



NEH APPLICATION INFORMATION AND INSTRUCTIONS

Landmarks of American History and Culture Workshops are offered by the National Endowment for the Humanities to provide K-12 educators with the opportunity to engage in intensive study and discussion of important topics and issues in American history and culture, while providing them with direct experiences in the interpretation of significant historical and cultural sites and the use of archival and other primary evidence.

Prior to completing an application to a specific workshop, please review the “Dear Colleague Letter” from the project director (available on the project’s website, or as an e-mail attachment) and consider carefully what is expected in terms of residence and attendance, reading and writing requirements, and general participation in the work of the project.

NEH Landmarks workshops allow 40 teachers at a time to collaborate with core faculty and visiting scholars. The workshops are designed to present the best available scholarship on a specific landmark or related cluster of landmarks. Participants benefit by gaining a sense of the importance of historical and cultural places, by making connections between the workshop content and what they teach, and by developing individual teaching and/or research materials.

ELIGIBILITY

These projects are designed principally for full-time and part-time classroom teachers and librarians in public, charter, independent, and religiously affiliated schools, as well as home schooling parents. Other K-12 school personnel, including administrators, substitute teachers, and classroom professionals, are eligible to participate, subject to available space.

Teachers at schools in the United States or its territorial possessions, or Americans teaching in foreign schools where at least 50 percent of the students are American nationals, are eligible for this program. Applicants must be United States citizens, residents of U.S. jurisdictions, or foreign nationals who have been residing in the United States or its territories for at least the three years immediately preceding the application deadline. Foreign nationals teaching abroad at non-U.S. chartered institutions are not eligible to apply. Individuals may not apply to participate in a workshop given by the same director on the same topic in which they have previously participated; in other words, they should not apply to attend the same workshop twice. Individuals may not apply to study with an NEH Landmarks director who is a family member.

Applicants must complete the [NEH application cover sheet](#) and provide all the information requested below to be considered eligible.

Please Note: An individual may *apply to up to two* NEH summer projects (NEH Landmarks Workshops, NEH Summer Seminars, or NEH Summer Institutes), but may *participate in only one*. Please note that eligibility criteria differ between the NEH Landmarks Workshops and the NEH Summer Seminars and Institutes programs.

SELECTION CRITERIA

A selection committee (consisting in most cases of the project director, one of the project scholars, and a veteran teacher) will read and evaluate all properly completed applications.

Special consideration is given to the likelihood that an applicant will benefit professionally and personally from the workshop experience. It is important, therefore, to address each of the following factors in the application essay:

- 1) your professional background;
- 2) your interest in the subject of the workshop;
- 3) your special perspectives, skills, or experiences that would contribute to the workshop;
and
- 4) how the experience would enhance your teaching or school service.

When choices must be made among equally qualified candidates, several additional factors are considered. Preference is given to applicants who have not previously participated in an NEH Landmarks Workshop, NEH Summer Seminar, or NEH Summer Institute, or who significantly contribute to the diversity of the workshop.

STIPEND, TENURE, AND CONDITIONS OF AWARD

Teachers selected to participate as NEH Summer Scholars will receive a stipend of \$1,200 at the end of the residential workshop session. Stipends are intended to **help** cover travel expenses to and from the project location, books, and ordinary living expenses. Stipends are taxable.

NEH Summer Scholars are required to attend all scheduled meetings and to engage fully as professionals in all project activities. Participants who do not complete the full tenure of the project will receive a reduced stipend.

At the end of the project's residential period, NEH Summer Scholars will be asked to provide an assessment of their workshop experience, especially in terms of its value to their personal and professional development. These confidential online evaluations will become a part of the project's grant file.

APPLICATION INSTRUCTIONS

Before you attempt to complete an application, please obtain and read the "Dear Colleague Letter" from the director(s) of the project(s) to which you intend to apply (in most cases, it can be found on the project's website). This document contains detailed information about the topic under study, project requirements and expectations of the participants, the academic and institutional setting, and specific provisions for lodging and subsistence.

APPLICATION CHECKLIST

A completed application consists of **three** copies of the following **collated** items:

- the completed application cover sheet,
- a résumé or short biography, and
- an application essay (no longer than one double-spaced page) as outlined below.

In addition, it must include **one** letter of recommendation as described below.

Application Cover Sheet

The application cover sheet must be filled out online at this address:

<http://www.neh.gov/online/education/participants/>

Please follow the prompts; be sure to indicate your first and second choices of workshop dates. Print out the cover sheet and add it to your application package. **Finally, be sure to click on the "submit" button.** At this point you will be asked if you want to fill out a cover sheet for another project. If you do, follow the prompts and select another project and then print out the cover sheet for that project as well. Note that filling out a cover sheet is not the same as applying, so

there is no penalty for changing your mind and filling out a cover sheet for several projects. A full application consists of all of the items listed above, as sent to the project director.

Résumé

Please include a résumé or brief biography detailing your educational qualifications and professional experience.

Application Essay

The application essay should be no more than **one double-spaced page**. The essay should address your professional background; interest in the subject of the workshop; special perspectives, skills, or experiences that would contribute to the workshop; and how the experience would enhance your teaching or school service.

Reference Letter

Each applicant should provide a letter of recommendation from his or her school principal, department head, district administrator, or home-schooling association president as appropriate. It is helpful for referees to read the director's description of the project and your application essay. Please ask your referee to sign across the seal on the back of the envelope containing the letter. Enclose the letter with your application.

SUBMISSION OF APPLICATIONS AND NOTIFICATION PROCEDURE

Completed applications should be submitted **to the project director**, not the NEH, and **postmarked no later than March 1, 2012**. **Application materials sent to the NEH will not be reviewed.**

Successful applicants will be notified of their selection on April 2, 2012, and they will have until April 6, 2012 to accept or decline the offer.

Once you have accepted an offer to attend any NEH Summer Program (NEH Landmarks Workshop, NEH Summer Seminar, or NEH Summer Institute), you may not accept an additional offer or withdraw in order to accept a different offer.

EQUAL OPPORTUNITY STATEMENT

Endowment programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to NEH Equal Opportunity Officer, 1100 Pennsylvania Ave., N.W., Washington, D.C. 20506. TDD: 202/606-8282 (for the hearing impaired only).