NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Chair's Disaster Recovery Grants for Humanities Collections

Funding Opportunity Number: 20261231-PDR

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.149

Application Deadline:
NEH will review applications under this notice
on a rolling basis determined by the Chair
through December 31, 2026

Executive Summary

This notice solicits applications for the Chair's Disaster Recovery Grants for Humanities Collections. The purpose of this program is to help humanities organizations that steward collections respond to and recover from local, state, regional, and federally declared disasters, including fires, floods, hurricanes, mudslides, and climate-related disasters. Emergency response and recovery activities may include salvaging humanities collections such as rare books, documents, photographs, artwork, sculptures, historical objects, audiovisual media, and digital collections. NEH will consider applications under this notice only if the NEH Chair specifically invites an organization affected by a disaster to apply or if the Chair issues an open call for applications from organizations affected by a disaster. No other applications will be considered.

Funding Opportunity Title	Chair's Disaster Recovery Grants for Humanities Collections
Funding Opportunity Number	20261231-PDR
Federal Assistance Listing Number	45.149
Application Deadline	Rolling basis determined by the Chair. See D4. Submission Dates and Times
Anticipated Award Announcement	Approximately 60 days after receipt of application
Award Amounts	Up to $15,000
Cost Sharing/Match Required	No
Period of Performance	Up to one year.
Eligible Applicants	- nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code - accredited institutions of higher education (public or nonprofit) - state and local governments and their agencies - federally recognized Native American Tribal governments NEH will consider applications under this notice only if the NEH Chair specifically invites an organization affected by a disaster to apply or if the Chair issues an open call for applications from organizations affected by a disaster. No other applications will be considered. See C. Eligibility Information for additional information.
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Table of Contents

A. Program Description

1. Purpose

This notice solicits applications for the Chair's Disaster Recovery Grants for Humanities Collections administered by the NEH Division of Preservation and Access.

Chair's Disaster Recovery Grants for Humanities Collections help institutions – such as libraries, museums, historical societies, archival repositories, cultural organizations, federally recognized Native American Tribal governments, and colleges and universities – respond to and recover from disasters. Preservation field services networks and consortia that support collecting institutions' efforts to respond to and recover from emergencies impacting cultural heritage collections are also eligible.

Disasters could include fires, floods, hurricanes, mudslides, and climate related disasters, including, local, state, regional, and [FEMA federal declarations of emergencies and disasters](). Response and recovery activities may include salvaging humanities collections such as rare books, documents, photographs, artwork, sculptures, archaeological artifacts, historical objects, audiovisual media, and digital collections. NEH encourages you to make response and recovery decisions that can contribute to the institution's long-term sustainability and resiliency in future disasters.

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

Allowable activities and services

The Chair's Disaster Recovery Grants for Humanities Collections program supports a range of activities and services related to disaster response and recovery. You should request funding that best aligns with your emergency needs, and you can propose multiple activities in a single application.

Purchase or rental of emergency response and recovery supplies and equipment

NEH encourages you to take a sustainable approach that can reduce risk from future disasters and/or emergencies when selecting supplies and equipment, such as items that decrease the use of fossil fuels, are energy efficient, and benefit green initiatives (i.e., selecting a battery-powered generator over a gas-powered generator). Supplies and equipment may include:

- preservation and rehousing supplies (e.g., boxes, folders, archival sleeves)
- personal protective equipment (PPE) (e.g., gloves, masks, respirators, coveralls)
- cleaning and other disaster remediation supplies
- packing material
- non-permanently affixed fixtures, furniture, shelving units, cabinets, storage containers
- supplies for drying, stabilizing, housing, and storing cultural materials
- vacuums, HEPA filters, air purifiers
- desiccants
- portable dehumidifiers or air conditioning units
- generators and temporary or portable energy sources
- freezers

Conduct Consultations with Preservation Professionals

You may secure consultants to address emergency or disaster response and recovery work in the stewardship of humanities collections. Consultations can occur virtually and/or on-site.

Consultants can provide assistance and/or guidance on:

- assessing the immediate needs and priorities of a collection impacted by an emergency or disaster
- assessing supplies and equipment needs
- preservation related to response and recovery for cultural artifacts and humanities collections in which the consultant has expertise (e.g., photographs, textiles, paintings, 3-dimensional objects, paper-based materials)
- measures necessary to work safely with damaged materials to avoid mold exposure
- rescue and emergency conservation treatment of collections
- recovery of digital assets and collections
- methods and materials for the emergency storage of collections

Hire emergency response and recovery service providers

You may contract with emergency service providers to stabilize and salvage collections affected by an emergency or disaster. These services may include:

- vacuum freeze-drying and other drying services for collections
- mold remediation and cleaning for collections
- conservation treatment
- cool or cold storage for collections
- HVAC cleaning and minor HVAC repairs

Preservation field services networks and consortia

Organizations of collections care professionals may request funds to provide or augment disaster response, recovery, and consulting services to humanities organizations impacted by local, state, regional and federally declared disasters. For example, preservation field services networks and consortia can provide:

- disaster and/or emergency response
- consulting
- on-site assistance
- supplies for on-site assistance
- conference calls between affected institutions and emergency managers

Allowable costs

Given the program's focus on supporting organizations in addressing their immediate response and recovery needs, NEH has limited allowable costs in this program to the following categories:

- personnel
- equipment (i.e., to facilitate reformatting collections as a preservation methodology)
- supplies and materials

- contracts and subawards (i.e., transportation of collections for storage or recovery, HVAC cleaning and minor HVAC repairs)
- consultant costs, including consultant travel
- travel costs (i.e., for a field service organization to travel to an impacted area)
- equipment and facility rental (i.e., temporary storage during the period of performance)
- indirect costs

You may request pre-award costs incurred no earlier than the start date of the disaster/emergency or 90 days prior to the date of award, whichever is later. You incur pre-award expenditures at your own risk, and a recipient's authority to approve such costs does not impose an obligation on NEH in the event an award is not made or is made for an amount that is less than you anticipated. All other project activities and expenditures of project funds must occur during the period of performance.

See the Research and Related Budget instructions for guidance on preparing your budget. See D6. Funding Restrictions for unallowable activities.

Per 2 CFR §200.447 (c), you may not use NEH funds for actual losses that insurance could have covered.

2. Background

NEH offers this funding opportunity under the authority of 20 U.S.C. § 956. Awards are subject to 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the General Terms and Conditions for Awards to Organizations.

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 applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award amounts

You may request up to $15,000. This includes the sum of direct and indirect costs.

NEH will award successful applicants outright funds, which are not contingent on additional funding from other sources.

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

Period of performance

You may request a period of performance up to one year.

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

C. Eligibility Information

1. Eligible Applicants

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

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

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

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

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

2. Cost Sharing

NEH does not require cost sharing in this program.

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

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

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

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

You must maintain auditable records of the source and use of cost share. See 2 CFR § 200.306.

Learn about types of funds NEH offers.

3. Other Eligibility Information

NEH will consider applications under this notice only under the following situations:

1. The Chair specifically invites an organization that has experienced a disaster to apply; or
2. The Chair issues an open call for applications from organizations in a specific local, state, regional, and federally declared disasters disaster area

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

Distinct collecting entities of a larger organization may apply under this announcement, such as the library and museum of a university, or two historic sites within a historical society.

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

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

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

submit an application involving international collaboration, contact program staff at preservation@neh.gov.

If you submit an incomplete application, this may delay NEH's consideration of your request. See the Application Components Table.

D. Application and Submission Information

1. Application Package

NEH encourages you to apply using Grants.gov Workspace or a Grants.gov system-to-system solution. Program staff may provide you with a link so that you can access this opportunity. Do not share this link.

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

If applying through Grants.gov would be a hardship due to your emergency, you may submit your application to NEH directly. See D7. Other Submission Requirements. If you apply directly to NEH, you must register with the System for Award Management before NEH can issue an award, per 2 CFR 25.

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

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

2. Content and Form of Application Submission

Your application will include a narrative, budget, and other forms and attachments. See the Application Component Table.

If you apply through Grants.gov, you will complete the forms within Grants.gov Workspace and upload other components into the Attachments Form. If you apply directly to NEH, refer to the instructions in D7. Other Submission Requirements.

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

- Required: You must submit this component.
- Conditionally required: You must submit this component if your proposal meets the specified conditions.
- Recommended: NEH encourages, but does not require, you to submit this component.

Application Component Table

Application Component	File Name	Designation	Page limit
Attachments			
1: Narrative	narrative.pdf	Required	3 pages (suggested)
2: Work plan	workplan.pdf	Required	
3: Résumés for key personnel	resumes.pdf	Required	2 pages per person (suggested)
4: Photographs	photos.pdf	Recommended	4 pages (suggested)
5: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
6: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
7: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget and Budget Justification		Required	
Attachments Form		Required	

Attachment 1: Narrative (required)

Compose a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of jargon.

NEH recommends you limit your narrative to three single-spaced pages. Do not include an executive summary, cover page, or table of contents. You may include images, charts, diagrams, footnotes, and endnotes. Name the file narrative.pdf.

Compose a narrative addressing the following prompts:

A. Identify the local, state, regional, and/or federally declared disaster and/or emergency that impacted your organization.
B. Explain the impact of the disaster or emergency on your organization and collection, considering factors such as damage to facilities, operations, and public access. What need, urgency, and threat does the project address, including the source, nature, extent, and severity of the disaster or emergency?
C. Describe the humanities collections affected by the emergency or disaster, emphasizing their significance, and identifying the type of materials, date ranges, and intellectual

content. Detail the scope and nature of the damage and its impact on the collection, considering both preservation and access. You may attach photographs as Attachment 4.

D. Describe your organization's mission and core work and provide examples of how it supports or advances the humanities for the benefit of the cultural and educational sectors and/or the general public. How is the collection used to support scholarly research, education, or public programming in the humanities?

E. Describe how you would use a Chair's Disaster Recovery Grant for Humanities Collections to address the immediate response and recovery needs of your collection. How will the project directly address damage to humanities collections caused by the disaster/emergency?

Attachment 2: Work plan (required)

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

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

Attachment 3: Résumés for key personnel (required)

Include résumés for the project director and other key personnel. NEH suggests a length of two pages per résumé. Name the file resumes.pdf.

Attachment 4: Photographs (recommended)

Provide photos illustrating the damage to your collection. Include a short description to accompany each image.

Combine images into a single PDF. Do not attach photos as .jpgs or other common graphic file types. This attachment has a suggested length of four pages. Name the file photos.pdf.

Attachment 5: Subrecipient budget(s) (conditionally required)

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

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

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

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

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

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

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

Name the file subrecipient.pdf.

Attachment 6: Federally negotiated indirect cost rate agreement (conditionally required)

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

Name the file agreement.pdf.

Attachment 7: Explanation of delinquent federal debt (conditionally required)

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

Name the file delinquentdebt.pdf.

Application Components: Grants.gov Forms

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

This form requests basic information about your institution, the proposed project, and key contacts. If you complete this form in Grants.gov, items 1, 2, and 4 will be automatically filled in; leave item 3 blank.

5. Applicant Information

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

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

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

6. Project Information

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

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

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

7. Project Director

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

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

8. Primary Contact/Grant Administrator

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

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

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

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

9. Authorized Representative

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

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

1. Project Director

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

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

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

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

4. Application Information

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

For type of application, check "new."

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

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

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

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

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

Research and Related Budget (Grants.gov form)

You must submit a project budget using the Research and Related Budget. If you apply through Grants.gov, use the version of the form included in the application package and attach a budget justification. If you apply to NEH directly, provide both a Research and Related Budget and budget justification. See D7. Other Submission Requirements.

Complete a single detailed budget for the entire period of performance. The form will generate a cumulative budget.

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

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

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

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

If you charge indirect costs to the project, you must not charge the same costs to the project as direct costs. See H. Indirect Costs.

Introductory Fields

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

A. Senior/Key Person

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

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

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

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

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

Requested salaries and wages must comply with 2 CFR §§ 200.430 and .466 and fringe benefits must comply with 2 CFR § 200.431.

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

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

B. Other Personnel

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

Post-doctoral associates, graduate students, and undergraduate students
Leave these lines blank. NEH has restricted student costs in this program.

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

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

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

Additional Other Personnel

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

Requested salaries and wages must comply with 2 CFR §§ 200.430 and .466 and fringe benefits must comply with 2 CFR § 200.431.

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

C. Equipment Description

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

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

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

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

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

The form will calculate total equipment costs.

D. Travel

Enter the total funds you are requesting for both domestic travel (local and long-distance). NEH has restricted foreign travel in this program. **If you make non-refundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

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

You may not use NEH funds to attend regularly occurring professional meetings.

E. Participant/Trainee Support Costs

Leave this section blank. NEH has restricted participant support costs in this program.

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

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

2. Publication Costs

Leave this line blank. NEH has restricted publication costs in this program.

3. Consultant Services

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

Consultant fees must comply with 2 CFR § 200.459.

4. Automated Data Processing (ADP)/Computer Services

Leave this line blank. NEH has restricted ADP in this program. Include personal computers and accessories under Materials and Supplies.

5. Subawards/Consortium/Contractual Costs

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

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

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

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

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each subrecipient. See Attachment 5: Subrecipient Budget(s).If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in Attachment 6: Federally negotiated indirect cost rate agreement. You do not have to include an agreement for any subrecipient that requests the 15% de minimis rate.

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

6. Equipment or Facility Rental/User Fees

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

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

7. Alterations and Renovations

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

8-10. Other

Leave this line blank.

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

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

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

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

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

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

Except as provided in 2 CFR § 200.414(c)(1), NEH must use the negotiated rate(s) in effect at the time it issues your award and will not adjust the rate(s) throughout the life of your award. NEH will not adjust your award amount due to changes to your negotiated rates.
If your institution does not have a negotiated rate with the federal government when NEH issues an award (because it is a new recipient or the parties cannot reach agreement on a rate), but has a provisional rate, NEH must use the provisional rate until a final cost is negotiated and

approved by the cognizant agency, except as provided in 2 CFR § 200.414. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, NEH may disallow indirect costs.

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

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

If you choose one of these options, indicate this under Indirect Cost Type. If you do not choose either of the above options, you may charge only costs that are allocable, allowable, and reasonable to the award.
Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as Attachment 6: Federally negotiated indirect cost rate agreement, if applicable.

Reference NEH's General Guidance on Calculating Indirect Costs for more information.

If NEH is your cognizant agency, reference Guidance for Negotiating an Indirect Cost Rate Agreement with NEH.

Indirect Cost Type

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

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency (or the 15% de minimis rate) as a number without special characters (i.e., 32.5).

Indirect Cost Base ($)

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

Funds Requested ($)

Enter the requested funds for each indirect cost type.

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

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

I. Total Direct and Indirect Costs

The form will calculate total project costs. Total project costs should not exceed $15,000.

J. Fee

Leave this field blank.

K. Total Costs and Fee

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

L. Budget Justification

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

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

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

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

A. Senior/Key Person: Budget Justification

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

B. Other Personnel: Budget Justification

List names (if known), roles, months, and requested salary and fringe benefits for other personnel, including administrative/clerical personnel.

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

C. Equipment Description: Budget Justification

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

D. Travel: Budget Justification

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

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

E. Participant/Trainee Support Costs: Budget Justification

Leave this field blank.

F. Other Direct Costs: Budget Justification

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

2. Publication Costs
Leave this field blank.

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

4. Automated Data Processing (ADP)/Computer Services
Leave this field blank.

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

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

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in Attachment 5: Subrecipient budget(s).

6. Equipment or Facility Rental/User Fees
Identify and justify each rental fee. Provide relevant supporting documentation.

7. Alterations and Renovations
Leave this field blank.

8. Other Costs
Leave this field blank.

H. Indirect Costs: Budget Justification

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

Attachments Form (Grants.gov form)

If you apply through Grants.gov, you will use this form to attach your application components. If you apply to NEH directly, you can omit this form.

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

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

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

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

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

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

3. Unique Entity Identifier and System for Award Management

Before NEH issues an award, your organization must register with the [System for Award Management (SAM).](#) If you apply through [Grants.gov](#), you must complete this registration prior to submission. [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.

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

If possible, NEH encourages you to 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.

If applying through Grants.gov would be a hardship due to your emergency, you may apply to NEH directly. See [D7. Other Submission Requirements](#).

4. Submission Dates and Times

NEH will accept proposals under this notice through December 31, 2026. During this period, the NEH Chair may issue an open call for applications from organizations impacted by a specific disaster through a specified due date.

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 PDR-. 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. Program staff will contact you to correct errors, which may delay processing.

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:

- building repair, restoration, new construction, or expansion
- ground disturbing activities
- major HVAC repairs
- general conservation/preservation assessments, establishing initial environmental monitoring programs, and other basic preservation projects
- pre-award costs incurred prior to the disaster/emergency event
- infrastructure, telecommunication, and utility repair
- offsetting revenues
- cancellation fees
- costs reimbursable by disaster recovery programs of another federal agency (e.g., FEMA, HUD)
- costs covered by insurance
- projects in response to disasters outside the United States or its jurisdictions
- foreign travel
- collections acquisition
- publication costs
- participant support costs
- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

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

7. Other Submission Requirements

If submitting your proposal through Grants.gov represents a hardship to your organization, you may apply directly to NEH. If you have not yet registered with SAM at the time of application or have not obtained a Unique Entity Identifier, you may apply directly to NEH. However, you must

have a Unique Entity Identifier and active SAM registration before NEH can issue an award to your organization.

Either download the Grants.gov forms from the Grants.gov forms library or contact NEH staff at preservation@neh.gov to receive forms. Attach the forms and other application components described in this notice to an email addressed to NEH at preservation@neh.gov. The subject of the email should be "Chair's Emergency Grants application: [Your Organization's Legal Name]." NEH staff are available to provide technical assistance. See G. Agency Contacts.

E. Application Review Information

1. Review Criteria

The Chair will consider the following factors when reviewing applications under this notice:

- humanities significance
- time-sensitivity
- likelihood of the proposal to address damage to humanities collections
- institutional readiness
- promotion of the organization's long-term sustainability

2. Review and Selection Process

NEH program staff, in collaboration with the NEH Office of Grant Management, will screen proposals for completeness, eligibility, and responsiveness, and make funding recommendations to the NEH Chair. The Chair considers the advice provided by program staff and, by law, makes all funding decisions.

3. Assessment of Risk and Other Pre-Award Activities

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

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

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

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

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

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email approximately 60 days after receipt of your application. 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 approximately 60 days after receipt of your application.

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

2. Administrative and National Policy Requirements

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

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 7: Explanation of delinquent federal debt.](#)

Providing access to NEH-funded products

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

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

Copyright information

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

Protecting Personal Information

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

Acknowledging NEH support

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

Subrecipient monitoring requirements

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

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

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

[Learn more about managing subawards](#).

Program income

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

Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by reporting allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification,

plagiarism), or unnecessary government expenditures to the [NEH Office of the Inspector General](#).

Termination

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

3. Reporting

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

1. **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.

2. **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:

Division of Preservation & Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8570
preservation@neh.gov

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

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

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

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

Applicant Resources

It is important to match the skills and experience of a consultant to the nature of the collections and the project's activities. The resources below may provide information that assists in your search for an appropriate consultant, though this is not an exhaustive list nor does NEH specifically endorse these resources.

- The American Institute for Conservation (AIC) offers a free "find a professional" tool: https://www.culturalheritage.org/about-conservation/find-a-conservator
- The Society of American Archivists maintains a directory of archival consultants: https://www2.archivists.org/consultants
- The Academy of Certified Archivists maintains an archival consultant referral service. Visit the academy's website: https://www.certifiedarchivists.org/consultant-referral-service
- The Field Services Alliance of the American Association for State and Local History (AASLH) maintains a list of field service providers by state: https://aaslh.org/communities/field-services-alliance/
- The Association of Tribal Archives, Libraries, and Museums (ATALM), an international non-profit organization that maintains a network of support for indigenous programs, offers professional development certificates (including in cultural preservation, preventative conservation, and collections care): https://sfy.gxm.mybluehost.me/node/524.
- The Association of African American Museums (AAAM), a non-profit member organization established to support African and African American focused museums nationally and internationally, has funding resources: https://blackmuseums.org/https-blackmuseums-org-event-regional-leadership-conversations-initiative-2/
- The Association of Caribbean University, Research and Institutional Libraries (ACURIL), promotes cooperative activities for the preservation of information resources in the Caribbean area. Visit ACURIL's website: https://acuril.org/

Response networks
- Alliance for Response: https://www.culturalheritage.org/resources/emergencies/alliance-for-response
- Heritage Emergency National Task Force: https://culturalrescue.si.edu/hentf/
- National Heritage Responders: https://www.culturalheritage.org/resources/emergencies/national-heritage-responders

Preservation Field Services and Networks Consortia

Preservation field services and networks consortia can offer preservation and emergency response and recovery information. The staff at these organizations can offer advice or referrals. Please note that this is not a comprehensive list of conservation centers and inclusion in this list does not represent an endorsement.

- Balboa Art Conservation Center (BACC): https://www.bacc.org/emergency-assistance.html
- Conservation Center for Art and Historic Artifact (CCAHA): https://ccaha.org/emergency-planning-response
- Midwest Art Conservation Center (MACC): https://preserveart.org/about/24-hour-emergency-response/

- Northeast Document Conservation Center (NEDCC): https://www.nedcc.org/free-resources/disaster-assistance/
- The Williamstown + Atlanta Art Conservation Center (WACC/AACC): https://williamstownart.org/emergency

Response and Recovery Resources

- American Institute for Conservation (AIC) Wiki Emergency Preparedness & Response Section: https://www.conservation-wiki.com/wiki/Emergency_Preparedness_%26_Response
- AIC and Foundation for Advancement in Conservation (FAIC) disaster response and recovery guidance: https://www.culturalheritage.org/resources/emergencies/disaster-response-recovery
- AIC and FAIC Field Guide to Emergency Response: https://www.youtube.com/c/AmericanInstituteforConservation/playlists
- Minnesota Historical Society Disaster Response and Recovery Resources: https://www.mnhs.org/preserve/conservation/floodresponse.php
- National Archives and Records Administration (NARA) Disaster Response and Recovery: https://www.archives.gov/preservation/disaster-response
- Library of Congress (LOC): https://www.loc.gov/preservation/emergprep/recovery.html