



Notice of Funding Opportunity

State and Jurisdictional Humanities Councils General Operating Support Grants

Funding Opportunity Number: 20250501-SO

Funding Opportunity Types: New, Supplement

Federal Assistance Listing Number: 45.129

Application Deadline: May 1, 2025

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

Office of Federal/State Partnership
Telephone: 202-606-8254
Email: fedstate@neh.gov
Telecommunications Relay Service: 7-1-1

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

Executive Summary

The National Endowment for the Humanities (NEH) Office of Federal/State Partnership is accepting applications for State and Jurisdictional Humanities Councils General Operating Support Grants. This program provides general operating support grants to NEH’s designated humanities councils in the United States and its jurisdictions. State and jurisdictional humanities councils tailor their grantmaking and programs to the needs, resources, and interests of their state or jurisdiction, while also extending the reach of NEH-funded projects and further strengthening the agency’s connection to local communities. NEH determines annual funding for each state and jurisdictional humanities council according to a legislatively mandated formula.

Funding Opportunity Title	State and Jurisdictional Humanities Councils General Operating Support Grants
Funding Opportunity Number	20250501-SO
Federal Assistance Listing Number	45.129
Application Deadline	May 1, 2025, 11:59 p.m. Eastern Time
Anticipated Award Announcement	October 2025
Anticipated FY 2025 Funding	Approximately \$50,000,000
Estimated Number and Type of Awards	56 grants
Award Amounts	Approximately \$200,000 to \$3,000,000
Cost Sharing/Match Required	Yes. See C. Eligibility Information
Period of Performance	Five years. Within a five-year period of performance, a General Operating Support Grant funds activities in years one, two, and three. Closeout activities occur in years four and five. State and jurisdictional humanities councils must apply annually. The funding period is November 1, 2025-October 31, 2026. See B. Federal Award Information .
Eligible Applicants	The only eligible applicants are the independent, nonprofit 501(c)(3) state and jurisdictional humanities councils . See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/grants/fedstate/state-humanities-councils-general-operating-support-grants
Published	April 1, 2025

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A. Program Description

1. Purpose

The National Endowment for the Humanities (NEH) is an independent federal agency in the executive branch. By congressional mandate, NEH awards approximately 40 percent of its annual appropriation of program funds as general operating support grants to nonprofit humanities councils in the United States and its jurisdictions.

State and jurisdictional humanities councils leverage general operating support grants to deliver on NEH's mission to advance knowledge and understanding of the humanities and to increase public awareness of, access to, and support for the humanities at the state and local levels. State and jurisdictional humanities councils tailor their grantmaking and programs to the needs, resources, and interests of their state or jurisdiction, while also extending the reach of NEH-funded projects and further strengthening the agency's connection to local communities.

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.

Program Outputs and Outcomes

The outputs of a successful General Support Grant will be programs and grants designed to support the humanities at the state and local levels. The outcome of a successful award will be to advance knowledge and understanding of the humanities and to increase public awareness of, access to, and support for the humanities at the state and local levels.

You will describe your project outputs, and how they would support the overall purpose of the program, in the "Anticipated outcomes aligned to goals" section of [Attachment 1](#). If you receive an award, NEH will assess your performance based on the outputs you identify in the proposal. See [F3. Reporting](#).

2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for General Operating Support Grants to State and Jurisdictional Humanities Councils \(for awards issued October 1, 2024, or later\)](#).

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.](#)

B. Federal Award Information

1. Type of Application and Award

NEH seeks new and supplemental applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award amounts

NEH expects to have approximately \$50,000,000 available to fund 56 recipients. Awards will range from approximately \$200,000 to approximately \$3,000,000 per deadline. NEH determines annual funding for each state and jurisdictional humanities council according to a legislatively mandated formula.

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

Period of performance

State and Jurisdictional Humanities Councils General Operating Support Grants have a period of performance of five years. The period of performance is the span of time during which you may incur expenses to carry out the work under the award.

The program supports activities in years one, two, and three, and closeout requirements in years four and five. State and jurisdictional humanities councils must apply annually to receive this funding.

The funding period under this notice is November 1, 2025, to October 31, 2026.

NEH expects state and jurisdictional humanities councils to obligate most of the funds awarded each year by the end of the annual funding period. You will apply for a new award with a five-year period of performance in year three of your current award.

NEH will award outright funds, federal matching funds, or a combination of the two, depending on the availability of funds. NEH may offer federal matching funds to General Operating Support (GOS) Grant recipients. When you accept the offer of matching funds, you must raise cash contributions from non-federal third parties and certify that you raised the match through non-federal funds. The certification – Federal Matching Report – is due **June 30** each year to guarantee processing within the fiscal year. Submissions received after June 30 but no later than **August 15** will be processed as agency workload permits.

Councils are expected to engage in ongoing fundraising efforts throughout the fiscal year to meet their matching GOS Grant cost share requirements and ensure the effective management of their NEH award.

(see the [Matching Guidelines for General Support Grants to State Humanities Councils](#)). Funds raised to satisfy a match count toward an institution's required cost share for a project (see [C2. Cost Sharing](#)).

Funding beyond the first year is dependent on the availability of appropriated funds for State and Jurisdictional Humanities Councils General Operating Support Grants in subsequent fiscal years, satisfactory recipient performance, and a decision that continued funding is in the best interest of the Federal Government.

C. Eligibility Information

1. Eligible Applicants

The only eligible applicants are the [independent, nonprofit 501\(c\)\(3\) state and jurisdictional humanities councils](#).

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

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

Fiscal agents and fiscal sponsors may not receive NEH funding as a recipient or subrecipient.

2. Cost Sharing

This program requires a one-to-one cost share. Cost sharing or matching is the portion of the project costs not paid by NEH funds. By law, NEH cannot support more than 50 percent of the costs of a state or jurisdictional humanities council's activity. You must match NEH funds with cash, earned income, other federal grants, or in-kind contributions.

You may use federal funds (excluding CARES Act and American Rescue Plan funding awarded by NEH) to meet your cost share but you may not use federal funds or in-kind contributions to certify federal matching funds, if offered.

NEH views cost sharing as a means of ensuring that many individuals and organizations are meaningfully involved in a council's work. It encourages you to meet cost-sharing requirements from a wide range of contributions and discourages relying solely on contributions at the subrecipient level. See [Matching Guidelines for General Support Grants to State Humanities Councils](#).

The following policy applies only to the American Samoa, Commonwealth of the Northern Mariana Islands, Guam, and U.S. Virgin Islands humanities councils: In accordance with [48 U.S.C. 1469a\(d\)](#), as amended, NEH waives the cost-sharing requirement for the first \$200,000 in outright funds awarded each fiscal year under this notice. The remainder of the annual outright funding provided under the legislated formula continues to require dollar-for-dollar cost sharing, as does the entire federal matching funds offer.

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

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

3. Other Eligibility Information

An organization may submit only one application under this notice.

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

Per [2 CFR § 200.403\(f\)](#), NEH does not permit overlapping costs on two or more awards for federal funding and/or approved federal award budgets. If you are submitting 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 overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

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

If you submit an incomplete or late application, your award may be delayed.

Subrecipient Eligibility

State and jurisdictional humanities councils are authorized to issue subawards to:

- private nonprofit organizations
- institutions of higher education
- state, local, and federally recognized Indian tribal governments
- groups of persons that form an association to carry out a project
- individuals

Non-public organizations or groups that apply for funding must be constituted for nonprofit purposes, and donations to them must be deductible under the Internal Revenue Code ([26 U.S.C. § 170\(c\)](#)). Such organizations or groups are not required to be incorporated or have tax exempt status.

State and jurisdictional humanities councils may not issue subawards to:

- foreign entities
- for-profit entities
- entities functioning solely as fiscal agents

Per [2 CFR § 25.300](#), councils may issue subawards using NEH funds (and funding from other federal agencies contributed as cost share) only to organizations that have obtained and provided to the council a Unique Entity Identifier (UEI). Subrecipients may obtain a UEI from the [System for Award Management \(SAM\)](#). NEH does not require subrecipients to complete full SAM registration to obtain a UEI, but encourages them to do so.

Councils may issue non-federally funded subawards to subrecipients that do not have a UEI or are not registered in SAM. Councils may use non-federally funded subawards for humanities programming to satisfy required cost share/match if the subrecipient is eligible and all costs included in the subaward are allowable and allocable to the project.

Councils must verify the eligibility and monitor the performance of subrecipients which receive NEH funds and those which the council uses to meet cost sharing obligations, consistent with [2 CFR § 200.332](#). Councils are responsible for improper payments to ineligible subrecipients.

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 20250501-SO. 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 fedstate@neh.gov to request a paper copy of this notice.

2. Content and Form of Application Submission

In addition to the standard forms included in the Grants.gov application package, your application also consists of other required attachments outlined below. You will upload these components into the [Attachments Form](#).

The Application Components Table below will help you prepare a complete application. Applications missing any required documents or conditionally required documents from this list will be considered incomplete and may encounter delays in processing.

Application formatting

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

- pages no larger than standard letter (8 ½" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

In addition, NEH encourages you to format your attachments 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.

Application Component	Designation	Naming convention
Attachments		
1: Annual plan	Required	plan.pdf
2: Budget justification	Required	justification.pdf
3: Explanation of delinquent federal debt	Conditionally required	delinquentdebt.pdf
Grants.gov forms		
SF-424 Application for Federal Assistance - Short Organizational	Required	
Supplementary Cover Sheet for NEH Grant Programs	Required	
SF-424A: Budget Information – Non-Construction Programs	Required	
Project/Performance Site(s) Location Form	Required	
Certification Regarding Lobbying	Required	
Standard Form-LLL “Disclosure of Lobbying Activities”	Conditionally required	
Attachments Form	Required	

Application Components: Attachments

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

Attachment 1: Annual plan (required)

Present a concise summary of your plan for the funding period.

In no more than 1,000 words, provide the following for the upcoming funding period November 1, 2025-October 31, 2026:

1. General goals for council-conducted programs and council subawarding
2. Anticipated outcomes, aligned to goals
3. Anticipated audiences and plans to reach new audiences
4. Process for determining board composition and for soliciting nominations for board members
5. Plans for meeting cost-sharing requirements, including subaward cost-sharing and plans to raise outside funds

6. Goals, anticipated challenges and/or changes in the council's organization, operations, and/or governance, including plans to manage change and mitigate risk

Additionally, and excluded from the word count, provide the following information based on your board at the time of completing this annual plan (see [20 U.S. Code § 956\(f\)\(2\)\(B\)\(i\)](#) for gubernatorial appointment and board composition requirements):

1. Number of board members as per bylaws (including gubernatorial appointees)/number of gubernatorial appointees as per bylaws
2. Current number of board members/current number of gubernatorial appointees
3. Number of members on which you base the number of gubernatorial appointees
4. For board members, length of regular appointment term (in years)
5. For board members, renewable term (yes/no)
6. For board members, maximum years of continuous service
7. For gubernatorial appointees, length of term (in years)
8. For gubernatorial appointees, renewable term (yes/no)
9. For gubernatorial appointees, maximum years of continuous service
10. For gubernatorial appointees, co-extensive with governor's term (yes/no)
11. For board chairs, length of term (in years)
12. For board chairs, renewable term (yes/no)
13. For board chairs, maximum years of continuous service

Name the file plan.pdf.

Attachment 2: Budget justification

Refer to [instructions](#) for preparing your budget justification.

Name the file justification.pdf.

Attachment 3: Explanation of delinquent federal debt (conditionally required)

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

Name the file delinquentdebt.pdf.

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. Name your project "State or Jurisdictional Humanities Program."

b. Provide a brief (no more than 1,000 characters, including spaces) description of your project using the following structure: "With the General Operating Support Grant, [insert council name] brings the humanities to life through subawards and/or public programming in [insert state or jurisdiction]. The council tailors its subaward-making and public programs to the needs, resources, and interests of [insert state or jurisdiction]. In doing so, it delivers on its mission to [insert mission]."

c. State your project's period of performance start and end dates: November 1, 2025- October 31, 2026.

7. Project Director

The project director (PD) is the board chair of the state or jurisdictional humanities council, unless otherwise approved by NEH. The PD is responsible for oversight of the programmatic aspects of the state or jurisdictional humanities council. Because the project director's involvement is critical to the success of the project, you must notify NEH immediately if the project director changes.

8. Primary Contact/Grant Administrator

The primary contact/grants administrator is the executive director of the state or jurisdictional humanities council, unless otherwise approved by NEH.

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 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 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. If the field of study is not in the list, choose one of the options under “Other” or “Interdisciplinary-Other.”

2. Institutional Information

Select your institution type from the drop-down menu.

3. Application Information

For Type of Application, check “new” if the application requests a new five-year period of performance (“new” requests are submitted in year three of your current period of performance). Check “supplement” if the application requests year two or year three funding for your current NEH grant. If you are requesting a supplement, provide the current grant number.

In 2025, the only state and jurisdictional humanities councils that should apply for “new” awards are:

- Alabama
- Alaska
- Arkansas
- California
- Florida
- Indiana
- Kansas
- Louisiana
- Maryland
- Massachusetts
- Michigan
- Mississippi
- Missouri
- Montana
- Nevada
- New Jersey
- New Mexico
- New York
- North Dakota
- Northern Marianas
- Oregon
- Pennsylvania
- Puerto Rico
- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- West Virginia
- Wisconsin

Contact the [Office of Federal/State Partnership](#) if you are unsure which type of application to select.

For the project’s Primary Field Code, use the pull-down menu to indicate the fields of your project. You may select one, two, or three fields. If you select more than one, list the primary field first.

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 [additionalallocations.pdf](#) and attach it under “Additional Locations.”

SF-424A: Budget Information – Non-Construction Programs

Complete Section B of the SF-424A for projected costs that will be incurred during the budget period November 1, 2025-October 31, 2026.

To calculate your minimum budget projection, start with your current FY2025 General Operating Support award and increase it by 3%.

1. For example, if your FY2025 award is \$100,000, apply a 3% increase: escalation amount = 3% of \$100,000 = \$3,000
2. Minimum budget amount = \$100,000 + \$3,000 = \$103,000
3. To account for the mandatory 1:1 cost share, double the amount. This is the total minimum amount you must budget towards = \$206,000

If you have not yet received your total funding for the current fiscal year, use the last full fiscal year of funding as your basis. You will calculate the 3% increase twice.

1. For example, if your total for the last completed fiscal year was \$100,000, the budget minimum amount will be \$212,180.
2. Increase \$100,000 by 3%, resulting in \$103,000
3. Increase \$103,000 by another 3%, resulting in \$106,090
4. To account for the mandatory 1:1 cost share, double the final amount, \$212,180

Required fields are indicated in yellow. Round to the nearest whole dollar amount in all dollar fields. The inclusion of a cost category on the 424A does not automatically indicate that an expense is allowable. See [D6. Funding Restrictions](#) to ensure that costs are not disallowed.

Indirect costs are not allowed on general operating support awards. Per [2 CFR 200 § 403\(f\)](#), councils must ensure there are no overlapping costs between two or more applications or approved budgets for federal funding.

All costs, whether supported by NEH funds or required cost sharing contributions, 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. All costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F - Audit Requirements](#).

In addition to SF-424A Section B, you must also include a [budget justification](#) with your application. Attach the budget justification to the [Attachments Form](#) as [Attachment 2](#).

Section B – Budget Categories

The form includes four columns for different object class categories. Allocate costs across the following four functional activities:

- **Program services, council-conducted projects, and public meetings:** Include costs incurred for council-conducted projects and public meetings, including related publicity and outreach.
- **Fundraising:** Include direct costs associated with raising the required one-to-one cost share (e.g., development staff, campaigns, proposal costs, fundraising events).
- **Regrants (previously subawards):** Include the total amount allocated to regrants. This must include the NEH funds awarded to subrecipients and the council's corresponding one-to-one cost share contribution. The council's contribution may comprise non-NEH funded regrants as well as cost-share contribution generated at the regrant level, subject to the limitations in the terms and conditions.
- **General management:** Include costs associated with maintaining day-to-day operations. General management costs cover all allowable expenditures for organizational administration. They include, but are not limited to, administrative costs for subaward programs (e.g., subrecipient monitoring, site visits, grant administration, reporting) and financial management. See [General Management Costs for State Humanities Councils](#).

Depending on your programs and activities, you may not allocate funds to every cost for each of the functional activities.

a. Personnel

Enter the aggregate personnel costs for each activity. Break out personnel costs across activities as a percentage of employees' time. Personnel costs should reflect only expenses incurred for this award during the budget period. You must claim salaries and wages in compliance with [2 CFR §§ 200.430](#) and [.466](#).

Per [2 CFR 200 § 403\(f\)](#), you must ensure there are no overlapping costs between two or more applications or approved budgets for federal funds.

If you charge 100% of an employee's salary to your general operating support award, you cannot include their salary on another award from NEH or other federal agencies during the same budget period. For example:

- Executive Director: 15% program services, 25% fundraising, 40% general management. (20% could be charged to another federal award.)
- Program Officer: 65% program services, 10% general management. (25% could be charged to another federal award.)
- Development Coordinator: 80% fundraising, 20% general management. (This individual is dedicated solely to the SO award and their time cannot be charged to other awards.)

b. Fringe Benefits

Enter the aggregate fringe benefits for the corresponding personnel costs charged to each activity from [A. Personnel](#). Per [2 CFR § 200.431](#), fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (e.g., vacation, family-related, sick, military), employee insurance, pensions, and unemployment benefit plans.

c. Travel

Enter total travel costs by activity. Include travel expenses (e.g., airfare, mileage, lodging, parking, per diem) for each person and trip associated with meetings and other proposed trainings or workshops.

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.**

Travel costs must comply with [2 CFR § 200.475](#) and foreign travel must comply with [General Terms and Conditions for General Operating Support Grants to State and Jurisdictional Humanities Councils \(for awards issued October 1, 2024, or later\)](#). NEH uses the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

d. Equipment

Enter the aggregate equipment costs by activity. Equipment is defined as nonexpendable personal property costing \$10,000 or more per item and having a service life of more than one year unless your organization has established a lower level. See [2 CFR §§ 200.313](#) and [.439](#).

e. Supplies

Enter the aggregate supplies costs by activity. Supplies are tangible personal property costing the lesser of the capitalization level established by the applicant or \$10,000 per item, regardless of the length of its useful life. See [2 CFR §§ 200.314](#) and [.453](#).

f. Contractual

For columns 1, 2, and 4: enter the aggregate cost of contracts by activity.

For column 3: enter the anticipated cost of subawards. Include total costs (subawards plus any eligible council-required cost-share contributions generated at the subrecipient level) of both NEH-funded and non-NEH funded subawards to eligible entities for humanities programming. Include only subawards that will be issued during this budget period, regardless of their period of performance.

See [2 CFR §§ 200.330](#) and [.331](#) for information on distinguishing between subawards and contracts.

g. Construction

Leave this line blank. Per the [General Terms and Conditions for General Operating Support Grants to State and Jurisdictional Humanities Councils \(for awards issued October 1, 2024, or later\)](#), NEH funds may not be used for any costs related to the purchase of land or facilities by a council or for the construction, renovation, or alteration of council-owned facilities.

h. Other

Enter the aggregate cost of items not previously listed under other budget categories by activity (e.g., mailing, space or equipment rental, association dues, subscriptions) "Miscellaneous" and "contingency" are not acceptable budget categories. See [2 CFR § 200.454](#).

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

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

See [Allowability of Food Costs on NEH Awards](#), for the specific circumstances when food costs are allowed. They must be fundamental to the project and indispensable for carrying out the scope of the work. 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.

i. Total Direct Charges (sum of 6a-6h)

The form will calculate total direct costs.

j. Indirect Charges

Leave this line blank. Because general operating support awards directly fund a variety of costs, you may not apply an indirect cost rate or claim indirect costs.

You should charge [general management costs](#) such as office rent, maintenance, telephone, and utilities to the general operating support awards as direct costs. See [H. Other](#).

k. Totals

The form will calculate total costs.

Total costs (shown in row K, column 5) must equal the amount of NEH funding plus the required one-to-one match (e.g., if your anticipated award is \$515,000, total costs in K5 must be equal or greater than \$1,030,000), subject to the terms and conditions of your award.

7. Program Income

Enter anticipated program income for each activity. Per [2 CFR § 200.1](#), program income is the gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the federal award during the period of performance except as provided in [2 CFR § 200.307\(f\)](#).

Program income includes fees for services performed and from the sale of items produced under an award; usage or rental fees for equipment or property acquired under an award; admission fees; broadcast or distribution rights; and license fees and royalties on patents and copyrights. Program income does not include rebates, credits, discounts, or interest earned on any of the listed income sources. Program income does not include cash generated as part of a fundraising campaign.

Program income generated must be used for approved project-related activities. The program income alternatives applied to this program are **addition** and **cost sharing or matching**. See [2 CFR § 200.307](#).

Per [2 CFR § 200.305\(5\)](#), to the extent that it is available, you must disburse program income generated under the award prior to requesting federal funds. See F2 for more information.

Budget Justification

You must provide a narrative budget justification to support all costs requested in your budget. Specifically describe how each item supports the proposed objectives, itemize costs with details on how you calculated them, and provide supporting documentation (such as vendor quotes), when applicable.

Organize your budget justification using the section headings on the [SF-424A](#). Attach the budget justification to the Attachment Form as [Attachment 2](#). For each category, describe how you calculated costs (historical data, projections for new costs, etc.) You must justify outright funds and cost share.

Cost Summary

State top-line category allocations:

- 1.) NEH total dollar amount budgeted
- 2.) Required one-to-one cost share total amount budgeted

Your summary total should match the total on your SF-424A.

Personnel

Detail the salary and wages paid to personnel. Provide their names, position titles, annual salary or hourly wage, or percent full time equivalent (or total number of hours) charged to each functional activity and describe their roles in and suitability to the project.

Fringe Benefits

Identify the fringe benefit rate and explain the basis for the calculation for each person.

Travel

For each trip, provide the name of the traveler (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 calculated these costs.

For local travel, outline the mileage rate, number of miles, reason for travel, and staff member/consumers completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with your 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 canceled travel to your award.**

Present travel information in an easy-to-read format (see example). You may provide reasonable estimates for airfare and lodging based on previous rates and comparison of current prices. NEH uses the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable. If you have not made plans for a trip, provide the total anticipated expenses for airfare, lodging, and per diem.

EXAMPLE TRAVEL COSTS: \$3,243

Program Delivery Event: \$1,145

Purpose: Programming workshop supporting Museum Day

Location & Dates: Capital City 5/15 – 5/17

Travelers: 3 – Charles Trent, Kyle Taylor, Mary Jones

Mileage	\$0.67 x 120 miles RT	\$80
Per Diem	\$35 x 3 people = \$105 x 3 days	\$315
Lodging	\$125 x 2 nights = \$250 x 3 rooms	\$750

Estimated In-State Travel: \$2,098

Long-distance/Overnight Trips

Purpose: Travel for subrecipient site visits and other outreach activities

Locations & Dates: TBD, based on need and subrecipient locations

Travelers: TBD, one traveler per trip

Car Rental	2 trips x \$100 x 2 days	\$400
Lodging	2 trips x \$154 x 2 days	\$616
Per Diem	2 trips x \$45 x 2 days	\$180

Local Travel (Travel with no overnight stay)

Previous FY 20xx mileage expenses were \$876, inflated by 3%

Mileage	1346 miles x \$0.67 = \$902
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If you do not have detailed plans for the next year, describe how you calculated the travel costs. Summarize your institutional policies for determining travel costs.

Equipment

Detail the number and unit cost for each item and explain how you calculated the cost. Provide vendor quotes or price lists.

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

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

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

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

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

The form will calculate total equipment costs.

Supplies

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

Contractual

For columns 1, 2, and 4: list the costs of project activities to be undertaken by third parties. Identify each third party by name, the activities they will conduct, and the associated cost. Itemize associated costs using the same categories as the SF-424A for each third party and provide relevant supporting documents. Identify the goods or services provided and a basis for the costs for each contractual line item.

For column 3: summarize anticipated subawards to eligible entities for humanities programming. Include only subawards you will issue during the budget period, regardless of the subaward period of performance. Indicate the portion of the total you will subaward using NEH funds and specify the anticipated amount of cost share provided by subrecipients that you will use to meet the required one-to-one cost share. All costs, including cost share, must be allowable and allocable to the subaward.

Other

Itemize, describe, and justify other direct costs not previously listed under other budget categories by functional activities. Include supporting documentation. Generalized categories such as “miscellaneous” or “contingency” are not acceptable budget categories.

Indirect Charges

Indirect costs are not allowable on general operating support awards. You may charge costs typically classified as indirect costs as direct costs.

Program Income

If applicable, summarize program income-generating activities.

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. Missing attachments or incorrect formatting may result in a delay in processing your application. .

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

Applications

The deadline for applications under this notice is May 1, 2025, at 11:59 p.m. Eastern Time.

Late or incomplete applications may result in funding delays.

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 SO-. 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:

- purchase of land or facilities, construction, or renovation
- subawards funded in whole or in part with federal funds to organizations that have not obtained and provided the council with a Unique Entity Identifier (See [Subrecipient eligibility](#))
- overlapping project costs with any other pending or approved application(s) for federal funding
- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- promotion of gender ideology
- promotion of discriminatory equity ideology
- support for diversity, equity, and inclusion (DEI) or diversity, equity, inclusion, and accessibility (DEIA) initiatives or activities
- environmental justice initiatives or activities
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

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

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

E. Application Review Information

1. Review Criteria

NEH staff review applications in this program for eligibility, completeness, and responsiveness.

2. Review and Selection Process

NEH staff share the information that the state and jurisdictional humanities councils provide in their annual plans (submitted with the application) and annual reports (submitted following the close of the most recent funding period) with the [National Council on the Humanities](#). The National Council meets at least twice annually to advise the NEH Chairman. The Chairman considers the advice provided by the review process and, by law, makes all funding decisions.

3. Assessment of Risk and Other Pre-Award Activities

While awards under this notice are issued based on a legislatively mandated formula, councils are held to the same standards as all other NEH applicants.

Prior to making an award, NEH will conduct a risk assessment, consistent with [2 CFR § 200.206](#). This assessment includes considerations such as past performance; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements.

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.

The NEH Office of Grant Management 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 via eGMS Reach in November 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 November 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 General Operating Support Grants to State and Jurisdictional Humanities Councils \(for awards issued October 1, 2024, or later\)](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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

If you cannot attest to the statements in this certification, explain why not in [Attachment 3: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

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

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

Copyright information

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

Protecting Personal Information

If you collect personal identifiable information (PII) as part of your NEH-funded award, you are responsible for protecting and storing it. You must take all reasonable and appropriate actions to prevent inadvertent disclosure, release, or loss of PII. Consult [Protecting Personal Information](#) |

[The National Endowment for the Humanities](#) for more guidance. NEH is not liable if a recipient incurs an inadvertent disclosure, release, loss, or data breach of PII.

Consent for Survey Participation

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

Acknowledging NEH support

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

Subrecipient monitoring requirements

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

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

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

[Learn more about managing subawards.](#)

Program income

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

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

You must comply with the following reporting requirements. You will complete reports online in eGMS Reach, the NEH online grant management system, unless otherwise instructed. NEH will provide further information in the Notice of Action.

- 1) **Annual Federal Financial Report.** Councils must submit the Federal Financial Report (SF-425). This report is due annually on January 31.
- 2) **Federal Matching Report.** If applicable, councils must submit matching certifications. This report is due annually on June 30 In order to guarantee processing within the fiscal year.
- 3) **Final Federal Financial Report.** Councils must submit a final financial report within 120 calendar days after the period of performance ends.
- 4) **Activities and Outcomes Report.** Councils must submit a performance report summarizing activities and outcomes from the past funding period. This report is due annually on January 31.
- 5) **Board Minutes.** Councils must submit minutes of their board meetings from the past funding period. This report is due annually on January 31.
- 6) **Subaward Summary.** Councils must report subawards made during the past funding period with General Operating Support Grant funds and/or funds leveraged for the required cost share. This report is due annually on January 31.
- 7) **Current Board and Staff.** Councils must submit a list of their current board and staff members. This report is due annually on January 31.
- 8) **Tangible Personal Property Report.** If applicable, you must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. You must report all equipment with an acquisition cost of \$10,000 or more per unit purchased with NEH funds.

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

G. Agency Contacts

If you have questions about the program, contact:

Office of Federal/State Partnership
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8254
fedstate@neh.gov

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

Office of Grant Management

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

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

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

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

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

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

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

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

Application completion time

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

needed; and completing and reviewing the application. Time needed may vary from program to program.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the PRA Officer at PRA@neh.gov. According to the [Paperwork Reduction Act of 1995](#), no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2027.