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The Arts and the American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("Recovery Act")

Application Deadline: Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on April 16?, 2009.

Grant Program Description

The American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("Recovery Act") recognizes that the nonprofit arts industry is an important sector of the economy. The National Endowment for the Arts is uniquely positioned to fund arts projects and activities that preserve jobs in the nonprofit arts sector threatened by declines in philanthropic and other support during the current economic downturn. As part of this important investment, the Arts Endowment has designed a plan to expedite distribution of critical funds for the national, regional, state, and local levels **for projects that focus on the preservation of jobs in the arts**.

This program will be carried out through one-time grants to eligible nonprofit organizations including arts organizations, local arts agencies, statewide assemblies of local arts agencies, arts service organizations, units of state or local government, and a wide range of other organizations that can help advance the goals of the Arts Endowment and this program. Grants will be made either to organizations for their own job preservation projects, or to designated local arts agencies, eligible to subgrant, for subgranting programs to eligible nonprofit organizations (see "Subgranting Funds" below).

All applicants must be previous NEA award recipients from the past four years (see "Applicant Eligibility" for more information). In addition, organizations are limited to receiving NEA American Recovery and Reinvestment Act funds through only one source – from the Arts Endowment directly, or directly through an entity eligible to subgrant NEA funds including a state arts agency, a regional arts organization of state arts agencies, or a designated local arts agency that is eligible to subgrant or regrant funds.

Projects are limited to:

- Salary support, full or partial, for one or more positions that are critical to an organization's artistic mission and that are in jeopardy or have been eliminated as a result of the current economic climate.

And/or

- Fees for previously engaged artists and/or contractual personnel to maintain or expand the period during which such persons would be engaged.

Grantees will be required to report on funding received through the Recovery Act (see "Administrative Requirements" for more information).

Subgranting Funds

Congress has prohibited the Arts Endowment from making grants for the purpose of subgranting, with exceptions only for state arts agencies, regional arts organizations, and local arts agencies designated to operate on behalf of local governments.

Under these guidelines, funds for subgranting or regranting will be provided only to local arts agencies that are designated to operate on behalf of their local governments or are operating units of city or county government. These designated local arts agencies generally are arts councils, departments of cultural affairs, or arts commissions.

If a designated local arts agency eligible to subgrant proposes a subgranting program, the subgranting program must be consistent with the purposes of the program outlined above.

See "Award Information" for more information.

Award Information

Grant Amounts and Matching Funds

Direct Funds:

All grants are non-matching and will be awarded for the amount requested.

Organizations may request a grant amount of $25,000 or $50,000.

Subgranting Funds:

For designated local arts agencies which are eligible to subgrant:

All grants are non-matching and will be awarded for the amount requested.

Organizations may request $100,000 or $250,000 for subgranting programs. Of these amounts, up to $50,000 of the NEA grant funds may be used for their own jobs and/or the administration of subgranting programs. Priority will be given to cost-effective programs that maximize the amount of funds distributed.

When using funds for subgranting programs, most of the funds should directly impact a broad constituency, and reach the full geographic range represented by that constituency. As appropriate, efforts should be made to reach organizations that serve underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.

Period of Support

The Arts Endowment's support of a project may start on or after July 1, 2009. Generally, a grant period of up to one year is allowed.

No pre-award costs are allowable in the Project Budget. Project costs that are incurred before July 1, 2009, will be removed from the Project Budget.

Applicant Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes may apply. To be eligible, the applicant organization must:

- Have received a NEA award within the past four years (beginning with awards that were made in FY 2006 as indicated by an award letter that is dated on or after October 1, 2005, and an award number that begins with "06 - "). When using FY 2009 as the basis for eligibility, an organization's application must have been approved by the National Council on the Arts and the NEA Chairman no later than the October 2008 meeting of the National Council on the Arts.
- Meet the Arts Endowment's "Legal Requirements," including nonprofit, tax-exempt status, as detailed in the FY 2010 *Grants for Arts Projects* guidelines, at the time of application.
- Have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment award(s) previously received.

Each organization is limited to one application. Exceptions to this one-application rule are made only for parent organizations applying on behalf of separately identifiable and independent components. To be eligible, an independent component must have received NEA support during the period outlined above. For a definition of an eligible independent component see "Parent (and Related) Organizations" in the *Grants for Arts Projects* guidelines.

An application in response to this announcement does not preclude an organization from applying under other Arts Endowment funding opportunities including *Grants for Arts Projects*. In each case, the request must be for a distinctly different project. A grantee may not receive more than one Arts Endowment grant for the same project during the same or an overlapping period of support. For example, an orchestra could request support for an arts education coordinator through this program (one project).

That same arts education coordinator could work on programs related to another NEA grant (a second project), as long as the same time is not charged to both projects.

The designated fifty state and six jurisdictional arts agencies (SAAs) and their regional arts organizations (RAOs) are not eligible to apply under these guidelines. SAAs and RAOs are eligible to apply for American Recovery and Reinvestment Act funds through separate guidelines.

How to Prepare and Submit an Application

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on April 16?, 2009. We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter.

All applicants must be registered with Grants.gov in order to submit their application. If you have already registered with Grants.gov, renew/verify your registration with Grants.gov and make sure that all of your information is current before you apply. Organizations that are not already registered should allow at least two weeks to complete this multi-step process. See the step-by-step instructions for registering at **Get Registered**.

If you have problems with registration, call the Grants.gov help desk at 1-800-518-4726, e-mail **support@grants.gov**, or consult the information posted on the Grants.gov Web site at **Applicant Help**. The Grants.gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday.

See "How to Prepare and Submit an Application" for further instructions.

Application Review

The following criteria are considered during the review of applications:

The **artistic excellence** and **artistic merit** of the project, which includes the:

- Quality of the organization.
- Potential of the project to have a significant and immediate impact on the arts work force.
- Significance of the project and position(s) to the mission and core work of the organization.

- Likelihood that the project will achieve the identified outcome(s) and the feasibility of the proposed performance measurements. *
- Ability to carry out the project including the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel.
- For subgranting programs:
  - Appropriateness of the program to the organization's mission, audience, community, and/or constituency.
  - Potential to reach a broad geographic range of constituents.
  - As appropriate, potential to reach organizations that serve underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.

* The Arts Endowment, along with other federal agencies, collects information on the projects it funds in order to track the results -- or outcomes -- of its activities. This information is compiled and reported to Congress and the public. The outcome the Arts Endowment intends to achieve through the American Recovery and Reinvestment Act is: Organizations enhance their ability to realize their artistic and public service goals. Within the context of this outcome, we ask all applicants to define what they would like to achieve, how they will assess the degree to which it is achieved, and, upon completion of the project, what they have learned from their successes and failures.

All applications are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman reviews the Council's recommendations and makes the final decision on all grant awards. Pending the availability of funding, it is anticipated that applicants will be notified of award or rejection in July 2009.

Award Administration

Crediting Requirement

Grantees must clearly acknowledge support from the National Endowment for the Arts in their programs and related promotional material including publications and Web sites. Organizations that receive grants may be provided with specific requirements for acknowledgment of this initiative. In addition, the NEA will provide detailed crediting language for designated local arts agencies that subgrant to use with their own grantees.

Administrative Requirements

Before submitting an application, organizations should review the *Grants for Arts Projects* guidelines and *General Terms & Conditions* for detailed information on legal

requirements, financial reviews and audits, and other administrative matters that pertain to this announcement.

Grantees will be required to:

- Report on the use of NEA American Recovery and Reinvestment Act funds as outlined in Section 1512 (c) of the American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("Recovery Act"). This will include quarterly reports to the NEA in a pre-determined format.

- As applicable, maintain personnel activity ("Time & Effort") reports for any employee whose salary is charged, in whole or in part, to the award. See an example.

- For grants for projects that engage artists and/or contractual personnel to whom fees will be paid, maintain written contracts that outline the employment terms.

- For designated local arts agencies that will subgrant, report on each subgrant to the NEA in a pre-determined format.

In addition, designated local arts agencies that will subgrant should work with their subgrantees to help these organizations obtain DUNS numbers (www.dnb.com) and register with the Central Contractor Registry (CCR, www.ccr.gov)), as these may be requirements.

A "Recovery" section has been added to the NEA web site at www.arts.gov/recovery/ to serve as the central information portal for the agency's implementation of the American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("Recovery Act"). Additional reporting requirements can be found here as they become available.

Recovery.gov is the federal portal that allows the taxpayer to track how money from the American Recovery and Reinvestment Act is being spent.

Agency Contacts

If you have questions, please contact the discipline staff that is appropriate to your project (see "Agency Contacts").

Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 8 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden

estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of Guidelines & Panel Operations, Room 620, National Endowment for the Arts, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

March 2009

OMB No. 0000-0000 Expires 00/00/0000

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How to Prepare and Submit an Application

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system. **The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on April 16?, 2009.**

IMPORTANT NOTICE:
Electronic application through Grants.gov is MANDATORY

1. Verify that your organization has completed **all steps** of the registration process. If you have already successfully submitted an electronic application, renew/verify your registration.

2. Verify that you have a version of Adobe Reader that is supported by Grants.gov installed on your computer **before** you download your new application package from Grants.gov.

3. Submit your application **no later than 10 days** prior to the deadline to give yourself ample time to resolve any problems that you might encounter. You take a significant risk by waiting until the day of the deadline to submit.
   o The Grants.gov help desk is available to assist you 7:00 a.m. to 9:00 p.m., Eastern Time, Monday through Friday. (Phone: 1-800-518-4726.)
   o Submit your application outside of Grants.gov's hours of heaviest usage, generally 12 noon to 5:00 p.m., Eastern Time.
   o **The Arts Endowment will not accept late applications.**

Using Grants.gov

▶ *Register or Renew/Verify Registration with Grants.gov*

If you have already registered with Grants.gov, renew your registration with the Central Contractor Registry (CCR, www.ccr.gov) at **Update or Renew Registration**. Also verify your registration with Grants.gov and make sure it is current before you apply.

Any applicant that has not yet registered with Grants.gov must do so immediately. Registration is a one-time process that can take up to two weeks to complete. See the step-by-step instructions at **Get Registered**.

If you have problems with registration, call the Grants.gov help desk at 1-800-518-4726, e-mail **support@grants.gov**, or consult the information posted on the

Grants.gov Web site at **Applicant Help**. The Grants.gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday.

You do not need to complete or update your Grants.gov registration to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain in the final step of the registration process to submit your application.

▶*Download the Application Package*

1. Verify your software

   You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer before you download your application package from Grants.gov. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

   Please go to "Download Software" to see the compatible versions of Adobe Reader or to download and install Adobe Reader.

2. Access the application package on Grants.gov by clicking on the link below:

   DOWNLOAD

   [Funding Opportunity Number 2009NEA01ARRA60]

   Download the application package and follow the instructions below. It is not necessary to download the instructions from Grants.gov as you will merely be directed back to the instructions in this document.

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button at the top of the form and **save the application package to a location on your computer or network where you can find it readily**. Save your application each time you work on it. You will get the message "The File already exists. Replace existing file?" Click "Yes" to ensure that you always save the most recent version.

4. In the "**Mandatory Documents**" box, you will see four forms. You must move these forms to the "**Mandatory Documents for Submission**" box before you can open them. Once moved, the four forms merge into a single document. You can access each form by clicking on it to highlight it and then clicking on the "**Open Form**" box OR you can scroll down your screen and you will come to each form in succession.

   The forms are:

- **Application for Federal Domestic Assistance/Short Organizational Form (SF-424)**: This form asks for basic information about your organization and project. Complete this form first. Data entered here will populate fields of other forms where possible. **See instructions for completing this form below.**

- **NEA Supplemental Information Form**: This form asks for some additional information about your organization and project. **See instructions for completing this form below.**

- **NEA Organization & Project Profile Form**: In accordance with the Government Performance and Results Act (GPRA), the Arts Endowment will use the information gathered through this form to develop statistical profiles of the projects that it funds for reporting to Congress and the public. **See instructions for completing this form below.**

- **Attachments Form**: This is not a form in the conventional sense, but rather a place to attach additional items (i.e., your application narrative and the Project Budget Form) that must be included for your Grants.gov application package to be considered complete. **See instructions for completing this form below**.

▶ *Submit Your Electronic Application*

1. To begin the submission process, click the "**Save & Submit"** button. [This button will not become active (and turn from light to dark gray) until you have saved your application with all required fields completed. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration**. (REMINDER: You must have successfully completed the **registration process** in order to receive your Grants.gov Username and Password.)

2. Click the "**Login**" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. Click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted**.

   If you have difficulty submitting, go to **Adobe Reader Error Messages** or **Applicant Resources** for several tools and documents to help you.

3. See **Track Your Application** for what to expect after you submit your application.

Additional Help

For additional help on how to use Grants.gov, please see the Grants.gov Web site at **Applicant Help**. You also can send e-mail to the Grants.gov help desk at **support@grants.gov** or call them at 1-800-518-4726 from 7 a.m. until 9 p.m., Eastern Time, Monday to Friday.

For specific help on how to complete your application, please review the instructions in these guidelines, or contact the discipline staff that is appropriate to your project (see "Agency Contacts").

Instructions for the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

1. Name of Federal Agency: Pre-populated.

2. Catalog of Federal Domestic Assistance Number: Pre-populated.

3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

a. Legal Name: The name provided here must be the applicant's legal name as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe. (Do not use your organization's popular name, if different.)

If you are a parent organization that is applying on behalf of an eligible component, do not list the name of the component here. You will be asked for that information later.

b. Address:

Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used **only** when a Suite or Room Number or other similar information is a necessary part of your address. Do **not** use Street 2 to give a second address for your organization.

In the Zip/Postal Code box, organizations in the United States should enter the **full 9-digit zip code** that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up at **www.usps.com/zip4/**.

d. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop down box. Additional choices are optional.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number (www.dnb.com), which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the CCR (Central Contractor Registry) as part of the Grants.gov registration. Otherwise, your application will not be validated by Grants.gov and will be rejected**.

g. Congressional District: Enter the number of the Congressional District where the applicant organization is located. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your 2 character state/territory abbreviation and "-000." If you need help determining your district, go to **www.house.gov** and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter "American Recovery and Reinvestment Act".

b. Project Description: Note "Salary Support," or if you are an eligible designated local arts agency applying for a subgranting program, note "Subgranting Program."

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for your requested period of support. The Arts Endowment's support of a project may start on or after July 1, 2009. Generally, a grant period of up to one year is allowed.

7. Project Director:

Provide the requested information for the Project Director. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field.

Provide contact information, including an e-mail address, that will be valid through August 2009.

8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any grant that may be awarded. For colleges and universities, this person is often a Sponsored Research, Sponsored Programs, or Contracts and Grants Officer. Select a Prefix even though this is not a required field.

In some organizations, particularly smaller ones, this individual may be the same as the Project Director. If this is the case, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. (If the Primary Contact/Grant Administrator is the same as the Authorizing Official, please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. The AOR must have the legal authority to obligate your organization. By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the "**Assurance of Compliance**" section.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Instructions for the National Endowment for the Arts Supplemental Information Form

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

This form has a new OMB expiration date of 11/30/2010.

1. Applicant

Legal Name: This item has been pre-populated with information that you provided on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424).

Popular Name: If you use a popular name that is different from your legal name, note that in the space below the IRS name.

For this application, the applicant is serving as: Most applicants will choose "Not Applicable." If you are a parent organization that is applying on behalf of an eligible component, choose the "Parent of a Component" box and enter the name of the component in the space provided.

Total organizational operating expenses for the most recently completed fiscal year: Unaudited figures are acceptable. If you are a parent organization, provide this information for the component on whose behalf you are applying.

2. Application Information

Project Field/Discipline: Choose the one discipline that is most relevant to your project. This selection will aid the Arts Endowment's application review.

- **Artist Communities** select Presenting and insert "(AC)" before your project title on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)
- **Dance** (including dance presentation)
- **Design** (including planning, urban design, architecture, landscape architecture, interior design, product design, and graphic design)
- **Folk & Traditional Arts** (including folk & traditional arts projects in any art form)
- **Literature**
- **Local Arts Agencies** (including projects in any discipline that are submitted by a local arts agency. Local arts agencies generally are referred to as arts councils, departments of cultural affairs, or arts commissions. While the majority are private entities, others are public municipal, county, or regional agencies that operate in cooperation with mayors and city managers. Local arts agencies generally make grant awards directly to both artists and arts organizations, present programming to the public, manage cultural facilities, provide services to artists and arts organizations, and facilitate community cultural planning. Statewide assemblies and cultural service organizations that work specifically with local arts agencies also are eligible. Projects may be for any type of constituent service.)
- **Media Arts**: Film/Radio/Television
- **Museums** (including projects in any discipline that are submitted by a museum)
- **Music** (including music presentation)
- **Musical Theater**
- **Opera**
- **Presenting** (projects that involve multiple arts disciplines including multidisciplinary performing arts presenting and other types of multidisciplinary activities)
- **Theater** (including theater presentation)
- **Visual Arts**

Choose your field/discipline carefully. In limited cases, Arts Endowment staff may transfer an application to a field/discipline other than the one that was selected by the applicant to ensure appropriate panel review.

Category: Select "Other" from the drop-down box.

Intended Outcome: The Arts Endowment has identified the following outcome that it plans to achieve through the *American Recovery and Reinvestment Act:* Organizations

enhance their ability to realize their artistic and public service goals. Select this outcome. Do NOT select any other.

3. Project Budget Summary

Amount Requested: Organizations should request a grant of either $25,000 or $50,000. However, eligible designated local arts agencies applying for subgranting programs may request a grant of $100,000 or $250,000.

Total Match for this Project: These grants are nonmatching; enter "0."

Total Project Costs: This figure will autocalculate. Please double check to make certain that it agrees with Item 6 under Expenses of your Project Budget form.

Instructions for the NEA Organization & Project Profile Form

To see definitions of individual items, place your cursor over the relevant radio button. This form is four pages long. To move back and forth among the pages use the Previous and Next buttons at the top of the screen.

Under "C. Activity Type," choose one of the following: "14: Professional Support: Administrative," "15: Professional Support: Artistic," or "99: None of the above" for the subgranting programs.

Under "G. Participants/Audiences Benefiting," in the "Total # of individuals benefiting" field, list the total number of jobs in this request.

This form has a new OMB expiration date of 11/30/2010.

Instructions for the Attachments Form

The "Attachments Form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer.

Several important points:

1. Attachment 3 is a fillable form; you will find a link to it. This form can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

2. Attachments 1 and 2 are narratives that you will develop in accordance with the instructions provided. Most organizations will submit Attachment 1. Eligible designated local arts agencies applying for subgranting programs will submit Attachment 2, and if requesting support for job(s) in their own organization, will submit Attachment 1 as well. **These items must be submitted as PDF (portable document format) files**.

You can create your narrative using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to **PDF Conversion Programs**.

3. Label your narrative clearly with your organization's legal name. Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12 point font size. Do not type in all capital letters. Excess pages will be removed and not be reviewed.

4. **Name your files as indicated below and attach them in the proper order**. Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it.

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons. By clicking on a button, you will be able to choose the PDF file from your computer that you wish to attach. Please attach the proper file to the proper button as listed below.

The Attachments

ATTACHMENT 1: NARRATIVE FOR DIRECT GRANTS

To this button, attach your **Application Narrative**. The file name should indicate the name of your organization or a recognizable acronym followed by "AppNarrative.pdf" (e.g., "ABCArtsOrgAppNarrative.pdf").

Provide a **one-page** narrative that provides a succinct description of your request in accordance with the instructions below. Your narrative will be reviewed in connection with the "Review Criteria."

• **Organizational Background:** Provide a two or three sentence statement about your organization. Summarize its mission/purpose and characterize the community/region/audience it serves.

• **Key statistics, as relevant:** Provide the following information in the format shown here:

Your organization's total operating budget for most recently completed fiscal year which ended	Your organization's total operating budget (estimated) for current fiscal year which ends_____	Total number of current paid employees	Number of jobs in this request	Salary (or range thereof) of job(s) affected by this request	Fees to artists/contractual personnel (or range thereof) included in this request

_____					

- **Your proposed project, as relevant:**

  a) Note the job position(s) for which you are seeking support. Provide job title, description, salary, and the number of weeks of employment. Discuss the significance of this position to the mission and core work of your organization. Describe the effect on your organization if this position was curtailed or eliminated. Is this position currently filled?

  b) Describe the artists and/or contractual personnel to whom you propose to pay fees. Describe the project for which these individuals would be paid, the position(s) and fees for these individuals, and the number of weeks of employment. Discuss the significance of this project to the mission and core work of your organization. Describe the effect on your organization if this project was curtailed or eliminated.

If any of these jobs is included in a current NEA application or award, include the applicable application or award number. See the example under "Applicant Eligibility."

ATTACHMENT 2: NARRATIVE FOR SUBGRANTING PROGRAMS

If you are an eligible designated local arts agency applying for a subgranting program, to this button, attach your **Subgranting Information**. The file name should indicate the name of your organization or a recognizable acronym followed by "Subgrant.pdf."

Provide up to a **two-page** narrative that addresses the following.

a) **Organizational Background:** Provide a two or three sentence statement about your organization. Summarize its mission/purpose and characterize the community/region/audience it serves. Provide your organization's total operating budget for 1) the most recently completed fiscal year, and 2) the current fiscal year. Indicate your organization's fiscal year end date. (NOTE: If you are also submitting Attachment 1, do not repeat this information as part of Attachment 2.)

b) Describe **your proposed subgranting program**, how it is consistent with the NEA's American Recovery and Reinvestment Act program, and how it will directly impact salary support and/or fees for artists and contractual personnel among a broad constituency that you serve. Discuss:

  – Your proposed **applicant pool**. Detail the geographic range, the number of applicants that you anticipate, and the artistic disciplines represented. Provide a representative list of organizational names and the range of budget sizes.

  – Your **plans for making this applicant pool aware** of the funding opportunity that you will provide.

- – Where appropriate, **efforts to reach organizations that serve underserved populations.**

- – Your **plans for receiving and reviewing requests** for support. Describe the review criteria that you will use as well as the process itself.

c) The **appropriateness of this project** to the mission and core work of your own organization.

d) The **impact of administering** this subgranting program on your own organization and the staff or contractual resources that it will require.

ATTACHMENT 3: **PROJECT BUDGET FORM, PAGES 1 and 2**
       CLICK TO <u>DOWNLOAD [FORM]</u> [<u>INSTRUCTIONS</u>]

To this button, attach the **Project Budget form, Pages 1 and 2**. The file name should indicate the name of your organization or a recognizable acronym followed by "ProjectBudget.pdf." (Your own project budget may not be submitted in lieu of this required form.)

Your Total Project Costs must equal your Amount Requested. For example, if you request $50,000, under "EXPENSES" you should list a total of $50,000 in the "DIRECT COSTS: Salaries and wages" and/or the "DIRECT COSTS: Other expenses" sections.

Example:

DIRECT COSTS: Salaries and wages:

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount
Assistant Director	1	$50,000 per yr.	50%	$25,000

DIRECT COSTS: Other expenses:

1 School Coordinator—partial request of full salary $35,000	$15,000
1 Workshop Leader – partial request of full salary $40,000	$10,000

REMINDER: Salaries, wages, fringe benefits, and fees that are incurred in connection with fund raising (e.g., development staff) are not allowable project expenses; do not include them in your budget.

Your budget items must be limited to:

- **Salaries, wages, and fringe benefits** for personnel, administrative and artistic, who are paid on a salary basis. List each staff position separately. Do not combine positions or use salary ranges.

- **Fees** for artists and contractual personnel. List each position separately. Do not combine positions or use salary ranges.

- For eligible designated local arts agencies requesting support for subgranting, **fees for subgrants and the subgranting program**. Priority will be given to cost-effective programs that maximize the amount of funds distributed. Reminder: Up to $50,000 of the NEA grant funds may be used for a designated local arts agency's own jobs and/or the administration of subgranting programs.

Indirect costs are not eligible for this program; do not include them.