Application Instructions

Landmarks of American History and Culture Programs

Project Directors

As explained in the program guidelines and/or Terms and Conditions of your award, you are expected to:

- recruit applicants to your project;
- determine the contents and method of their application;
- with the assistance of a selection committee, select the group of participants and alternates; and
- notify all applicants and finalize the group.

It is important that you provide applicants with clear information about how this process will work. We recommend this be communicated in a separate tab on your project website. Use the material below to establish your process and determine what applicants need to know. Be especially mindful of those elements required by the NEH which are noted in red. Others are left to your discretion.

Applicants: What They Need to Know

1. **Purpose of the program**: You may wish to include some general language that informs applicants about the overall purpose of the program.

   SAMPLE LANGUAGE (you may use all, some, or none):

   NEH Landmarks of American History and Culture will give K-12 educators an opportunity to enrich and revitalize their teaching through the study of humanities topics that bear upon K-12 education. Participants will receive a certificate upon completion of the program, but programs are not intended to duplicate graduate-level courses.

2. **What is provided for and required of participants?** (Stipend, Tenure, Conditions of the Award)

   a. Participants, or Summer Scholars, are offered a stipend for participation in the project. You may indicate the purpose/expectations of the stipend and how it was determined. They must know the stipend amount and that it is taxable.

      SAMPLE LANGUAGE: The stipend is intended to help cover travel, housing, meals, and basic academic expenses. Stipends are $1,300.

   b. Applicants should be informed that to participate in a program they must:

      - “attend all meetings and engage fully as professionals in the work of the project. During the project, participants may not undertake teaching assignments or
professional activities unrelated to their participation in the project. Those who, for any reason, do not complete the full tenure of the project will receive a reduced stipend.”

- Submit an evaluation at the end of the project’s residential period.

3. Who is eligible?

a. Participant eligibility criteria are determined by the NEH and must be provided verbatim from your Terms and Conditions (also included below and in the 2020 Notice of Funding Opportunity).

b. In any given year, an individual may apply to a maximum of two Seminars, Institutes, or Landmarks, but may attend only one.

4. How will participants be selected?

a. A selection committee is required; it would be wise to inform applicants of this.

  SAMPLE LANGUAGE: A selection committee, comprised of the project director and two or more colleagues, will evaluate all complete applications to select a group of Summer Scholars and to identify alternates.

b. What are the selection criteria?

  You may determine your own criteria in keeping with the goals of the program in general as well as the goals of your specific project. You may want to consider such factors as:

  - the applicant’s effectiveness and commitment as a teacher/educator;
  - the applicant’s intellectual interests as they relate to the topic of the Landmark program;
  - the applicant’s perspectives, skills, or experiences that would contribute to the program;
  - evidence that participation will have a long-term impact on the applicant’s teaching;
  - plus
  - special qualifications, such as foreign language proficiency, that pertain to your project

c. Categories of preference, that would affect decisions, such as:

  - At least three spaces per week (up to six spaces total for a program) may be reserved for teachers who are new to the profession (five years or less of teaching experience).
  - Primary consideration is given to those who have not previously attended an NEH Landmark program.
  - When choices must be made between equally qualified candidates, preference is given to those who would enhance the diversity of the program.
  - Applicants who meet the target grade-levels for the program, if applicable

5. What comprises a complete application?

a. Applicant data that includes the following elements: participant name; home zip code; preferred email; institution name, city, and state; institution type; grade levels taught; subjects taught; number of years of teaching experience; and number of students taught per year.
In a Participant Selection Report, due June 1, project directors will be asked to provide the above information on selected participants, as well as the following information about the broader applicant pool: number of completed applications; number of applicants who have never participated in an NEH-funded summer program; number of participants who have never participated in an NEH-funded summer program; geographic distribution of applicants by state; and sources of information about NEH-funded summer programs (e.g., social media, flyer).

This report should also include: names and affiliations of selection committee members, procedures and criteria used to review the applications, and a discussion of any problems that arose and how they were resolved.

b. You may determine what additional items you want applicants to submit. These could include:
   - a résumé (with or without a page limit)
   - an essay (a page limit is recommended; you may wish to provide guidance on what applicants should address)
   - a professional reference letter or contact information for a professional reference

6. When and how should an application be submitted?
   a. March 1, 2021: applications due. This date is required by the NEH of all projects. You may indicate a specific COB time.

   b. You may determine how and to whom an application is submitted. Be sure to provide clear instructions and correct contact and address information.

   c. It might be wise to note that applications sent to the NEH will not be reviewed.

7. When will applicants be notified and need to respond?
   a. Friday, March 26, 2021: All applicants must be notified. This date is required by the NEH of all projects. Applicants must be informed that: Once they have accepted an offer to attend any NEH Summer Program (NEH Summer Seminar, Institute, or Landmark), they may not accept an additional offer or withdraw in order to accept a different offer. You may need or wish to send documents that require an applicant signature or specific information per your institution’s policies.

   b. Friday, April 2, 2021: Successful applicants must accept or decline their offer(s). This date is required by the NEH of all projects. You may set a subsequent deadline for any follow-up acceptance documents to be returned.

   c. After this date, you may proceed to fill any open spots with alternates.

8. How might COVID affect this project?

   The statement below should appear somewhere in the application instructions:
Note Regarding COVID-19: Since NEH Landmarks programs are designed and funded as residential projects, we will proceed as planned. Applicants should be aware, however, that NEH may call for projects to adopt a virtual or hybrid format as they continue to monitor events in the coming months. If so, we will provide guidance to selected applicants.

9. **Will the process be fair?**

The statement below must appear somewhere in the application instructions:

**EQUAL OPPORTUNITY STATEMENT**
Endowment programs do not discriminate on the basis of race, color, national origin, religion, sexual orientation, disability, or age. For further information, write to the Equal Opportunity Officer, National Endowment for the Humanities, 400 7th Street, SW, Washington, DC 20024.

TDD: 202-606-8282 (this is a special telephone device for the Deaf).