



**Notice of Funding Opportunity**

**Sustaining Cultural Heritage Collections**

Funding Opportunity Number: 20250110-PF

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.149

**Application Deadline: January 10, 2025**

Applicants to NEH for awards with expected issuance dates on or after October 1, 2024, should be aware of revisions to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) effective from that date. All NEH awards issued on or after October 1, 2024, will be subject to the revised regulations. You may incorporate these changes into your applications now. Additional information is available at <https://www.neh.gov/grants/manage/2024-Revisions-to-2-CFR-200>.

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

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

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

# Executive Summary

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

Funding Opportunity Title	Sustaining Cultural Heritage Collections
Funding Opportunity Number	20250110-PF
Federal Assistance Listing Number	45.149
Deadline for Optional Draft	December 5, 2024, 11:59 p.m. Eastern Time
Application Deadline	January 10, 2025, 11:59 p.m. Eastern Time
Anticipated Award Announcement	August 2025
Anticipated FY 2025 Funding	Approximately \$2,000,000
Estimated Number and Type of Awards	Approximately 15 grants per deadline (including all levels of funding)
Award Amounts	<p>Planning: up to \$50,000            Implementation, Level I: up to \$100,000            Implementation, Level II: up to \$350,000</p> <p>Organizations located in a non-contiguous state or jurisdiction, including AK, HI, PR, GU, AS, VI, and NMI may request up to an additional \$10,000 for Planning, \$20,000 for Implementation Level I, and \$70,000 for Implementation Level II to cover increased consultants’ travel costs as well as shipping and material costs.</p>
Cost Sharing/Match Required	No
Period of Performance	<p>Planning: up to two years            Implementation, Level I: up to two years            Implementation, Level II: up to three years</p> <p>Projects must start between October 1, 2025, and January 31, 2026.</p>
Eligible Applicants	<ul style="list-style-type: none"> <li>• nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code</li> <li>• accredited institutions of higher education (public or nonprofit)</li> <li>• state and local governments and their agencies</li> <li>• federally recognized Native American Tribal governments</li> </ul> <p>See <a href="#">C. Eligibility Information</a> for additional information.</p>

Program Resource Page	<a href="https://www.neh.gov/grants/preservation/sustaining-cultural-heritage-collections">https://www.neh.gov/grants/preservation/sustaining-cultural-heritage-collections</a>
Pre-Application Webinar	<a href="#">SCHC Webinar Registration</a>
Published	October 4, 2024
Updated	October 17, 2024 (added webinar registration link)

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# A. Program Description

## 1. Purpose

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

The SCHC program supports environmentally sustainable preventive care strategies to reduce energy consumption and costs and to strengthen institutional resiliency in the face of increased risks due to global climate change. The program helps cultural heritage institutions (libraries, archives, museums, and historical organizations) meet the complex challenge of preserving diverse holdings of humanities collections for future generations.

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

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

To plan and implement environmentally sustainable preventive care, reduce carbon emissions, and increase resiliency against disasters and risks due to a changing climate, you should consider the various available guidelines for sustainable preventive care, methods for reducing energy use, and climate disaster mitigation methods (applying methods and strategies that best suit your collection, building, and local climate). See [Section H, Applicant Resources](#). You should also consider:

- the collection materials and associated risks and vulnerabilities due to disasters, climate change, and natural aging;
- the environmental impact of maintaining a preservation environment for collections by evaluating current and desired environmental conditions of the collection storage and/or display spaces;
- avoiding blanket environmental conditions for all objects;
- using passive methods and low energy solutions to improve the preservation environment of collections;
- the thermal and moisture buffering capacity of the building envelope housing the collection against external environmental conditions, and;

- the embodied carbon (the greenhouse gas emissions associated with extraction, production, transport, and manufacturing) and life cycle assessment (framework that accounts for all impacts of a product, from raw material extraction through the end of the product's life) of materials used for building renovations and housing collections favoring regenerative materials that have low or negative impacts on the environment.

### **Additional considerations for non-contiguous states and jurisdictions**

If your organization is located in a non-contiguous state or jurisdiction, including AK, HI, PR, GU, AS, VI, and NMI, you may request up to an additional \$10,000 for Planning, \$20,000 for Implementation Level I, and \$70,000 for Implementation Level II to cover increased travel costs for consultants from outside your state or jurisdiction and/or increased shipping and material costs for preservation furniture, housing supplies, HVAC equipment, and building material compared with costs in the 48 contiguous states and the District of Columbia. Additional funds may not be used for salary or labor.

### **Project Teams**

SCHC Planning and Implementation Level II projects require a collaborative, multidisciplinary professional team appropriate to the level of funding requested and goals of the project. The team may consist of consultants and contracted professionals and should include members of your institution's staff. Team members might include cultural heritage professionals knowledgeable in environmentally sustainable preventive care strategies and/or disaster preparedness, architects, building engineers, conservation scientists, conservators, curators, and facilities managers, among others. While Implementation Level I projects do not require multidisciplinary teams, the project team should have relevant expertise to meet the goals of the project. **All SCHC projects must include a preservation/conservation professional who works with cultural heritage collections on the project team.** You must identify all members of the team in the application, and they should work collaboratively throughout the planning and implementation processes.

### **Funding categories**

The SCHC program offers three levels of funding: [Planning](#), [Implementation Level I](#), and [Implementation Level II](#).

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

Before applying to any level of this program, you should have established an environmental monitoring program (collecting temperature and relative humidity data) and completed a basic preservation assessment or conservation assessment that identified preservation challenges, risks, and priorities. You may also consider developing a collection management plan, a preservation plan, an emergency plan, and/or a climate action plan prior to applying.

If you have not yet completed initial assessments and planning to address long-term collection care needs in an environmentally sustainable manner, you may wish to consider other NEH programs, such as [Climate Smart Humanities Organizations](#) or [Preservation Assistance Grants for Smaller Institutions](#). If you are requesting funding for preservation activities, supplies, or equipment of a total cost of \$10,000 or less, consider applying to the [Preservation Assistance](#)

[Grant program](#). You may email [preservation@neh.gov](mailto:preservation@neh.gov) to consult with a program officer about which award is best for your project. See [Related funding opportunities](#).

The SCHC program does **not** support new construction or facility expansion. You may not use grant funds to install climate control, security, storage equipment, or fire protection systems in a building under construction or newly constructed but not yet in use. Implementation projects, both Level I and Level II, may cover costs associated with building alterations and renovations necessary to implement environmentally sustainable preventive care measures for collection spaces. Awards may support planning or implementing the rehousing and movement of collections into a new building *if* the primary purpose of the move advances institutional environmental sustainability and/or resilience. Implementation Level I and II projects must be at a stage of schematic design when you submit the application.

## Planning

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

You might use a Planning award to plan, study, evaluate, examine, measure, and/or test:

- collection space temperature and relative humidity targets considering environmentally sustainable guidelines
- passive (nonmechanical) and low-energy systems for managing environmental conditions such as:
  - preservation microclimates
  - collection space and/or building envelope thermal and moisture buffering performance
  - collection space and/or building envelope air leaks
  - natural ventilation methods
- actively managed mechanical systems to achieve desired conditions along with energy and cost savings, such as:
  - adjusting the operating protocols for climate control systems (planned shutdowns, setbacks, seasonal setpoints)
  - reducing outside air intake
  - adjusting fan speeds
  - recommissioning or tuning small-scale climate control systems
  - replacing components of HVAC systems
  - energy consumption and greenhouse gas emissions
- installation of on-site renewable energy sources
- lighting collection spaces that protect collections while improving energy efficiency and reducing heat load
- institutional resilience in the face of disasters resulting from current and future effects of climate change or other disasters such as:
  - risk assessment and mitigation
  - building performance during extended power outages or other emergency situations
  - landscaping to mitigate risks to buildings holding collections

## Implementation Levels I and II

The Implementation Level I category provides funding to implement environmentally sustainable preventive care projects that address specific, discrete preservation challenges that have been identified through an assessment. Level I awards support projects that derive from a

general preservation needs assessment, risk assessment, or other targeted collections assessment conducted by internal or consulting professionals who have identified preservation challenges and priorities and prepared an assessment report or summary. You should apply for this level of funding if you are ready to implement small-scale environmentally sustainable preventive care measures as a result of such assessments. These awards are up to \$100,000 for a period of performance of up to two years.

The Implementation Level II category provides funding to implement environmentally sustainable preventive care projects. Projects may address large or multifaceted preservation challenges that have been identified through assessments. Projects must be informed by a planning phase conducted by a multidisciplinary collaborative professional team appropriate to the goals of the project such as architects, HVAC engineers, building engineers, lighting specialists, conservators, curators, facilities managers, and specialists in environmentally sustainable preventive care and/or disaster preparedness. These awards are up to \$350,000 for a period of performance of up to three years.

The primary differences between Implementation Level I and Implementation Level II are:

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

You might use an Implementation Level I or II award to implement, upgrade, install, and/or improve:

- passive (nonmechanical) and low-energy systems for managing environmental conditions to reduce risk and/or improve energy efficiency, and allow for greater temperature and relative humidity ranges in building-wide spaces such as:
  - improving the thermal and moisture performance of a building envelope by installing, UV blocking window filters or shades, sealing windows and doors, sealing ducts, weatherproofing, insulation, or vapor barriers
  - reorganize collections by material type, locating more vulnerable collections in spaces that are more naturally stable
  - create preservation microclimates for vulnerable collections
- actively managed mechanical systems to achieve desired conditions along with energy and cost savings such as:
  - building automation systems to enable more active management of heating, ventilating, and air conditioning (HVAC) systems to improve energy efficiency
  - HVAC systems or components to improve energy efficiency
- renewable energy systems such as:
  - solar panels
  - heat pumps
  - geothermal
- lighting systems and controls to achieve energy efficiency and light levels suitable for collections
- institutional resiliency in the face of disasters resulting from current and future effects of climate change or other disasters such as:
  - improve security



- building and landscaping improvements to protect collections from fire, floods, pollutants, and other disasters
- storage systems to rehouse vulnerable collections

## **Program Outcomes and Outputs**

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

- plans and specifications to reduce energy consumption and costs
- energy reduction test data
- environmentally sustainable collections management and preventive care plans
- assessments, reports, and/or modification plans for the building envelope
- and installation plans for climate control, lighting, security, and other building systems
- assessments, reports, and/or modification of collections storage systems
- plans to improve resiliency against disaster

The outcomes of a successful [Implementation Level I](#) or [Implementation Level II](#) award may include, but are not limited to:

- improved collections storage or display environment
- effective microclimates for vulnerable collections objects
- reduced energy consumption and costs
- improved lighting systems
- improved security
- reduced risk from disasters
- resiliency against climate change risks

You will describe your project outputs, and how they would support the overall purpose of the SCHC program, in the Project results and dissemination section of [Attachment 1: Narrative](#). If you receive an award, NEH will assess your performance based on the outputs you identify in the proposal. See [F3. Reporting](#).

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

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

## **Compliance with Federal Regulations Regarding Building Modifications**

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

- National Environmental Policy Act of 1969 (NEPA) ([42 U.S.C. § 4321, et seq.](#))

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

**You should include the costs of compliance with these laws and build sufficient time into your project workplan to account for a potentially lengthy review period if NEH decides to fund your application.** See section [F2. Administrative and National Policy Requirements](#) for additional details.

## 2. Background

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

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

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

[Learn more about NEH.](#)

### NEH Areas of Interest

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

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

### **American Tapestry: Weaving Together Past, Present, and Future**

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

humanities projects that align with these three themes – strengthening our democracy, advancing equity for all, and addressing our changing climate – the *American Tapestry* initiative seeks to tell our country’s history in all its complexity and diversity.

## **United We Stand: Connecting Through Culture**

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

NEH especially welcomes projects that preserve and extend the reach of collections chronicling Muslim American and/or Jewish American experiences, including the history of Islamophobia and/or antisemitism in the United States.

## **NEH’s Support for the Federal Indian Boarding School Initiative**

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

## **B. Federal Award Information**

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

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

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

#### **Award amounts**

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

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

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

These totals include the sum of direct and indirect costs.

If your organization is located in a non-contiguous state or jurisdiction including AK, HI, PR, GU, AS, VI, and NMI you may request up to an additional \$10,000 for Planning, \$20,000 for Implementation Level I, and \$70,000 for Implementation Level II to cover increased travel, shipping, and material supply costs from outside the state or jurisdiction. Additional funds may not be used for salary or labor costs.

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

NEH will not determine the exact amount available for funding until Congress makes official appropriations for FY 2025. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

## **Period of performance**

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

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

You may request a period of performance start date between October 1, 2025, and January 31, 2026.

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

## **C. Eligibility Information**

### **1. Eligible Applicants**

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

- a [nonprofit organization recognized as tax-exempt under section 501\(c\)\(3\) of the Internal Revenue Code](#)
- an [accredited institution of higher education](#) (public or nonprofit)
- a state or local government or one of their agencies
- a [federally recognized Native American Tribal government](#)

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

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

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

## 2. Cost Sharing

NEH does not require cost sharing in this program unless you request federal matching funds. Cost sharing refers to project costs that are covered with non-NEH funds. NEH distinguishes between two types of cost sharing: voluntary cost sharing and federal matching funds.

### Voluntary cost sharing

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

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

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

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

### Federal matching funds

You may request a portion of the award amount in federal matching funds to leverage third party funding. Funds to satisfy a matching requirement must be from sources outside of the applicant institution (a third party) consistent with the [NEH Federal Matching Funds Guidelines](#). If you request federal matching funds, you must raise third-party non-federal gifts dollar-for-dollar.

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

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

If NEH selects your project for funding, you must raise and certify all eligible gifts and pledges by six months prior to the end of the period of performance. NEH advises applicants who are requesting matching funds to consider a period of performance that allows adequate time to raise and certify funds. If you fail to certify required gifts by the deadline and do not request an extension, by the end of the offer period, the matching funds offer may be withdrawn. See [NEH Federal Matching Funds Guidelines](#).

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

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

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

### 3. Other Eligibility Information

You may submit multiple applications for separate and distinct projects under this notice. An individual may serve as project director for multiple proposed projects under this notice.

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

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

Per [2 CFR § 200.403\(f\)](#), you must not include the same project costs in more than one application for federal funding or approved federal award budget. If one application to NEH is pending, a second application for the same project costs, even if to a different program, may be ruled ineligible. However, you may submit multiple proposals for **complementary** aspects of the same overall project. If you are submitting complementary proposals to other NEH programs or government agencies, specify when and to whom in the [Supplementary Cover Sheet for NEH Grant Programs](#). NEH may disallow costs or reject applications that include overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

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

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

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

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

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



## 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 20250110-PF. There is also a link on the [program resource page](#).

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

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

Contact [preservation@neh.gov](mailto:preservation@neh.gov) to request a paper copy of this notice.

### 2. Content and Form of Application Submission

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

#### Application formatting

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

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

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

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

#### Application Component Table

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

- **Required:** You must submit this component.
- **Conditionally required:** You must submit this component if your proposal meets the specified conditions.
- **Recommended:** NEH encourages, but does not require, you to submit this component.
- **Conditionally required for recipients:** You are encouraged but not required to submit this component when you apply. You must submit it if you receive an award if your proposal meets the specified conditions.

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

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

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

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

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

Application Component	File Name	Designation	Page limit
<b>Attachments</b>			
<a href="#">1: Narrative</a>	narrative.pdf	Required	10 pages for Planning and Implementation, Level I projects; 12 pages for Implementation, Level II projects (see narrative instructions) (mandatory)
<a href="#">2: Work plan</a>	workplan.pdf	Required	2 pages (suggested)
<a href="#">3: List of personnel</a>	personnel.pdf	Required	
<a href="#">4: Résumés</a>	resumes.pdf	Required	2 pages each (suggested)
<a href="#">5: History of awards</a>	history.pdf	Recommended	1 page (suggested)
<a href="#">6: Assessments and studies</a>	assessments.pdf	Recommended	
<a href="#">7: Technical specifications</a>	specifications.pdf	Recommended	
<a href="#">8: Letters of commitment and support</a>	letters.pdf	Recommended	
<a href="#">9: Site conditions</a>	site.pdf	Recommended for applicants (Conditionally required for recipients – <a href="#">see description</a> )	



<a href="#">10: Build America, Buy America assurance</a>	assurance.pdf	Recommended for applicants (Conditionally required for recipients – <a href="#">see description</a> )	
<a href="#">11: Subrecipient budget(s)</a>	subrecipient.pdf	Conditionally required	
<a href="#">12: Federally negotiated indirect cost rate agreement</a>	agreement.pdf	Conditionally required	
<a href="#">13: Explanation of delinquent federal debt</a>	delinquentdebt.pdf	Conditionally required for recipients	
<b>Grants.gov forms</b>			
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>		Required	
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>		Required	
<a href="#">Project/Performance Site(s) Location Form</a>		Required	
<a href="#">Research and Related Budget and Budget Justification Attachments Form</a>		Required	
<a href="#">Certification Regarding Lobbying</a>		Conditionally required for recipients	
<a href="#">Standard Form-LLL “Disclosure of Lobbying Activities”</a>		Conditionally required for recipients	

## Application Components: Attachments

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

### Attachment 1: Narrative (required)

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

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

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

## **Introduction (aligns with [criteria 1 and 2](#))**

Provide an overview of your proposed project and explain how it fits into your institution's preservation priorities and environmental sustainability goals.

Provide a brief profile of your organization. Include your institutional history and mission, a summary of collections, the collection's relevance to your institution's mission, and identify plans or policies that guide the collections' development. Also include a brief discussion of your institution's facilities specifying whether your organization owns or leases the facilities, number of staff, and operating budget. Describe your institution's size and capacity, and the appropriateness of engaging in activities at the requested level of funding.

Briefly explain how your project addresses environmentally sustainable preventive care strategies and/or resiliency to disasters as a result of climate change or human activity. Discuss how your project meets municipal, state, or federal decarbonization guidelines, if applicable.

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

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

## **Institutional and Project History (aligns with [review criteria 2 and 4](#))**

Describe the current level of administrative and intellectual control of the collections. Provide a brief overview of preventive care practices and policies at your institution. For example, identify policies, practices, and systems to manage environmental conditions, provide appropriate storage, and protect collections from fire, pollutants, theft, pests, and other disasters. Explain how the proposed project relates to any institutional environmental sustainability or climate change resiliency initiatives such as your strategic plan, decarbonization goals, climate action plan, preservation plan, or other long-range planning efforts.

Discuss previous preservation actions, research, assessments, planning, or specialized studies that are directly relevant and that lay a foundation for the proposed project. This may include general preservation or conservation assessments, risk assessments, environmental monitoring programs, energy assessments, specialized consultations, and results of multidisciplinary collaborative professional team planning. Describe the findings of these activities in detail and how it informs the proposed project. Include in the discussion a description of the collections' present condition and define the preservation challenges and risks that the project would address. You may include written reports and visual documentation in [Attachment 6: Assessments and studies](#) to illustrate the preservation problems you identify in this section.

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

## **Methods and Standards, Sustainability and Resiliency (aligns with [review criteria 2 and 3](#))**

For both Planning and Implementation projects, explain and justify the proposed methods and procedures in detail. Discuss how you will explore or employ environmentally sustainable preventive care strategies and what research, standards or guidelines, and practices provide a

basis for the project. Describe how you will collect data to assess the effectiveness of the environmentally sustainable preventive care strategies implemented (i.e., conditions, energy use, cost). Describe how the project will improve the preservation environment of the collection, reduce energy usage, reduce energy costs, and/or improve resiliency against disasters.

### **For Planning and Implementation II projects**

Discuss the knowledge and skills that the collaborative multidisciplinary planning team needs, explain how you have assembled the team, and discuss the ways in which the team will collaborate to meet project goals.

### **For Planning projects**

Show how the project's framework and methods relate to the expected outcomes. Describe any planned testing, modeling, or project-specific research, and explain how such activities could help you identify environmentally sustainable preventive care strategies.

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

### **For Implementation projects to rehouse and improve collections storage**

Describe the methods and materials you will use to rehouse the collections and discuss the development of the storage plan. Explain how the proposed project will support institutional environmental sustainability and/or long-term institutional resilience in the face of emergencies. As applicable, refer to institutional, regional, and/or national disaster plans and/or networks. If the project involves the movement or relocation of collections, explain the current levels of intellectual and physical control and how collections will be safely moved or relocated.

### **For Implementation projects to improve and manage collection environmental conditions**

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

### **For Implementation projects to improve resiliency against disaster**

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

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

Provide the names, qualifications, and expected contributions of each member of the project team, including consultants. If consulting or contracting team members have not been selected, discuss the desired qualifications and how you will identify or select qualified individuals.

## Project Results and Dissemination (aligns with [review criterion 6](#))

Summarize the project’s expected [outcomes](#) and outputs and how they will support the overall purpose of the SCHC program. For Planning projects, describe expected next steps. For Implementation projects, explain how the preservation improvements could strengthen your institution’s work in the humanities and reach institutional goals of reducing energy usage, reducing energy costs, and/or improving resiliency against disaster.

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

Name your file narrative.pdf.

<b>Narrative Alignment</b>	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
<b><a href="#">Narrative Section</a></b>	<b><a href="#">Review Criteria</a></b>
<a href="#">Introduction</a>	<a href="#">1, 2</a>
<a href="#">Significance of collections</a>	<a href="#">1</a>
<a href="#">Institutional and Project History</a>	<a href="#">2, 4</a>
<a href="#">Methods and standards</a>	<a href="#">2, 3</a>
<a href="#">Project team</a>	<a href="#">4</a>
<a href="#">Project results and dissemination</a>	<a href="#">6</a>

## Attachment 2: Work plan (required)

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

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

Include sufficient time in your work plan for a review period for potential or anticipated adherence to laws that may pertain to your project, such as the National Environmental Policy Act of 1969 and Section 106 of the National Historic Preservation Act of 1966. We suggest at least four months for review. (See [F2. Administrative and National Policy Requirements](#)).

This attachment has a suggested limit of two pages. Name the file workplan.pdf.

### **Attachment 3: List of personnel (required)**

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

Name the file personnel.pdf.

### **Attachment 4: Résumés and job descriptions (required)**

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

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

### **Attachment 5: History of awards (optional)**

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

This attachment has a suggested limit of one page. Name the file history.pdf.

### **Attachment 6: Assessments and studies (recommended)**

Include assessments or specialized studies that are directly relevant to the proposed project (for example, preservation or conservation assessment reports, a study of current environmental conditions, a preliminary design report that provides a description of the systems to be installed to protect the collections, or an analysis of storage conditions and requirements). For more general studies, we suggest that you submit summaries rather than full reports. You may also include hyperlinks to online versions of such studies, but reviewers are not required to follow hyperlinks, and not all reviewers read the applications online.

Include institutional plans and policies that directly support your proposed project. When possible, present summaries or pertinent excerpts.

Name the file assessments.pdf.

### **Attachment 7: Technical specifications (recommended)**

Include technical specifications for building envelope improvements, equipment, or systems. Attach product data and specifications for proposed materials, equipment, and systems. For Implementation projects involving the renovation or repurposing of existing space, include technical renderings, architectural drawings, or floor plans of the area in which work will occur.

For storage space modifications include plans indicating square footage and the layout of cabinets and shelving.

Name the file specifications.pdf.

### **Attachment 8: Letters of commitment and support (recommended)**

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

Include letters of support (preferably no more than three) from experts in the proposed project's subject area, the proposed methodology, or the technical plan. Authors of letters of support will not review your submitted proposal. Letters of support should not come from project participants or employees of the applicant institution. Elected government officials, NEH staff, and current members of the National Council on the Humanities may not serve as letter writers.

Letters of commitment should come from project participants outside of your institutions such as consultants and/or contractors.

Name the file letters.pdf.

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

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

For projects that include the above activities, we recommend that you include this attachment with your application. It is required if you receive an award. If your project is approved, you will be required to submit this information for further Section 106 and NEPA review before NEH will release funds.

Name the file site.pdf.

Include the following information (as applicable):

#### **A. Site Conditions**

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

2. Does your organization own the property? If not, identify who owns the property and the arrangement by which you have use of the site.
3. Identify the size of the project site, in terms of measured acreage or square units (e.g., 1.5 acres, 0.8 sq. km., etc.).
4. Describe existing buildings and ancillary facilities (such as storage buildings, parking lots, etc.) on the project site. For each building and ancillary facility, identify the age of construction, stories, height, total sq. feet or units.
5. What is the current zoning and land use surrounding the site? (Include the code and a brief description.)
6. Is physical work on the project already underway? If so, what work has occurred?

### **B. Historic Preservation Information**

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

### **C. Environmental Conditions**

1. Are there known environmental compliance requirements related to the real property (easements, existing site conditions)?
2. Will the project take place on a site where there is known or potential contamination of soil, surface water, or groundwater?
3. If the project includes renovation of an existing building or ground disturbing activities, has a Phase I Environmental Site Assessment been prepared for the property?
5. Will the project cause or increase soil erosion? If so, identify any streams/wetlands on site or adjacent to the site.



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

7. Is the project site located in either a 100-year or a 500-year floodplain, or will the project adversely impact flood flows, discharge stormwater, increase base flood levels or potentially support development in a floodplain? Include an 8 1/2" x 11" excerpt of the Flood Insurance Rate Map image from the [FEMA Flood Map Service Center](#) with this attachment. Clearly mark the location of the facility and include the National Flood Insurance Program Panel Number. Refer to the [NEH Interim Federal Flood Risk Management Standard](#) for applicable elevation or floodproofing standards.

#### **D. Human environmental and controversy**

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

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

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

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

**If NEH funds your project, you may not start physical work until NEH has completed its environmental and historic preservation compliance reviews required by Section 106 of the NHPA and NEPA.** You may be able to conduct some work under the award in advance, such as purchasing moveable equipment, engaging architectural or engineering services, hiring environmental or historic preservation consultants, or acquiring necessary licenses, permits, and other approvals for the project, but NEH cannot release funds until it completes its Section 106 and NEPA reviews. We recommend that you consult with NEH staff about any specific activities you plan to undertake before NEH completes its Section 106 and NEPA reviews. See [Section F.2](#).

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

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

We recommend that you include this attachment with your application. It is required if you receive an award. If your project is approved, you will be required to submit this information before NEH will award funds. See [Section F.2](#) Name the file assurance.pdf.



### **Attachment 11: Subrecipient budget(s) (conditionally required)**

If your project includes subawards, you must provide a separate Research and Related Budget and budget justification for each subrecipient.

Download a [fillable PDF of the Research and Related Budget form](#) from the NEH website for each subrecipient. You must open and complete this form in Adobe Reader 8.0 or higher rather than in your web browser.

Prepare a budget and budget justification for each subrecipient using the [same instructions](#) in this notice, with a few exceptions:

- Enter the subrecipient’s Unique Entity Identifier, organization name, and period of performance start and end date (these fields will not prepopulate).
- For “budget type,” check “Subaward/Consortium.”

If your subrecipients have a federally negotiated indirect cost rate, you must honor it. If they do not have a federally negotiated indirect cost rate, they may negotiate a rate with you consistent with [2 CFR § 200.414](#) or use the de minimis rate.

Rather than attaching related documents (budget justification, additional personnel, additional equipment) to the form itself, you will separately convert each document into a PDF and combine all subrecipients’ budget forms and related documents into a single document. Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features (or “flatten” these files) before merging them into a single PDF and uploading it to the [Attachments Form](#).

Name the file subrecipient.pdf.

### **Attachment 12: Federally negotiated indirect cost rate agreement (conditionally required)**

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, provide a copy of the agreement. If applicable, provide the indirect cost rate agreements for subrecipients claiming indirect costs. If you and your subrecipients are requesting the de minimis rate, you do not need to submit this attachment.

Name the file agreement.pdf.

### **Attachment 13: Explanation of delinquent federal debt (conditionally required for recipients)**

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

Name the file delinquentdebt.pdf.

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

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

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

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

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

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

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

#### **6. Project Information**

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

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

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

#### **7. Project Director**

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

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

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

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

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

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

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

## **9. Authorized Representative**

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

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

### **1. Project Director**

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

### **2. Institutional Information**

Select your institution type from the drop-down menu.

### **3. Project Funding**

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

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

### **4. Application Information**

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

For type of application, check “new.”

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

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

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

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

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

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

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

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

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

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

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

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

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

You should include only your own employees under [A. Senior/Key Person](#) and [B. Other Personnel](#). Include team members in leadership roles in the project under [A. Senior/Key Person](#).

Include other team members under [B. Other Personnel](#). Include costs for non-employees under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#), as appropriate.

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

## **Introductory Fields**

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

### **A. Senior/Key Person**

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

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

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

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

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

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

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

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

## **B. Other Personnel**

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

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

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

### **Administrative/Clerical**

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

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

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

### **Additional Other Personnel**

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

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

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

## **C. Equipment Description**

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

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

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



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

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

The form will calculate total equipment costs.

#### **D. Travel**

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

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

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

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

The form will calculate total travel costs.

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

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

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

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

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

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

#### **1. Tuition/Fees/Health Insurance**

Leave this field blank.

## **2. Stipends**

Enter the requested funds for participant stipends.

## **3. Travel**

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

## **4. Subsistence**

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

## **5. Other**

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

## **Number of Participants/Trainees**

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

## **F. Other Direct Costs**

The form will calculate total other direct costs.

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

Enter the requested funds for materials and supplies that cost less than \$5,000 per item, regardless of its useful life, unless your organization has established a different capitalization level. See [2 CFR §§ 200.314](#) and [.453](#).

### **2. Publication Costs**

Enter the requested funds for publication costs, including the costs of documenting, preparing, publishing, or otherwise making available to others the findings and products of the work conducted under the award. Include supporting information in your [budget justification](#).

### **3. Consultant Services**

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

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

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

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

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

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



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

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

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

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each subrecipient. See [Attachment 11: Subrecipient Budget\(s\)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 12: Federally negotiated indirect cost rate agreement](#). You do not have to include an agreement for any subrecipient that requests the 10% de minimis rate. See [F2. Administrative and National Policy Requirements](#) for additional information on monitoring subrecipients' performance. [Learn more about managing subawards](#).

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

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

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

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

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

## **7. Alterations and Renovations**

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

## **8-10. Other**

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

Per [2 CFR § 200.432](#), allowable conference costs include speakers' fees, costs of meals and refreshments, and other incidental items. You must exercise discretion and judgment to ensure

that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award.

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

## **G. Total Direct Costs**

The form will calculate total direct costs.

## **H. Indirect Costs**

Indirect costs are costs that your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers. You do not have to claim indirect costs, but if you do, calculate the amount you may request by multiplying the applicable indirect cost rate by the distribution base, which is typically the project's modified total direct costs (MTDC).

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

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

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

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

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

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

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

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 12: Federally negotiated indirect cost rate agreement](#), if applicable.

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

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

### **Indirect Cost Type**

Enter the type of indirect cost rate (e.g., “other sponsored activities,” “all programs,” “instruction,” “10% de minimis”) and base (e.g., “MTDC,” “salaries,” “salaries & fringe”) and whether the activity and rate are on- or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries (i.e., if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement, but intend to negotiate one, write “None-will negotiate” and provide additional detail in your [budget justification](#).

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

Enter the most recent indirect cost rate(s) established with your cognizant federal agency (or the 10% de minimis rate) as a number without special characters (i.e., 32.5).

### **Indirect Cost Base (\$)**

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

### **Funds Requested (\$)**

Enter the requested funds for each indirect cost type.

### **Total Indirect Costs**

The form will calculate total indirect costs.

### **Cognizant Federal Agency**

Enter the name of your cognizant federal agency and a point of contact, if applicable.

## **I. Total Direct and Indirect Costs**

The form will calculate total project costs. Total project costs should not exceed \$50,000 for Planning awards; \$100,000 for Implementation, Level I awards; or \$350,000 for Implementation, Level II awards unless you are in a non-contiguous state or jurisdiction.

## **J. Fee**

Leave this field blank.

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

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

## **L. Budget Justification**

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

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

If you are requesting federal matching funds, identify the expected source(s) of funding. See the NEH Federal Matching Funds Guidelines for information on allowable third-party, non-federal gifts you can use for matching purposes. Your requested federal matching funds and required cost share should correspond with the amounts on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields, respectively. Confirm that the amounts in your budget and budget justification are the same.

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

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

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

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

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

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

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

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

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

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

For local travel, include the mileage rate, number of miles, reason for travel, and staff members completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. You must use the lowest available commercial fares for coach or equivalent accommodations. **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

#### **E. Participant/Trainee Support Costs: Budget Justification**

Describe how you calculated participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

#### **F. Other Direct Costs: Budget Justification**

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

Indicate general categories (e.g., personal computers, digital cameras, archival supplies). Provide a total for each category. Itemize categories totaling \$1,000 or more and provide vendor quotes or price lists, if applicable.

##### **2. Publication Costs**

Indicate print runs and justify costs, including vendor quotes, if applicable.

##### **3. Consultant Services**

Identify each consultant, describe the services they will perform, specify the amount of time they will devote to the project across the period of performance, outline travel costs, and provide total costs. If applicable, include consultants' proposals.

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

Itemize the cost for each service and include established service rates, if applicable.

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

List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe its role in the project, the activities it will carry out, and the associated costs. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract).

For each contractor, itemize costs using the same categories as the Research and Related Budget and provide relevant supporting documents.

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 11: Subrecipient budget\(s\)](#).

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

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

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

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

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

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

## **H. Indirect Costs: Budget Justification**

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

### **Attachments Form (Grants.gov form)**

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

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

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

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

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

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

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

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

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

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



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

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

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

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

#### **Login.gov**

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

#### **System for Award Management (SAM)**

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

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

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

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

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

#### **Grants.gov**

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

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

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

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

## 4. Submission Dates and Times

### Drafts

Program officers will review draft application materials submitted by December 5, 2024, at 11:59 p.m. Eastern Time. Program officers will not review late drafts.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it useful to strengthen their applications. You may submit a draft of your project narrative at any stage of development, it does not have to be complete or final. If you choose to submit a draft, send it as an attachment to [preservation@neh.gov](mailto:preservation@neh.gov).

### Applications

The deadline for applications under this notice is January 10, 2025, at 11:59 p.m. Eastern Time. Applications must be complete, comply with length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice. See the [late submission policy](#) for the limited situations when NEH might accept an application submitted after the deadline.

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

When NEH receives your application, the agency will assign it a tracking number beginning with PF-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS will reject your application and notify you by email. eGMS cannot detect errors such as missing components or excess pages.

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

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

## 5. Intergovernmental Review

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

## 6. Funding Restrictions

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



- general conservation/preservation assessments, establishing initial environmental monitoring programs, and other basic preservation projects. Those activities could be supported through [Preservation Assistance Grants for Smaller Institutions](#)
- creating intellectual control of collections through activities such as digitization, cataloging, or creating finding aids. Those activities could be supported through [Humanities Collections and Reference Resources](#)
- [conservation treatment or restoration of collections objects](#)
- the preservation of materials that are the responsibility of an agency of the federal government, are privately held, or are not generally accessible for research
- new construction and major renovation resulting in an expanded building footprint or addition of floors/stories
- installation of climate control, security, lighting, storage equipment, and fire protection systems as a component of a project to construct a new building or newly constructed building not yet in use
- the preservation of the built or natural environment
- the renovation or restoration of historic structures, except for necessary activities needed to preserve humanities collections that such structures house
- the stabilization of archaeological sites
- asbestos abatement
- routine operations and maintenance expenses, including alterations and repairs
- the purchase of buildings or land
- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

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

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

## E. Application Review Information

### 1. Review Criteria

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

1. the significance of the collections for the humanities and the potential impact of the project on the humanities (corresponds with narrative sections "[Introduction](#)" and "[Significance of collections](#)")
2. the attention to identifying risks to collections (for example, fire, flooding, theft, too high or low relative humidity or too high or low temperature) and to exploring and implementing environmentally sustainable preventive care strategies and/or resiliency to disasters (corresponds with narrative sections "[Introduction](#)," "[project history, current](#)")

[conditions, and preservation challenges,](#)” “[Methods and standards, sustainability and resiliency](#)”)

3. the project’s methodological soundness and the likely viability, efficiency, and productivity of the project (corresponds with narrative section “[Methods and standards, sustainability and resiliency,](#)” and [Attachment 2: Work plan](#))
4. the thoroughness of the planning and assessments that have informed the project (professional multidisciplinary collaborative team for Planning and Level II projects); the experience and appropriateness of the project’s team in relation to the activities for which support is requested; all projects must have a preservation or conservation specialist (corresponds with narrative section “[History of the project,](#)” “[Project team](#)”)
5. the reasonableness of the proposed budget in relation to anticipated results (corresponds with the [Research and Related Budget](#) and the [budget justification](#))
6. the project’s proposed outcomes and dissemination plan (corresponds with narrative section “[Project results and dissemination](#)”)

## 2. Review and Selection Process

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

Peer reviewers are experts in their fields with knowledge and expertise relevant to the activities that the program supports. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

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

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

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

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

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

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

NEH will consider information about your organization that is in the Responsibility/Qualification data bank in SAM.gov (formerly [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#)). This database records the integrity and performance of entities applying for federal funding. NEH will review the Responsibility/Qualification database when assessing your organization’s integrity, business ethics, and record of performance under

federal awards, as described in [2 CFR § 200.206](#). You may comment on information provided by federal awarding agencies about your organization. Per [2 CFR § 200.213](#), NEH will report determinations that your organization is not qualified to SAM.gov.

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

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

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

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

NEH will notify you of funding decisions by email in August 2025. This is not an authorization to begin performance or incur related costs.

# **F. Federal Award Administration Information**

## **1. Federal Award Notices**

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

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

## **2. Administrative and National Policy Requirements**

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

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

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

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

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

## **Providing access to NEH-funded products**

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

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

## **Copyright information**

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

## **Protecting Personal Information**

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

## **Acknowledging NEH support**

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

## **Subrecipient monitoring requirements**

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

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

[Learn more about managing subawards.](#)

## **Program income**

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

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

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

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

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

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

### **Build America, Buy America**

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

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

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

## NEH Flood Risk Management Standard

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

## 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.](#)

## Eliminate waste, fraud, and abuse

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

## Termination

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

## 3. Reporting

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

1. **Federal Financial Report(s).** You must submit the Federal Financial Report (SF-425) annually.
2. **Performance Progress Report(s).** You must submit a performance progress report annually. The “Goals & Progress” section asks for a summary of your goals; a description of what you have achieved; and, if relevant, what tasks remain to complete the project. This section must align with the outcomes and outputs you identify in your application. When you complete the report, or at any time during or after the period of performance, you may also add the project results using the Products and Prizes tab in eGMS Reach.
3. **Final Reports.** You must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to progress on program-specific goals; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives and accomplishments; barriers encountered; and your overall experiences during the period of performance.
4. **Tangible Personal Property Report.** If applicable, you must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. You must report all equipment with an acquisition cost of \$5,000 or more per unit purchased with NEH funds.



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

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

## G. Agency Contacts

If you have questions about the program, contact:

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

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

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

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

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

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

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

[Grants.gov Applicant Support](#)  
U.S. calls: 1-800-518-4726



International calls: +1-606-545-5035  
[support@grants.gov](mailto:support@grants.gov)

Always obtain a case number when calling for support.

## H. Other Information

### Related funding opportunities

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

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

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

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

### Applicant resources

The following **print and web publications and resources** provide methods, considerations, and guidelines for environmentally sustainable preventive care. This is not an exhaustive list nor does NEH specifically endorse these resources.

#### Print and web books and articles

Arts Green Book. "Sustainable Building," accessed June 3, 2024. [GREEN BOOK buildings\\_01\\_beta\(artsgreenbook.com\)](#)

Carbon Smart Materials Palette. "An Immediately Applicable, High-Impact, Pathway to Embodied Emissions Reductions in the Built Environment," accessed June 7, 2024. [Carbon Smart Materials Palette – Actions for reducing embodied carbon at your fingertips](#)

Gallery Climate Coalition. "Decarbonisation action plan for non-profits and institutions," accessed June 3, 2024. [gcc-non-profit-and-institution-dap-2023-final.pdf \(galleryclimatecoalition.org\)](#)

Green Building Alliance. "Product and Building Materials Red List," accessed June 7, 2024. [Product and Building Materials Red List | Green Building Alliance \(gba.org\)](#)

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

Image Permanence Institute. *IPI's Guide to: Sustainable Preservation Practices for Managing Storage Environments*, Rochester, NY: Image Permanence Institute, 2012. [s3.cad.rit.edu/ipi-assets/publications/sustainable\\_preservation\\_practices/sustainable\\_preservation\\_practices\\_al1.pdf](https://s3.cad.rit.edu/ipi-assets/publications/sustainable_preservation_practices/sustainable_preservation_practices_al1.pdf)

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

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

Nunberg, Sarah, Matthew Eckelman, Sarah Sutton, and Sarah Sanchez, “STiCH: Tools for Informed Sustainable Choices.” Foundation for the Advancement in Conservation, accessed July 3, 2024, [Tools for Informed Sustainable Choices - STiCH \(culturalheritage.org\)](https://culturalheritage.org/tools-for-informed-sustainable-choices-stich)

Sutton, Sarah and Héctor J. Berdecía-Hernández. “Climate Crisis and Environmental Impact.” *Held in Trust*. 2023. [culturalheritage.org/docs/default-source/publications/reports/held-in-trust/held-in-trust-report.pdf](https://culturalheritage.org/docs/default-source/publications/reports/held-in-trust/held-in-trust-report.pdf)

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

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

## **Webinars**

Arenstein, Rachael Perkins. “Storage Solutions.” Connecting to Collections Care. June 10, 2014. Webinar, 69. <https://connectingtocollections.org/storagesolutions/>

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

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

Cameron, Christopher. “Sustainable and Passive Ways to Improve your Collection Environment.” January 26, 2023. Connecting to Collections Care. Webinar, 1:01:37. [https://connectingtocollections.org/collection\\_environment/](https://connectingtocollections.org/collection_environment/)

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

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

Chiu, Jasmine. “Inflation Reduction Act for Cultural Institutions.” February 19, 2024. Phipps Conservatory. Webinar, 58:07 [A Climate Toolkit Workshop: "The Inflation Reduction Act for Cultural Institutions" \(youtube.com\)](https://www.youtube.com/watch?v=C44A6zzOLt4).

Esarey, Keith and Sam Anderson. “Sustainable Buildings: Reducing Energy & Carbon Costs in Culture.” July 29, 2021. ArtEvolve. Webinar, 1:09:17 [ArtEvolve: Sustainable Buildings: Reducing Energy & Carbon Costs In Culture \(youtube.com\)](https://www.youtube.com/watch?v=gO7Xaygwb2c).

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

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

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

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

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

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

“Sustainable Practices,” American Institute for Conservation Wiki, accessed June 3, 2024. [Sustainable Practices - MediaWiki \(conservation-wiki.com\)](https://www.mediawiki.org/wiki/Sustainable_Practices_-_MediaWiki_(conservation-wiki.com))

Woods, Chris. “Sustainable Conservation of Collections -The Push for Passive.” November 24, 2021. Koordinierungsstelle für die Erhaltung des schriftlichen Kulturguts International Conference. Conference Presentation, 25:40. [https://www.youtube.com/watch?v=Bvq6-r\\_jR9Y](https://www.youtube.com/watch?v=Bvq6-r_jR9Y).

There are no internationally agreed upon standards for environmentally sustainable preventive care. There are **professional organizations and networks** who have published **guidelines for environmentally sustainable collections care, facilities management, and building renovations**. This is not an exhaustive list nor does NEH specifically endorse these resources.

American Alliance of Museums, “Collections Stewardship Standards” Ethics, Standards, and Professional Practices, accessed June 7, 2024. Collections Stewardship Standards – American Alliance of Museums (aam-us.org)

American Institute for Conservation “Environmental Guidelines,” accessed June 3, 2024. Environmental Guidelines - MediaWiki (conservation-wiki.com)

ASHRAE Standard 90.1-2022 – Energy Standard for Sites and Buildings Except Low-Rise Residential Buildings.

ASHRAE “Museums, Galleries, Libraries and Archives” in ASHRAE Handbook. BREEAM standards

British Standards Institute. BS EN 16893:2018 Conservation of Cultural Heritage.

British Standards Institute. BS 4971:2017 Conservation and care of archive and library collections.

“Climate Change & Sustainability,” Advisory Council on Historic Preservation, accessed June 4, 2024. Climate Change & Sustainability | Advisory Council on Historic Preservation (achp.gov) Climate Heritage Network

International Living Futures Institute. <https://living-future.org>.

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

The Bizot Group, “Handbook #1: Adopting the Bizot Green Guidelines,” accessed June 3, 2024. Bizot\_Green\_Protocol\_-\_Handbook\_1\_-\_Adopting\_the\_Bizot\_Green\_Guidelines.pdf (cimam.org)

The Bizot Group, “The Bizot Green Protocol,” accessed June 3, 2024. [cimam.org/documents/238/Bizot\\_Green\\_Protocol\\_-\\_2023\\_refresh\\_-\\_Sept\\_2023.pdf](http://cimam.org/documents/238/Bizot_Green_Protocol_-_2023_refresh_-_Sept_2023.pdf)

IIC. “Environmental Guidelines – ICC and ICOM-CC Declaration,” International Institute for Conservation of Historic and Artistic Works, accessed June 3, 2024. Environmental Guidelines – IIC and ICOM-CC Declaration | International Institute for Conservation of Historic and Artistic Works (iiconservation.org)

New Buildings Institute, “2021 ECC National Model Energy Code,” accessed June 4, 2024. 2021 IECC National Model Energy Code (Base Codes) - New Buildings Institute

U.S. Green Building Council. “Leed V5,” accessed June 4, 2024. U.S. Green Building Council (USGBC) – LEED V5

Zero Net Carbon Collaboration for Existing and Historic Buildings, accessed June 4, 2024. <https://www.znccollaboration.org>

Institutions proposing projects focused on **emergency/disaster preparedness and resiliency** may wish to consult the following print and online resources that provide information on the topic, though this is not an exhaustive list nor does NEH specifically endorse these resources.

“Alliance for Response,” American Institute for Conservation, access June 3, 2024. [Alliance for Response \(culturalheritage.org\)](http://AllianceforResponse(culturalheritage.org))

“Climate Resilience Resources for Cultural Heritage,” Foundation for the Advancement of Conservation, accessed June 3, 2024. <https://www.resilience.culturalheritage.org>.

“Disaster Response and Recovery Guides” American Institute for Conservation, access June 3, 2024. [Disaster Response and Recovery \(culturalheritage.org\)](http://DisasterResponseandRecovery(culturalheritage.org))

“Emergency Planning & Response,” Conservation Center for Art & Historic Artifacts, accessed June 3, 2024. [Emergency Planning & Response | Conservation Center for Art & Historic Artifacts \(ccaha.org\)](http://EmergencyPlanning&Response|ConservationCenterforArt&HistoricArtifacts(ccaha.org))

“Heritage Emergency National Taskforce (HENTF),” Federal Emergency Management Agency (FEMA), accessed June 3, 2024. [Heritage Emergency National Task Force \(HENTF\) | FEMA.gov](#)

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

## **Privacy policy**

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

## **Application completion time**

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

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