,000 to create a full-time position for one year or up to an additional \$100,000 to create a full-time position for two years. If you wish to increase annual compensation (salary and fringe) above \$50,000 for a Position in Public Humanities, you must use non-federal funds. See [Attachment 8](#) for more specific requirements.

Matching funds

For permanent and traveling exhibition and historic place Implementation applicants, you may increase your request by up to \$50,000 in federal matching funds (for a total of up to \$450,000, or \$550,000 if you are also requesting a Position in Public Humanities). For more information about federal matching funds, see NEH Federal Matching Funds Guidelines and section C3, Matching.

Chair's Special Awards

Within the Implementation level, NEH will occasionally make Chair's Special Awards (up to \$1,000,000) for Implementation projects of exceptional significance, audience reach, and complexity. A Chair's Special Award should examine important humanities ideas in new ways and demonstrate the potential to reach especially large audiences. These goals can often be accomplished by combining a variety of program formats, forming creative collaborations among diverse institutions, and significantly expanding the scope and reach of the project. Chair's Special Awards are rare; NEH typically awards no more than one per year.

If you are seeking a Chair's Special Award, you should note the elements of the project that meet the criteria throughout your application and submit a budget of up to \$1,000,000. If you are not selected at this level, your application will still be considered at the \$400,000-\$550,000 maximum amount.

Program Outputs

The outputs of a successful [Exhibitions](#) award may include, but are not limited to:

- In-person exhibitions (permanent or temporary single site and/or traveling), which may be accompanied by ancillary formats such as a website, mobile application, catalog, or student curriculum

The outputs of a successful [Historic Places](#) award may include, but are not limited to:

- Long-term (three years or longer) interpretive programs for historic sites, houses, neighborhoods, and regions such as living history presentations, guided tours, exhibitions, and public programs

The outputs of a successful [Humanities Discussions](#) award may include, but are not limited to:

- In-person, hybrid, or virtual scholar or staff led programs such as lecture series, reading and discussion programs, analytical discussions of museum collections or theater/musical performances, lifelong learning programs, or other methods of face-to-face audience engagement or informal education

You will describe your project outcomes and outputs, and how they would support the overall purpose of the Public Humanities Projects program, in [Attachment 1: Narrative](#). If you receive an award, NEH will assess your performance based on the outputs you identify in the proposal. See [F.3 Reporting](#).

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 especially welcomes projects that explore the Muslim American and/or the Jewish American experience, including the history of Islamophobia and/or antisemitism.

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

You may request up to \$60,000 for [Planning](#) or \$50,000 to \$400,000 for [Implementation](#). This includes the sum of direct and indirect costs. See [A1. Funding levels](#) for specific information and project-specific limitations.

In addition, if you are applying at the Implementation level, you may request an additional \$50,000 or \$100,000 for a [Position in Public Humanities](#).

For permanent and traveling exhibition and historic place Implementation applicants, you may increase your request by up to \$50,000 in federal matching funds (for a total of up to \$450,000, or \$550,000 if you are also requesting a Position in Public Humanities). For more information about federal matching funds, see NEH Federal Matching Funds Guidelines and section C3, Matching.

In rare circumstances, NEH may make [Chair's Special Awards](#) of up to \$1,000,000 for Implementation projects that will reach an exceptionally large audience.

NEH will not determine the funding available each fiscal year until Congress enacts the final budget. This notice is subject to the availability of appropriated funds and is a contingency action taken to ensure that, should funds become available for this purpose, NEH can process applications and issue awards in a timely manner.

Period of performance

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

You may request a period of performance up to 24 months for Planning projects and 12 to 48 months for Implementation projects.

If you apply to the August 2024 deadline, your period of performance must start between May 1, 2025, and November 1, 2025.

If you apply to the January 2025 deadline, your period of performance must start between September 1, 2025, and March 1, 2026.

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 refers to project costs that are covered with non-NEH funds. NEH distinguishes between two types of cost sharing: voluntary cost sharing and federal matching funds.

Voluntary cost sharing

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

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

While you may describe voluntary cost share in your [budget justification](#), you should not include it on your Research and Related Budget. The Research and Related Budget should only include funds you are requesting from NEH.

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

Federal matching funds

If you are applying for support of a permanent or traveling exhibition or historic place project at the Implementation level you may increase your maximum award by requesting up to \$50,000 in federal matching funds to leverage third party funding (for a total of up to \$450,000, or \$550,000 if you are also requesting a Position in Public Humanities). Funds to satisfy a matching requirement must be from sources outside of the applicant institution (a third party) consistent with the [NEH Federal Matching Funds Guidelines](#). If you request federal matching funds, you must raise third-party non-federal gifts dollar-for-dollar.

Include third-party non-federal gifts on your [Research and Related Budget](#) and identify what project activities they will support in the [budget justification](#).

Successful applicants will receive an offer of federal matching funds, subject to specific regulatory and other conditions. NEH will certify the allowability of these gifts and will issue the award only when you have met the conditions of the offer. The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Typically, NEH distributes federal matching funds on an annual basis over the period of performance.

If NEH selects your project for funding, you must raise and certify all eligible gifts and pledges by at least one year before the end of your performance period. NEH advises applicants who are requesting matching funds to consider a period of performance that allows adequate time to raise and certify funds. If you fail to certify required gifts by the end of the offer period, NEH will withdraw matching funds offer unless you request an extension. See [NEH Federal Matching Funds Guidelines](#).

NEH will not release federal matching funds until you raise and certify eligible gifts. **In-kind gifts and funds derived from the recipient organization are not eligible sources of certified gifts in this program.**

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, but you **may not** submit multiple applications for the **same project** at the same deadline. If you have already applied for a project under a prior deadline, NEH will not accept a second application for the same project while the first is still under review. This program's January 2025 deadline falls during the review period for applications submitted to the August 2024 deadline, so you may not submit applications for the same project to both deadlines.

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

NEH does not require you to obtain a Planning grant before applying for an Implementation grant. 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\(f\)](#), you must not include the same project costs in more than one application for federal funding or approved federal award budget. If one application to NEH is pending, a second application for the same project costs, even if to a different program, may be ruled ineligible. However, you may submit multiple proposals for **complementary** aspects of the same overall project. If you are submitting complementary proposals to other NEH programs or government agencies, specify when and to whom in the [Supplementary Cover Sheet for NEH Grant Programs](#). NEH may disallow 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.

Your budget may not include any costs to support federal agencies or employees in any capacity (for example, fees paid to or travel expenses for Library of Congress or Smithsonian Institution staff), or expenses in support of federal sites as exhibition host venues. You may not use funds received from other federal entities as gifts to release NEH matching funds.

You may use funds from, or sites and materials controlled by, other federal entities in your project. For example, you may record audio or video for your media project at historic sites operated or controlled by other federal entities. You may also conduct research and use archival materials housed in federal libraries and archives.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations provided you do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §§ 200.1](#) and [.331\(a\)](#). You may obtain the services of foreign individuals and consultants to carry out programmatic activities on a fee-for-service basis, as specified in [2 CFR § 200.459](#). You may obtain goods and services from foreign vendors, such as

in-country transportation services, in accordance with [2 CFR § 200.331\(b\)](#). If you plan to submit an application involving international collaboration, contact program staff at publicpgms@neh.gov.

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

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

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

Substantive involvement

Applicant institutions must not function solely as fiscal agents or fiscal sponsors. Organizations engaging solely in fiscal sponsorship activities (e.g., proposal submissions, reporting, fulfillment of contractual obligations, maintaining IRS status) may not apply as a lead applicant.

By contrast, an eligible applicant makes substantive contributions to the project. Examples of substantive contribution include:

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

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

[Learn more about managing subawards.](#)

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 20240814-BP-BR-GE-GG-GI. There is also a link on the [program resource page](#).

This funding opportunity includes five application packages per deadline, which you can find under the “Package” tab. Select the appropriate one based upon your project type. Each package

includes a series of required and conditionally required forms. You will upload additional application components into the [Attachments Form](#).

Funding Level	Application package	
	August 2024	January 2025
Exhibitions: Planning	GE082024	GE012025
Exhibitions: Implementation	GI082024	GI012025
Historic Places: Planning	BP082024	BP012025
Historic Places: Implementation	BR082024	BR012025
Humanities Discussions	GG082024	GG012025

The application packages for the January 2025 deadline will not be available in Grants.gov until the August 2024 deadline has passed.

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

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

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](#).

Application formatting

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

- pages no larger than standard letter (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

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

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

Application Component Table

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

- Required: You must submit this component.
- Conditionally Required: You must submit this component if your proposal meets the specified conditions.

- Conditionally required for recipients: You are encouraged but not required to submit this component when you apply. You may submit it if you receive an award.

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

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

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

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

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

Application Component	File Name	Designation	Page limit
Attachments			
1: Narrative	narrative.pdf	Required	20 pages for Planning; 15 pages for Implementation (mandatory)
2: Work Plan	workplan.pdf	Required	
3: Résumés and letters of commitment	resumes.pdf	Required	2 pages per résumé (suggested)
4: Bibliography	bibliography.pdf	Required	2 (suggested)
5: Walkthrough	walkthrough.pdf	Required for Implementation projects	10 (suggested)
6: Additional supporting documentation	supportingdocs.pdf	Conditionally required	
7: Object list and illustrations	objects.pdf	Required for Implementation: Exhibitions; optional for Implementation: Historic Places	
8: Positions in Public Humanities	publichumanities.pdf	Conditionally required	3 (suggested)
9: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
10: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
11: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required for recipients	
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget and Budget Justification		Required	
Attachments Form		Required	

Certification Regarding Lobbying		Conditionally required for recipients	
Standard Form-LLL “Disclosure of Lobbying Activities”		Conditionally 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 those instructions 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.

Planning applicants must limit the narrative to 20 single-spaced pages.

Implementation applicants must limit the narrative to 15 single-spaced pages. Implementation applicants will have additional space to describe their projects in [Attachment 5: Walkthrough](#).

Do not include an executive summary, cover page, 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 headings. Each section aligns with one or more [review criteria](#) NEH will use to evaluate your proposal.

Name the file narrative.pdf.

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

In one page or less, summarize the project and its interpretive goals.

- State whether your request is for an Exhibitions, Historic Places, or Humanities Discussions project. If Exhibitions, specify whether the exhibition(s) will be permanent, traveling, or temporary.
- Identify the funding level (Planning or Implementation) and the amount you are requesting.
- Identify your project’s formats, the subject, and the main themes.
- Indicate if you are requesting a Chair’s Special Award (Implementation level only).
- Indicate if your request includes a Position in Public Humanities (Implementation level only).

Humanities content (aligns with [review criteria 1 and 4](#))

- Describe the significance of the subject and its relevance to the public. Provide examples of project resources and identify the humanities scholarship (from your consultation with project scholars, their published works, and the scholarship of other humanists) that has shaped your analysis.

- Provide humanities themes articulating the analytical ideas the project will convey. Thematic statements reach beyond a list of topics to demonstrate the larger critical ideas you want audiences to understand. Follow your thematic statement with a supporting argument that uses project content, examples drawn from project resources, and the humanities scholarship (from your consultation with project scholars, their published works, and the scholarship of other humanists) that has shaped your analysis.
- If you are reinterpreting or updating an existing project, describe the current content and format and explain the new humanities ideas you will incorporate.
- For Historic Places projects, discuss the significance of the place to American history; the extent to which the interpretation will make use of the place's attributes (the site, its location, the buildings, the landscape, or other natural or built features) in telling its story; and the extent to which the interpretation addresses central themes and issues in American history.

Project formats (aligns with [review criteria 2 and 5](#))

- Briefly describe the interpretive philosophy that guides the project.
- For **Planning applications**: explain how you plan to organize the final exhibition or site interpretation. Describe how you will effectively communicate your core analytical ideas. Give examples of interpretive techniques and activities that you plan to investigate during your planning process. **Do not** use this space to explain the process you will follow to plan the project. You will have the opportunity to do that in the work plan.
- For **Implementation applications**: explain how you will organize the final exhibition, discussion, or site interpretation and discuss the interpretive methods it will employ to engage the public. Provide specific examples of interpretive techniques you have designed for use in the project.
- If applicable, describe secondary formats and discuss how each will enhance public understanding of the humanities content.
- If applicable, describe your plans to offer hybrid or virtual programming as a means of connecting with your audiences. Explain why you have chosen a mix of in-person and virtual formats.

Project resources (aligns with [review criteria 2 and 5](#))

- Describe the resources available at your institution or elsewhere that will support your project (e.g., archives, special libraries, collections of art or artifacts, images, documents, film, audio, or digital materials).
- Discuss the significance and quality of the relevant resources and how they contribute to the project.
- If applicable, explain how you will secure permissions or rights for key materials.

Project history (aligns with [review criteria 2 and 5](#))

- Summarize the history of the project to date.
- Describe the relationship of the project to others on the topic and explain its particular contribution.

Justification for a Chair's Special Award (if applicable) (aligns with [review criterion 6](#))

- If you are requesting a Chair's Special Award, discuss why the project is especially significant and appealing. Explain how institutional collaborations, number of program

formats, and broad reach to audiences make the project a compelling candidate for funding at this level.

Audience, marketing, and promotion (aligns with [review criterion 3](#))

- Describe and estimate the size of the expected audience and explain the basis for this number.
- Explain how you will reach the intended audience. If applicable, discuss partnerships that would help promote the project.
- If you are targeting a specific audience or proposing special outreach to underserved or at-risk communities, describe the relationships you have built with those audiences or communities and the need your project addresses. Explain how you will engage new audiences in thinking about and discussing humanities ideas.

Evaluation of the project's impact (aligns with [review criteria 1, 2, and 3](#))

- Describe how you will evaluate the project's impact, the results of any evaluation already conducted, and how the evaluation results might inform the project moving forward.

Organizational profile (aligns with [review criteria 2, 3, 4, and 5](#))

- Provide a short profile of the applicant organization and other major partner organizations (not to exceed one page for your organization and a half page for each collaborating organization). Include information such as institutional mission, origin, and size; annual operating budget; and annual number of visitors.
- Explain the responsibilities of collaborating organizations. Describe past collaborations or previous relationships (if any) amongst the partners.

Project team (aligns with [review criteria 4 and 5](#))

- Identify the key individuals from the applicant organization and major partners who will be involved in the project.
- Briefly describe each person's qualifications and expected contribution.

Humanities scholars and consultants (aligns with [review criteria 1,4, and 5](#))

- Identify the consultants from outside your organization who will be involved in the project. Consultants may include humanities scholars; education and public program specialists; historic site, interpretive, or cultural tourism experts; tribal or community elders; and writers, media producers, or digital designers.
- Briefly describe each consultant's qualifications and expected contribution.

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 you will undertake 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 from and collaboration with key stakeholders in planning, designing, and implementing activities. Name the file workplan.pdf.

Attachment 3: Résumés and letters of commitment (required)

Begin this attachment with a list of project team members, humanities scholars, speakers, and consultants. Include their full name, title, and institutional affiliation (e.g., Joan Smith (American Studies, University of Maryland); John Smith (designer, ABC Designs)).

Include résumés (suggested length: two pages or fewer) for each key member of the project team. For humanities scholars and consultants, also provide a letter of commitment stating their intention to work on the project and intended contribution. Letters from consultants other than scholars should include their estimated fees and deliverables. Name the file resumes.pdf.

Attachment 4: Bibliography (required)

Include a short bibliography (suggested length: two pages) of the most significant humanities scholarship that informs the project. You may use any standard format. Name the file bibliography.pdf.

Attachment 5: Walkthrough (required for Implementation projects)

Describe how visitors will experience the project and demonstrate how you will communicate the analytical takeaway messages to the public. Follow the instructions below, for the category to which you are applying.

The walkthrough has a suggested length of ten single-spaced pages, exclusive of renderings, signage, or other additions described below. Name the file walkthrough.pdf.

Exhibitions

Provide a tour of your project from the perspective of the visitor. Demonstrate how humanities concepts and analysis will appear through the visitor's eyes. Describe each section of the exhibition, giving specific examples of what audiences will see, hear, and do. Using these examples, illustrate how you will use immersive environments, interactives, objects, texts, multimedia, or other techniques to communicate the project's central ideas.

You may include thumbnail images of objects or key places.

If the project includes secondary formats (such as a website or discussion programs), briefly describe them.

Attach the following items, which do not count toward the page limit:

- renderings of the floor plans and sections that show the exhibition's footprint in the space
- elevations of at least two sections, illustrating how objects, built environments, and/or works of art will be displayed
- four to six examples of interpretive text to be used in the project (as appropriate, include different levels of text, ranging from introductory panels to object labels)

Historic Places

Provide a tour of your project from the perspective of the visitor. Describe each space through their eyes. Give specific examples of what audiences will see, hear, and do, and demonstrate how these experiences will illuminate the proposed humanities concepts and analysis. Describe how the audience will interact with a docent or with self-guided tour options (e.g., brochures, audio

guides, apps) and how furnishings, historic spaces, signage, and other materials will contribute to a greater understanding of the project's central ideas.

You may include thumbnail images of objects or key places if they help clarify the description.

If the project includes secondary formats (such as a website or discussion programs), briefly describe them.

If applicable, attach the following items that do not count toward the page limit:

- For signage: four to six examples of interpretive text and image renderings
- For exhibitions at historic sites: four to six examples of interpretive labels, floorplans showing the exhibition's footprint in the space, and elevations of at least two sections illustrating how objects, built environments, and/or works of art will be displayed

Humanities Discussions

Describe how the audience will experience the series and how the programs will deliver the humanities content.

Provide draft agendas for the public programs, including the subject matter or questions to be discussed and the names of speakers who will address the audience or guide discussions. If you have not confirmed the speakers, list the individuals you are considering or describe the criteria you will use to identify them.

If applicable, list the supplementary readings and audiovisual materials that you will make available for audiences (e.g., texts, films, plays, pieces of music). Include the specific titles of the materials and brief annotations. Explain how the works relate to the project's main themes. If you will use collections of historical artifacts or artworks, indicate their significance and identify the pieces from the collection(s) that you will feature.

If the discussion series will be accompanying a performance (play, movie, concert), include details about how this public program goes beyond the performance. The discussion should be a robust public program itself and not just ancillary to the performance. Also describe how other audiences, not at the performance, will have access to these programs.

Describe where the program will take place. If necessary, explain how you will select additional venues.

If applicable, describe training workshops and other activities to prepare discussion facilitators, scholars, presenters, docents, and other project staff.

Describe the printed and/or online resources that you will make available to extend the life of the project.

Attachment 6: Additional supporting documentation (conditionally required)

If applicable, Implementation applications must submit the following additional information in a single attachment. Planning applications should not include this attachment. Name the file supportingdocs.pdf.

Traveling exhibitions

Describe the traveling version of the exhibition. If it will differ substantially in size, content, artifacts, or experience from the original, describe the anticipated changes. Provide the preliminary travel itinerary if one exists.

Conservation treatment

If you have requested funding for conservation treatment, discuss the rationale for conserving the objects. Provide a list of individual items, sample condition reports, a timeline for the treatment of objects, a description of the conservation methods, and the qualifications of the conservator. Costs for conservation treatment must not exceed 15% of the NEH award.

Social media and audience-generated content

If your project includes social media and/or audience-generated content, describe how it will add to the humanities content and explain the criteria and processes you will use to select and monitor the content made available to the public. Describe the policies and processes you will use to prevent the dissemination of obscene, libelous, indecent, or defamatory material (including personal attacks, or material constituting harassment).

Work samples for secondary digital media components

If your project includes secondary digital media components, provide an example (through a URL) of previously completed work from the principal members of the digital team. Identify the project personnel who worked on this sample and, if relevant, include additional information on its audience or distribution. Clearly indicate that this URL is your digital work sample.

Information on public accessibility and admission

As a taxpayer-funded federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Discuss how you plan to provide at least twenty hours of free admission each month to NEH-supported exhibitions.

Publications

Describe the content (including brief abstracts of essays), author(s), format, estimated print run, distribution plans, and sale price of any publications for which you have requested funding. Explain how these publications will complement the project's other formats. Proceeds from the sale of any publications will be subject to the NEH [policy on program income](#).

Attachment 7: Object list and illustrations (Required for Implementation: Exhibitions; optional for Implementation: Historic Places)

This attachment is required for all Implementation applicants seeking funding for Exhibitions and is optional for Implementation applicants seeking funding for Historic Places projects. Include a complete object list and five to ten object illustrations. Applicants for Planning and Humanities Discussions should not include this attachment. Name the file objects.pdf.

Attachment 8: Positions in Public Humanities (conditionally required)

This attachment is required for applicants at the Implementation level requesting funding for [Positions in Public Humanities](#). It has a suggested length of three pages. Name the file publichumanities.pdf.

Provide the following information:

- Discuss the expected outcomes of the position, detailing the contributions that the new employee would make to the proposed project.
- Include a short position description defining the tasks the new hire will perform and the goals they will achieve in relation to the proposed project.
- Identify the area of the organization in which they would work (e.g., in the education, digital, curatorial, or some other institutional department) and to whom they would report.
- Profile the ideal candidate.
- Explain how and where you will advertise the position.
- Outline the hiring process. Describe the application, interview, and selection process for the candidates, including how you will avoid conflicts of interest.

Positions in Public Humanities must adhere to the following parameters:

- The position must be full-time. Individuals may not hold teaching or administrative assignments concurrently with the Position in Public Humanities. Individuals also cannot be enrolled in a degree-granting program.
- The position may not support salaries of current staff members or payments to project consultants
- The position must be entry level and designed with an appropriate level of responsibility.
- The position must be responsible for an element of public engagement related to the larger project and should administer at least three other types of public programs during the period of performance (e.g., a film screening, a family gallery talk, and an oral history day program).

You must follow these guidelines when soliciting and reviewing applications from applicants for a Position in Public Humanities:

- You should widely advertise positions to draw a diverse, national pool of applicants.
- The project director should convene a committee to make the selection. Committees customarily consist of at least three members: the project director and two other humanities experts who are familiar with the project, such as other team members from the organization or scholars collaborating with the project. The committee should review all applications.
- Candidates should submit a curriculum vitae, graduate school transcript, writing sample, cover letter, and three letters of reference.

Candidates for a Position in Public Humanities must meet the following eligibility requirements:

- They must be either a U.S. citizen or a foreign national who has lived in the United States or its jurisdictions for at least the three years immediately preceding the Public Humanities Projects application deadline.
- They must have completed an MA or PhD program in a humanities discipline (including public history or museum studies) within five years of the application deadline for this grant program.
- They must not be an employee, a member of the board of trustees or advisers of the recipient, or a selection committee member, or a family member of any of the aforementioned.
- They must not have delinquent federal debt or be suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any federal

department or agency. Examples of relevant debt include student loans, delinquent federal taxes, delinquent child support payments, and delinquent payroll taxes for household or other employees (see OMB Circular A-129). You can check if candidates have delinquent federal debt or other exclusions in the System for Award Management (SAM). (Click on “Search,” and then under “Select Domain,” choose “Entity Information” and then “Exclusions.”)

Attachment 9: 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 10: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, 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 11: Explanation of delinquent federal debt (conditionally required for recipients)

If your organization is delinquent in the repayment of any federal debt, explain why. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service,

if applicable, and that you are current on all payments due. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

Application Components: Grants.gov Forms

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

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

5. Applicant Information

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

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

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

6. Project Information

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

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

c. State your project’s period of performance start and end dates. Your project must start on the first day of 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 someone from the Office of Sponsored Projects, or the institution’s president, vice president, executive director, or board chair. The institution’s Grants.gov E-Business Point of Contact must designate the AOR. The AOR’s signature must match the contact’s name. See the [Grants.gov Online User Guide](#).

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

1. Project Director

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

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

- 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 (Grants.gov form)

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

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

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

Research and Related Budget (Grants.gov form)

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a [budget justification](#). Complete the [SF-424 Application for Federal Assistance - Short Organizational form](#) prior to completing your Research and Related Budget.

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

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

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

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

Introductory Fields

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

A. Senior/Key Person

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

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

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

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

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

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

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

The form has space for up to eight people. If you request funds for additional key personnel, list them in a separate document using the same format as the Research and Related Budget. Save

the document as a PDF named additionalpersonnel.pdf and attach it under “Additional/Senior Key Persons.” If applicable, enter the total funds requested for additional senior/key persons in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

B. Other Personnel

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

Post-doctoral associates, graduate students, and undergraduate students

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

Administrative/Clerical

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

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

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

Additional Other Personnel

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

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

Do not list collaborators at other institutions or consultants here, as you will include them in [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 `additional equipment.pdf` and attach it under “Additional Equipment.” Enter the total funds for the additional equipment in the “Total funds requested for all equipment listed in the attached file” field.

The form will calculate total equipment costs.

D. Travel

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

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

You may not use NEH funds to attend regularly occurring professional meetings.

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

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

Participants are the beneficiaries, not the providers, of a service or training opportunity (such as a workshop, conference, or seminar-) 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 9: Subrecipient Budget\(s\)](#).

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

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

Fiscal agent and fiscal sponsor fees are unallowable. Fiscal sponsorship activities **alone** (e.g., proposal submissions, reporting, fulfillment of contractual obligations, maintaining IRS status) are unallowable, however costs incurred for substantive involvement by organizations are allowable.

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

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

- submit an indirect cost proposal to your cognizant federal agency to negotiate a rate within three months of your award's period of performance start date; or
- charge a de minimis rate of 10% applicable to MTDC (see [2 CFR § 200.414\(f\)](#))

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

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

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

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

Indirect Cost Type

Enter the type of indirect cost rate (e.g., “other sponsored activities,” “all programs,” “instruction,” “10% de minimis”) 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:

\$60,000	Planning
\$100,000	Temporary exhibition and small discussion Implementation
\$200,000	Temporary exhibition and small discussion Implementation requesting a Position in Public Humanities
\$400,000	Permanent and traveling exhibitions; historic place; and large discussion Implementation
\$450,000	Permanent and traveling exhibitions; historic place Implementation awards requesting additional matching funds
\$500,000	Permanent and traveling exhibitions; historic place; and large discussion Implementation awards requesting a Position in Public Humanities
\$550,000	Permanent and traveling exhibitions; historic place Implementation projects requesting both a Position in Public Humanities and additional matching funds.
\$1,000,000	Chair's Special 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 9: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

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

7. Alterations and Renovations

Building alterations and renovations are not allowable expenses in this program. List costs related to the design, fabrication, and installation of temporary exhibit space (i.e. the costs do not involve the building itself) under “Other Costs.”

8. Other Costs

Itemize, describe, and justify any other direct costs. Include supporting documentation. “Miscellaneous” and “contingency” are not acceptable budget categories.

H. Indirect Costs: Budget Justification

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

Attachments Form (Grants.gov form)

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

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

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

- file names exceed 50 characters
- multiple files have the same name
- file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde,

exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign

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

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

Certification Regarding Lobbying (conditionally 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” (conditionally 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 who can assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR), who will give permission to the appropriate individuals to complete and submit applications on behalf of your organization.

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

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

4. Submission Dates and Times

Drafts

Program officers will review draft application materials submitted by July 10, 2024 (for proposals submitted to the August 2024 deadline), or by December 4, 2024 (for proposals submitted to the January 2025 deadline), at 11:59 p.m. Eastern Time. Program officers will not review late drafts.

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

Applications

This notice covers the August 2024 and January 2025 Public Humanities Projects competitions. The deadlines are:

August 14, 2024, at 11:59 p.m. Eastern Time
January 8, 2025, at 11:59 p.m. Eastern Time

Applications must be complete, comply with length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be

considered under this notice. See the [late submission policy](#) for the limited situations when NEH might accept an application submitted after the deadline.

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

When NEH receives your application, the agency will assign it a tracking number beginning with BP-, BR-, GE-, GG-, or GI-. 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:

- expenses for hosting a traveling exhibition that is not being developed as part of the project proposed in the application submitted to this program
- expenses for venues in foreign countries
- projects that are exclusively or primarily digital (applicants should apply instead to the [Digital Projects for the Public](#) program)
- purchase or commission of art or artifacts, or artmaking activities such as the creation of a mural or memorial
- projects for preservation, cataloging, or archiving that do not include significant interpretive components (applicants should instead apply to programs offered by the [Division of Preservation and Access](#))
- print or digital publications that are not an integral part of the larger project for which funding is requested
- professional development
- purchase, renovation, restoration, rehabilitation, or construction of real property
- building-wide improvements, such as overall window or carpet replacement due to wear, that do not relate to the design and fabrication of the exhibition in its gallery space
- fiscal agent fees
- strategic planning or feasibility studies
- projects intended primarily for students in formal learning environments or that satisfy requirements for educational degrees or formal professional training (though projects may include components that can be used in classrooms)
- conservation treatments of objects in excess of 15% of the NEH award

- projects primarily devoted to research rather than interpretation for the public
- dramatic adaptations of literary works
- costs for attending regularly occurring professional meetings
- 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

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

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

E. Application Review Information

1. Review Criteria

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

1. Intellectual content and humanities significance

(aligns with narrative sections [Nature of the request](#), [Humanities Content](#), [Evaluation of the project's impact](#) [Humanities scholars and consultants](#), [Attachment 4: Bibliography](#), and [Attachment 5: Walkthrough](#))

- the significance of the subject, the humanities ideas, and the collections
- the quality and relevance of the humanities scholarship informing the project
- the extent to which the project offers an analytical perspective on its underlying themes and ideas

2. Format and program resources

(aligns with narrative sections [Nature of the request](#), [Project formats](#), [Project resources](#), [Project history](#), [Evaluation of the project's impact](#), [Organizational profile](#), and [Attachment 5: Walkthrough](#))

- the appropriateness, quality, and creativity of the concept for organizing and presenting the material to effectively convey the humanities content to the intended audience
- the significance of the materials and resources that support the project's interpretive themes and ideas
- the potential of the project's interpretive techniques, audience experience design, and (if applicable) interpretive text or signage to clearly present the major takeaway ideas

3. Audience

(aligns with narrative sections [Nature of the request](#), [Audience, marketing, and promotion](#), [Evaluation of the project's impact](#), and [Organizational profile](#))

- the appeal of the subject and the accessibility of the ideas to the intended audience
- the demonstrated ability of the organization to attract a broad audience and, if applicable, to reach the specific target audiences the proposal identifies
- the likely effectiveness of the proposed project evaluation

4. Project team and humanities advisers

(aligns with narrative sections [Nature of the request](#), [Humanities content](#), [Organizational profile](#), [Project team](#), [Humanities scholars and consultants](#), and [Attachment 2: Work plan](#) and [Attachment 3: Resumes and letters of commitment](#))

- the experience and technical skills of the project team and the quality of their previous work
- the qualifications of the advising scholars and potential for their involvement to enhance project content and analysis
- if applicable, the likelihood that the institutional partners will collaborate effectively

5. Project feasibility

(aligns with narrative sections [Nature of the request](#), [Project formats](#), [Project resources](#), [Project history](#), [Organizational profile](#), [Project team](#), [Humanities scholars and consultants](#), , and and [Attachment 2: Work plan](#) and the [Research and Related Budget](#))

- the likelihood that the applicant will achieve the project’s goals in a timely and efficient manner
- the appropriateness and reasonableness of the project’s costs

6. Justification for Chair’s Special Award and/or Positions in Public Humanities (if applicable; limited to Implementation level)

(aligns with narrative sections [Nature of the Request](#) and [Chair’s Special Award](#), and [Attachment 8: Positions in Public Humanities](#))

- for Chair’s Special Award requests: the strength of the argument that the significance of the project topic, the involvement of various institutional partners, the combination of multiple formats, and the breadth of the project’s public appeal and reach, considered together, merit a Chair’s Special Award
- for a requested Positions in Public Humanities: the extent to which the position will contribute to the overall public humanities project, the appropriateness of the position for an entry level candidate, and the quality of the recruitment and selection process

7. Overall evaluation

(aligns with all narrative sections)

- the quality of the project, taken as a whole

2. Review and Selection Process

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

Peer reviewers are experts in their fields with knowledge and expertise relevant to the activities that the program supports. NEH instructs peer reviewers to evaluate applications according to

the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

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

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

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

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

3. Assessment of Risk and Other Pre-Award Activities

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

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

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

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

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

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in April 2025 (for proposals submitted for the August 2024 deadline) or August 2025 (for proposals submitted for the January 2025 deadline). 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 April 2025 (for proposals submitted for the August 2024 deadline) or August 2025 (for proposals submitted for the January 2025 deadline).

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

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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

If you cannot attest to the statements in this certification, explain why not in [Attachment 11: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

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

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

Copyright information

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

Protecting Personal Information

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

Consent for Survey Participation

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

Acknowledging NEH support

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

Subrecipient monitoring requirements

Per [2 CFR § 25.300](#), you may 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.

NEH Research Misconduct Policy

In accordance with the [Federal Policy on Research Misconduct](#), NEH has established procedures for handling allegations of research misconduct applicable to both internal and external research programs. Review the [NEH Research Misconduct Policy](#).

Indemnity: The Arts and Artifacts Indemnity Act

The Arts and Artifacts Indemnity Act authorizes the Federal Council on the Arts and the Humanities to enter into indemnity agreements with U.S. nonprofit tax-exempt organizations and government units. Institutions organizing an exhibition with loaned objects are encouraged to apply for indemnity, which can significantly lower the overall cost of insuring the exhibition. The indemnity program is administered by the [National Endowment for the Arts](#). [Learn more about the indemnity program.](#)

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

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

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

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

G. Agency Contacts

If you have questions about the program, contact:

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

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

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

202-606-8494
grantmanagement@neh.gov

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

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

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

For assistance in registering with or submitting your application through Grants.gov, contact:

[Grants.gov Applicant Support](#)
U.S. calls: 1-800-518-4726
International calls: +1-606-545-5035
support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

Please note that Public Humanities Projects grants support primarily in-person projects intended for general audiences.

If your proposed project is intended for public audiences but is primarily digital rather than in-person, you should apply to the [Digital Projects for the Public](#) grant offered by the Division of Public Programs.

If you are a small or mid-sized cultural organization seeking to meet your community's needs by expanding the scope, reach, and excellence of your public programs, you should apply to the [Public Impact Projects at Smaller Organizations program](#). NEH especially encourages first-time applicants to apply for this program.

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.