



NATIONAL ENDOWMENT FOR THE HUMANITIES

## **Notice of Funding Opportunity**

### **Climate Smart Humanities Organizations**

Funding Opportunity Number: 20240912-CLI

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.130

**Application Deadlines:**  
**September 18, 2024**  
**September 17, 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.**

Office of Challenge Programs  
Email: [challenge@neh.gov](mailto:challenge@neh.gov)  
Telephone: 202-606-8309  
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) Office of Challenge Programs is accepting applications for the Climate Smart Humanities Organizations program. This program strengthens the institutional base of the humanities by funding operational assessments and strategic planning efforts to sustain and protect historical, cultural, educational, intellectual, and physical assets from the risks of climate change. Projects will result in a climate action, resilience, or adaptation plan including detailed assessments, measurable actions, and expected outcomes. Proposals must address how strategic planning for climate change will increase the organization’s resilience and support its work in the humanities over the long term. Projects are financed through a combination of federal matching funds and gifts raised from third-party, non-federal sources.

Funding Opportunity Title	Climate Smart Humanities Organizations
Funding Opportunity Number	20240912-CLI
Federal Assistance Listing Number	45.130
Deadlines for Optional Drafts	August 9, 2024, 11:59 p.m. Eastern Time August 8, 2025, 11:59 p.m. Eastern Time
Application Deadlines	September 18, 2024, 11:59 p.m. Eastern Time September 17, 2025, 11:59 p.m. Eastern Time
Anticipated Award Announcements	April 2025, April 2026
Anticipated FY 2025 and 2026 Funding	Approximately \$2,500,000 per deadline
Estimated Number and Type of Awards	Approximately 10-20 grants per deadline
Award Amounts	Up to \$300,000
Cost Sharing/Match Required	Yes, 1:1, third-party, non-federal gifts. See <a href="#">C2. Matching Requirements</a> .
Period of Performance	Up to 24 months.  For the 2024 deadline, projects must start between May 1 and September 1, 2025.  For the 2025 deadline, projects must start between May 1 and September 1, 2026.
Eligible Applicants	<ul style="list-style-type: none"> <li>• nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code</li> <li>• accredited institutions of higher education (public or nonprofit)</li> <li>• state and local governments and their agencies</li> <li>• federally recognized Native American Tribal governments</li> </ul> <p>See <a href="#">C. Eligibility Information</a> for additional information.</p>

Program Resource Page	<a href="#">Climate Smart Humanities Organizations   The National Endowment for the Humanities</a>
Pre-Application Webinar	Join us for an informational webinar Tuesday, June 24 at 2:00 p.m. Eastern: <a href="https://events.gcc.teams.microsoft.com/event/59c10778-b4b6-4ee6-b8f1-1bc46c901b6c@93b06459-c77d-44b6-af7f-e813cddcdcc3">https://events.gcc.teams.microsoft.com/event/59c10778-b4b6-4ee6-b8f1-1bc46c901b6c@93b06459-c77d-44b6-af7f-e813cddcdcc3</a>
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# A. Program Description

## 1. Purpose

The Climate Smart Humanities Organizations (Climate Smart) program strengthens the institutional base of the humanities by funding operational assessments and strategic planning efforts to sustain and protect historical, cultural, educational, intellectual, and physical assets from the risks of climate change. Projects must improve a humanities organization's capacity to respond to a changing climate through operational and/or risk assessments and result in physical or digital planning document(s) outlining specific mitigation and/or adaptation actions the organization will implement over time. Climate Smart supports individual and consortium projects, and requires certification of an equal amount of third-party, non-federal gifts to release NEH funds.

Some examples of potential climate smart projects are:

- A university museum seeks to measure and reduce greenhouse gas emissions to meet campus-wide “net-zero” targets. Assessments include energy audits of the museum building and off-site storage, evaluation of mechanical systems, and calculation of the carbon footprint of daily operations. Working with university facilities and outside consultants, the museum establishes a step-by-step climate action plan that details operational and physical changes to meet zero emissions, along with required resources. The non-federal match is met through a state sustainability grant and targeted donations from university alumni.
- An archive located adjacent to a river analyzes the costs, risks, and benefits of adapting its current building to meet increasing flood hazards; renovating or relocating an existing building farther inland; or building a new, purpose-built structure outside of the local community. Assessment activities include working with local experts to identify projected flood hazards, pre-decisional cost estimates for renovation and new construction, and community listening sessions. The resulting climate adaptation plan summarizes the result of assessment activities and provides data for the organization's leadership, local officials, and community members to better understand possible hazards and evaluate each option, while ensuring that important humanities-based research materials remain accessible to all stakeholders. Matching funds are raised through a non-federal community development grant program.
- Three historic homes in the same town establish a consortium to coordinate resilience efforts through individual and joint strategic planning. One historic home submits the proposal and coordinates the award, including regular meetings and a joint training workshop for board members and staff of participant organizations. In addition, each site works individually with a consultant to consider historically appropriate building, programming, and grounds interventions that might reduce energy consumption and improve the visitor experience at each location. The project results in climate resilience plans specific to each house and a formal partnership agreement to develop a shared off-site collection storage space that is more energy efficient, reduces costs, and protects humanities collections from climate-related hazards. The board members of each historic home contribute the required matching funds and supply a pledge letter with the application.

## Project Design

Climate smart strategic planning focuses on two distinct but related types of activities that increase resilience:

- **mitigation planning** focuses on reducing your institution's environmental impact and energy costs
- **adaptation planning** prepares for and adjusts to actual and expected climate change scenarios to protect humanities-focused institutional assets and facilities.

In developing your project, your organization should consider if your project scope will include mitigation, adaptation, or a combination of both types of assessments and planning. NEH encourages you to address both mitigation and adaptation, but you may choose to focus on one or the other. In your narrative, please provide a justification for what type of assessments and planning will occur, and how it will increase organizational resilience and support your work in the humanities. This award does not support implementation costs, including construction or renovation. See [D6. Funding Restrictions](#).

**Mitigation assessments** inform a comprehensive climate action plan by measuring the environmental impact of your organization's operations, including energy use, waste production, and resource consumption. Your NEH project should propose specific assessments and explain how they will result in an actionable plan that will reduce your environmental impact and increase organizational resilience.

Mitigation assessments might include:

- comprehensive energy audits of an organization's building(s), land use, utilities, operations, and facilities
- measurement of an organization's carbon footprint, including energy sources, transportation, material use, and supplies
- testing of existing HVAC, natural gas, water, and other systems to identify leaks and improve efficiency
- evaluation of alternative energy sources, such as solar, geothermal, wind, or hydrogen fuel cells as long-term cost-efficient and sustainable options
- exploration of historically informed approaches to building and land use, such as introducing native groundcover or passive heating/cooling systems
- consultation with local government or utilities entities to explore participating in regional collectives for purchase of carbon offsets, industrial composting, energy collectives, or similar programs

Using data obtained from these assessments, your NEH grant will result in a climate action plan that describes specific short-, medium-, and long-term actions to reduce your organization's impact on the environment, the resources and skills needed to implement each action, and how your organization will measure and evaluate implementation.

**Adaptation assessments** inform a comprehensive climate adaptation through identifying current and anticipated climate hazards and their potential impact on your humanities organization's building(s), operations, finances, programming, staff, and audiences. Your NEH project should consider a range of hazards and assess your organization's capacity to prepare for and respond to them.

Adaptation assessments may include:

- examining location-specific risks associated with sea level rise, extreme weather, flooding, wildfires, etc.
- assessing buildings and grounds to determine their capacity to withstand current and future climatic events
- evaluating the impact of changing environmental conditions on programs and operations, such as timing and location of events, operating hours, and seasonal programming
- collecting data to record trends in temperature, weather, or other climate-related events over time and modeling future scenarios as they relate to and impact the applicant organization
- collecting and evaluating current emergency and continuity of operation plans
- consulting with engineers to consider plans to retrofit, relocate, or strengthen existing buildings, systems, and landscaping
- considering climate smart water management, such as reducing impervious surfaces and water recycling/reuse efforts that capture rainfall and mitigate water damage to humanities buildings and collections
- exploring community partnerships that support the organization's adaptation and resilience effort, including mutual aid networks and training opportunities

Based on those assessments, your climate adaptation plan will describe short-, medium-, or long-term actions that will reduce your organization's vulnerability to climate-related hazards, the resources and skills needed to implement each action, and how your organization will measure and evaluate implementation.

In addition to assessments, your organization may propose other activities that would inform your final planning document. These additional activities may include:

- hiring a sustainability officer or consultant to evaluate current operations and coordinate assessment efforts for the final climate smart strategic plan
- training to encourage climate smart behavior of staff and visitors/users to reduce institutional environmental impact and raise awareness of climate smart efforts
- forming internal and external working groups, including consultants and community forums
- collecting and analyzing data, writing reports, and working with outside experts
- developing educational materials, signs, equipment, and training activities directly associated with humanities-centered climate smart strategic planning
- disseminating the completed strategic plans (for example, through online posting, publication, and presentations)

## **Intended Applicants**

This program is intended to increase the operational resilience of humanities organizations such as museums, libraries, archives, historic houses, and humanities-centered subunits of colleges and universities. Your application should clearly articulate how your organization engages with humanities themes through collections, sites, and/or programming. Your application will be evaluated on project design, as well as the degree to which the final climate smart strategic plan supports the institutional base of the humanities.

In the organizational profile attachment, you will provide information on your staff, budget, audience, and mission. This helps NEH and reviewers understand how your mission is related to the humanities. Peer reviewers are asked to assess the suitability of your organization to this funding opportunity based on the organizational profile and narrative.

Eligible applicants that do not work primarily in the humanities must clearly articulate how the proposed project will enhance and preserve humanities collections, sites, and/or programing.

## **Consortium Proposals**

You may propose to undertake planning efforts for your organization alone or as a consortium of humanities organizations. A consortium proposal includes two or more humanities organizations working together and can include shared consultants, training, or resources. Project outcomes must include actionable climate smart plans for each consortium member. You may also create a climate smart plan for future partnership activities, including the roles and responsibilities of each consortium member.

Joint activities may include:

- hiring consultants or sharing existing staff to conduct assessments
- planning for a mutual aid network of humanities institutions with shared emergency supplies, training with first responders, and contracts for remediation services after severe weather events
- evaluating shared resources, such as alternative energy sources, collection storage spaces, or transportation partnerships that result in mutual benefit, lower costs, and a reduced carbon footprint
- developing collective efforts to meet organizational, state, or local climate targets, such as emissions or energy use reduction, building standards, or zero-waste goals
- establishing partnerships that facilitate reuse and repurposing of materials and/or supplies
- sharing efforts to develop climate literacy for staff, visitors, students, or other users

One organization must submit the application on behalf of all consortium members, and is solely responsible for all grant management activities, including certifying gifts, submitting reports, and communicating with NEH. Consortium participants may raise and contribute third-party, non-federal gift funds to help meet your organization's match requirement; however, gifts funds may not originate directly from the consortium organizations. See [Subrecipient monitoring requirements](#).

Consortium participants receiving project funds (NEH and/or matching funds) must be identified in the in the budget as subrecipients (see [F5. Subawards/Consortiums/Contractual Costs](#) in the budget instructions) and provide a letter of commitment that explains their role in the project in [Attachment 7: Letters of commitment and support](#). Subrecipients must meet NEH eligibility requirements and provide you with a subrecipient budget in [Attachment 8: Subrecipient budget\(s\)](#). Consortium projects where the primary applicant is managing and expending all funds, including matching gifts, are not required to include a subrecipient budget, but must still submit a letter of commitment.

Consortium applications will be evaluated to determine the overall significance to the humanities of participating organizations, the proposed assessment activities, and resulting strategic plan(s). Non-humanities organizations, such as performing arts venues and arts



centers dedicated to the creation or performance of art, are not eligible subrecipients. Such organizations may participate as a consortium member but may not receive NEH award funds.

If your application is successful, NEH will require you to submit a formal Memorandum of Agreement signed by all consortium participants.

## **Program Outcomes and Outputs**

The output of a successful Climate Smart award will be one or more detailed, data-informed climate smart strategic planning documents with specific goals, targets, and associated actions that your organization intends to undertake after the period of performance of the NEH award. The climate smart strategic plan should describe the expected benefits to the organization's cultural and educational assets, facilities, services, staff, and audiences served, and how it will enhance, promote, and sustain work in the humanities. The plans may exist in digital or hard copy and may include information regarding the planning process, operational assessments, impact on the humanities, results of energy or building audits, conceptual design documents, educational materials, future targets, and evaluation metrics.

You may propose activities to disseminate the completed strategic plan to appropriate stakeholders, including board members, staff, audiences (e.g., visitors, students, users), municipal partners (e.g., first responders), volunteers, community representatives, and peer institutions. NEH encourages you to make your plan publicly available on your website and in other public-facing formats. You must submit a copy of your completed plan to NEH. See [E3. Reporting](#).

You will describe your project outcomes and outputs, and how they would support the overall purpose of the Climate Smart program, in [Attachment 1: Narrative](#).

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

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

## **Restriction on implementation activities, design, renovation, construction, and ground disturbing activities**

Implementation activities proposed in the final climate smart strategic plan must be pre-decisional; that is, they do not commit the organization to a particular plan of action beyond the period of performance of the NEH award. Rather, as with all strategic plans, the implementation activities are considered iterative and set intentions - but not final policy - for future organizational behavior.

Similarly, building or site renderings and preliminary design documents developed as part of climate smart strategic planning must also be pre-decisional. That is, they can inform opportunities identified in the final climate smart plan, but not commit the organization to a particular course of action. No element of the final climate smart plan may restrict the subsequent consideration of alternatives to avoid or minimize adverse effects on historic properties or sites. Advanced schematic design and construction documents, including those intended to be used for procurement and/or financing, and planning solely intended to inform future construction or renovation are not allowable in this program.

If your application includes activities that would require review under [Section 106 of the National Historic Preservation Act of 1966 and National Environmental Policy Act of 1969](#), NEH will remove those from the scope of the project prior to issuing an offer or award. Removal of these activities may result in a corresponding budget reduction.

## 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. Successful applicants will receive an offer of federal matching funds, subject to specific regulatory and other conditions. See [C2. Matching Requirements](#).

### **2. Summary of Funding**

#### **Award amounts**

NEH anticipates awarding approximately \$2,500,000 to an estimated 10-20 recipients per deadline.

You may request up to \$300,000 in federal matching funds, which must be met at a 1:1 ratio by third-party, non-federal gifts. You may propose a budget of up to \$600,000 (\$300,000 from NEH plus \$300,000 in matching funds). Your request should be appropriate to your organization’s ability to meet the required match, the number of participating organizations,

and the goals of the project. In general, NEH anticipates that budgets for projects proposed by individual organizations will be less than those proposed by consortiums.

Successful applicants will receive an offer of federal matching funds, subject to specific regulatory and other conditions. See [C2. Matching Requirements](#). NEH will issue the award only when you have met the conditions of the offer. Recipients must certify that they have raised eligible contributions from third-party, non-federal gifts before NEH releases federal matching funds (see [NEH Federal Matching Funds Guidelines](#)). 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. NEH will not determine the exact amount available for funding until Congress makes appropriations for FY 2025. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency action to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

If you receive an offer, NEH will assess your institution's ability to raise and certify funds, meet award conditions, and the progress of your proposed project. NEH may withdraw its offer if you fail to meet the offer conditions or raise matching funds with supporting documentation. See [E4. Anticipated Announcements and Award Dates](#).

Issuance of an award and funding beyond the first year is dependent on the availability of appropriated funds in subsequent fiscal years, satisfactory performance (including meeting the offer conditions and raising third-party, non-federal gifts), and a decision that continued funding is in the best interest of the federal government. Failure to raise third-party, non-federal gifts according to the agreed upon funding schedule may also result in a reduction or forfeiture of award funds.

## **Period of performance**

You may request a period of performance up to 24 months. 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.

If you apply for the 2024 deadline, you must request a period of performance start date between May 1 and September 1, 2025.

If you apply for the 2025 deadline, you must request a period of performance start date between May 1 and September 1, 2026.

While you must include a proposed project start date with your application, the final period of performance start date will be determined by the month in which you meet all requirements established in the offer letter, including certification of gifts. If you are not certifying gifts with the application, you should not propose a period of performance that begins prior to your first certification of 25% of your total required match. (See [Fundraising Chart](#).)

You must certify a minimum of 25% of your total required match prior to the approved period of performance date identified in the offer letter. Failure to certify the first 25% within 60 days of the period of performance will result in a rescinded offer. You must certify all remaining gifts by **March 31, 2026** (for the 2024 deadline) or **March 31, 2027** (for the 2025 deadline). See [C.2 Matching Requirements](#). NEH funds will be made available to draw down as gifts are raised and certified.

## 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.

### Institutions of higher education and local governments

Institutions of higher education, municipalities, and local and tribal governments may apply to develop a climate action plan for one or more humanities-based subunits, such as a library, archive, or museum. Your proposal should focus exclusively on creating strategic planning documents specifically for those humanities-based subunits.

### Institution-specific foundations

Institution-specific foundations specifically created for the purpose of raising money for a single, humanities-based entity, such as a university or a museum, may serve as the legal recipient.

The institution-specific foundation must have a memorandum or other form of legal agreement in place designating it as the agent for the recipient for soliciting and receiving donations for the Climate Smart Humanities Organizations award. If NEH makes an award, the arrangement is subject to the flow down requirements at [2 CFR § 200.332](#).

### 2. Matching Requirements

The Climate Smart Humanities Organization program requires successful recipients to certify one dollar of third-party, non-federal gifts for each dollar released by NEH (1:1 ratio). Matching funds can come from individual donors, private foundations, corporations, state or local grants, among other sources, and must be consistent with the [NEH Federal Matching Funds Guidelines](#). **In-kind gifts and funds derived from the recipient or subrecipient organizations are not eligible sources of certified gifts in this program.**

Your budget and budget justification must include the total of both federal funds and the required match. Total project costs (federal funds and the required match) should be included in [Research and Related Budget](#) and identify what project activities they will support in the [budget justification](#). NEH will make funds available to draw down as gifts are raised and certified.

## **Allowability of gifts**

Gifts may not originate from the recipient institution, subrecipient participants, or institution specific foundations. This restriction also applies to superordinate multi-campus college and university systems. You may not shift or reallocate internal funds for matching purposes.

You must use Climate Smart Humanities Organizations funds (federal matching funds and third-party, non-federal gifts) only to support the purposes outlined in the approved budget within the period of performance.

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

For additional information on allowable gifts and certification requirements, see [NEH Federal Matching Funds Guidelines](#).

## **Gift certification**

Successful applicants will receive an offer of federal matching funds, subject to specific regulatory and other conditions. NEH will issue an award only when offerees have met all conditions of the offer.

If NEH selects your project for funding, you must certify 25% of required third-party, non-federal gifts prior to your anticipated period of performance start date. You must certify the remaining 75% of gifts by **March 31, 2026** (for the 2024 deadline) or **March 31, 2027** (for the 2025 deadline). If you fail to meet these deadlines, NEH may reduce or terminate your award. You may certify gifts up to three times a year to release federal matching funds or to fulfill any portion of the matching requirement. You are encouraged, but not required, to certify gifts with your application.

Your period of performance may not begin prior to your first certification of 25% of your total required match. See [Attachment 10: Certification of gifts](#).

## **3. Other Eligibility Information**

An organization may submit only one application under this notice. If you submit multiple applications (including submitting to the wrong funding opportunity or making corrections/updates), NEH will only accept your last validated submission prior to the deadline under the correct Grants.gov funding opportunity.

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

If you are a current recipient of an award from the Office of Challenge Programs, you may apply to the Climate Smart Humanities Organizations program only if you have: 1) completely met your required match and had all gifts certified and processed by the Office of Grant Management, and 2) met all the requirements of the offer and/or award letters, including submission of timely performance and financial reports. This restriction applies only to awards issued through the Office of Challenge Programs; you may have multiple applications and



awards through other NEH offices or divisions. Contact program staff at [challenge@neh.gov](mailto:challenge@neh.gov) if you have questions about this restriction.

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. Proposals for the construction of permanent improvements to lands or facilities that belong to another federal agency are typically ineligible for NEH support. You may use funds from, or sites and materials controlled by, other federal entities in your project, but you may not use them as gifts to release federal matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations provided you do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §§ 200.1](#) 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 [challenge@neh.gov](mailto:challenge@neh.gov).

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

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

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

## **D. Application and Submission Information**

### **1. Application Package**

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20240912-CLI. There is also a link on the [program resource page](#).

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

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

Contact [challenge@neh.gov](mailto:challenge@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.
- **Optional:** You may submit this component, but NEH does not require it.
- **Conditionally required for recipients:** You are encouraged but not required to submit this component when you apply. You must submit it if you receive an award if your proposal meets the specified conditions.
- **Required for recipients:** You are encouraged but not required to submit this component when you apply. You must submit it if you receive an award.

**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.**

<b>Application Component</b>	<b>File Name</b>	<b>Designation</b>	<b>Page limit</b>
<b>Attachments</b>			
<a href="#">1: Narrative</a>	narrative.pdf	Required	10 pages (mandatory)
<a href="#">2: Work plan</a>	workplan.pdf	Required	2 pages (suggested)
<a href="#">3: Fundraising chart</a>	fundraising.pdf	Required	1 page (suggested)
<a href="#">4: Institutional profile</a>	profile.pdf	Required	2 pages (suggested)
<a href="#">5: Consortium participants</a>	consortium.pdf	Conditionally required	1 page per organization (suggested)
<a href="#">6: Résumés of project team members</a>	resumes.pdf	Required	2 pages per person (suggested)
<a href="#">7: Letters of commitment and support</a>	letters.pdf	Required	
<a href="#">8: Subrecipient budgets</a>	subrecipient.pdf	Conditionally Required	
<a href="#">9: Other supporting documentation</a>	documentation.pdf	Optional	up to 5 pages (suggested)
<a href="#">10: Certification of gifts</a>	certification.pdf	Required for recipients	
<a href="#">11: Federally negotiated indirect cost rate agreement</a>	agreement.pdf	Conditionally required	
<a href="#">12: Explanation of delinquent federal debt</a>	delinquentdebt.pdf	Conditionally required	
<b>Grants.gov forms</b>			
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>		Required	

<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>		Required	
<a href="#">Project/Performance Site(s) Location Form</a>		Required	
<a href="#">Research and Related Budget and Budget justification</a>		Required	
<a href="#">Attachments Form</a>		Required	
<a href="#">Certification Regarding Lobbying</a>		Conditionally required for recipients	
<a href="#">Standard Form-LLL “Disclosure of Lobbying Activities”</a>		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.

**You must limit the narrative to ten single-spaced pages with one-inch margins and a font size of at least eleven points.** Do not include an executive summary or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit. You may include hyperlinks to outside references or sources; however, all key information must be contained within the narrative.

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

**Humanities significance and impact (about 2 pages; aligns with [review criterion 1](#))**

Briefly describe your organization, including its site, mission, governance, and humanities focus (collections, research, educational activities, and/or programs). Identify the audience(s) you serve, including its size. Explain how your organization advances the humanities at a local, regional, national, and/or international level. You may refer to the institutional profile in [Attachment 4](#) and provide links to online offerings to illustrate your humanities collections and activities. Outline the expected impact of the proposed climate smart planning (both on the organization and its audiences), its contribution to climate mitigation and adaptation, and its benefits to the organization, including long-term sustainability.

If your organization is leading a consortium proposal, explain the benefits of collaborative planning and its increased impact. You may refer to the list of consortium members in [Attachment 5](#).

**Strategic goals and institutional commitment (about 1 page; aligns with [review criteria 1 and 2](#))**

Describe the motivations leading up to the current proposal including current and expected impacts of climate change on your organization and its humanities mission. Explain how comprehensive and strategic climate smart planning aligns with long-term institutional goals and whether it is part of a larger institutional, municipal, state, or other strategic planning process. Describe any preliminary efforts and how this proposal will build upon, expand, or supplant those efforts. Describe the commitment of your organization's leadership and staff to climate smart planning and intentions for future implementation of goals, including possible sources of financial support. Refer to letters of commitment and support in [Attachment 7](#). If applicable, include a brief description of consortium members' goals and commitments.

**Project outline and methodology (about 2 pages; aligns with [review criterion 3](#))**

Detail the climate smart planning activities you would undertake. Explain how the proposed activities will result in a comprehensive strategic planning document. Indicate whether the assessment and final plan will address both mitigation and adaptation, or only certain aspects of climate smart planning. Discuss the choice of the approach or methodology underlying the planning process and refer to any specific standards, best practices, or assessment types that will inform the project, including specific local standards and/or initiatives. Describe the role of consultants and other outside participants. Identify the resources you consulted as you developed the application.

**Work plan and budget (about 2 pages; aligns with [review criterion 4](#))**

In narrative form, provide a timeline to explain the climate smart activities that will lead to the completed strategic plan and its dissemination (e.g., meetings and working groups internal to the organization; meetings with consortium members, if applicable; assessment, data gathering and testing processes; consultations with visitor/user and local community groups; writing the plan; dissemination). Identify the stakeholders who will be involved in activities at each juncture (e.g., leadership, different groups of institution staff, consortium members, community representatives, or local government representatives). Indicate which or what kind of consultants you will retain for different stages and aspects of the planning.

Summarize how you would expend award funds. Indicate the estimated total staff time and cost; costs for consultants; testing and data collection; payments to consortium members, if applicable; other compensation; and plan for assessment, publication, and/or dissemination. The narrative should align with [Attachment 2: Work Plan](#) and with the [Research and Related Budget](#) and [budget justification](#).

**Fundraising plan (about 1 page; aligns with [review criterion 4](#))**

Demonstrate your organization's long-term financial stability and its history of fundraising. Describe your plans and potential sources for raising the third-party, non-federal gifts required to release the federal matching funds. Delineate the fundraising strategy and timeline in alignment with the work plan in [Attachment 2](#), the fundraising chart in [Attachment 3](#), and the requested period of performance. If applicable, detail funds raised to date and plans for

soliciting the balance. If applicable, explain the role of consortium members in raising third-party, non-federal gifts.

**Project and fundraising teams (about 1 page; aligns with [review criterion 5](#))**

Explain your organization’s capacity to undertake comprehensive climate smart planning or how it will obtain the knowledge and means to do so. Identify the key members of the project team at your organization and briefly explain their roles in the planning and fundraising process. Do the same for consultants, contractors, advisors, and consortium partners, if applicable. For consortium proposals, discuss the distribution of responsibilities across each member institution and how they will collaborate. Explain the involvement of external consultants and advisors and whether they are already engaged or need to be hired. If applicable, identify collaboration with key stakeholders such as community leaders, local government, or other partners. You may refer to [Attachment 5](#).

**Deliverables, dissemination, and next steps (about 1 page; aligns with [review criterion 6](#))**

Describe the expected form and content of the climate smart strategic plan. Explain when and how your organization, and, if applicable, consortium members, intend to move forward to evaluate, modify, and implement the findings of the climate action and adaptation plan beyond the period of performance. Detail how you will disseminate the plan and engage various audiences and stakeholders (e.g., online and/or print publication, local events, and presentations at meetings of professional organizations.)

This attachment must not exceed ten pages. Name the file narrative.pdf.

<b>Narrative Alignment</b>	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
<b><u>Narrative Section</u></b>	<b><u>Review Criteria</u></b>
<a href="#">Humanities significance and impact</a>	<a href="#">1. Humanities significance and impact</a>
<a href="#">Strategic goals and institutional commitment</a>	<a href="#">1. Humanities significance and impact</a> <a href="#">2. Institutional commitment</a>
<a href="#">Project outline and methodology</a>	<a href="#">3. Quality of the plan</a>
<a href="#">Work plan and budget</a>	<a href="#">4. Work plan and budget</a>
<a href="#">Fundraising plan</a>	<a href="#">4. Work plan and budget</a>
<a href="#">Project and fundraising teams</a>	<a href="#">5. Quality of the project team</a>
<a href="#">Deliverables, dissemination, and next steps</a>	<a href="#">6. Plan assessment, dissemination, and next steps</a>

**Attachment 2: Work plan (required)**

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

Describe the activities that will take place during the period of performance to achieve each of the proposed objectives. Use a timeline that includes each activity and identifies responsible staff. Explain how outcomes from one activity will carry over into the next. For consortium applications, discuss the distribution of responsibilities across each institution. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing activities.

Your work plan should include the dates by which you will certify gifts. See [C2. Matching Requirements](#).

The work plan should not exceed two pages. Name the file workplan.pdf.

**Attachment 3: Fundraising chart (required)**

Identify the expected source(s) of third-party, non-federal gifts you plan to use to meet the NEH matching requirement, and whether they are anticipated or received. Indicate possible sources for the initial 25% match, as well as sources and expected timing for the remaining requirement.

Indicate the amounts and who from your staff or, if applicable, the staff of consortium members, will be responsible for raising the anticipated gift(s) as well as the date you expect to receive the gift(s). Include the same information for gifts in hand. You may use the chart below to organize this information.

See the [NEH Federal Matching Funds Guidelines](#) for information on the types of eligible third-party, non-federal gifts you can use for this purpose.

Funding Source	Gift Amount	Responsible Party	Date anticipated/received

**Attachment 4: Institutional profile (required)**

Provide the institution’s URL and the following in an outline:

1. Relevant facts and statistics about the institution or organization, including its:
  - a. history
  - b. mission
  - c. governance and administration
  - d. physical facilities (including whether the applicant institution owns or leases structures)
  - e. humanities staff size and composition (including the percentage of all staff who are in the humanities)
  - f. humanities collections (including the percentage of all collections that are in the humanities)
  - g. accreditation or affiliation, if applicable
  
2. Data on recent humanities activities, including:
  - a. types and numbers of enrollments, programs, exhibitions, courses, and degrees awarded in the past two years
  - b. percentage of total offerings that are in the humanities
  - c. size and nature of audience or population served, including annual visitor numbers and the metrics used to determine them

- d. cost to participants (if any)
- e. evidence for the success of these humanities activities

If available, provide a URL for the institution's latest annual report.

For applications involving multiple institutional partners, only the applicant of record must provide a full institutional profile. Include abbreviated profiles for partners in [Attachment 5: Consortium Participants](#).

The institutional profile should not exceed two pages. Name the file profile.pdf.

### **Attachment 5: Consortium participants (conditionally required)**

If you are submitting a consortium proposal, provide a brief description of the institution, mission, audience, and humanities activities for each consortium member. Provide an additional brief description of that organization's role in the consortium and contributions to the project, including key staff participants. You will provide subrecipient budgets for each of these organizations in [Attachment 8](#).

Descriptions should not exceed one page per organization. Name the file consortium.pdf.

### **Attachment 6: Résumés of project team members (required)**

Include résumés for key personnel, consultants, and contractors. For staff that will be hired using grant funds, include a brief position description.

Resumes should not exceed two pages in length per person. Name the file resumes.pdf.

### **Attachment 7: Letters of commitment and support (required)**

Provide at least one statement of the commitment to climate smart planning, fundraising, and future implementation from your organization's leadership (e.g., president, director, chair of the board of trustees, provost, dean). Additional letters may describe working relationships between your organization and other individuals and entities cited in the application. You may also include letters of commitment from outside contractors or subject experts. If applicable, NEH strongly encourages a letter from each member of a consortium-based application. Letters of commitment should be signed and dated.

Elected federal government officials, NEH staff, and current members of the [National Council on the Humanities](#) may not serve as letter writers.

Name the file letters.pdf.

### **Attachment 8: 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 9: Other supporting documentation (optional)**

You may include other relevant documents to support your application, for example, executive summaries of previous energy audits and larger state, local, or community climate action plans that relate to project activities. You may also include hyperlinks.

Supporting documentation should not exceed five pages. Merge all relevant materials into a single PDF and name the file documentation.pdf.

**Attachment 10: Certification of gifts (required for recipients)**

If you have raised third-party, non-federal gifts prior to the application deadline you are encouraged to certify gifts with the application. If so, complete the [Certification of Gifts/ Pledges Form](#), available on the [program resource page](#). If your gift certification includes pledges, you must attach supporting documentation, including the date pledges will be paid. **In-kind gifts and funds derived from the recipient organization or consortium members are not eligible sources of certified gifts in this program.**

See [NEH Federal Matching Funds Guidelines](#).

Name the file certification.pdf.

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

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

Name the file delinquentdebt.pdf.

## **Application Components: Grants.gov Forms**

### **SF-424 Application for Federal Assistance – Short Organizational (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, ensuring compliance with the terms and conditions of the award, and submitting federal financial reports and gift certifications).

**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, provost, or chancellor. 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 all 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.

Your budget must total the federal matching funds requested from NEH and the required third-party, non-federal gifts. See the [NEH Federal Matching Funds Guidelines](#) regarding the allowability of gifts for matching purposes.

The total federal matching funds and third-party, non-federal gifts must 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](#).

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

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

All costs, whether supported by NEH funds or required third-party, non-federal gifts, 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**

For all post-doctoral associates, graduate students, and undergraduate students, individually list names, roles, associated months, and requested salary and fringe benefits in [L. Budget Justification](#).

As a matter of programmatic policy, tuition remission is not allowed in this program.

### **Administrative/Clerical**

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

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

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

### **Additional Other Personnel**

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

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

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

## **C. Equipment Description**

Equipment is nonexpendable personal property costing \$5,000 or more per item and having a service life of more than one year (unless your organization has established a lower level). See [2 CFR §§ 200.313](#) and [.439](#).

You may purchase equipment if analysis demonstrates that it is more economical and practical than leasing. You may charge depreciation in compliance with [2 CFR § 200.436](#). If you lease equipment, include equipment rental/user fees in [F. Other Direct Costs](#).

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

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

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

The form will calculate total equipment costs.

## **D. Travel**

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

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

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

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

The form will calculate total travel costs.

## **E. Participant/Trainee Support Costs**

Participants are the beneficiaries, not the providers, of a service or training opportunity (such as a workshop, conference, seminar, or symposium) funded by a federal award.

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

[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. See [Attachment 8: 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**

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



## 8-10. Other

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

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

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

## G. Total Direct Costs

The form will calculate total direct costs.

## H. Indirect Costs

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

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

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

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

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

If an educational institution does not have a negotiated rate with the federal government when NEH issues an award (because it is a new recipient or the parties cannot reach agreement on a



rate), but has a provisional rate, NEH must use the provisional rate until a final cost is negotiated and approved by the cognizant agency, except as provided in [2 CFR § 200.414](#). If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, NEH may disallow indirect costs.

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

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

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

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 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 \$600,000.

## **J. Fee**

Leave this field blank.

## **K. Total Costs and Fee**

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

## **L. Budget Justification**

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

If you are requesting federal matching funds, identify the expected source(s) of funding. See the [NEH Federal Matching Funds Guidelines](#) for information on allowable 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 8: Subrecipient budget\(s\)](#).

#### **6. Equipment or Facility Rental/User Fees**

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

#### **7. Alterations and Renovations**

Do not list any alteration or renovation costs. Per [2 CFR § 200.462](#), costs you incur for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

#### **8. Other Costs**

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

## **H. Indirect Costs: 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. Be aware that, occasionally, converting a document to PDF may alter its size. Do not attach files that have been password-protected, encrypted, or digitally signed. You must remove all such security features before attaching your files. Failure to do so may result in your application being rejected.

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 (required for recipients)**

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

## **Standard Form-LLL, “Disclosure of Lobbying Activities” (required for recipients)**

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

### 3. Unique Entity Identifier and System for Award Management

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

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

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

#### Login.gov

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

#### System for Award Management (SAM)

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

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

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

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

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

#### Grants.gov

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

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

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

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

## 4. Submission Dates and Times

### Drafts

Program officers will review draft application materials submitted by August 9, 2024, 11:59 p.m. Eastern Time (2024 deadline) and August 8, 2025, 11:59 p.m. Eastern Time (2025 deadline). Program officers will not review late drafts.

Drafts should contain the narrative, work plan, and preliminary budget justification.

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 [challenge@neh.gov](mailto:challenge@neh.gov). Do not submit drafts through Grants.gov.

### Applications

There will be two deadlines under this notice:

September 18, 2024, at 11:59 p.m. Eastern Time  
September 17, 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 CLI-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS will reject your application and notify you by email. eGMS cannot detect errors such as missing components or excess pages.

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

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

## 5. Intergovernmental Review

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

## 6. Funding Restrictions

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

- general operating support costs
- obtaining sources of project financing other than fundraising (e.g., loans, tax credits)
- costs associated with undertaking construction, alterations, or renovation, including advanced schematic design development and construction documents
- ground disturbing activities
- projects that do not focus on or result in strategic planning documents for humanities-based institutions or humanities-based subunits
- costs associated with scientific research or commercial opportunities
- purchase of vehicles
- delivery of primary, post-secondary, or public educational programming
- activities related to temporary or permanent exhibitions and installation projects
- costs related to teaching, curriculum, or student outcomes
- the planning or production of documentary films, podcasts, or other public programming
- 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. **Humanities significance and impact:** The humanities significance of the applicant organization, its mission, programming, and/or collections. The potential impact of the proposed climate smart goals on humanities programming, collections, education, or scholarship in the long term. The clarity and persuasiveness of the benefits to the humanities and their long-term sustainability as presented in the application. If applicable, the merits of a proposal involving a consortium, including the humanities significance of each consortium member.
2. **Institutional commitment:** The level of institutional commitment to the planning process and future implementation of the proposed climate action plan. The alignment



of climate smart planning activities with the institution's mission and existing strategic goals. If applicable, the level of commitment from consortium members.

3. **Climate action planning:** The comprehensiveness and methodological soundness of the proposed activities and elements that comprise the climate action planning process. The alignment with existing best practices; national, state, and local climate or clean energy goals; and stakeholder needs.
4. **Work plan and budget:** The feasibility, efficiency, and productivity of the planning project, as demonstrated by the work plan. The soundness and feasibility of the proposed fundraising plan and timeline. The reasonableness of the proposed budget. The clarity and detail of the description of the planned expenditures (federal and non-federal combined).
5. **Project team:** The experience and appropriateness of the project team, including the project director, fundraising and facilities staff, staff at partner institutions (if applicable), and consultants. If applicable, the experience and appropriateness of participating staff from consortium members.
6. **Plan assessment, dissemination, and next steps:** The soundness and feasibility of the evaluation of the planning process, dissemination of the climate smart action plan, and the likelihood that the goals and measures of the plan will be implemented. As applicable, the quality and institutional focus of individual plans for consortium members.

## 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 [challenge@neh.gov](mailto:challenge@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 the 2024 deadline) or April 2026 (for the 2025 deadline). This is not an authorization to begin performance or incur related costs.

NEH will issue awards to recipients that have certified third-party, non-federal gifts and have satisfied all award conditions.

NEH will issue offers to applicants that have not certified third-party, non-federal gifts and/or not yet met award conditions. An offer is not an award or a guarantee of an award. The offer formally communicates NEH's recommended level of funding for the project and the conditions you must meet before NEH issues an award. An offer is not an authorization to begin project activities or incur related costs. See [F2. Administrative and National Policy Requirements](#).

## **F. Federal Award Administration Information**

### **1. Federal Award Notices**

If NEH selects your application for an award, the NEH Office of Grant Management will issue award documents through eGMS Reach once you have met all regulatory requirements and certified eligible third-party, non-federal gifts.

[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.

### **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.

## Reducing Climate-Related Financial Risk

In alignment with Executive Order 14030 Climate-Related Financial Risk, NEH encourages applicants to integrate measures into their projects to reduce impacts on the environment and consider design and construction improvements to reduce the institution's vulnerability to natural disasters and climate-related events on their institutions. Examples of measures may include increasing utilizing energy from alternative sources, improving energy efficiency, using sustainable building materials, or addressing location-specific risks such as floodproofing in areas prone to flooding, or utilizing fire resistant materials in areas at risk of wildfires.

## 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.
4. **Climate Smart Plan:** You must submit a white paper with your final climate action, adaptation, or similar plan, including supporting documentation as needed, to NEH within 120 calendar days after the end of the period of performance, prior or concurrent with the final performance report.
5. **Gifts Certification:** You must submit a [Certification of Gifts/Pledges](#) form to certify third-party, non-federal gifts. You may certify gifts up to three times a year to release federal matching funds or to fulfill any portion of the matching requirement. See [C2. Matching Requirements](#) for relevant deadlines. See [NEH Federal Matching Funds Guidelines](#) for information on certifying gifts.

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

## G. Agency Contacts

If you have questions about the program, contact:

Office of Challenge Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8309  
[challenge@neh.gov](mailto:challenge@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](mailto: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](mailto:support@grants.gov)

Always obtain a case number when calling for support.

## **H. Other Information**

### **Related funding opportunities**

If you are seeking support for short-term projects that focus on purchasing storage furniture and rehousing collections; improving environmental conditions (including the installation of climate control systems); and installing security, lighting, and fire-prevention systems, you should consider applying to the [Sustaining Cultural Heritage Collections](#) and [Preservation Assistance Grants](#) programs.

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

<https://www.neh.gov/about/state-humanities-councils>.

### **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](mailto: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.