



NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES

**Notice of Funding Opportunity**

**Endowments for Advancing the Humanities**

Funding Opportunity Number: 20280930-CHE

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.130

**Application Deadline: NEH will review applications under this notice on a rolling basis through September 30, 2028**

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 Collections & Infrastructure  
Email: [collections@neh.gov](mailto:collections@neh.gov)  
Telephone: 202-606-8570  
Telecommunications Relay Service: 7-1-1

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

## Executive Summary

The National Endowment for the Humanities (NEH) Division of Collections and Infrastructure is accepting applications for the Endowments for Advancing the Humanities program. The purpose of this program is to fund endowments that strengthen the financial stability of organizations and sustain long-term work in the humanities.

The endowments are financed through a combination of NEH federal matching funds and non-federal gifts.

NEH will consider applications under this notice only if the NEH Chairman specifically invites an organization to apply or if the Chairman issues an open call for applications. No other applications will be considered.

Funding Opportunity Title	Endowments for Advancing the Humanities
Funding Opportunity Number	20280930-CHE
Federal Assistance Listing Number	45.130
Application Deadline	See specific program announcement
Anticipated Award Announcement	Approximately six months after the application deadline. See the specific program announcement for an anticipated date.
Award Amounts	Up to \$15 million in NEH federal matching funds, plus an additional \$100,000 in outright funds for fundraising support costs, as specified in the program announcement.
Cost Sharing/Match Required	Yes. Match ratio 1:1 of non-federal gifts. See <a href="#">C. Eligibility Information</a> .
Period of Performance	Up to 3 years, as specified in the program announcement
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>
Published	September 24, 2025

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# A. Program Description

## 1. Purpose

Endowments for Advancing the Humanities awards provide funds for 20-year term endowments to support long-term work in the humanities. Humanities organizations benefit from consistent funding over an extended period to maintain stability, to flourish, and to continue to offer valuable programs and preserve resources.

Endowment projects will focus first on fundraising. You may propose up to three years to raise and certify non-federal gifts that will be matched one-to-one with NEH federal matching funds. Under this notice, “gifts” are defined as contributions of third-party non-federal funds or the recipient's own institutional funds. Once you have certified the required amount of non-federal gifts, you will establish a term endowment and spend its income to advance the work of the humanities at your organization.

You may request up to an additional \$100,000 in outright funds for fundraising support costs (salaries, consultants, contracts, or subawards for fundraising personnel) and related indirect costs during the [period of performance](#).

Your application should include details about the plans for endowment funds and how they would promote and sustain your organization's humanities mission, increase its capacity, and support its humanities activities during the 20-year term. Plans for expending endowment funds should reflect careful strategic planning to strengthen and enrich an institution's humanities activities and commitment to the preservation and advancement of knowledge and understanding of the humanities. You must also include a thorough explanation of the one- to three-year fundraising plan, and details about the fiscal health of your organization and how the endowment will be managed.

Endowment-funded costs and activities may include humanities-based personnel; research; preservation of and access to collections and resources; curriculum development; symposia, lecture series, and other public programs; exhibitions; K–12 programs; and the purchase of supplies, equipment, software, and subscriptions to support this work.

During the 20-year term, only the income generated by the endowment may be used for these purposes; the endowment principal must remain intact. At the conclusion of the term, recipients may choose to continue the fund, grow it, or spend down the principal, but in all cases, expenditures must remain restricted to the allowable purposes originally approved.

**Allowable costs and activities, as well as funding restrictions for endowment funds will be detailed in the specific program announcement to which you apply, and in the terms and conditions for award.**

## Intended Applicants

This program is intended for humanities organizations such as museums, libraries, archives, historical societies and historic sites, research institutions, scholarly associations, and humanities-centered sub-units of colleges and universities. Your application should clearly articulate how your organization engages with humanities themes through its collections, sites, teaching, research, and/or programming. Eligible applicants that do not work primarily in the

humanities must clearly articulate how the proposed endowment advances the humanities within and/or beyond their organizations.

## **Program Outputs and Outcomes**

Program outputs are the tangible products that result from the award. The output for all Endowments for Advancing the Humanities awards is the creation of a term endowment.

Project outcomes of an Endowments for Advancing the Humanities award refer to its impact and may vary. The outcomes of an award will involve strengthening the recipient organization and expanding its capacity to conduct its work in the humanities over the long term.

You will describe your output (the creation of a term endowment) and how it would support the project outcomes in the application [Attachment 1: Narrative](#). If you receive an award, NEH will assess your output based on whether you are successful at certifying funds in accordance with the terms and conditions of your award. See [G.2. Reporting](#).

## **2. Funding Restrictions**

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

- Unallowable Costs:
  - legal or administrative fees for endowment management
  - fundraising not specific to the project
  - general operating costs
  - high-risk investments (see [Administration of Endowment Awards](#))
  - repayment of existing loans or debt
  - costs for activities performed by federal entities or personnel
  - acquisition, repair, or improvement of real estate
- Restricted activities:
  - 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
- Programmatic exclusions:
  - projects that fall outside of the humanities
  - the creation or performance of art
  - creative writing, autobiographies, memoirs, and creative nonfiction
  - policy studies
  - 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

### 3. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956 \(h\)](#) of the National Foundation on the Arts and the Humanities Act of 1965. This statute allows NEH to enable "cultural organizations and institutions to increase the levels of continuing support" and to provide "administrative and management improvements for cultural organizations and institutions, particularly in the field of long-range financial planning," among other activities, through Challenge Programs. NEH Challenge awards require federal funds to be matched by non-federal gifts at a ratio of no less than one-to-one.

Activities and costs during the endowment award's period of performance are subject to the following parts of [2 CFR Part 200](#):

- Subpart D—Post Federal Award Requirements
  - § 200.300 Statutory and national policy requirements
  - § 200.302 Financial management
  - § 200.303 Internal controls
  - § 200.306 Cost sharing or matching
  - § 200.308 Revision of budget and program plans
  - § 200.309 Modifications to Period of Performance
  - § 200.317 - § 200.327 Procurement standards
  - § 200.328 Financial reporting
  - § 200.329 Monitoring and reporting program performance
  - § 200.331 Subrecipient and contractor determinations
  - § 200.332 Requirements for pass-through entities
  - § 200.334 - § 200.338 Record retention and access
  - § 200.339 - § 200.343 Remedies for noncompliance
  - § 200.344 Closeout
  - § 200.345 Post-closeout adjustments and continuing responsibilities
- Subpart E—Cost Principles-all. Note that [§ 200.442\(a\) Fundraising and investment management costs](#) permits fundraising for meeting the program objectives with prior written approval.
- Subpart F—Audit Requirements, 2 CFR § 200.502 (e).

Awards are subject to the NEH [General Terms and Conditions for Awards to Organizations](#) and the [Administration of NEH Endowment Awards](#).

Once established, NEH-supported endowments are subject to the [Uniform Prudent Management of Institutional Funds Act \(UPMIFA\)](#) of your state or, where a state law does not exist, the District of Columbia. Additionally, endowment funds are subject to the audit requirements of 2 CFR 200 Subpart F for the term of the endowment and during the spenddown period.

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 invites new applications in response to this notice. NEH will provide funding in the form of term endowment awards.

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

#### **Award amounts**

You may request up to \$15,000,000 in federal matching funds. You may request up to an additional \$100,000 in outright funds for fundraising support costs (salaries, consultants, contracts, or subawards for fundraising personnel) and related indirect costs.

Your request should be appropriate to your organization's fundraising capacity. See [C2. Matching Requirements](#) for information on match ratios and eligible gifts.

If your application is successful, you will receive an award of NEH federal matching funds that is restricted until you meet NEH award terms and conditions and submit gift certifications that are approved by NEH (see [Administration of NEH Endowment Awards](#)). NEH will release all federal matching funds only when you have certified all gifts. You must certify a minimum of \$500,000 to release any NEH federal matching funds at the end of your period of performance.

NEH will not determine the funding available each fiscal year until Congress enacts the agency's 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**

You may request a period of performance between one and three years to certify matching gifts and establish and fund the term endowment. The period of performance must start on the first day of the month and end on the last day of the month. Refer to the specific program announcement for allowable start dates.

During the period of performance of the award, you will focus on raising the required non-federal gifts to match the NEH offer. NEH will monitor your fundraising progress through your annual reporting and gift certifications, referencing the plan you provide in your application. You may certify non-federal gifts once per year. NEH will maintain a restriction on your award until all gifts have been raised and certified, at which point the full amount of NEH federal matching funds will be released for you to transfer into an income-earning restricted or similar endowment account. The period of performance ends once fundraising has been completed and the endowment has been established.

You may request a single one-year extension to the period of performance if necessary to raise the remainder of your required gifts. You must certify a minimum of \$500,000 to release any NEH federal matching funds. If you are unable to complete the match at the end of the extension, the remaining NEH award amount is forfeited, and the award will be closed out.

## **Endowment term**

The **endowment term** is the 20-year period when you use income from the endowment for NEH-approved humanities purposes. At the end of the endowment term, you have the option to continue, grow, or spend down the endowment funds. The endowment principal must remain intact during this period. Expenditures remain restricted to supporting the same allowable activities originally approved and for the same original purposes.

You may establish your endowment with non-federal gifts at any time. NEH will release all federal matching funds when you have certified all gifts or at the end of your period of performance if you have certified a minimum of \$500,000. The 20-year endowment term begins when NEH funds are deposited in the endowment.

At the conclusion of the 20-year term, your endowment governing body may choose one of the following options. In all cases, expenditures must remain restricted to the allowable activities and purposes originally approved by NEH:

- a) Continue the endowment by maintaining the principal and spending only the income.
- b) Grow the endowment by reinvesting some or all the income.
- c) Spend down the endowment principal at a rate determined by the governing body.

## **C. Eligibility Information**

### **1. Eligible Applicants**

NEH will consider applications under this notice when:

1. the Chairman specifically invites an organization to apply; or
2. the Chairman issues an open call for applications.

NEH will reject other applications submitted under this notice as nonresponsive.

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.

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



## 2. Matching Requirements

To receive NEH federal matching funds, you must certify eligible gifts from non-federal sources (see [Administration of NEH Endowment Awards](#)). All applicants will use a match ratio of one-to-one; for every dollar in NEH federal matching funds you request, you must certify one dollar in gifts.

### Eligibility of gifts

You must raise gifts from non-federal sources consistent with the [Administration of NEH Endowment Awards](#).

Both restricted gifts (gifts that are given specifically in support of a project) and unrestricted gifts (gifts that may be used at the recipient's discretion) are eligible to be matched.

Pledges can be certified only after they are realized in cash. Certain types of gifts, such as real estate and planned giving, are subject to special limitations. In-kind contributions are not eligible gifts in this program.

Detailed guidance on eligible gifts, and on submitting the [Certification of Matching Gifts form](#) and any required supporting documentation is available in the [Administration of NEH Endowment Awards](#).

You must maintain auditable records of the sources of matching gifts. See [2 CFR § 200.306](#) and the [Administration of NEH Endowment Awards](#).

## 3. Other Eligibility Information

Your organization may submit only one application for Endowments for Advancing the Humanities per deadline. This includes applications from subordinate units under a parent organization.

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

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

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

NEH does not provide financial assistance to foreign institutions or organizations.

## D. Application Contents and Format

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity, 20280930-CHE, using the link provided in the program announcement.

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

### 1. 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)

### 2. Application Component Table

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

- Required: You must submit this component.
- Conditionally required: You must submit this component if your proposal meets the specified conditions.
- Optional: You may submit this component, but NEH does not require it.
- Conditionally required for recipients: You are encouraged but not required to submit this component when you apply. You must submit it if you receive an award and 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 adhere to 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 (mandatory)
<a href="#">2: Work plan</a>	workplan.pdf	Required	2 (suggested)
<a href="#">3: Institutional profile and financial documentation</a>	profile.pdf	Required	8 (suggested)
<a href="#">4: Résumés or biographies</a>	resumes.pdf	Required	2 pages per résumé or 2 paragraphs per biography (suggested)
<a href="#">5: Letters of commitment and support</a>	letters.pdf	Required	1 per letter (suggested)
<a href="#">6: Other supporting documentation</a>	documentation.pdf	Optional	15 (suggested)
<a href="#">7: Certification of gifts</a>	certification.pdf	Optional	
<a href="#">8: Subrecipient budget(s)</a>	subrecipient.pdf	Conditionally required	
<a href="#">9: Federally negotiated indirect cost rate agreement</a>	agreement.pdf	Conditionally required	
<a href="#">10: Explanation of delinquent federal debt</a>	delinquentdebt.pdf	Conditionally required for recipients	
<b>Grants.gov forms</b>			
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>		Required	
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>		Required	
<a href="#">Project/Performance Site(s) Location Form</a>		Required	
<a href="#">Research and Related Budget and Budget Justification</a>		Required	
<a href="#">Attachments Form</a>		Required	
<a href="#">Certification Regarding Lobbying</a>		Conditionally required for recipients	
<a href="#">Standard Form-LLL "Disclosure of Lobbying Activities"</a>		Conditionally required for recipients	

### 3. Attachments

#### **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 pages.** Do not include an executive summary, cover page, or table of contents. You may include images, charts, diagrams, footnotes, or endnotes if they fit within the page limit. Name the file narrative.pdf.

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

#### **Humanities significance and impact (aligns with [review criterion 1](#))**

Briefly describe your organization, including its mission and governance. Describe the significance and intellectual quality of the humanities educational activities, research, programs, and collections that the endowment award would support. Describe why these collections and/or activities are important, and to whom. Describe your organization's history, track record, and impact in the humanities at a local, regional, national, and/or international level. You may refer to the institutional profile in [Attachment 4: Résumés and biographies of key personnel](#).

#### **Advancing the humanities with endowment funds (aligns with [review criteria 1 and 2](#))**

Provide a detailed description of your plans for endowment funds and how they will advance your organization's humanities mission, increase its capacity, and support humanities activities. Describe long-term planning efforts at your organization, how this work aligns, and whether it is part of a larger initiative. What is your vision for this work over twenty years? Describe, specifically, what the endowment is likely to support. How will you measure, refine, and communicate the impact of your work during the endowment term?

#### **Fundraising and investment plan (aligns with [review criterion 3](#))**

Demonstrate your organization's financial stability and its past record of fundraising. Provide a thorough explanation of your plan to certify the required amount of non-federal gifts to release NEH federal matching funds. Delineate the fundraising strategy and provide a timeline with annual benchmarks for raising all gifts. Provide information on prospect identification and development. Indicate if you plan to request extra funds for fundraising support costs (salaries, consultants, contracts, or subawards for fundraising personnel) and related indirect costs.

Provide an overview of your organization's governance policies for endowments and likely investment strategies. You may refer to the management, portfolio, and performance of other endowments at your institution as relevant. Consult the [Administration of Endowment Awards](#) for NEH requirements on governance structure, investment policies, and spend policies.

You will provide recent financial statements in [Attachment 3: Institutional profile and financial documentation](#).

#### **Key personnel (aligns with [review criterion 4](#))**

Identify the key personnel at your organization who will manage the effort to raise and certify gifts for the endowment during the period of performance. Briefly explain their roles in the

planning and fundraising process. Do the same for external consultants and advisors, if applicable, and explain whether they are already engaged or need to be hired.

Identify the people and/or positions that will be active during the endowment term, for example, to set a vision and strategic priorities, to hire personnel, and to direct and implement the work.

Explain who will manage and govern endowment funds and how.

Briefly explain the roles and responsibilities of these individuals. You may refer to [Attachment 6 Résumés of key personnel](#).

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

The work plan should include:

1. an overview of fundraising activities, including relevant benchmarks, designated staff, and tangible annual fundraising goals
2. a schedule of your plans for annual gift certifications, including projected amounts to be raised each year. NEH's annual certification deadline is January 31
3. details about when and how the endowment fund will be established

Additionally, you may provide information about planning activities for the work that would be funded by the endowment during its term.

Name the file workplan.pdf.

## **Attachment 3: Institutional profile and financial documentation (required)**

Provide an institutional profile of approximately one page that covers the following:

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

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

Provide financial documentation to demonstrate the fiscal health of the organization and plans for managing the endowment. Include audited financial statements or a summary of operating income and expenditures for the past three years, as well as endowment performance information. Where the application concerns a sub-unit of a larger whole (for example, a library on a university campus), include summaries for the smaller unit. Applicants should explain significant operating surpluses or deficits in accompanying notes.

Provide information about planned investment and management strategies for the endowment.

Name the file profile.pdf.

#### **Attachment 4: Résumés or biographies of key personnel (required)**

Include brief résumés or biographies for the project director and other staff with major responsibilities for fundraising, endowment management, or implementation of humanities activities during the endowment term. Include key consultants, if applicable.

Résumés should not exceed two pages in length per person; biographies should not exceed two paragraphs per person. Name the file resumes.pdf.

#### **Attachment 5: Letters of commitment (required) and support (optional)**

Provide letters of commitment from appropriate officials, such as the president, provost, executive director, or board of directors, confirming the institution's commitment to the humanities, to the fundraising effort, and to the proposed plans for the endowment term.

Letters of support may come from within or outside your institution and should demonstrate the significance, audience, and impact for your current and proposed work. Do not include more than three of these optional letters.

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

Name the file letters.pdf.

#### **Attachment 6: Other supporting documentation (optional)**

You may include other relevant documents to support the application, including materials that illustrate your institution's past or current humanities activities, such as programming and/or exhibition materials, curricula, organizational brochures, or evaluation materials (metrics or survey documents). You may include position descriptions for roles that may be supported during the endowment term.

Other supporting documentation should not exceed fifteen pages. Name the file documentation.pdf

#### **Attachment 7: Certification of gifts (optional)**

You are encouraged to certify any gifts in hand with your application. NEH will review these gifts at the time of making an award instead of at the annual certification deadline of January 31. Complete the [Endowment Gift Certification Form](#) and provide any required supporting

documentation. For information on gift eligibility and certification, see [Administration of NEH Endowment Awards](#). Name the file certification.pdf.

### **Attachment 8: Subrecipient budget(s) (conditionally required)**

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

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

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

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

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

Name the file subrecipient.pdf.

### **Attachment 9: Federally negotiated indirect cost rate agreement (conditionally required)**

You may charge indirect costs on expenses for a fundraising support only. 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 of 15%, you do not need to submit this attachment. Name the file agreement.pdf.

### **Attachment 10: Explanation of delinquent federal debt (conditionally required for recipients)**

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

## **4. Review Criteria**

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

**1. Significance to the Humanities:** The scope and significance of the applicant's work in the humanities. The impact of the endowment to advance and sustain the applicant's humanities work in the long term. (Aligns with narrative section [Humanities significance and impact](#).)

**2. Plans for Endowment Income and Likely Impact:** The strength, clarity, and level of detail of the description and justification of the proposed plans for endowment income during the 20-year term. The impact of endowment funds for strengthening and improving the understanding



of the humanities. Assessment and communication of the award's impact. (Aligns with narrative section [Advancing the humanities with endowment funds.](#))

**3. Fundraising Feasibility, Institutional Commitment, and Financial Health:** The quality, specificity, and feasibility of the fundraising plans, and the applicant's likelihood of success in certifying all gifts. The overall fiscal health of the organization to support fundraising efforts, endowment establishment, and prudent management of endowment funds. The suitability of the investment strategy. The level of commitment and engagement by the applicant's leadership and community to support and implement the proposal throughout the period of performance and endowment term. (Aligns with narrative sections [Fundraising and investment plan](#) and [Humanities significance and impact.](#))

**4. Personnel:** The qualifications of personnel identified to lead and support fundraising efforts and endowment management. The qualifications of personnel identified to lead humanities advancement efforts during the endowment term. (Aligns with Narrative Section Key personnel)

## 5. 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](#).

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.

b. Provide a brief description of your project (no more than 1,000 characters, including spaces). Write the description for a nonspecialist audience, stating the importance of the proposed work and its relation to 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 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

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

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).

The 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 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.

## 9. Authorized Representative

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

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

### 1. Project Director

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

### 2. Institutional Information

Select your institution type from the drop-down menu.

### 3. Project Funding

Enter the amount of funds you are requesting from NEH for the endowment principal under "Federal Match." If you are requesting up to \$100,000 for fundraising support, enter the amount under "Outright Funds." Under "Cost Sharing," enter the required total of non-federal gifts you will raise to release the NEH federal matching funds according to the 1:1 match ratio. Do not include voluntary cost share.

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

#### 4. Application Information

Indicate whether you 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.”

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

Use the **Research and Related Budget** form included in the Grants.gov application package to submit a project budget for the [period of performance](#), which is the **one- to three-year period** when you will raise and certify third-party, non-federal gifts. Round all costs to the nearest dollar.

Your budget must show the **total project costs**: the amount of federal matching funds together with the non-federal gifts, as well as any outright funds. These amounts correspond with the amounts on the [Supplementary Cover Sheet for NEH Grant Programs](#).

If you are requesting NEH outright funds for fundraising support fundraising support costs (salaries, consultants, contracts, or subawards for fundraising personnel), you must also submit a **budget justification**. Organize your budget justification using the section headings from the Research and Related Budget and describe how each item supports your proposed objectives, and detail how you calculated all costs.

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

#### Introductory Fields

Complete the [SF-424 Application for Federal Assistance - Short Organizational form](#) prior to completing your Research and Related Budget, since it will auto-populate certain fields on the budget form.

## Endowment Principal

Enter the amount for the **endowment principal**, NEH federal matching funds plus the required non-federal gifts, in **F8. Other Direct Costs**.

## Fundraising Support

Enter direct costs for fundraising personnel in **A. Senior/Key Person**, **B. Other Personnel**, **F3. Other Direct Costs, Consultant Services** or **F5. Subawards/Consortium/Contractual Costs**.

Per [2 CFR 200.442](#), fundraising costs require prior written approval and are unallowable unless they meet the federal program objectives.

For **A. Senior/Key Person** or **B. Other Personnel**, enter the requested salary and fringe benefits for each person.

In the justification, provide the names of fundraising personnel and briefly describe their roles and suitability for the project. Detail the salary and wages you will pay to each person and the fringe benefit rate.

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

For **F3. Other Direct Costs, Consultant Services**, Enter the requested funds for a fundraising consultant. In the justification, 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, and provide total costs. If applicable, include consultants' proposals.

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

For **F5. Subawards/Consortium/Contractual Costs**, enter the total funds you are requesting (both direct and indirect costs) for activities third parties will perform. Any costs in this section must be for fundraising personnel.

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.

## Indirect Costs

**You may calculate indirect costs on the federal share of expenses for fundraising support only.** 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.

Calculate the amount you may request by multiplying the applicable indirect cost rate by the costs for fundraising support (salaries, consultants, contracts, or subawards for fundraising personnel). **Total direct and indirect costs on the federal share of expenses for a fundraising support must not exceed \$100,000.** If you include indirect costs in your project budget, identify the rate, explain the base, and describe any exclusions in your budget justification.

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

- charge a de minimis rate of 15% applicable to MTDC (see [2 CFR § 200.414\(f\)](#))
- 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

Review your institution's negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project.

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 has a provisional rate when NEH issues an award, 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.

Include a copy of your federally negotiated indirect cost rate agreement, along with any subrecipient agreements, as [Attachment 11: Federally negotiated indirect cost rate agreement](#), if applicable.

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

**Do not enter any costs in the Research and Related Budget for these categories:**

- C. Equipment
- D. Travel
- E. Participant/Trainee Support Costs
- F. Other Direct Costs: 1. Materials and Supplies, 2. Publication Costs, 4. Automated Data Processing (ADP)/Computer Services, 6. Equipment or Facility Rental Fees, and 7. Alterations and Renovations.
- J. Fee

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

You will upload your [Attachments](#) to Grants.gov using this form. **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 in federal funds, 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](#).

# **E. Submission and Pre-Award Activities**

## **1. Application Package**

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity, 20280930-CHE, using the link provided in the program announcement.

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](#).

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

## **2. Unique Entity Identifier and System for Award Management (SAM.gov)**

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 that their Unique Entity Identifier (UEI) is validated and their SAM registration is accurate, active, and current well**

**in advance of the deadline.** If your SAM registration is expired at the time of Grants.gov submission, NEH will reject your application.

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

## Login.gov

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

## System for Award Management (SAM.gov)

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.

[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.

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

## 3. Submission Instructions

The deadline for applications under this notice is detailed in the Program Announcement to which you are applying.

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 CHE-. 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.

## **4. Application Review Information**

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](#) and to the NEH Chairman. The National Council meets at least twice each year to review applications and advise the NEH Chairman. By law, the Chairman has the sole authority to make final funding decisions. Following NEH's public announcement of funded projects, you may request copies of the peer reviewers' evaluations of your proposal by contacting [collections@neh.gov](mailto:collections@neh.gov).

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

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

## **5. Intergovernmental Review**

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

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

Following the Chairman's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; analyze the project budget; assess the



applicant's management systems; confirm the applicant's continued eligibility; and evaluate compliance with [public policy requirements](#). This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused.

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

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

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

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

## **F. Award Notices**

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

NEH will notify you of funding decisions by email approximately six months after the application deadline. See the specific program announcement for an anticipated date. This is not an authorization to begin performance or incur related costs.

### **2. Federal Award Documents**

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 approximately six months after the application deadline.

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

## **G. Post-Award Requirements and Administration**

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

Each award is subject to the **sections of [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) listed in [A2. Background](#), the [General Terms and Conditions for Awards to Organizations](#)**, and any specific terms and conditions that NEH places on the award in the Terms and Conditions and Notice of Action documents.



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](#).

In particular, the recipient, including any subrecipient(s), must comply with Executive Order 13899, *Combating Anti-Semitism* ([Federal Register: Combating Anti-Semitism](#)), and Executive Order 14188, *Additional Measures to Combat Anti-Semitism* ([Federal Register: Additional Measures To Combat Anti-Semitism](#)), to curb or combat anti-Semitism, especially in schools and on university and college campuses. Discrimination or harassment against Jews on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance may violate Title VI of the Civil Rights Act of 1964 (Title VI), [42 U.S.C. 2000d](#) *et seq.*

## **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 12: Explanation of delinquent federal debt](#).

## **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 the [Administration of NEH Endowment Awards](#) for information.

## **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\(a\)](#).

## 2. 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.

### Annual and final reporting

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 outputs you identify in your application. You will submit a financial statement to show that all federal matching and non-federal funds have been deposited into the endowment account and an overview of the endowment’s investment portfolio.
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. **Annual Gift Certification.** The [Endowment Gift Certification Form](#) accompanied by the required donor documentation comprises the annual gift certification. You must submit a Challenge Financial Report to certify non-federal gifts to release NEH federal matching funds.

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

### Post-award endowment reporting

During the endowment term, recipients must maintain written records sufficient to demonstrate performance of the endowment, consistent with [UPMIFA](#), including:

- Donor contributions
- Current portfolio allocation
- Investment performance relative to benchmarks
- Annual distributions and spending.

Reports must be retained as part of the recipient’s standard recordkeeping and made available to NEH upon request over the life of the endowment.

Additional details about post-award endowment reporting are available in the [Administration of NEH Endowment Awards](#).

## H. Agency Contacts

If you have questions about the program, contact:

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

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