NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title:

Infrastructure and Capacity Building Challenge Grants: Capital Projects

Funding Opportunity Number: 20220517-CHA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.130

Application Due Dates:
May 17, 2022
September 27, 2022

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

Office of Challenge Programs
Telephone: 202-606-8309
Email: challenge@neh.gov
Federal Relay: 800-877-8399

Executive Summary

The National Endowment for the Humanities (NEH) Office of Challenge Programs is accepting applications for Infrastructure and Capacity Building Challenge Grants: Capital Projects. This Notice of Funding Opportunity is for capital projects that support the purchase, design, construction, restoration, or renovation of buildings or sites of national, historical, architectural, or cultural significance and facilities that house humanities collections or are used for humanities activities. Projects are financed through a combination of federal matching funds and related fundraising from non-federal third parties. Proposals must enhance the institution's impact on the humanities over the long term and build on careful strategic planning.

Funding Opportunity Title	Infrastructure and Capacity Building Challenge Grants: Capital Projects
Funding Opportunity Number	20220517-CHA
Federal Assistance Listing Number (CFDA)	45.130
Optional Draft Deadlines	April 6, 2022; August 17, 2022
Application Due Dates	May 17, 2022, 11:59 p.m. Eastern Time September 27, 2022, 11:59 p.m. Eastern Time
Anticipated Award Announcements	December 2022 and April 2023
Anticipated Total Annual Available FY 23 Funding	Approximately $6,500,000 per deadline (Capital Projects and Digital Infrastructure combined)
Estimated Number and Type of Awards	Approximately 12-15 grants per deadline (Capital Projects and Digital Infrastructure combined)
Funding Range	Level 1: Up to $150,000 Level 2: $150,001 to $500,000 Level 3: $500,001 to $1,000,000
Match Required	Yes. See C2. Matching Requirements.
Period of Performance	Level 1:Up to two years Level 2 and 3: Two to five years The period of performance must begin between March 1, 2023, and June 1, 2023, for proposals submitted on or before the May 17, 2022, deadline. The period of performance must begin between July 1, 2023, and October 1, 2023, for proposals submitted on or before the September 27, 2022, deadline.
Eligible Applicants	Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public and 501(c)(3) institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See C. Eligibility Information.
Program Resource Page	https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants
Pre-Application Webinar	A pre-recorded webinar will be available on the program resource page by March 18, 2022.
Published	March 14, 2022

Table of Contents

A. Program Description

1. Purpose

This notice solicits applications for Infrastructure and Capacity Building Challenge Grants: Capital Projects. The program strengthens the institutional base of humanities organizations by helping them secure and sustain their core buildings, sites, collections, and/or humanities activities for the long term. The program supports capital projects through a combination of federal matching funds and related fundraising from non-federal third parties. Proposed projects must enhance the institution's impact on the humanities over the long term and build on careful strategic planning.

Awards support the purchase of real property or equipment, design, construction, restoration, or renovation of buildings or sites of historical, architectural, or cultural significance and facilities that house humanities collections or are used for humanities activities. Activities may include:

- hiring consultants specializing in fundraising, historic preservation, and project planning
- planning and conceptual design
- development of schematics and construction drawings
- construction
- purchase and installation of related moveable and permanently affixed equipment for monitoring and protecting collections (whether on exhibit or in storage)
- purchase and installation of critical building systems, such as electrical, climate control, security, life safety, lighting, utilities, telecommunications, and energy management
- planning and mitigation against risks posed to humanities buildings, sites, and collections by natural disasters and other climate emergencies (.e.g., hazard preparedness and mitigation plans; climate resiliency plans; long-term sustainability plans)
- development of historic preservation plans
- site and infrastructure assessments

Outcomes may include:

- documents determining the feasibility of the planned capital project
- completed design and construction drawings
- completed construction
- completed installation of critical building systems
- completed climate risk mitigation plans

In accordance with Executive Order 13647 on Native American affairs, Executive Order 13779 on Historically Black Colleges and Universities (HBCUs), Executive Order 13592 on Tribal Colleges and Universities (TCUs), and Executive Order 13555 on Educational Excellence for Hispanics, NEH especially welcomes Challenge Grant applications from federally recognized Native American tribal governments, Native Hawaiian organizations, HBCUs, TCUs, and Hispanic-Serving Institutions of higher education (HSIs), as well as from two-year community colleges. These institutions and entities as well as federally recognized Native American tribal governments are eligible for a 1:1 match ratio. See B. Federal Award Information and C. Eligibility Information.

NEH will issue an offer of support to successful applicants. An offer formally communicates the level of funding recommended for the project and the conditions that must be met before NEH issues an award. Conditions include, but are not limited to Section 106/National Historic Preservation Act, National Environmental Policy Act, Davis-Bacon Act, Build America, Buy America Act, and federal interest. Familiarize yourself with the applicable rules and regulations and contact program staff to discuss your project in order to include adequate time and funding into your proposal. See G. Agency Contacts.

NEH will only issue an award when all regulatory requirements are met and the applicant certifies eligible third-party non-federal gifts. See E4. Anticipated Announcement and Award Dates and F1. Federal Award Notices.

See D6. Funding Restrictions for unallowable costs and activities.

See E1. Review Criteria for the criteria used to evaluate your proposal.

Funding categories

The Infrastructure and Capacity Building Challenge Grants program funds two distinct types of projects, each with its own Notice of Funding Opportunity: Capital Projects (covered here) and Digital Infrastructure (covered in a separate Notice of Funding Opportunity available on the program resource page).

Funding levels

Capital Projects are funded in three levels with different match ratios and periods of performance depending on the amount requested.

	Level 1	**Level 2**	**Level 3**
Period of performance	Up to two years	Two to five years	Two to five years
Required match ratio	1:1 for all applicants	• 1:1: for applicants meeting special eligibility requirements • 3:1 for applicants meeting general eligibility requirements See C2. Matching Requirements.	• 1:1: for applicants meeting special eligibility requirements • 4:1 for applicants meeting general eligibility requirements See C2. Matching Requirements.
Maximum NEH award	$150,000	$500,000	$1,000,000
Maximum required third-party nonfederal gifts	$150,000	$1,500,000	$4,000,000
Maximum total project costs	$300,000	$2,000,000	$5,000,000

Fundraising

Limited fundraising costs (no more than 10 percent of total project costs) are allowable at all three funding levels.

2. Background

This program is authorized by [20 U.S.C. § 956](). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](), the [General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued January 1, 2022 or later)](), and [Administration of NEH Challenge Infrastructure and Capacity Building Grants]().

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

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

[Learn more about NEH]().

NEH Initiatives

NEH seeks to support projects that respond to the following initiative. NEH will give all applications equal consideration in accordance with the program's [review criteria]().

A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary

The task of building a more perfect Union, rooted in the ideal of human equality, falls to every generation of Americans, ours no less than our predecessors'. The basic goals of life, liberty, and the pursuit of happiness endure over time, even as the challenges change: from founding a nation out of colonies; to dismantling the institution of slavery; to prevailing through times of economic depression and war; to advancing civil rights for all; to strengthening our democratic institutions; to building a more inclusive and sustainable society.

NEH's [A More Perfect Union]() initiative encourages projects that explore, reflect on, and tell the stories of our quest for a more just, inclusive, and sustainable society throughout our history. NEH especially welcomes projects that bring the perspective of the humanities to questions of racial justice, gender equality, the evolution of the American landscape, as well as America's place in the world. The agency strongly encourages projects that strengthen Americans' knowledge of our principles of constitutional governance and democracy, as well as projects that address the experiences of Native Americans and other under-represented communities. In addition, NEH welcomes projects that develop innovative approaches to sustaining the nation's humanities infrastructure and preserving its historical record.

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

NEH anticipates approximately $6,500,000 to fund an estimated 12-15 recipients per deadline (Capital Projects and Digital Infrastructure combined).

You may request up to $150,000 for Level 1 awards. You may request between $150,001 and $500,000 for Level 2 awards. You may request between $500,001 and $1,000,000 for Level 3 awards.

Your request should be appropriate to your organization's fundraising capacity and the goals of the project. See C2. Matching Requirements for information on match ratios.

Successful applicants will receive an offer of federal matching funds, subject to specific regulatory and other conditions. NEH will issue the award only when the conditions of the offer are met. Recipients must certify that they have raised eligible contributions from non-federal third parties before matching funds are released (see Administration of NEH Challenge Infrastructure and Capacity Building Grants). The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Federal matching funds are typically distributed on an annual basis over the life of the award.

NEH will not determine the amount available until Congress enacts the final FY 2023 budget. This notice is subject to the availability of appropriated funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

If you receive an offer, NEH will assess your institution's ability to raise and certify funds, meet award conditions, and the progress of your proposed project. This stage frequently lasts six months or more while conditions are being met and third-party gift funds are certified. Failure to meet the offer conditions or raise matching funds with supporting documentation may result in NEH's withdrawal of the offer. See E4. Anticipated Announcements and Award Dates.

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

Period of performance

You may request a period of performance up to two years for Level 1 projects and from two to five years for Level 2 and Level 3 projects.

If you apply for the May 17, 2022, deadline, your period of performance must start between March 1, 2023, and June 1, 2023.

If you apply for the September 27, 2022, deadline, your period of performance must start between July 1, 2023, and October 1, 2023.

The period of performance must start on the first day of the month. NEH may delay the period of performance start date if the offer letter conditions are not met or matching funds are not raised by the stated deadlines of the offer.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants must be established in the United States or its jurisdictions and be one of the following:

- a nonprofit organization with 501(c)(3) tax-exempt status
- an accredited institution of higher education (public or 501(c)(3))
- a unit of state or local government
- a federally recognized Native American tribal government

Applicants must work wholly or in part in the humanities, and must support research, education, preservation, or public programming in the humanities.

An eligible applicant may apply on behalf of a consortium of collaborating organizations. If selected for funding, the applicant will be programmatically, legally, and fiscally responsible for the award.

Eligible applicants acting solely as fiscal agents or fiscal sponsors may not apply on behalf of ineligible applicants.

Individuals and other organizations, including federal, foreign and for-profit entities, are ineligible. See C3. Other Eligibility Information.

Note on institution specific foundations

Typically, the institution undertaking the Challenge Grant applies for, receives, and manages the award (both federal matching funds and non-federal third-party gifts). However, in some instances, institution-specific foundations specifically created for the purpose of raising money for a single entity, such as a university or a museum, may be the legal recipient.

The institution-specific foundation must have a memorandum or other form of legal agreement in place designating it as the agent for the recipient for soliciting and receiving donations for the Challenge Grant. If a Challenge grant is awarded, the arrangement is also subject to the flow down requirements at 2 CFR § 200.332.

Additional eligibility requirements for 1:1 match ratio

In addition to the general eligibility criteria described above, the following types of organizations may claim a 1:1 match ratio at all funding levels:

- federally recognized Native American tribal governments
- public or 501(c)(3) Native Hawaiian organizations, as defined by the Native American Graves Protection and Repatriation Act (25 U.S.C. § 3001(11)). Eligible organizations are those included on the U.S. Department of the Interior Native Hawaiian Organization Notification List

- public or 501(c)(3) nonprofit community colleges and post-secondary two-year institutions of higher education
- public or nonprofit 501(c)(3) U.S. Historically Black Colleges or Universities, as defined by Executive Order 13532. Eligible institutions are those included on the [U.S. Department of Education's list of accredited HBCUs](#)
- public or nonprofit 501(c)(3) Hispanic-Serving Institutions of higher education:
  - To determine whether your institution is eligible, consult the most recent version of the Eligibility Matrix on the [U.S. Department of Education website](#). The Eligibility Matrix is a read-only Excel worksheet that lists data for postsecondary institutions. First, locate your institution's name in column A ("Institution Name"). Next, scroll across to look at column AS ("HSI"). If your institution has a number 5 or 6, it is a Hispanic-Serving Institution. Institutions must apply annually to the U.S. Department of Education for Title III and Title V eligibility designations. Institutional designations therefore can change from year to year.
  - Another way to establish your institution's eligibility is by visiting the [U.S. Department of Education's Office of Postsecondary Education Institutional Service](#) website. Click on "Application for Designation as an Eligible Institution," then click on "Check Main Campus Eligibility." Enter your institution's name or OPE ID number. Select your institution and click on "View Eligibility."
  - If you are unable to verify your institution's current status as a Hispanic-Serving Institution by consulting with your university administration or by consulting the most recent Eligibility Matrix, you may establish your institution's status with a letter or other document from the U.S. Department of Education dated 2021 or 2022, certifying Title III and Title V eligibility. Attach a PDF of this as [Attachment 10](#). In addition to submitting documentation of Title III and Title V eligibility, your institution must also meet the U.S. Department of Education's [definition of a Hispanic-Serving Institution](#). You may determine your institution's eligibility by consulting enrollment data for your institution using the [National Center for Education Statistics' College Navigator](#) (search for your institution, then click on "Enrollment").
- U.S. tribal college or university recognized by the Department of Education and [included on this map](#)

2. Matching Requirements

In order to receive federal matching funds, recipients must raise and certify eligible matching gifts and pledges from non-federal third-party sources (see [Administration of NEH Infrastructure and Capacity Building Challenge Grants](#)).

Match ratios for applicants meeting general eligibility requirements

Eligible applicants (other than federally recognized Native American tribal governments, Native Hawaiian organizations, HBCUs, TCUs, HSIs, and two-year community colleges) must meet the following match ratios:

- Requests for Level 1 grants up to $150,000 must be matched at $1 in third-party non-federal gifts for every $1 in federal funds (1:1).
- Requests for Level 2 grants from $150,001 to $500,000 must be matched at $3 in third-party non-federal gifts for every $1 in federal funds (3:1).

- Requests for Level 3 grants from $500,001 to $1,000,000 must be matched at $4 in third-party non-federal gifts for every $1 in federal funds (4:1).

Sample match ratio and matching requirements for applicants meeting general eligibility

Match ratio (non-federal: federal)	Requested NEH funds (maximum)	Gifts to be raised by recipient (from third-party non-federal donors)	Total project costs
1:1 (Level 1)	$150,000	$150,000	$300,000
3:1 (Level 2)	$500,000	$1,500,000	$2,000,000
4:1 (Level 3)	$1,000,000	$4,000,000	$5,000,000

Match ratios for applicants meeting special eligibility requirements

Eligible federally recognized Native American tribal governments, Native Hawaiian organizations, HBCUs, TCUs, HSIs, and two-year community colleges must match $1 in non-federal gifts for every $1 in federal matching funds up to the maximum request of $1,000,000.

Sample matching requirements for federally recognized Native American tribal governments, Native Hawaiian organizations, HBCUs, TCUs, HSIs, and two-year community colleges

Match ratio (non-federal: federal)	Requested NEH funds	Gifts to be raised by recipient (from third-party non-federal donors)	Total project costs
1:1	$350,000	$350,000	$700,000

Fundraising period

Recipients may raise gifts (non-federal third-party donations or pledges) **no earlier than five months prior to the application deadline** through the period of performance end date (no earlier than December 18, 2021, for proposals submitted for the May 17, 2022, deadline and no earlier than April 28, 2022, for proposals submitted for the September 27, 2022, deadline).

Allowability of gifts

The organization must raise gifts from third-party non-federal sources. Gifts may not derive from the recipient institution itself (this restriction also applies to superordinate multi-campus college and university systems.) Recipients may not supplant, shift, or reallocate internal funds for matching purposes.

To count toward the matching requirement, all gifts must be donated or pledged, and all pledges paid, during the [fundraising period](#).

Recipients must use Challenge grant funds (federal matching funds and third-party non-federal gifts) only to support the purposes outlined in the approved Challenge Grant budget within the period of performance.

The majority of third-party non-federal gifts allowable for matching should be *restricted*. Restricted gifts are restricted by the donor to be used for the same purposes supported by the Challenge Grant. (Unrestricted gifts are not designated by the donor for any specific purpose.) Donors of restricted gifts must state or be aware that their gifts are to be used for the Challenge Grant or the purpose supported by the Challenge Grant.

The combined total of certified unrestricted gifts, real estate, in-kind gifts, and earned income gifts may not exceed the total federal matching portion of the Challenge Grant.

Certain types of gifts, such as real estate, earned income, planned giving, and in-kind contributions are also subject to special limitations.

Detailed information on allowable gifts and the supporting documentation that must be submitted with the Certification of Matching Gifts for NEH Challenge Grants is available in Administration of NEH Challenge Infrastructure and Capacity Building Grants.

Gifts and Matching Funding Schedule

Once NEH awards a Challenge Grant, it typically obligates federal matching funds in annual installments. During the period of performance, funds are obligated when completely matched according to the required ratio and approved Gifts and Matching Funding Schedule. Variations on the sample below are possible and your proposed schedule should align with your work plan and period of performance. NEH reserves the right to modify Gifts and Matching Funding Schedules.

Sample schedule applicants meeting general eligibility requirements for an offer of $300,000 in federal matching funds, with a 3:1 match ratio, and a 5-year period of performance

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
NEH federal matching funds	$25,000	$100,000	$100,000	$75,000	$0	$300,000
Third-party non-federal gifts to be raised	$75,000	$300,000	$300,000	$225,000	$0	$900,000
Total project costs (federal + non-federal)	$100,000	$400,000	$400,000	$300,000	$0	$1,200,000

Recipients may certify eligible third-party non-federal gifts ahead of the Gifts and Matching Funding Schedule. Should additional federal matching funds become available, NEH may release funds ahead of schedule.

Failure to raise and certify gifts to meet the annual federal matching offer amount in the approved funding schedule may result in a forfeiture of federal matching funds for that year or termination of the federal award.

Recipients are responsible for maintaining auditable records of the source and use of required matching gifts. See 2 CFR § 200.306.

3. Other Eligibility Information

You are limited to submitting a single application for Infrastructure and Capacity Building Challenge Grants per calendar year.

An applicant who has received a prior award from NEH may request support for a new or subsequent stage of that project. Such proposals will be judged by the same criteria as others in the current competition.

Prior Challenge Grants recipients—including Infrastructure and Capacity Building Challenge Grants (CHA), Challenge Grants (CH), Cooperative Agreements and Special Projects (ZZ), and Special Initiatives (CZ)—must complete their previously funded activities and submit final reports before NEH will issue a subsequent Infrastructure and Capacity Building Challenge Grants award. Recipients of Next Generation Challenge Grants (ZB and ZA), Humanities Access Grants (ZH), and Creating Humanities Communities grants (ZR) are exempt from this requirement.

If for any reason an application is submitted more than once prior to the application deadline (including submitting to the wrong funding opportunity number or making corrections/updates), NEH will only accept your **last** validated online submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

Per 2 CFR § 200.403(f), overlapping project costs across multiple applications for federal funding and/or approved federal award budgets are not allowed. However, applicants may seek funding for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual's level of effort cannot exceed 100% across all active federally funded awards.

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. Applicants may use funds from, or sites and materials controlled by, other federal entities in their projects. Such resources may not be used as gifts to release federal matching funds. Projects that would improve federal lands or facilities are generally ineligible to receive NEH support. Contact program staff if you have questions.

NEH does not provide financial assistance to foreign institutions or organizations. Nevertheless, otherwise eligible American institutions may apply for collaborative projects involving U.S. and foreign organizations provided they 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). Eligible applicants may obtain the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in 2 CFR § 200.459 and secure vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

Except for the rare cases covered by NEH's late submission policy, applications must be received by the deadline. Incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications must adhere to specified page limits and formatting requirements or they will not be reviewed. See the Application Components Table.

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20220517-CHA. There is also a link on the program resource page.

There are four application packages available in Grants.gov. Select the appropriate Capital Projects package based upon your project type and deadline.

CAP52022 - Capital Projects (May 17, 2022, deadline)
DIG52022 - Digital Infrastructure (May 17, 2022, deadline)
CAP92022 - Capital Projects (September 27, 2022, deadline)
DIG92022 - Digital Infrastructure (September 27, 2022, deadline)

You must complete a multistep registration process to submit your application. See D3. Unique Entity Identifier and System for Award Management.

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

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

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

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

- Required: All applicants must submit this component.
- Conditionally Required: Applicants must submit this component if they meet the specified conditions.
- Recommended: NEH encourages, but does not require, applicants to submit this component.

You must submit all required and relevant conditionally required components. **Applications missing any required or relevant conditionally required components will be considered incomplete and rejected from further consideration.**

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

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

You must abide by the page limits and formatting instructions in this notice. **Applications that exceed mandatory page limits or violate formatting instructions will be considered nonresponsive and rejected from further consideration.**

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

- pages no larger than standard letter (8 ½" x 11")
- at least one-inch margins on all sides for all pages
- a font size no smaller than 11-point
- line drawings formatted to the standards described in H. Other Information

In addition, you are encouraged to format your components consistent with the following:

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

Application Components Table

Application component	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required
Project/Performance Site Location(s) Form	Grants.gov form		Required
SF-424C (Budget Information for Construction Projects)	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL, Disclosure of Lobbying Activities	Grants.gov form		Conditionally required
Attachments Form	Grants.gov form		Required
1: Narrative	narrative.pdf	10 pages (mandatory)	Required
2: Budget justification	justification.pdf		Required
3: Work plan	workplan.pdf	3 pages (suggested)	Required
4: Institutional profile	profile.pdf	2 pages (suggested)	Required
5: Résumés for key personnel	resumes.pdf	2-page per résumé (suggested)	Required
6: Letters of commitment or support	letters.pdf		Required

7: Planning and design documents	design.pdf	10 pages (suggested)	Recommended
8: Site conditions	site.pdf		Conditionally required
9: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required
10: Additional supporting documentation	documentation.pdf	10 pages (suggested)	Recommended

Narrative

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

You must limit the narrative to ten single-spaced pages with one-inch margins and a font size of at least eleven point. Do not include a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

Organize your narrative using the following section headings. Each section aligns with corresponding review criteria.

Introductory Statement (about 1 page; aligns with review criterion 1)

Briefly describe your organization's humanities purpose and activities and connect them explicitly to the proposed capital project or, if applicable, to the specific part of a larger capital project that NEH funds will support. State how the project and its outcomes will enhance the institution's humanities infrastructure and capacity. Explain how your organization plans to sustain the outcomes and benefits of the project and for how long.

Humanities significance and audience (about 2 pages; aligns with review criterion 1)

Describe the institution, its governance, and its current and proposed building, site, collections, activities, and/or programs. Make a case for why they are important for the humanities at a local, national, and/or international level. You may refer to the institutional profile in Attachment 4 and list examples and links to online offerings to illustrate humanities collections and activities, such as the selection of programming, collections, and/or exhibition materials in Attachment 10. Describe the current and intended audiences to be served (including their estimated size). Explain how the capital project will benefit these constituents—directly and indirectly, currently and over the long term. If applicable, describe how the organization seeks to attract new or diverse audiences through this project, including efforts to engage communities of color and others who have been historically underserved and marginalized.

Long-term impact and institutional commitment (about 1 page; aligns with review criterion 2)

Describe how the proposed project will impact the institution's building, site, humanities collections, and/or its humanities activities. Explain how it aligns with institutional strategic plans, and whether it is part of a larger initiative. Describe how the project will directly and indirectly achieve the institution's long-term goals for its work in the humanities. Provide letters

of support and commitment from appropriate institutional officials, program partners, constituents, and/or outside experts in the field in Attachment 6.

Capital project planning and activities (about 1 to 2 pages; aligns with review criterion 3)

Describe the activities to be supported by the Challenge Grant (in alignment with the work plan in Attachment 3). Explain the history of the project's development and any pre-planning to date. Describe your plans and preparations to bring the project into compliance with federal, state, and local regulations for historic preservation, where applicable. Provide **a selection of** planning and/or design documents in Attachment 7.

Financial capacity and fundraising (about 1 to 2 pages; aligns with review criterion 4)

Demonstrate the institution's long-term financial stability and its history of fundraising, resources, leadership, and experience that will enable it to plan for and conduct a successful fundraising campaign. If the NEH-supported project is a smaller component of a larger one, briefly explain how you intend to finance the entire plan. Describe the fundraising strategy and timeline for the proposed project in alignment with the work plan in Attachment 3 and the requested period of performance. Describe potential sources of eligible third-party non-federal gifts to meet the matching requirement. If applicable, detail funds raised to date and plans for soliciting the balance.

Project and fundraising personnel (1 to 2 pages; aligns with review criterion 5)

Identify the team involved in the project and describe their roles. Indicate if there are collaborators outside of the organization, for example community partners or advisors. Explain the involvement of specialist consultants and contractors (e.g., architects, engineers, owner's representatives, etc.) and whether they are already engaged or need to be hired. Describe how the institution has or will obtain the appropriate knowledge, resources, and capabilities to successfully plan for or execute the capital project (e.g., prior experience, project management expertise, etc.).

Identify the staff and consultants responsible for fundraising and financial management of the project and indicate their competency for their roles and responsibilities.

Deliverables, outcomes, and sustainability (about 1 page; aligns with review criterion 6)

Describe your anticipated deliverables and outcomes. Explain how the institution, through its mission, personnel, governance, facilities, and resources, will sustain them over the long term. For example, how will the feasibility of the future capital project be assessed? What are the staffing plans for the new or renovated space? How will it be maintained? What is the expected lifespan of purchased furnishings or equipment?

NARRATIVE GUIDANCE	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
Narrative Section	**Review Criteria**
Introductory Statement	1. Humanities significance and audience
Humanities significance and audience	1. Humanities significance and audience

Long-term impact and institutional commitment	2. Long-term impact and institutional commitment
Capital project planning and activities	3. Project plans
Financial capacity and fundraising plans	4. Fundraising plans
Project and fundraising personnel	5. Project and fundraising teams
Deliverables, outcomes, and sustainability	6. Project outcomes and their sustainability

Budget (SF-424C: Budget Information for Construction Programs)

You must submit your project budget using the SF-424C, Budget Information for Construction Programs, which is included in the Grants.gov application package. Enter your budget information into the SF-424C using the instructions below.

All costs, whether supported by NEH funds or required cost sharing contributions (if applicable), must be reasonable, necessary to accomplish project objectives, allowable in terms of 2 CFR 200 Subpart E - Cost Principles, auditable, and incurred during the period of performance. See the property and procurement standards set forth in 2 CFR 200 Subpart D. See D6. Funding Restrictions for a list of unallowable costs. All costs are subject to audit, record retention, and other requirements set forth in 2 CFR 200 Subpart F - Audit Requirements.

Pursuant to the Build America, Buy America Act (Pub. L. 117-58 § 70901, *et seq.*), beginning May 14, 2022, NEH may not obligate funds for a project involving construction, renovation, or facility infrastructure unless all of the iron, steel, manufactured products, and construction materials that the project uses are produced in the United States. These requirements must be included in all subawards, contracts, and purchase orders for work or products under this notice.

Construction or renovation contracts in excess of $2,000 awarded by recipients or subrecipients funded by federal funds, in whole or in part, are subject in their entirety to the Davis-Bacon Act, as amended, and must include Davis-Bacon wage reporting. When relevant, ensure that all quotes for services reflect Davis-Bacon compliant contracts.

2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued January 1, 2022 or later), and Administration of NEH Challenge Infrastructure and Capacity Building Grants, any award specific terms and conditions, and other relevant policy requirements apply to both federal matching funds and third-party non-federal gifts. If the proposal is part of a larger project, limit the Challenge Grant budget to requested NEH funds plus the minimum required third-party non-federal gifts for each year of the period of performance.

Column A – Total Cost: Identify only allowable project costs under the proposed Challenge Grant project in this column (Challenge and non-federal matching funds).

Column B – Costs Not Allowable for Participation: Leave this column blank. Do not include costs identified as unallowable under D6. Funding Restrictions.

Column C – Total Allowable Costs: Column C should equal the amount under Column A.

1. Administrative and legal expenses

Enter the cost of administrative and legal expenses.

Administrative expenses include staff salary and fringe benefits and consultant fees directly related to the administration of the proposed project. This includes fundraising, oversight of the project, and compliance with the terms and conditions of the award (including required reporting). All salaries and wages claimed must be in compliance with 2 CFR §§ 200.430 and .466.

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. Fringe benefits claimed must be in compliance with 2 CFR § 200.431.

If you request fundraising costs, clearly identify them in your budget justification. Fundraising costs must not exceed 10 percent of total project costs.

Consultant fees claimed must be in compliance with 2 CFR § 200.459.

Costs associated with routine administrative actions such as property acquisition, obtaining variances, construction contract negotiation, and filing a Notice of Federal Interest (if required). Per 2 CFR 200 § 200.435, this excludes defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringements.

2. Land, structures, right-of-way, appraisals, etc.

Enter the acquisition, right-of-way, or appraisal costs for land and structures.

3. Relocation expenses and payments

Enter the costs of relocation expenses and payments to lease temporary space while the main space is being constructed, altered, renovated, or repaired.

4. Architectural and engineering fees

Enter costs related to architectural and engineering fees such as feasibility studies, design work, and related costs incurred throughout the project.

5. Other architectural and engineering fees

Enter other architectural and engineering fees such as surveys, tests, and borings; sustainable design services, including commissioning; preparation of the National Environmental Policy Act Environmental Assessment; and Section 106 consultation under the National Historic Preservation Act and associated documents.

6. Project inspection fees

Enter fees for permits, structural certification, onsite technical services (such as site monitoring), and other project inspection fees.

7. Site work

Enter costs related to site work such as site clearance, grading, sidewalks, drives, parking areas, and landscaping costs.

8. Demolition and removal

Enter costs related demolition or removal of structures, including landfill and hauling fees.

9. Construction

Enter costs related to construction such as building, conversion, extension, preservation, alteration, and renovation of facilities; and installation of permanently affixed equipment (such as HVAC, electrical, and other systems and utilities).

Cost plus a percentage of cost and percentage of construction cost methods of contracting are unallowable per 2 CFR § 200.324(d).

10. Equipment

Enter costs of equipment to be purchased. Equipment is defined as nonexpendable personal property costing $5,000 or more and having a useful life of more than one year. See 2 CFR §§ 200.313 and .439.

You may purchase equipment if analysis demonstrates that it is more economical and practical than leasing. The purchase of vehicles is prohibited.

11. Miscellaneous

Enter miscellaneous costs such as equipment rental, temporary storage, supplies, and other items not previously listed under other budget categories. Note that "miscellaneous" is not an acceptable line item within this category. **Indirect costs are not allowable**.

12. Subtotal

Automatic sum of lines 1 through 11.

13. Contingencies

Enter construction contingency costs. See 2 CFR § 200.433.

14. Subtotal

Automatic sum of lines 12 and 13.

15. Program Income

Leave this line blank.

16. Total project costs

Same amount as line 14.

17. Federal assistance requested

Enter the following into line 17:

- 50% -for applicants requesting a 1:1 match ratio
- 25% - for applicants requesting a 3:1 match ratio

- 20% - for applicants requesting a 4:1 match ratio

Budget Justification

Your budget justification should include two components:

1. An estimate of the NEH funds requested, third-party non-federal gifts to be raised, and total project costs for each year of the period of performance.

Sample Gifts and Matching Funding Schedule, requesting $750,000 in federal matching funds with a 4:1 match ratio and a 4-year period of performance

	Year 1	Year 2	Year 3	Year 4	Total
Federal matching funds requested	$175,000	$250,000	$250,000	$75,000	$750,000
Third-party non-federal gifts to be raised	$700,000	$1,000,000	$1,000,000	$300,000	$3,000,000
Total project costs	$875,000	$1,250,000	$1,250,000	$375,000	$3,750,000

2. A detailed and concise justification that further breaks down cost items under each category of the SF-424C. The budget justification should clearly describe the purpose of expenditures and align with the proposed project as described in the narrative. Identify the names of key personnel that will be supported with NEH funds, and their roles and responsibilities on the project. The budget justification should show quantities, unit prices and total cost, as applicable. Do not use the budget justification to expand the project narrative.

You may provide construction estimates to supplement the budget justification.

You will attach your budget justification to the Attachments Form as Attachment 2.

Application Components

SF-424 Application for Federal Assistance – Short Organizational

This form requests basic information about your institution, the proposed project, and key contacts. Items 1, 2, and 4 will be automatically filled in; item 3 should be left 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 grants administrator or chief financial officer.

g. Provide your [congressional district](#). For example, if your institution is located in the 5th congressional district of Alabama, enter "AL-005." If your institution does not have a congressional district (for example, it is in a state or U.S. jurisdiction that does not have districts, or is in a foreign country), 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. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients may use their preferred title for any award products.

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

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

7. Project Director

Provide the project director's name, title, and contact information. Typically, the project director is either the leader of the fundraising team, the senior institutional administrator overseeing the project, or the senior manager with operational oversight of the construction activities. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. You must notify the NEH Office of Grant Management immediately if the project director named in the application changes.

If the project director is not employed by the applicant organization, they 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/Grants 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).). This person is often a grants administrator or sponsored programs official.

As a matter of NEH policy, the project director named in item 7 must not be the same individual named as the primary contact/grants administrator named in item 8. The role of the project director must be distinct from that of the institutional grants administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. The institutional grants administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel. Similarly, NEH will send official correspondence (for example, an offer letter, award documents, an extension, a supplement, or amendment) to the institutional grants administrator and copy to the project director.

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

Provide the following information:

1. Project Director

Select the project director's major field of study from the drop-down menu. If the project director is an administrator or fundraiser, you may select "Other: Public Administration" or "Other: Business."

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

Enter the requested amount of federal funds as "Federal Match" and your non-federal third-party gifts as "Cost Sharing." **Do not include any costs under "Outright Funds."**

4. Application Information

Indicate whether complementary proposals will be submitted to other NEH programs, government agencies, or private entities for funding. If so, specify when and to whom. NEH frequently cosponsors projects with other funders. Providing this information will not prejudice the review of your application. See C3. Other Eligibility Information for restrictions regarding overlapping costs.

For Type of Application, check "new."

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

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where project activities will occur during the period of performance. The primary site should be the location of the renovation, repair or new construction is occurring.

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."

Certification Regarding Lobbying

If you request more than $100,000, you must submit the Certification Regarding Lobbying. Add this optional 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"

If you have or will use non-federal funds for lobbying, you must submit Standard Form-LLL, "Disclosure of Lobbying Activities." Add this optional form to your application package in Grants.gov. See 2 CFR § 200.450.

Attachments Form

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (i.e., Word, Excel, images, etc.) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). **Flatten security-enhanced PDFs before uploading to Grants.gov.**

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 are more than 50 characters; if you use the same name for multiple files; or if 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 required components are missing or in the incorrect format. However, even if Grants.gov accepts and validates your application, it will be rejected by NEH if it is missing required components or is improperly formatted. **It is your responsibility to ensure that all attachments are within page limits and that all required components are properly formatted, attached, and submitted.**

Learn more about Adobe software compatibility with Grants.gov and ensure that your version of Adobe Acrobat Reader can be used to download, complete, and submit your application.

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your narrative.

The narrative must not exceed ten pages. Applicants whose narratives exceed ten pages will be rejected from further consideration. Name the file narrative.pdf.

Attachment 2: Budget justification (required)

Refer to the prior instructions on preparing your budget justification.

Name the file justification.pdf.

Attachment 3: Work plan (required)

Attach a work plan that includes a schedule of major fundraising and project milestones as described in the narrative, including any steps that have been accomplished to date. The work plan must reflect both the timeline for fundraising *and* project activities. You may present the work plan as a chart, in narrative form (with headings), or a combination of both.

Include a schedule with the anticipated start and finish dates and the number of months for each of the following critical milestones within the period of performance of the award: planning activities; facility or land purchase; construction planning and design; construction documents,

permits and/or variances; meeting [federal environmental and historic preservation requirements](#); contract procurement; site work, foundation, fabrication, material shipments, utilities and systems, fit-out, millwork and casework; additional design documents and permitting; purchase and installation of equipment, etc.

Ensure that dates and milestones in your work plan align with your period of performance and fundraising schedule. Build sufficient time into your work plan to account for an environmental and historic preservation review. You may not begin construction until these requirements are completed. The time required will vary based on the complexity of the project and other site-specific factors.

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

Attachment 4: Institutional profile (required)

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

1. Relevant facts and statistics about the institution or organization, including its:
   a. history
   b. mission statement
   c. governance and administration
   d. physical facilities (including whether structures are owned or leased by the applicant institution)
   e. humanities staff size and composition (including the percentage of all staff who are in the humanities)
   f. humanities collections (including the percentage of all collections that are in the humanities)
   g. accreditation or affiliation (if applicable)
2. Data on recent humanities activities, including:
   a. types and numbers of enrollments, programs, exhibitions, courses, and degrees awarded in the past two years
   b. percentage of total offerings that are in the humanities
   c. size and nature of audience or population served
   d. cost to participants (if any)
   e. evidence for the success of these humanities activities

For applications involving multiple institutional partners, only the applicant of record must provide an institutional profile.

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

The institutional profile has a suggested length of two pages. Name the file profile.pdf.

Attachment 5: Résumés for key personnel (required)

Include brief résumés for the project director and other staff with major responsibilities for the project. Include persons listed in the [budget justification](#), as well as key consultants to the project. List job or position descriptions for any staff who will be hired specifically to work on the project.

The suggested length for résumés is two pages per person. Name the file resumes.pdf.

Attachment 6: Letters of commitment or support (required)

Include letters of commitment or support from appropriate officials confirming the institution's commitment to the humanities activities and to meeting the requirements of the Challenge Grant. If your proposed project involves collaboration among multiple organizations, provide documentation such as a memorandum of agreement or letters of commitment that describe the partnership, roles, and responsibilities.

Other letters of support, such as from scholars in the field, community leaders, and participants in or beneficiaries of the humanities activities, may be included as appropriate. Letters of commitment should refer to the application for NEH support and must be signed and dated.

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

Name the file letters.pdf.

Attachment 7: Planning and design documents (recommended)

Include a **selection** of planning and design documents such as renderings and line drawings, collections assessment reports, and other pertinent materials that inform and guide the proposed activities. Drawings should clearly identify the proposed project components. Crop or reformat renderings and line drawings to fit the standard letter size (8 ½" x 11"). See H. Other Information for formatting guidance.

The selection of planning and design documents has a suggested limit of 10 pages. Name the file design.pdf.

Attachment 8: Site conditions (conditionally required)

If your project involves the development of final design or construction documents, or the execution new construction, expansion, alteration, renovation, repair, rehabilitation, or ground disturbing activities, you must include a description of the site, project, and potential anticipated environmental and historic preservation impacts of the project for NEH's review.

Include the following information (as applicable):

A. Site Conditions
   1. Does your organization own the property? If not, identify who owns the property and the arrangement by which you have use of the site.
   2. Identify the size of the project site, in terms of measured acreage or square units (i.e., 1.5 acres, 0.8 sq. km., etc.).
   3. Describe existing buildings and ancillary facilities (such as storage buildings, parking lots, etc.) on the project site (For each building and ancillary facility identify the age of construction, stories, height, total sq. feet or units).
   4. Provide a succinct description of the work to be supported with project funds (NEH and required matching funds). For example:
      The construction project involves renovation and expansion of the Weems Library, a four-story Arts and Crafts building with an original footprint of 5,000 SF, and total square footage of 18,250 sf. The building was constructed in 1910. The project will involve renovation of the original structure and demolition of a 2,000 SF addition, constructed in 1978. The addition will be replaced with new construction of a 4-story building with a 6,000 SF footprint, and adjacent parking lot with 100 spaces of 2,000

SF and a 4,000 SF storm water retention pond. Proposed total ground disturbance of the funded project is 12,000 SF.

5. What is the current zoning and land use surrounding site (include the code and brief description).
6. Will the project alter current land use? If so, what is the proposed zoning?
7. If the project involves the purchase, construction, or lease of new facilities (including temporary facilities and trailers), will it: substantially increase the capacity of an existing facility or be significantly greater in scope than other development taking place in the area?
8. Is physical work on the project already underway? If so, what work has occurred?

B. Historic Preservation Information

1. In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is it listed or eligible for listing in the National Register of Historic Places or is a National Landmark?
2. Does the project involve structures over 50 years old?
3. Will the project occur at, in, or near properties listed on or eligible for listing on the National Register of Historic Places?
4. Is the project located within or adjacent to any known federal, state, or local historic districts?
5. Will the project substantially change interior or exterior elements of a building?
6. Will the project involve ground disturbance, either temporary or permanent, of the surrounding property?
7. Will the project potentially encroach upon, change views to, or change noise levels around any historical, architectural, or archeological property, or properties with religious or significant context to Indian Tribes?
8. Are there any public concerns or controversy with respect to effects of the project on historic resources?

C. Environmental Conditions

1. Are there known environmental compliance requirements related to the real property (easements, existing site conditions)?
2. Will the project take place on a site where there is known or potential contamination of soil, surface water, or groundwater?
3. If the project includes renovation of an existing building or ground disturbing activities, has a Phase I Environmental Site Assessment been prepared for the property?
4. Describe the current vegetation on site (e.g. grasses, shrub, heavily wooded, etc.).
5. Will the project cause or increase soil erosion? Identify any streams/wetlands on site or adjacent to the site.
6. Are there wetlands or waters of the U.S. on or adjacent to the site? If yes, include an 8 1/2" x 11" excerpt of the [National Wetland Inventory Map](), state or local wetlands map, or site-specific wetlands map with this attachment.
7. Will the project include discharge into, or the filling or dredging of wetlands?
8. Is the project site located in either a 100-year or a 500-year floodplain (including new site features, such as new buildings, additions, fences, parking lots, signage, etc.), or will the project adversely impact flood flows, discharge stormwater, increase base flood levels or potentially support development in a floodplain? Include an 8 1/2" x 11"excerpt of the Flood Insurance Rate Map image from the [FEMA Flood Map Service Center]() with this attachment. Clearly mark the location of the facility and include the National Flood Insurance Program Panel Number.

9. Is the project located in a state that borders the Atlantic Ocean, Pacific Ocean, Great Lakes, Chesapeake Bay, or Gulf of Mexico? If yes, is your project located in the state's coastal zone?
10. Will the project convert significant agricultural lands to non-agricultural uses or impact Prime 3 Farmland Soils or Soils of Statewide Importance?
11. Will the project occurring near or likely to adversely affect a plant or animal species listed on the Federal or applicable State list of endangered or threatened species or a specific critical habitat of an endangered or threatened species?
12. Will the project adversely affect nesting bald eagles or migratory birds?
13. Will the project adversely affect a specifically designated Wildlife Refuge or Wilderness Area?
14. Will the project adversely affect a wild, scenic, or recreational river area or create conditions inconsistent with the character of the river? (A consideration for activities that are in or near any wild and scenic waterway including construction of stream/river crossings, intake structures, outfalls, etc.).
15. Will the project have significant adverse direct or indirect effects on park land, other public lands, or areas of recognized scenic or recreational value? (For example, how will the activity affect the view?)

D. Human environmental and controversy
1. Will the proposed project displace or relocate any businesses, or residents, including low-income or minority populations?
2. Will the project have disproportionately high and adverse effect on human health or environment, in particular minority or low-income populations within the vicinity of the project?
3. Are there any public concerns or controversy with respect to the project site, adjacent sites, or effects of the project on low income or minority populations, Indian Tribes, or historic, cultural, or environmental resources?
4. Are there other known controversies with the proposed project?

Name the file site.pdf.

Attachment 9: Explanation of delinquent federal debt (conditionally required)

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

Attachment 10: Additional supporting documentation (optional)

You may include other relevant documents to support the application, including materials that illustrate humanities activities, such as programming and/or exhibition materials, organizational brochures, or evaluation materials (metrics or survey documents). Your application may include links or URLs to relevant documents, webpages, or other materials.

If you propose to renovate leased property, you must submit a copy of the existing or proposed long-term lease agreement (the lease must extend at least five (5) years from the end of the proposed period of performance), the landlord or lessor's consent to the renovation, and the

landlord or lessor's agreement to the period of federal interest and to file a [Notice of Federal Interest](#) (as applicable).

If a Hispanic-Serving Institution of higher education is unable to verify its status as an HSI by consulting the most recent Eligibility Matrix, include a PDF of a 2021 or 2022 letter or other document from the Department of Education, certifying Title III and Title V eligibility.

Additional supporting documentation has a suggested limit of 10 pages. Merge all relevant materials into a single, flattened PDF and name the file documentation.pdf.

3. Unique Entity Identifier and System for Award Management

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

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

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

You should allow several weeks to register with SAM and Grants.gov. If you fail to allow sufficient time to register, you will not be eligible for a deadline extension or waiver of the online submission requirement.

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.

System for Award Management (SAM)

Your organization must register with the [System for Award Management (SAM)](#) and maintain active SAM registration with current information at all times during which you have an active federal award or an application under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR § 25.110(b)](#) or [(c)](#), or has an exception approved by the agency under [2 CFR § 25.110(d)](#)). SAM will assign your organization a [Unique Entity Identifier](#).

When registering or renewing in SAM, you will review and agree to the Financial Assistance Certifications, as in accordance with [2 CFR § 200.209](#).

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

Grants.gov

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

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

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

Consult the [Grants.gov Online User Guide](#) if you have questions. Grants.gov maintains [a library of instructional videos](#) which may be helpful as you prepare your application.

4. Submission Dates and Times

Drafts

Program officers will review draft proposals submitted by April 6, 2022, 11:59 p.m. Eastern Time for applications intended for the May 17, 2022, deadline and August 17, 2022, 11:59 p.m. Eastern Time for applications intended for the September 27, 2022, deadline. Late drafts will not be reviewed.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft proposal, send a narrative, preliminary work plan, and preliminary budget as attachments to challenge@neh.gov.

Applications

There will be two deadlines under this notice:

- May 17, 2022, 11:59 p.m. Eastern Time
- September 27, 2022, 11:59 p.m. Eastern Time

Applications must be complete, follow 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.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your Grants.gov application status](#).

When NEH receives your application, the agency will assign it a tracking number beginning with CHA-. A tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). NEH will notify you via email if a technical problem is detected. It is your responsibility to correct any errors prior to the deadline.

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

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under Executive Order 12372.

6. Funding Restrictions

Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

Federal matching funds and required third-party non-federal gifts under this notice may not be used for the following purposes:

- indirect costs
- routine operating costs
- fundraising costs in excess of 10 percent of total project costs
- interpretive activities related to museum and gallery renovation, temporary exhibitions, or installation projects
- construction projects for spaces whose primary use is for the creation or performance of art
- fellowships, scholarships, or stipends
- obtaining sources of project financing other than fundraising, such as loans, tax credits, etc.
- repayment of debt such as mortgages, liens, or loans
- abandoned plans (i.e., costs associated with a design that will not be used to construct the building)
- architectural and engineering fees for work that is not within the scope of the approved project
- cost plus a percentage of cost and percentage of construction cost methods of contracting
- purchase or lease of vehicles
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

See 2 CFR 200 Subpart E - Cost Principles for other unallowable costs.

See H. Other Information for a list of related funding opportunities.

E. Application Review Information

1. Review Criteria

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

1. Humanities significance and audience
- In what ways are the institution's current and proposed building, site, collections, activities and/or programs significant for the advancement of the humanities?
- Who are the identified audiences served, and how will they benefit from the outcomes of the capital project over the long term?

2. Long-term impact and institutional commitment
- How well is the proposed project aligned with and integrated into long-range institutional planning?
- How strong is the institution's commitment to the project and its expected outcomes?
- If partners are identified, are they appropriate and committed to the project?

3. Project plans
- Is the project advanced and thought through well enough to be realistic and feasible?
- Are the work plan and budget convincing?
- Has the compliance with applicable federal, state, and local regulations been taken into appropriate consideration?

4. Fundraising plans
- To what extent do the institution's organization, resources, and history of fundraising suggest that it will be able to conduct a successful campaign to meet the requirement to raise third-party non-federal gifts?
- Is the timeline and plan for fundraising realistic and aligned with the capital project?
- Are the prospective sources of funding promising and realistic?

5. Project and fundraising teams
- Does the project team possess the appropriate expertise and cover all the necessary aspects of the proposed activities?
- Does the fundraising team possess the appropriate expertise and cover all the necessary aspects of the proposed activities?

6. Project outcomes and their sustainability
- Are the proposed outcomes and deliverables reasonable and aligned with the budget and work plan?
- To what extent will the project, as described, help the applicant achieve its long-term goals for work in the humanities?
- How compelling are the institution's plans to sustain the project outcomes in the long term?

2. Review and Selection Process

NEH staff will review all applications for eligibility, completeness, and responsiveness. Complete applications from eligible applicants will be reviewed by experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs peer reviewers to evaluate applications according to the review criteria in this notice. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff will comment on matters of fact or on significant issues not addressed by peer reviews, then will make recommendations to the National Council on the Humanities. The National Council meets at least twice annually to advise the NEH Chair. The Chair considers the

advice provided by the review process and, by law, makes all funding decisions. [Learn more about the NEH review process](#).

3. Assessment of Risk and Other Pre-Award Activities

NEH will assess applications that receive a favorable review for past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements, as well as other considerations.

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

NEH assesses risk and monitors performance and compliance throughout the offer and award period. Failure to raise and certify third-party non-federal gifts and meet the conditions of the offer may result in withdrawal of the offer, which is not subject to appeal.

After reviewing applicable information, the NEH Office of Grant Management will determine if an award can be made, if special conditions are required, and the appropriate level of funding. NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR § 200.206](#)).

Award decisions are discretionary and are not subject to appeal to any NEH official or board.

NEH will consider information about your organization that is in the [Federal Awardee Performance and Integrity Information System (FAPIIS)](#). FAPIIS is a database that contains information to support award decisions as required by the [Federal Acquisition Regulation](#). You may comment on information provided by federal awarding agencies about your organization. NEH will review FAPIIS when assessing your organization's integrity, business ethics, and record of performance under federal awards, as described in [2 CFR § 200.206](#). Per [2 CFR § 200.213](#), NEH will report determinations that an applicant is not qualified to FAPIIS. NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR § 200.206](#)).

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in December 2022 (for proposals submitted for the May 17, 2022, deadline) or April 2023 (for proposals submitted for the September 27, 2022, deadline).

The NEH Office of Grant Management will send offers to successful applicants through eGMS Reach. An offer is not an award or a guarantee of an award. The offer formally communicates NEH's recommended level of funding for the project and the conditions the applicant must meet before NEH issues its award.

An offer is not an authorization to begin capital project activities or incur related costs. See [F2. Administrative and National Policy Requirements](#).

Applicants may request evaluations of their applications by emailing challenge@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

The NEH Office of Grant Management will issue award documents to recipients through eGMS Reach once all regulatory requirements are met and the recipient certifies eligible third-party non-federal gifts.

2. Administrative and National Policy Requirements

Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued January 1, 2022 or later)](#), [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#), and the specific terms and conditions in the offer letter and Notice of Action.

These requirements apply to both the NEH federal matching funds and third-party non-federal gifts.

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

NEH-supported Infrastructure and Capacity Building Challenge Grants: Capital Projects must be reviewed under Section 106 of the National Historic Preservation Act of 1966 (NHPA) ([54 U.S.C. § 306108](#)) and the National Environmental Policy Act of 1969 (NEPA) ([*42 U.S.C. § 4321, et seq*](#).) when the proposed project involves:

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

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

Review NEH's [Section 106 and NEPA guidance](#) to familiarize yourself with the Section 106 process.

Build America, Buy America

Pursuant to the Build America, Buy America Act ([Pub. L. 117-58 § 70901, *et seq.*](#)), beginning May 14, 2022, NEH may not obligate funds for a project involving construction, renovation, or facility infrastructure (such as the [Infrastructure and Capacity Building Challenge Grants](#) or the [Sustaining Cultural Heritage Collections](#) programs) unless all of the iron, steel, manufactured products, and construction materials that the project uses are produced in the United States.

These requirements must be included in all subawards, contracts, and purchase orders for work or products under this notice.

Davis-Bacon Act and related labor requirements

Construction or renovation projects funded, in whole or in part, by federal funds, are subject in their entirety to the Davis-Bacon Act as amended ([40 U.S.C. § 3141, *et seq.*](#)). The recipient must furnish assurances to the Secretary of Labor that all laborers and mechanics employed by contractors or subcontractors on NEH-supported construction projects will be paid wages at rates that are not less than those prevailing on similar construction in the locality, as determined by the Secretary of Labor. [Learn more about Davis-Bacon and related acts](#).

Federal interest requirements

To protect the federal interest in real property that has been purchased, constructed or has undergone major renovation with NEH funds, recipients awarded more than $500,000 must record a Notice of Federal Interest (NFI) in the appropriate official records of the jurisdiction in which the property is located. Other administrative and legal expenses include filing fees for recording a Notice of Federal Interest against the property in the local land records office, if applicable (see [2 CFR § 200.316](#) and [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#)), the costs of bid advertising, and insurance costs. See [2 CFR § 200.447](#).

Native American Graves Protection and Repatriation Act of 1990

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

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

NEH-funded Infrastructure and Capacity Building Challenge Grants: Capital Projects must comply with all applicable government-wide laws and requirements. See the [General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued January 1, 2022 or later)](#) and [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#). See [2 CFR Part 200 Appendix 2 — Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#).

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH strives to make the products of its awards available to the broadest possible audience. NEH's goal is for scholars, educators, students, and

the American public to have ready and easy access to the wide range of award products. All other considerations being equal, NEH gives preference to those that provide free access to the public.

Recipients 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*.

Debarment, suspension, ineligibility, and voluntary exclusion certification

You must comply with 2 CFR §§ 180.335 and .350 with respect to providing information regarding debarment, suspension, and related offenses, as applicable.

- The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- Failure to make required disclosures can result in any of the remedies described in 2 CFR § 200.339, including suspension or debarment. See 2 CFR 180 and 3369.

If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in Attachment 9: Explanation of delinquent federal debt.

Acknowledging NEH support

All materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult the *Acknowledgment and Publicity Requirements for NEH Awards* and *Publicizing Your Project* pages on the NEH website for guidance on acknowledging NEH support and promotion.

If the project includes renovation or construction activities, the building or site should prominently display a plaque or other permanent sign acknowledging NEH's support. If NEH's award contributed to a broader fundraising campaign, the recipient must include NEH in any published list of donors to that campaign related to the NEH-supported project.

When appropriate, the recipient should include the term "humanities" in the names of galleries, classrooms, library rooms, and other named spaces that the recipient built or renovated with award funds. The recipient should consult with its NEH program officer about how to acknowledge NEH in a name or title.

Subrecipient monitoring requirements

Per 2 CFR § 25.300, recipients may only issue subawards with federal funds to organizations that have obtained and provided to the recipient a 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.

Recipients must monitor subrecipients to ensure that subawards are used for authorized purposes, comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and that performance goals are achieved. Recipients must ensure that subrecipients track, appropriately use, and report program income generated by the subaward. See 2 CFR § 200.332 for information that must be included in subaward agreements.

Program income

All program income generated as a result of awarded funds must be used for approved project-related activities. The program income alternative applied to the award(s) under the program will be addition. Post-award requirements for program income can be found at [2 CFR § 200.307](#).

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

Recipients must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an annual basis.

2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report on an annual basis.

3.) **Final Reports**. Recipients must submit a final financial report, a final performance report, and a final certification report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance.

4.) **Real Property Status Report**. If applicable, recipients using NEH funds to purchase land or buildings, or for new construction, expansion or major renovations must submit the Real Property Status Report (SF-429-A, General Reporting) annually during the period of performance and the five-year post-award period covered by the Notice of Federal Interest.

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

6.) **Certification of Matching Gifts for NEH Challenge Grants** –Recipients must submit a Certification of Matching Gifts for NEH Challenge Grants form to certify non-

federal third-party non-federal gifts by July 31 of each year during the period of performance until the total amount of required gifts have been met. Recipients may also certify gifts up to three times a year to release all or part of that year's federal funds or simply to fulfill any portion of the matching requirement. See Administration of NEH Challenge Infrastructure and Capacity Building Grants for information on certifying gifts.

Learn more about performance reporting requirements and financial reporting requirements.

G. Agency Contacts

If you have questions about the program, contact:

Office of Challenge Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8309
challenge@neh.gov

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

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

If you have questions about NEPA and NHPA, contact:

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

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 800-877-8399.

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: 1-866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov Applicant Support, 24 hours a day, 7 days a week, excluding federal holidays. at:

Grants.gov Applicant Support
Telephone: 1-800-518-4726
International Calls: +1-606-545-5035

Always obtain a case number when calling for support.

H. Other Information

Specifications for renderings and line drawings

Line drawings and renderings must be formatted to fit on standard letter size (8 1/2" x 11") paper format. There are no requirements for borders or specific font type or size.

Floor plans must be legible, with the scale clearly indicated on each page, and indicate the location of equipment and workspace. If applicable, submit drawings of the existing and proposed space.

The drawings must indicate:

- functional layout of the entire area
- size dimensions, function, and the net and gross square feet for each room
- location of the proposed construction/renovation area in the existing building (including building name/address and the floor(s) affected) with affected/renovated areas clearly marked
- changes or additions to the existing building and systems; notes that annotate these changes may be made directly on the plan
- functional layout of the proposed facility

Clearly indicate the size (dimensions and square footage of each space) that will be supported by the project.

Although the line drawings do not count toward the page limits, do not include additional text unrelated to the information requested in the instructions above.

Related funding opportunities

If you are seeking support for public programming, exhibitions, and museum interpretive projects, you should consider applying to the Public Humanities Projects program.

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

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. § 951, *et seq*. Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take

appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice ("SORN") published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

Application completion time

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

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.