Humanities Texas

Humanities Texas

**Grant Guidelines**

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## I. OVERVIEW

**Humanities Texas**
Humanities Texas is a nonprofit, tax-exempt educational organization founded in 1973 as the state affiliate of the National Endowment for the Humanities (NEH). Humanities Texas receives its primary funding through federal appropriations to the NEH, along with additional support from foundations, corporations, and individuals. Since 2009, Humanities Texas has received an appropriation from the State of Texas dedicated exclusively to administering professional development programs for Texas teachers.

**Humanities Texas grants program**
Working in partnership with the National Endowment for the Humanities and private foundations across Texas, Humanities Texas provides financial support to nonprofit organizations and institutions for humanities programs serving public audiences.

**What are the humanities?**
The humanities explore, interpret, and preserve the diversity of human cultures, ideas, practices, and experiences, past and present. They are the languages, religions, laws, philosophies, and customs that make us distinct. They are our history and our cultures, the ideas and movements that have shaped societies throughout time.

The humanities include, but are not limited to, the study of history, literature, modern and classical languages; linguistics; jurisprudence; philosophy; comparative religion; ethics; and the history, criticism, and theory of the arts. Social sciences that employ qualitative approaches, such as cultural anthropology, archaeology, and political science, are considered part of the humanities, as are interdisciplinary areas such as the study of folklore and folklife. In elementary and secondary education, the humanities are found in social studies and English Language Arts courses, as well as in advanced courses in history, literature, foreign languages, art or music history, and related subjects.

Programs may also apply humanities perspectives to current political, social, or economic concerns and issues.

**Who is eligible?**
Grants are awarded to nonprofit organizations and institutions based in Texas to develop public humanities programs. Eligible organizations include, but are not limited to, museums, libraries, state and local government entities, community colleges, universities, public radio stations, school districts, historical societies, and arts and cultural centers.

Organizations must (1) have tax-exempt status from the Internal Revenue Service and (2) have an assigned System for Award Management Unique Entity ID (SAM UEI) on SAM.gov, with the account set to public, and provide assurance that they are not debarred or suspended prior to the payment of the award. Active SAM UEI registration is encouraged but not required.

The applicant organization must contribute substantively to the success of the program and will assume programmatic, financial, and legal responsibilities. Entities acting principally as fiscal sponsors are not eligible to receive Humanities Texas funding.

Previous Humanities Texas grant recipients must either (1) submit all required final report documents before submitting a proposal for a new grant, or (2) request formal approval from the Director of Grants to submit an application that would have an overlapping grant period. Organizations with overdue final reports must submit all materials or provide an update on missing materials before we can accept a new application. Large entities with multiple sub-units (e.g., universities, cities, counties) are exempt from this rule. However, Humanities Texas reserves the right to limit the number of open grants at any given time to ensure that our grant funding is distributed in communities statewide.

**What kinds of programs does Humanities Texas fund?**

Humanities Texas grants can support many program formats, including but not limited to lectures, panel discussions, and conferences; teacher institutes and workshops; reading and film discussion groups; site interpretations; the development and fabrication of interpretive humanities exhibitions; the production of films, television and radio programming, and interactive media; and web-based or digital humanities content.

Grant-funded programs should have the following characteristics:

- They are firmly grounded in the humanities.
- Humanities experts play an active role in their conception, design, and/or execution.
- They are conducted in a spirit of open and informed inquiry.
- They are directed primarily at the general public, both adults and young people, outside of the regular school or college classroom. Programs serving special audiences such as K–12 teachers, humanities practitioners, ethnic and community groups, or seniors are also welcome.
- They constitute a single program (or a single series of programs) with a clear, coherent, and reportable outcome.

**What programs are not eligible for funding?**

- Programs not grounded in the humanities.
- Programs proposed by individuals rather than nonprofit organizations.
- Theatrical performances, art exhibitions, creative writing, or other presentations in the arts or media, unless their primary purpose is to provide a focus for humanistic inquiry.
- STEM programs, unless their primary purpose is to provide a focus for humanistic inquiry.
- Courses for academic credit.
- Programs for K–12 students that take place during school hours.
- Capital expenditures for significant institutional expenses such as land and buildings.
- Preservation of objects or archival materials, or digitization, unless directly related to a public program.
- Publications and scholarly research, unless directly related to a public program.
- Programs that advocate a single point of view, ideology, or specific social action program.
- Programs aimed primarily at audiences outside of Texas.
- Scholarships, fellowships, or regrants.
- Fundraisers or programs primarily intended to raise the organization's profile.

**How are funding decisions made?**

The Humanities Texas Board of Directors reviews major grant applications; the Executive Director and staff, with the authorization of the Board, review mini-grants, exhibition grants, and rural grants. Programs are evaluated on the basis of the Humanities Texas organizational mission and grant guidelines. Of particular importance are the quality of each program's conception and design, the qualifications of the participating experts, the strength of the program's humanities component, and the extent to which the program will meet the particular intellectual or cultural needs and interests of its target audience(s) in Texas. Priority is given to organizations based in counties that Humanities Texas staff consider to be underserved at the time of evaluation and organizations that have not received funding in the past ten years. Refer to the grant ranking rubric for more information on how grant applications are scored.

## II. GRANTS AND DEADLINES

**Grants**

Humanities Texas offers four types of grants: mini-grants, major grants, exhibition grants, and rural grants.

- Mini-grants are available throughout the year. They cover up to $2,500 in humanities program costs. They require one-to-one cost-share.
- Major grants are available twice a year, in spring and fall. They cover up to $20,000 in humanities program costs. Given Humanities Texas's limited grant funds and the significant statewide need for support, major grant awards typically range from $5,000 to $15,000. Partial awards are possible. All major grants require one-to-one cost-share. Major grants cover three types of proposals:
  - Community program: a public program that will serve the community, region, or a statewide audience. May be in-person, online, or asynchronous.
  - Media project: a media product that will serve your community, region, or a statewide audience. May include documentary films, online series, radio shows, podcasts, and web and digital media projects and exhibitions. May include planning and research.
  - Planning: funding for community and media programs that are in an initial planning/development stage. The application must include both planning details and expected outcomes.
- Exhibition grants are available throughout the year. They cover up to $2,500 of the cost to rent a Humanities Texas traveling exhibition and associated humanities-based programming. They require one-to-one cost-share.
- Rural grants are available throughout the year for nonprofit organizations based in counties of 60,000 residents or fewer. They cover up to $2,500 in humanities program costs. They do not require cost-share.

**Application deadlines**

**Mini-grants, exhibition grants, and rural grants**

| | |
|---|---|
| Application deadline | Rolling; application must be received at least four weeks before grant period start date. Applicants who do not meet this requirement should contact the Director of Grants to receive approval to apply. |
| Decision date | Within ten business days of application's submission. |
| Program start date | At least four weeks after application's submission unless prior approval was received. |

| **Major grants** | Fall cycle | Spring cycle |
|---|---|---|
| Letter of intent (LOI) | August 15* | February 15* |
| Application deadline | September 15* | March 15* |
| Decision date | December 1 | June 1 |
| Program start date | January 1 | July 1 |

* If this date falls on the weekend, the deadline will be the following Monday.

**Grant period**
The grant period should encompass all aspects of the program. The grant period must be at least two months and no more than twelve months. Grant period extensions beyond twelve months must receive written approval from the Director of Grants. If your organization is seeking funding for multiple programs, you must (1) submit all required final report documents before submitting a proposal for a new grant or (2) request formal approval from the Director of Grants to submit an application that would have an overlapping grant period. Organizations with overdue final reports must submit all materials or provide an update on missing materials before a new application can be awarded. Large entities with multiple sub-units (e.g., universities, cities, counties) are exempt from this rule, but it does apply to each sub-unit.

## III. HOW TO APPLY

**Application process**
Grant applications are available on the Humanities Texas grants portal. All applicant organizations must have an assigned SAM-UEI number. The SAM.gov account must be set to public.

All organizations are strongly encouraged to contact Humanities Texas grants staff prior to applying for a grant. Due to changes in federal funding, a letter of intent may be necessary for mini-grants, exhibition grants, and rural grants. Please refer to the grants portal for up-to-date information. Consultations with a Humanities Texas grants team member are welcome.

Applicants for major grants must submit a letter of intent (LOI) online at least a month prior to the final application deadline. Staff will invite major grant applicants on the basis of a submitted and eligible LOI. Staff are authorized to reject LOIs on the following bases: (1) the proposed program and/or funding request is not eligible, (2) the LOI lacks critical program information, and/or (3) the proposed program timeline does not align with the major grant calendar.

Any letters of support submitted with an application should be substantive, addressing the program's potential impact and its value to the target audience(s). Letters attesting to the expertise and appropriateness of a program's humanities scholars are also welcome.

You may obtain more information from the Humanities Texas website or by contacting Humanities Texas staff at grants@humanitiestexas.org or 512-440-1991, ext. 1. Detailed information and guidelines particular to each grant type appear on the application forms. Please read the application instructions and forms thoroughly before submitting your final proposal. Incomplete applications are not competitive.

The application will ask the grantee to include an authorized official, a finance official, and a project director. The authorized official and the finance official may not be the same person; all three contacts should be distinct and have clear separation of duties. Board of Directors members may serve in these roles, but the organization should be prepared to provide a current roster of board members (including whether any are compensated for their role), a brief written description of financial controls, minutes or policies indicating who oversees finances, and a conflict-of-interest policy.

Recently formed nonprofits are encouraged to apply. If an IRS Form 990 is not publicly available, Humanities Texas may request the organization's IRS determination letter, plus the most recent Form 990 or 990-EZ, its 990-N confirmation, or a copy of a filed Form 8868 extension, as applicable.

**Publicity requirements**

Please plan ahead before applying. Applicants should apply early enough to allow sufficient time to credit Humanities Texas in all publications and announcements related to the program. This includes all press releases, advertisements, invitations, posters and flyers, brochures and catalogs, public service announcements, and broadcast and website coverage. If you apply without allowing sufficient time to credit Humanities Texas support, your application will not be considered.

Humanities Texas must be credited in the following way in all publications and announcements related to the program: "This program is supported by Humanities Texas, the state affiliate of the National Endowment for the Humanities." Any acknowledgment must also include the following statement: "Any views, findings, conclusions, or recommendations expressed in this [article, book, exhibition, film, program, database, report, web resource], do not necessarily represent those of the National Endowment for the Humanities."

We encourage grantees to use the Humanities Texas logo in their promotional materials. Approved logos are available on our website.

**Award process and responsibilities**

Once awarded, applicants must complete a pre-award form to confirm organizational principals. Staff will issue a grant agreement (contract) detailing grantee responsibilities after receipt of the pre-award form. Grantees have fifteen days to sign and submit the grant agreement. Any delays should be communicated to the Humanities Texas grants staff immediately.

Changes to the project scope, personnel, budget, or grant period must be approved by Humanities Texas grants staff. Contact Humanities Texas grants staff to request an amendment form. The grantee organization will have thirty days to complete the amendment unless an extension is requested. Approval will be sent by email.

A narrative final report and final expenditure form, with approval from the authorized official and finance official, will be due within ninety days of the end of the grant period.

## IV. GENERAL GUIDELINES

**Humanities focus**

All programs funded by Humanities Texas must be grounded in the humanities and incorporate critical reflection, interpretation, and open discussion. In the case of contemporary public issues, organizations should draw upon the disciplines of the humanities to understand and interpret the specific political, social, cultural, or economic topics under consideration. For example, a program addressing environmental issues might draw from history, literature, ethics, and jurisprudence. Programs dealing with public policy questions and controversial contemporary issues must provide a balance of viewpoints to avoid advocacy and bias.

**Who qualifies as a humanities expert?**

A humanities expert is an individual with training or experience in one or more of the humanities disciplines relevant to the project. The typical qualifications are an advanced degree (MA or PhD) in a humanities field of study. However, individuals without an advanced degree may qualify as humanities scholars because of their accomplishments and/or methods of research, inquiry, and teaching. The application will request a short biography that should indicate how the individual qualifies as an expert.

**Selecting experts appropriate to your program**

The qualifications of a program's (1) principal humanities expert and (2) participating experts/scholars significantly influence an application's competitiveness. For example, Humanities Texas is unlikely to fund a lecture series on twentieth-century Texas that does not include credentialed historians who specialize in twentieth-century Texas.

Humanities Texas encourages applicants to involve a broad and diverse group of experts and scholars in their proposed programs. For major grant applications, in particular, it is important that organizations include guidance and perspectives from scholars outside the organization. For example, a museum or academic institution seeking a Humanities Texas major grant for a year-long lecture series or major exhibition should include outside experts, scholars, and advisors. Major grant applications that draw exclusively on in-house humanities expertise are typically not competitive. Humanities Texas strongly recommends that you speak with our grants program staff early in your planning process to ensure the strength and credibility of your program's humanities personnel.

**What roles may experts play?**

The mission of the Humanities Texas grants program is to support strong humanities programs aimed at nonacademic audiences. Hence, humanities experts/scholars play an essential role in the programs we fund, providing broad humanistic perspectives as well as in-depth knowledge. These experts play many roles, including but not limited to:

- helping conceive of and design a program
- helping shape the content of an exhibition or other program
- making public presentations or participating in panel discussions
- writing critical and interpretive material for brochures, script treatments, catalogs, etc.
- performing specific services for the program director, such as reviewing exhibition text, script treatments, or copy for catalogs or brochures
- serving as an outside evaluator of the program

**Public audiences**

Programs should be directed primarily to the general public, both adults and young people, outside of the regular school or college classroom. Programs that serve special audiences such as K–12 teachers, humanities practitioners, ethnic and community groups, or seniors are also welcome. To ensure that a program is pertinent to its target audience, the applicant organization is encouraged to include representatives from that audience to play a role in the program's conception and design.

**Rules for applicant organizations with multiple sub-units**

Entities with multiple sub-units (e.g., universities, cities, counties) may submit multiple grant proposals at any given time. However, they must contact grants program staff before submitting. Humanities Texas reserves the right to limit the number of open grants to large entities at any given time to ensure that our grant funding is distributed in communities statewide.

University applicants must include an Authorized Organizational Representative (AOR) during the registration and application stage. Humanities Texas cannot consider proposals from individual scholars and departments without the inclusion and participation of a university AOR.

**Common reasons for rejecting proposals**

- Insufficient humanities content
- Inadequate involvement of humanities scholars
- Inadequate involvement of humanities scholars with specialties that align with the program focus
- Involvement of only "in-house" scholars and experts, particularly in large-scale programs
- Program not suited to the particular needs of its target audience
- Program lacks balance in its presentation of contemporary public issues
- Inadequate publicity or promotion plans
- Budget not justified or not reasonable
- Application incomplete or lacking crucial programmatic details
- Application lists activities and participants yet to be confirmed

- Proposed activities scheduled to occur prior to when grant period can begin

## V. BUDGET REQUIREMENTS

**Maximum awards**
The maximum award allowed for a mini-grant, rural grant, or exhibition grant is $2,500, including direct and indirect costs. The maximum award allowed for a major grant is $20,000, including direct and indirect costs.

**Detailed budget instructions**
The detailed budget must provide a full breakdown of costs within each general category. The costs must match the Budget Summary and Budget Justification. They must be itemized, including all cash and in-kind cost-sharing. Calculations justifying all entries should be shown (e.g., 10 hours of secretarial services @ $8/hour = $80). Applicants **MUST** use the Humanities Texas budget template for the detailed budget submitted with the application.

Budget examples are provided.
- Mini-grant detailed budget template | Sample budget
- Rural grant detailed budget is in the application | Sample budget
- Exhibition grant detailed budget template | Sample budget
- Major grant detailed budget template | Sample budget

Ensure that the detailed budget includes all costs and that all costs are fully described. An incomplete budget could result in your application being declined or a delay in award.

**Budget justification**
Briefly explain how the requested funds will be used. Describe the purpose of each expense and how the costs were estimated. This allows applicant organizations to show the need and purpose of each expenditure item. An example is provided below. Additional examples are provided in the budget template, with an optional budget narrative available at the bottom.

> [Type of promotion], [location], [total dollar amount requested]. Promotion for [program name] in/on [location] is necessary to advertise to [target area or demographic].
>
> Example: Print promotion, Taylor Press, $250. Promotion for the annual conference in the local city newspaper is necessary to advertise to youths in the community who might be interested in the keynote speaker event about technology-driven experiences in cultural institutions.

**Cost-sharing**
For mini-grants, exhibition grants, and major grants, organizations must provide at least half of the total cost of any program. For example, if your organization requests $10,000 in Humanities Texas funds, there must be at least $10,000 in cash and/or in-kind resources for a total project budget of $20,000 or more. To meet this cost-share requirement, the organization may contribute (1) cash and/or (2) in-kind goods and services. Cost-share may include volunteer or employee time and the use of meeting space.

Rural grants do not require cost-share.

**Third-party contributions**
Major grant projects for which the organization has raised, or expects to raise, third-party, non-federal cash contributions (i.e., cash donations made to the project by an individual, a foundation, or a corporation not otherwise linked to the organization) may be considered for an award using National Endowment for the Humanities (NEH)

matching funds. Humanities Texas may award such projects grants from NEH's Gifts and Matching Funds program, which must be matched at a one-to-one rate. Such grants are awarded at the discretion of Humanities Texas and do not require a separate application process.

Humanities Texas staff will communicate with applicants regarding their eligibility for such awards. Be sure to include details about third-party contributions raised for your project in the major grant application in order to be considered for this funding.

**Budget categories**
All grant applications must use the following budget categories when preparing the budget. These categories are included in the detailed budget template.

1. **Personnel:** Humanities Texas does not directly fund expenditures for salaried personnel (e.g., project director, support staff, and others involved in the administration and management of the project), but these costs can be applied to cost-share. General administrative personnel costs are not allowed (e.g., accounting, custodial, etc.). Volunteers can be included in the personnel in-kind category with a per-hour value assigned by the organization.

2. **Consultants:** Honoraria for speakers, panelists, evaluators, consultants, and others, including in-kind contributions by Advisory Committee members. The honorarium rate schedule below indicates the maximum funding Humanities Texas can provide to a scholar/expert for a program. The applicant may request less funding and/or provide additional funding through cash or in-kind cost-share. The responsibility of a humanities scholar/expert in a grant-funded project is to provide the project with broad humanistic perspectives and in-depth knowledge. Experts should hold an advanced degree or have lived experience and notable accomplishments in a given humanities field. If requesting grant funds for honoraria, applicants are required to provide a biography for each scholar/expert.

| Program Type | Rate (Local) | Rate (Out-of-town) |
|---|---|---|
| **Online programming** | | |
| 75 minutes or less | $1,250 | $1,250 |
| 76 minutes or more | $1,500 | $1,500 |
| **In-person programming** | | |
| Per session | $1,500 | $2,000 |
| **Asynchronous** | | |
| 75 minutes or less | $1,250 | $1,250 |
| 76 minutes or more | $1,500 | $1,500 |

3. **Travel:** Travel, lodging, and meals that are necessary, reasonable, and in connection with project activities can be covered at the current rate listed on the U.S. General Services Administration website at https://www.gsa.gov/travel. Only the North American portion of international airfare may be paid from Humanities Texas funds. In the case of Canada and Mexico, participants should use U.S. carriers where possible and feasible.

4. **Supplies:** Costs for program supplies. May include software and subscriptions. Program-related food/refreshment costs, such as ingredients for a culinary-based humanities program, are eligible supplies costs. However, general refreshments are not allowable.

5. **Promotion:** Costs to promote the program via printing, postage, and advertising.

6. **Evaluation:** Honoraria for evaluators and costs for evaluation materials.

7. **Humanities Texas exhibition rental:** Cost to rent a Humanities Texas traveling exhibition. Costs related to non-Humanities Texas exhibitions should be listed elsewhere (e.g., exhibition fabrication could belong in "Other").

8. **Indirect Costs:** Also referred to as Facilities & Administration costs. May include costs of operating and maintaining facilities and general administration and general expenses. The applicant may use their negotiated rate or a de minimis rate of 15% of Modified Total Direct Costs. Colleges and universities should select the most appropriate rate but may not use the maximum research rate, as Humanities Texas does not fund research projects. If the applicant requests more than 15%, proof may be requested.

9. **Other:** Costs that are not otherwise covered in the previous categories. May include rentals, insurance, security, and other related program costs.

**Ineligible costs**

The following costs cannot be included in the budget, whether from the funds requested from Humanities Texas or the funds demonstrated as cost-share. This list includes many items deemed unallowable by the Code of Federal Regulations, 2 CFR 200 Subpart E. Generally, ineligible costs cannot be included as either grant requests or cost-share unless otherwise noted.

- Construction, renovation, repairs, or restoration of real property
- Purchase of buildings or property
- Purchase of equipment (defined as an item valued at $10,000 or more). Inexpensive program-specific equipment (e.g., digital recorders for an oral history program) is allowable.
- Alcoholic beverages, food and refreshments, or catering. Meal per diems can be provided for scholars or consultants as appropriate to the program time commitment.
- Fiscal agent or fiscal sponsorship fees
- Airfare outside of North America
- Museum acquisitions
- Library acquisitions (except for print or digital resources used in conjunction with funded programs)
- Books or print or digital publications unrelated to Humanities Texas grant programs
- Individual research or writing unless these are integral to programs having a direct public audience
- Creative or performing arts, unless they are used in a supporting role to enhance humanities discussions
- Expenses incurred or paid out before a Humanities Texas grant award is made
- General operation support. This includes personnel expenses; however, staff salaries may be included in cost-share as cash or in-kind.
- Professional development
- Strategic planning
- Entertainment that is not essential to or part of the humanistic inquiry of the program
- Sales tax
- Obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or materials constituting harassment)
- Lobbying or advocacy

## VI. COMPLIANCE

**Standard of conduct**

The National Endowment for the Humanities and Humanities Texas stipulate that officers, employees, and agents of the grantee will neither solicit nor accept gratuities, favors, or anything of monetary value from prospective contractors or parties to the project who might hope to receive financial or other benefit from being associated with it.

**Conflict of interest**

Recipients of grants from Humanities Texas must be careful to avoid real or apparent conflicts of interest in disbursement of grant funds. Such a conflict would arise if, for example, the project director or head of the grantee organization chose a spouse or relative to receive Humanities Texas funds in return for services rendered to the project. The range of people prohibited from receiving Humanities Texas funds without special approval includes immediate family members, spouses, business partners, and employers of the people who make decisions on participants in the grant-funded program on behalf of the grantee.

**Monitoring**

In accordance with federal guidelines, Humanities Texas grantees may be subject to check-in calls, desk reviews, and/or financial or programmatic site visits. During an in-person or virtual financial site visit, Humanities Texas staff reviews the financial records kept for grants received. Copies of checks, bank statements, invoices, or other items may be requested to show proof of grant expenditures. During a Humanities Texas programmatic site visit, Humanities Texas staff assess the humanities programming and community involvement of the grant-funded event or program. Proof of attendance and/or other measures of success may be required in this assessment. Any pending or future grants are contingent on the satisfactory outcome of the site visit and on resolution of any inaccuracies found.

**Compliance with federal law**

Humanities Texas grants are made in part using federal funds distributed by the National Endowment for the Humanities. Applicants must be in compliance with federal law and eligible to receive National Endowment for the Humanities (NEH) subawards as outlined in the State Humanities Council Terms and Conditions. These include:

- Nondiscrimination acts (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990)
- The Byrd Anti-Lobbying Amendment
- Native American Graves Protection and Repatriation Act of 1990
- National Historic Preservation Act of 1966, Section 106
- U.S. Constitution Day Education Program (PL 108-447, Div. J. Sec.111(b))
- Coordination of Geographic Information and Related Spatial Data (OMB Circular A-16 and Executive Order 12906).
- Labor standards set forth in 29 CFR Part 505, "Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities.
- Drug-Free Workplace Act of 1988, 41 U.S.C. § 701, CFR Part 182 —Government-Wide Requirements for Drug-Free Workplace (Financial Assistance), and the NEH regulation at 2 CFR Part 3373—Requirements for Drug-Free Workplace (Financial Assistance).

**Business practices**

Applicants and grantees are prohibited from doing business with any organization or person (as a recipient, subrecipient, contractor, or key employee) if they have been debarred or suspended by any federal department or agency.

**Public information**

Information on programs funded by Humanities Texas, excluding salary and detailed budget information, may be reviewed upon written request. Information on programs that are not funded may only be released with the written consent of the applicant organization.

All publication and distribution agreements should include provisions giving the federal government a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the material for government purposes and require the acknowledgment of NEH and Humanities Texas support.