



**NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES**

**Notice of Funding Opportunity**

**Rediscovering Our Revolutionary Tradition**

Funding Opportunity Number: 20250904-PQ

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.149

**Application Deadlines:**

**September 4, 2025**

**January 15, 2026**

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

Division of Preservation and Access  
Email: [preservation@neh.gov](mailto:preservation@neh.gov)  
Telephone: 202-606-8570  
Telecommunications Relay Service: 7-1-1

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

## Executive Summary

The National Endowment for the Humanities (NEH) Division of Preservation and Access is accepting applications for the Rediscovering Our Revolutionary Tradition program. The purpose of this program is to preserve and improve access to primary source materials that document the history of America’s founding era and of American government in federal, state, and local contexts. Supported activities include conservation treatment and rehousing, digitization and description, transcription and translation, and updating existing digital resources to ensure long-term public availability. This program is offered in honor of the 250th anniversary of the signing of the Declaration of Independence in 2026.

Funding Opportunity Title	Rediscovering Our Revolutionary Tradition
Funding Opportunity Number	20250904-PQ
Federal Assistance Listing Number	45.149
Application Deadlines	September 4, 2025, 11:59 p.m. Eastern Time January 15, 2026, 11:59 p.m. Eastern Time
Anticipated Award Announcements	April 30, 2026 August 31, 2026
Anticipated FY 2025 Funding	Approximately \$14,000,000
Estimated Number and Type of Awards	Approximately 30
Award Amounts	Individual Institution: up to \$350,000 Consortium: up to \$750,000
Cost Sharing/Match Required	No
Period of Performance	Individual Institution: up to two years Consortium: up to three years  If you apply to the September 2025 deadline, your project must start between June 1, 2026, and September 1, 2026.  If you apply to the January 2026 deadline, your project must start between November 1, 2026, and January 1, 2027.
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="https://www.neh.gov/program/rediscovering-our-revolutionary-tradition">https://www.neh.gov/program/rediscovering-our-revolutionary-tradition</a>
Published	June 16, 2025
Modified	June 17, 2025: C3. Other Eligibility Information

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# A. Program Description

## 1. Purpose

This notice solicits applications for the Rediscovering Our Revolutionary Tradition program.

In honor of the 250th anniversary of the signing of the Declaration of Independence and the nation's principles of equality, liberty, and government by consent, the Rediscovering Our Revolutionary Tradition program supports activities to preserve and improve access to primary source materials—including archival records; documents and rare publications; art and material culture; and photographs and sound recordings—that document:

- 1) The history of American independence and establishment and/or expansion of the nation, including the experiences of states, territories, and communities—in the original colonies and beyond—joining the nation; or
- 2) The history of American government in federal, state, and local contexts, including the federal Constitution, the Bill of Rights, the Declaration of Independence, state constitutions, governors' papers, charter documents, court and legislative records, and other foundational documents.

Applications may be submitted for projects that address one or more of the following activities:

- providing conservation treatment for and/or rehousing original items or groups of items;
- cataloging or arranging and describing collections of archival records, documents, and rare publications; art and material culture; and photographs, sound recordings, and other primary sources;
- digitizing collections and making them available for public use through websites, portals, or local, state, or national repositories;
- using advanced imaging and associated data to promote the research value of primary sources;
- transcribing or translating primary source materials, including through crowdsourced means;
- updating previously digitized resources to improve access and preserve digital surrogates or other digital assets; and
- developing indexes, databases, or other project-specific digital resources to codify information on a subject or to aggregate selected humanities materials.

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

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

## Funding categories

Awards are available in two funding categories:

- Individual Institution (up to \$350,000 in two years) for projects focusing on the collections or activities of a single institution, and
- Consortium (up to \$750,000 in three years) for projects involving collaboration among two or more eligible cultural heritage repositories.

Supported activities are the same for both categories. If you are applying as a Consortium, one organization must serve as the applicant. The applicant can compensate consortium partners through subawards; however, other forms of recognition and/or payment are allowed, such as honoraria, consultant fees, etc. You are expected to have appropriate partnership agreements in place at the time of application. You should supply such documentation in [Attachment 5: Letters of commitment](#).

## Program Outputs and Outcomes

The outputs of a successful award may include, but are not limited to:

- conserved or rehoused documents, objects, or other primary sources;
- catalog records and/or finding aids, including updated metadata to improve accuracy and discoverability;
- digital surrogates of humanities collections;
- advanced images, using multispectral, three-dimensional, or other imaging techniques, and associated data that enhances the research value of primary sources;
- transcriptions or translations that promote the readability of primary sources;
- technical updates to sustain legacy digital resources and preserve digital assets; and
- indexes, databases, and digital resources that support the use of primary sources.

The outcome of a successful award will be the preservation of and improved access to primary source materials that support understanding of America’s founding era and the establishment and practice of its government.

You will describe your project outputs, and how they would support the overall purpose of the Rediscovering Our Revolutionary Tradition program, in [Attachment 1: Narrative](#), and quantify them in [Attachment 2: Outputs](#). If you receive an award, NEH will assess your performance based on the outputs you identify in the proposal against what you describe in your performance report. See [F3. Reporting](#).

## 2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#) and Executive Order 14189, [Celebrating America’s 250th Birthday](#). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations](#).

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

[Learn more about NEH.](#)

## **B. Federal Award Information**

### **1. Type of Application and Award**

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

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

#### **Award amounts**

You may request up to \$350,000 for Individual Institution projects and \$750,000 for Consortium projects.

NEH anticipates awarding approximately \$14,000,000 among an estimated 30 recipients over two deadlines.

NEH will not determine the exact amount available for funding until Congress makes official appropriations for FY 2026. NEH will issue awards subject to the availability of appropriated funds and is publishing this notice as a contingency to ensure processing of applications and issuance of awards in a timely manner, should sufficient funds become available.

#### **Period of performance**

You may request a period of performance of up to two years for Individual Institution projects and up to three years for Consortium projects.

If you apply to the September 2025 deadline, your project must start between June 1, 2026, and September 1, 2026.

If you apply to the January 2026 deadline, your project must start between November 1, 2026, and January 1, 2027.

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

## **C. Eligibility Information**

### **1. Eligible Applicants**

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

- a [nonprofit organization recognized as tax-exempt under section 501\(c\)\(3\) of the Internal Revenue Code](#)
- an [accredited institution of higher education](#) (public or nonprofit)

- a state or local government or one of their agencies
- a [federally recognized Native American Tribal government](#)

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

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

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

## 2. Cost Sharing

NEH does not require cost sharing in this program.

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

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

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

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

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

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

## 3. Other Eligibility Information

An organization may submit one application per deadline under this notice.

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

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

NEH does not issue awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized

activities, it is ineligible. You may use funds from, or sites and materials controlled by, other federal entities in your project.

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

[Learn more about managing subawards.](#)

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

### **1. Application Package**

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20250904-PQ. 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 [preservation@neh.gov](mailto:preservation@neh.gov) to request a paper copy of this notice.

### **2. Content and Form of Application Submission**

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

#### **Application formatting**

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

- pages no larger than standard letter (8 ½" x 11")

- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

In addition, NEH encourages you to format your attachments consistently 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.
- **Recommended:** NEH encourages, but does not require, you to submit this component.
- **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 and your proposal meets the specified conditions.

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

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

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

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

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

Application Component	File Name	Designation	Page limit
<b>Attachments</b>			
<a href="#">1: Narrative</a>	narrative.pdf	Required	12 (mandatory)
<a href="#">2: Outputs</a>	outputs.pdf	Required	1 (suggested)
<a href="#">3: Work plan</a>	workplan.pdf	Required	
<a href="#">4: Résumés or biographies</a>	resumes.pdf	Required	2 pages per person (suggested)
<a href="#">5: Letters of commitment</a>	commitment.pdf	Conditionally required	
<a href="#">6: Letters of support</a>	support.pdf	Recommended	
<a href="#">7: Supporting documentation</a>	supportingdocs.pdf	Recommended	15 (suggested)
<a href="#">8: Subrecipient budget(s)</a>	subrecipient.pdf	Conditionally required	
<a href="#">9: Federally negotiated indirect cost rate agreement</a>	agreement.pdf	Conditionally required	
<a href="#">10: Explanation of delinquent federal debt</a>	delinquentdebt.pdf	Conditionally required for recipients	
<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 12 single-spaced pages.** Do not include an executive summary, cover page, or table of contents. You may include images, charts, diagrams, footnotes, or endnotes if they fit within the page limit. Name the file narrative.pdf.

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

### **Introduction & Significance**

Introduce your project goals and what you are requesting NEH funds to support. Justify the project's importance based on its long-term benefits to research, education, or public engagement in the humanities. Describe the nature and importance of the collections that would be the focus of this project and how they support greater understanding of the history of American independence, the establishment and/or expansion of the nation, and/or the history of American government.

### **Methods & Activities**

Summarize the project's history, including information about preliminary research and planning. Explain how you would execute the project and how it would conform to or adapt any relevant national standards and accepted professional practices common to the humanities disciplines or in the library, archives, and museum fields.

Discuss any intellectual property, privacy, or cultural considerations that might affect the availability of the collections. Describe how you would address those issues during the period of performance and provide documentation of applicable permissions, donor agreements, licenses, or proofs of informed consent in [Attachment 7: Supporting documentation](#).

Provide an overview of the project activities, including the roles of the staff, consultants, vendors, and/or advisors. For Consortium projects, describe the distribution of responsibilities among partners. Provide a detailed work plan in [Attachment 3: Work plan](#) and further information on project personnel in [Attachment 4: Resumes or biographies](#).

Provide the following information, as relevant to your project:

For projects that involve **conservation treatment and/or rehousing**, describe the amount, types, and condition of materials you will treat and discuss how access would be enhanced as a result. Justify the chosen method and identify applicable procedures. Include treatment proposals and/or vendor quotes for preservation-quality storage equipment and supplies, including cabinetry, shelving units, storage containers, boxes, folders, and sleeves, in [Attachment 7: Supporting documentation](#). For conservation treatment, you should identify the qualified conservator and include a letter of commitment in [Attachment 5: Letters of commitment](#).

For **archival processing** projects, discuss the rationale for the arrangement of the collections and the level of description proposed for the finding aids.

For **cataloging** projects, describe the level of detail of the records you will create; the metadata schema, controlled vocabularies, and software you will use; and the extent to which the records involve original, enhanced, or copy cataloging. Describe if and how the metadata would be shared and any plans to support its reuse.

For **digitization** projects, quantify the digital objects to be made available, the formats and quality of the sources from which they would be derived, and the handling and care of original materials during and after reformatting. Describe the process for digital imaging or conversion from another format, data entry, and optical character recognition, if applicable. List the preservation and distribution formats to be produced, levels of resolution, and the accuracy of textual conversion.

For **advanced imaging projects**, describe the technology to be used and the data it would produce. Justify the chosen technology and describe the ways it would inform conservation treatment plans and/or enhance the research value of the document, object, or collection.

For **transcription and translation** projects, describe how the process would be done and by whom. Describe any technology to be used, as well as the methods and procedures for quality control.

For projects that **sustain legacy digital resources** and preserve digital assets, specify the data formats and metadata schemas in use or to be implemented; the current extent of accessibility or obsolescence; and the strategies to ensure enduring use, such as format migration, data harvesting, or other methods to enhance discoverability.

For projects that **create indexes, databases, or other project-specific digital resources**, describe the software used to manage and present digital content, including any technical specifications that facilitate end use.

## **Outputs**

Describe your project outputs; you will quantify them in [Attachment 2: Outputs](#). **If some portion of your project will be completed or announced in 2026, provide details about what you plan to produce.** Peer reviewers will not consider the availability of conserved or digital collections in 2026; however, such information may be used in NEH's publicity related to America's Semiquincentennial.

Consistent with NEH's policy on providing access to NEH-funded products, you should provide access to all products through the internet, on-site use, interlibrary loan, or duplication of materials at cost, insofar as the condition of the materials, intellectual property rights, and privacy and cultural considerations allow.

## **Sustainability & Outreach**

Summarize your organization's approach to sustaining long-term access to collections and/or digital resources. Describe the staff workflows and technical systems in place to maintain the project's results. As relevant, provide details on your organization's preservation infrastructure and policies (physical and digital), such as storage requirements and capacity, digital repository systems, format migration strategies, and collaborative or third-party arrangements.

Describe your plans to share the project with relevant communities, including both specialized and general public audiences. Within reasonable limits, your budget may include staff time and other eligible expenses related to disseminating the NEH-funded products; however, your budget should focus on preservation and access activities. In many cases, the outreach components accomplished during the period of performance would be preparatory and developmental, or associated with broader plans to mark the Semiquincentennial; larger-scale dissemination work would more likely occur after the project concludes. When considering your outreach plans, please consult [D6. Funding Restrictions](#) for unallowable activities.

### **Attachment 2: Outputs (required)**

Include the following information, as relevant (suggested length is one page):

- the total number of documents or objects to be conserved and/or rehoused;
- the total amount of linear feet to be arranged and described;
- the number of finding aids and/or collection-level descriptions to be produced;
- the total number and type(s) of items to be cataloged;
- the total number and type(s) of items to be digitized;
- the total number of advanced images to be produced and the scope of the associated dataset;
- the total number of pages to be transcribed and/or translated;
- the total number of records or entries to be created for an index, database, or other digital resource; or
- the number and type of any other quantifiable products expected as a result of the grant.

Name the file outputs.pdf.

### **Attachment 3: 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 the proposed outputs. Use a timeline that includes each activity and identifies the project team members involved. For Consortium projects, discuss the distribution of responsibilities across each institution.

Name the file workplan.pdf.

### **Attachment 4: Resumes or biographies (required)**

List all project personnel and their institutional affiliations, including advisory board members, consultants, and vendors, if applicable. Include résumés for key personnel (**suggested length is no more than two pages per person**) or a biographical sketch. Include a job description for any individuals who will work on the project but who have not yet been hired.

Name the file resumes.pdf.

### **Attachment 5: Letters of commitment (conditionally required)**

Provide letters of commitment from your institution's leadership, consortium or other partners, consultants, or others who would work closely with you on your project, receive grant funds, or contribute funds to the completion of project activities. Letters of commitment must be signed and dated.

Name the file commitment.pdf.

### **Attachment 6: Letters of support (recommended)**

Provide letters of support that address the project's significance and the program's review criteria by experts in the project's subject area and users of the collections or digital resources. Authors of letters of support will not participate in the NEH review process. We recommend no more than three letters of support.

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

Name the file support.pdf.

### **Attachment 7: Supporting documentation (recommended)**

The following documentation is strongly encouraged, as relevant to the project (suggested page limit is 15 pages):

- Images of collection items and/or excerpts of preservation assessments, collection policies, or reports;
- treatment proposals and cost estimates prepared by qualified conservators;
- sample webpages, collection records, or metadata schema;
- documentation of permissions, donor agreements, licenses, or proofs of informed consent; or
- vendor quotes and equipment specifications.

Name the file supportingdocs.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 dates (these fields will not pre-populate).
- 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: 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 10: Explanation of delinquent federal debt (conditionally required for recipients)**

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

Name the file delinquentdebt.pdf.

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

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

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

#### **5. Applicant Information**

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

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

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

## **6. Project Information**

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

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

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

## **7. Project Director**

Provide the project director’s name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project.

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

## **8. Primary Contact/Grant Administrator**

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

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

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

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

## **9. Authorized Representative**

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

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

### **1. Project Director**

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

### **2. Institutional Information**

Select your institution type from the drop-down menu.

### **3. Project Funding**

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

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

### **4. Application Information**

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

For type of application, check “new.”

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

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

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

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

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

## Research and Related Budget (Grants.gov form)

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

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

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

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

All costs must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of performance. Costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F - Audit Requirements](#).

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

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

### Introductory Fields

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

#### A. Senior/Key Person

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

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

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

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

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

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

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

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

## **B. Other Personnel**

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

### **Post-doctoral associates, graduate students, and undergraduate students**

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 \$10,000 or more per item and having a service life of more than one year (unless your organization has established a lower level). See [2 CFR §§ 200.313](#) and [.439](#).

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

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

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

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

The form will calculate total equipment costs.

### **D. Travel**

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

Travel costs must comply with [2 CFR § 200.475](#) and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued October 1, 2024, or later\)](#). NEH uses the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

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

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

## E. Participant/Trainee Support Costs

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

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

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

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

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

### 1. Tuition/Fees/Health Insurance

Leave this field blank.

### 2. Stipends

Enter the requested funds for participant stipends.

### 3. Travel

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

### 4. Subsistence

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

## **5. Other**

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

### **Number of Participants/Trainees**

Enter the number of participants. This field cannot exceed 999.

## **F. Other Direct Costs**

The form will calculate total other direct costs.

### **1. Materials and Supplies**

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

### **2. Publication Costs**

As a matter of programmatic policy, publication costs are not allowed.

### **3. Consultant Services**

Enter the requested funds for consultant services. If your project includes an external advisory committee, include associated costs here.

Consultant fees must comply with [2 CFR § 200.459](#).

### **4. Automated Data Processing (ADP)/Computer Services**

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

### **5. Subawards/Consortium/Contractual Costs**

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

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

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

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

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each subrecipient. See [Attachment 8: Subrecipient budget\(s\)](#). If a

subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 9: Federally negotiated indirect cost rate agreement](#). You do not have to include an agreement for any subrecipient that requests the 15% de minimis rate.

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

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

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

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

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

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

## **7. Alterations and Renovations**

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

## **8-10. Other**

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

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

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

## **G. Total Direct Costs**

The form will calculate total direct costs.

## H. Indirect Costs

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

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

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

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

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

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

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

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

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

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

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 9: Federally negotiated indirect cost rate agreement](#), if applicable.

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

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

### **Indirect Cost Type**

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

### **Indirect Cost Rate (%)**

Enter the most recent indirect cost rate(s) established with your cognizant federal agency (or the 15% de minimis rate) as a number without special characters (e.g., 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 \$350,000 for Individual Institution awards and \$750,000 for Consortium awards.

### **J. Fee**

Leave this field blank.

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

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

### **L. Budget Justification**

You must provide a budget justification to support your project. Specifically describe how each item supports your proposed objectives, detail how you calculated all costs, and provide

supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

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

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

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

### **A. Senior/Key Person: Budget Justification**

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

### **B. Other Personnel: Budget Justification**

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

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

### **C. Equipment Description: Budget Justification**

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

### **D. Travel: Budget Justification**

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

For local travel, include the mileage rate, number of miles, reason for travel, and staff members completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistently 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

As a matter of programmatic policy, publication costs are not allowed.

## 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 their role in the project, the activities they 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

Leave this blank.

## 8. Other Costs

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

## H. Indirect Costs: Budget Justification

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

## Attachments Form (Grants.gov form)

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

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

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

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

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

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

### **Certification Regarding Lobbying (conditionally required for recipients)**

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

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

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

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

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

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

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

## Login.gov

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

## System for Award Management (SAM)

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

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

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

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

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

## Grants.gov

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

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

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

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

## 4. Submission Dates and Times

### Applications

This notice covers the September 2025 and January 2026 program competitions. The deadlines are:

September 4, 2025, at 11:59 p.m. Eastern Time

January 15, 2026, 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 PQ-. 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 that 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:

- the purchase of collections, including appraisal for acquisition or monetary purposes
- the preservation, organization, or description of materials that are not or would not be regularly accessible for research, education, or public engagement
- records management for state and local governments
- the digitization of United States newspapers
- the creation of oral history interview collections
- the restoration, preservation, stabilization or advanced imaging of historic structures, the built environment, or archaeological sites
- Geographic Information System (GIS) projects for civic planning or resource management
- costs associated with construction, renovation work, or ground disturbing activities
- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- promotion of gender ideology
- promotion of discriminatory equity ideology
- support for diversity, equity, and inclusion (DEI) or diversity, equity, inclusion, and accessibility (DEIA) initiatives or activities
- environmental justice initiatives or activities
- advocacy of a particular program of social or political action
- support of specific public policies or legislation

- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

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

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

## E. Application Review Information

### 1. Review Criteria

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

1. The project’s significance for supporting scholarly research, education, or public engagement in the humanities, and the extent to which the project supports greater understanding of the history of American independence, the establishment and/or expansion of the nation, and/or the history of American government. (aligns with narrative section “[Introduction & Significance](#)”)
2. The soundness of the proposed methods, the adherence to accepted standards and practices in cultural heritage preservation, and the viability of the activities. (aligns with narrative section “[Methods & Activities](#)”)
3. The specificity and utility of the proposed outputs. (aligns with narrative section “[Outputs](#)”)
4. The quality of the project’s plans for sustaining project outputs and engaging with relevant audiences. (aligns with narrative section “[Sustainability & Outreach](#)”)
5. The qualifications of the project’s staff and suitability of advisors, consultants, and/or vendors. (aligns with Attachment 4: [Résumés and Biographies](#))
6. The reasonableness of the budget in relation to the activities and outputs. (aligns with the Research and Related Budget form and budget justification in relation to the narrative, [Attachment 2: Outputs](#), and [Attachment 3: Work plan](#))

### 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 Chairman. By law, the Chairman has the sole authority to make final funding decisions.

Following NEH's public announcement of funded projects, you may request copies of the peer reviewers' evaluations of your proposal by contacting [preservation@neh.gov](mailto:preservation@neh.gov).

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

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

### **3. Assessment of Risk and Other Pre-Award Activities**

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

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

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

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

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

### **4. Anticipated Announcement and Award Dates**

NEH will notify you of funding decisions by email in April 2026 for the September 2025 deadline and August 2026 for the January 2026 deadline. This is not an authorization to begin performance or incur related costs.

## F. Federal Award Administration Information

### 1. Federal Award Notices

If NEH selects your application for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in April 2026 for the September 2025 deadline and August 2026 for the January 2026 deadline.

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

### 2. Administrative and National Policy Requirements

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

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

#### Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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

If you cannot attest to the statements in this certification, explain why not in [Attachment 10: Explanation of delinquent federal debt](#).

#### Providing access to NEH-funded products

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

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

#### Accessibility

You must comply with [Section 504 of the Rehabilitation Act of 1973](#), which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#). Project-specific accessibility accommodations (e.g., audio description, sign-language interpretation,

closed or open captioning, large-print brochures/labeling) are eligible costs. Include these items in your budget under [8-10. Other Direct Costs](#).

## Copyright information

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

## Protecting personal information

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

## Consent for survey participation

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

## Acknowledging NEH support

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

## Subrecipient monitoring requirements

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

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

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

[Learn more about managing subawards.](#)

## Program income

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

## **Native American Graves Protection and Repatriation Act of 1990**

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

## **Coordination of geographic information and related spatial data**

If you request funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must first conduct a due diligence search of the [Data.gov list of datasets](#) to determine whether the needed data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable [Federal Geographic Data Committee](#) guidance.

## **Eliminate waste, fraud, and abuse**

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

## **Termination**

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

## **3. Reporting**

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

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

4. **Tangible Personal Property Report.** If applicable, you must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. You must report all equipment with an acquisition cost of \$10,000 or more per unit purchased with NEH funds.

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

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

## G. Agency Contacts

If you have questions about the program, contact:

Division of Preservation and Access  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8570  
[preservation@neh.gov](mailto:preservation@neh.gov)

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

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

NEH provides additional funding opportunities for projects that commemorate the 250<sup>th</sup> anniversary of American independence.

[Celebrate America!](#) will award 250 challenge grants of up to \$25,000 each for projects that focus on the founding of the American nation, key historical figures, and milestones that reflect the exceptional achievements of the United States.

[Public Impact Projects Celebrating America's 250<sup>th</sup> Anniversary](#) support projects that focus on public interpretation of the Founding Era and the lasting impact of the people and events that propelled the Revolution.

The [Public Scholars program](#) offers grants to individual authors for research, writing, travel, and other activities leading to the creation and publication of well-researched nonfiction books in the humanities written for the broad public. Applications for the 2026 Public Scholars competition must be for projects that promote a deeper understanding of our nation's extraordinary heritage, including our record of advancing liberty, prosperity, and human flourishing.

[The National Garden of American Heroes: Statues](#) program supports the design and creation of statues of historical figures from America's past who have contributed to our cultural, scientific, economic, and political heritage.

### Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice ("SORN") published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

### Application completion time

The Office of Management and Budget (OMB) requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes sixty hours to complete an application. This estimate includes time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Time needed may vary from program to program.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the PRA Officer at

[PRA@neh.gov](mailto:PRA@neh.gov). According to the [Paperwork Reduction Act of 1995](#), no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2027.