

Arts Indemnity Program

CFDA Number: 45-201

Funding Opportunity Number: 2008FCAH02

Introduction

The National Endowment for the Arts administers the U.S. Government's Arts and Artifacts Indemnity Program on behalf of the Federal Council on the Arts and the Humanities (FCAH). The Indemnity Program was created by Congress in 1975 for the purpose of minimizing the costs of insuring international exhibitions. Since that time, the Program has indemnified more than 850 exhibitions, saving the organizers more than \$216 million in insurance premiums. Please view the list of [currently indemnified exhibitions](#).

Museums and other non-profit organizations planning temporary exhibitions that involve bringing works of art and artifacts from abroad to this country or sending works of art from this country abroad may be eligible for coverage. Details appear below.

The indemnity agreement is backed by the full faith and credit of the United States. In the event of loss or damage to an indemnified object, the Federal Council must certify the validity of the claim and request Congress to authorize payment.

Applicant Eligibility

The Arts and Artifacts Indemnity Act (P.L. 94-158) authorizes the Federal Council on the Arts and the Humanities to make indemnity agreements with non-profit, tax-exempt organizations and governmental units for:

1. Eligible objects from outside the United States while on exhibition in the United States.
2. Eligible objects from the United States while on exhibition outside the U.S., preferably when part of an exchange of exhibitions.
3. Eligible items from the United States while on exhibition in the United States if the exhibition includes other eligible items from outside the United States which are integral to the exhibition as a whole.

If an exhibition is being shown at several institutions, one institution should apply on behalf of all participants. The Federal Council requires that the applicant have previously organized at least one international exhibition.

Object Eligibility

Eligible objects include art works, other artifacts or objects, rare documents, books and other printed materials, photographs, films, and videotapes. Such objects must have educational, cultural, historical, or scientific value, and the exhibition must be certified by the Secretary of State as being in the national interest.

Note: For reasons of risk, the Federal Council is generally opposed to indemnifying oil on copper paintings, pastels, lacquer objects, certain types of glass (including enamels), works on parchment or vellum, marquetry, frescoes, and other fragile objects. Oversized works and oil on wood panel paintings will be reviewed on a case by case basis. Oil on single wood panels larger

than two feet by three feet will not be indemnified. Please see Question 12(c) in the Indemnity Narrative instructions for more information.

Indemnity Limits

The Arts and Artifacts Indemnity Act allows coverage for a single exhibition up to \$1,200,000,000. The total dollar amount of indemnity agreements which can be in effect at any one time is \$10,000,000,000. The deductible amounts follow.

If the value of items covered by an indemnity agreement for a single exhibition is:

1. \$2,000,000 or less, then coverage under the Indemnity Act extends only to loss or damage in excess of the first \$15,000 of loss or damage to items covered.
2. More than \$2,000,000 but less than \$10,000,000, the first \$25,000.
3. Not less than \$10,000,000 but less than \$125,000,000, the first \$50,000.
4. Not less than \$125,000,000, but less than \$200,000,000, the first \$100,000.
5. Not less than \$200,000,000, but less than \$300,000,000, the first \$200,000.
6. Not less than \$300,000,000, but less than \$400,000,000, the first \$300,000.
7. Not less than \$400,000,000, but less than \$500,000,000, the first \$400,000.
8. \$500,000,000 or more, the first \$500,000.

Application Process

Organizations interested in seeking indemnity must submit an application for review by the Indemnity Advisory Panel and the Federal Council on the Arts and the Humanities. Announcements of Certificates of Indemnity will be made after the Federal Council has met. If an application or object has been rejected, the applicant may submit a request to the Indemnity Administrator to provide a written response stating the reasons for rejection (please see **Contact** below).

[Please click here to view application instructions.](#)

Deadline Dates

The application deadlines are October 1, for Certificates of Indemnity that may be issued as early as the following January 1; and April 1, for Certificates that may be issued as early as the following July 1. (The Panel and Council meetings occur approximately one month and two months, respectively, following those deadline dates.) An application should not be submitted more than one year and three months in advance of the indemnity period.

To assist the Panel and Council with long range planning of indemnity allocations, future applicants are encouraged, but not required, to submit preliminary statements about future exhibitions as much as four years in advance of the indemnity period. Updated material may be submitted every six months, as appropriate. Please send all material directly to the Indemnity Administrator (see **Contact** below).

Credit Requirement

In all published material and announcements concerning this exhibition, the following acknowledgement must appear: "This exhibition is supported by an indemnity from the Federal Council on the Arts and the Humanities."

Arts and Artifacts Indemnity Act and Federal Rules and Regulations

Copies of the Arts and Artifacts Indemnity Act and the Federal Rules and Regulations may be found at the following links:

[Arts and Artifacts Indemnity Act P.L. 94-158](#)

[Indemnities Under the Arts and Artifacts Indemnity Act August 16, 1995](#)

[Indemnities Under the Arts and Artifacts Indemnity Act October 2, 1991](#)

Contact

If you have questions about the Indemnity Program, please contact:

Alice M. Whelihan
Indemnity Administrator
National Endowment for the Arts
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
telephone: 202-682-5574
fax: 202-682-5603
e-mail: whelihaa@arts.gov

How to Apply

Please read these instructions carefully before completing your application. Only applications which provide thorough answers to each question can be considered for a Certificate of Federal Indemnity. No indemnification agreement may be entered into unless a completed application has been received in accordance with the provisions of Public Law 94-158 (20 USC 973).

If you have questions about eligibility, the content of your application, or the Indemnity Program, please contact the indemnity Administrator:

Alice M. Whelihan
Indemnity Administrator
National Endowment for the Arts
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

telephone: 202-682-5574
fax: 202-682-5603
whelihaa@arts.gov

IMPORTANT: NOTE ON IMMUNITY FROM SEIZURE

Public Law 89-259 and Executive Order 12047 authorizes the Department of State to issue notices in the Federal Register to immunize certain cultural objects from seizure by judicial process. The objects must be imported into the United States pursuant to an agreement between the foreign owner or custodian and a U.S. cultural or educational institution for a non-profit exhibition or activity. Prior to publication of the immunity notice, the Department of State must determine that the exhibition of objects is in the national interest, and that the objects are of cultural significance. **The Federal Council strongly recommends applying for this protection for all international exhibitions.** To obtain further information, or to apply for such protection, contact:

Office of the Legal Advisor for Public Diplomacy
United States Department of State
301 Fourth Street, S.W.
Washington, D.C. 20547
202-453-8050

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How to Prepare and Submit Your Application for Indemnity

Applicants should submit their applications electronically through Grants.gov, the federal government's on-line application system. The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on the deadline date (October 1, for Certificates of Indemnity that may be issued as early as the following January 1; and April 1, for Certificates that may be issued as early as the following July 1).

In addition to applying through Grants.gov, applicants must submit one set of visual documentation directly to the Arts Endowment. Details on the visual documentation that is required is provided at the end of these instructions. This material must be postmarked (or show other proof of mailing) no later than October 2 (for applicants under the October 1 deadline) or

April 2 (for applicants under the April 1 deadline). We provide this extra business day to allow applicants ample time to receive and include with their mailed material a copy of the notification from Grants.gov that confirms their electronic submission and provides the Grants.gov Tracking Number.

Register with Grants.gov

All applicants must be registered with Grants.gov in order to submit their application. If your organization has already registered with Grants.gov, verify the registration and make sure that all of the information is up to date. Make certain that the individual who will be submitting this application is registered as an Authorized Organization Representative (AOR) and has a Username and Password.

Organizations that are not already registered should allow at least two weeks to complete this process. The Arts Endowment has created an [easy-to-follow checklist](#) for registering for organizations. Step-by-step instructions for registering are also available at [Get Registered](#).

If you have questions about your Grants.gov registration or the mechanics of getting your application through the Grants.gov system, call the Grants.gov help desk at 1-800-518-4726, email support@grants.gov, or consult the information on the Grants.gov website at [Applicant Help](#). The Grants.gov customer service hours are 7:00 a.m. until 9:00 p.m., Eastern Time, Monday to Friday.

You do not need to complete the registration process to download the application package and to prepare your material. However, you will need your Username and Password that you obtain during the final step of the registration process to submit your application.

Prepare your application materials

1. To apply under the April 1, 2008 deadline, click on the link below to go to the application package on Grants.gov. (The application package for organizations applying under the October 1, 2008 deadline will be available after the April 1, 2008 deadline.)
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[DOWNLOAD Funding Opportunity Number: 2008FCAH02](#)

This will bring you to the “Selected Grant Applications for Download” screen. This screen contains a link to PureEdge Viewer, a small, free software program that must be installed on your computer in order to access, complete, and submit applications. If you do not already have the most recent version of this software installed on your computer, please [download and follow the installation instructions](#). Non-Windows users can now use the [free Citrix server](#) to work on PureEdge forms. Macintosh users with OS X 10.4.6 or higher may want to use the [IBM Workplace Forms \(PureEdge\) Viewer for Macintosh](#).

2. Save the application package (using the “Save” button at the top of the form) to a location on your computer or network where you can find it readily. Close the saved application package before you start to work on it for the first time. Always open and work on your application from this location. Save changes each time you close your application (use the “Save” and “Close Form” buttons at the top of the screen). You do not need to be connected to Grants.gov or the Internet until you are ready to submit your completed application.
3. Complete each of the two forms in the Mandatory Documents box and move them to the Mandatory Completed Documents for Submission box. The two mandatory forms are the Application for Federal Domestic Assistance/Short Organizational Form (SF-424) and the Attachments Form.

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

All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Items 1 and 2 have been pre-populated. Item 3, *Date Received*, will be filled in automatically with the date that you submit your application; leave this field blank. Item 4 has been pre-populated.

SF-424 Question 5. Applicant Information:

- a. ***Legal Name***: Enter the legal name of the nonprofit organization or government entity applying for indemnity 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. If an exhibition is being shown at several institutions, one institution should apply on behalf of all participants. The Federal Council requires that the applicant must have previously organized at least one international exhibition.
- 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 should be used only when a Suite or Room Number or other similar information is a necessary part of your address. In the Zip/Postal Code box, enter your full 9-digit 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, 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 Central Contractor Registry as part of the Grants.gov registration or your application will be rejected.
- g. ***Congressional District***: Enter the number of the Congressional District where the applicant organization is located. Use the following format: two-character State Abbreviation-three-character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If you need help, visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

SF-424 Question 6. Project Information:

- a. ***Project Title***: Enter the title of the exhibition.
- b. ***Project Description***: Enter in paragraph form the subject matter of the exhibition, the type of objects in the exhibition (paintings, sculpture, manuscripts, etc.), the individual responsible for organizing the exhibition, the exhibition catalogue author(s), and whether the exhibition is part of an exchange program with a foreign government.
- c. ***Proposed Project Start Date/End Date***: Enter the beginning and ending dates for the period for which you are requesting indemnity coverage. The time period of indemnity

begins on the date that condition reports are prepared prior to initial packing at the lenders' premises. Coverage includes the time the objects are in transit and while they are on exhibition. Indemnity coverage ends on the date that condition reports are prepared upon return to the lenders' premises or the place designated by the lender.

Note: The Federal Council rarely approves indemnity coverage for a time period greater than two years.

SF-424 Question 7. Project Director: Provide the name of the person responsible for organizing the exhibition. Please leave the Social Security Number box blank. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field.

SF-424 Question 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 indemnity agreement that may be awarded. Please leave the Social Security Number box blank. Select a Prefix even though this is not a required field. If this individual is the same as the Project Director, you may just check the "Same as Project Director" box.

SF-424 Question 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. 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.

By clicking the "I Agree" box at the top of Item 9, this individual certifies that:

- The information contained in this application, including all attachments and supporting materials, is true and correct.
- The valuations for the objects to be indemnified are accurate and represent current fair market values to the best of your knowledge.
- The dated loan agreements, including U.S. dollar valuations and agreement to Federal indemnity, will be in your hands prior to packing and shipping of indemnified items.

The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Instructions for the Indemnity Narrative (Attachment 1 of the Attachments Form)

How to Use the Attachments Form

You will use the Grants.gov Attachments form to attach your Indemnity Narrative. 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 a PDF document before attaching. Please follow these instructions:

1. Label all pages clearly with your organization's legal name and "Indemnity Narrative." 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. Number pages sequentially.
2. Convert your file to PDF (portable document format) before attaching. Using PDFs allows you to preserve the formatting of your document so it can be presented to reviewers exactly as you intend.

3. Name your file before you attach it to the Attachments Form. The name of the file should indicate the name of your organization or a recognizable acronym followed by "Indemnity Narrative" (e.g., "ABCOrganizationIndemnityNarrative.pdf").
4. When you open the Grants.gov Attachments Form, you will find 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." **You will use the Attachment 1 button only.** Leave all remaining Attachment buttons blank. Click on this button and you will be able to choose the file from your computer that you wish to attach.
5. If you try to view your attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.

Your narrative must address each of the following items. Please use the boldfaced numbers and headings below to organize your response.

1. Places and Dates of Exhibition

Include dates and the specific sites, cities, states, and countries where the exhibition will be viewed. If indemnity coverage is requested to begin or end at a site other than the lender's premises, indicate specific sites and dates. If indemnified objects are to be placed in storage between exhibition sites, give dates and the facilities to be used.

The Federal Council generally limits indemnity coverage for a single exhibition to five (or fewer, depending upon the type and condition of the objects) venues. The Federal Council requires that venues for indemnified exhibitions must have successfully hosted at least one previous museum-caliber exhibition. Indemnity should not be requested for inaugural exhibitions in new buildings or substantially renovated spaces.

2. Total Number and Value of Objects to be Indemnified

- (a) Total current U.S. dollar valuation for all objects for which indemnity is requested.
- (b) Total number and value of foreign-owned objects for which indemnity is requested.
- (c) Total number and value of United States-owned objects for which indemnity is requested.
- (d) Amount of private insurance premium which would be required to cover objects for which indemnity is requested.
- (e) Source of that insurance premium estimate.

3. Total Number and Value of the Entire Exhibition

- (a) Total U.S. dollar valuation for all objects in the entire exhibition (include indemnified and non-indemnified objects).
- (b) Total number of objects in the entire exhibition.

4. Exhibition Significance

State the significance and the educational, cultural, historical, and/or scientific value of the objects to be indemnified and of the entire exhibition in which the indemnified objects will appear. Explain how the risk to the objects is justified by the purposes of the exhibition.

If coverage is requested for both foreign and United States-owned objects, provide a statement demonstrating that the foreign-owned objects are integral to the exhibition as a whole. (This information is essential for the Federal Council to evaluate the significance and value of the objects to be indemnified and their relationship to the exhibition as a whole.)

5. Packing, Shipping, and Security Arrangements

Should a Certificate of Indemnity be awarded based on this application, you must notify the Indemnity Administrator **IN ADVANCE** of any changes affecting the time period, list of objects, or packing, shipping, security, and storage arrangements, as stated in this application, so that the Certificate can be amended.

Any changes in arrangements which affect the specifications described in this application should be submitted to the Indemnity Administrator for authorization by the Federal Council. The Council will NOT be responsible for any loss or damage to an indemnified object occurring as a result of an unauthorized change.

Indemnity is intended to cover objects in exhibitions for which the most professional and thorough care in packing, shipping, climate control, and security arrangements is provided. This section is a critical part of the application and will be examined very closely. If coverage is requested for both foreign and United States-owned objects, please describe arrangements for the foreign first, followed by the U.S. In order for these arrangements to be assessed, it is essential that you state as completely as possible the policies, procedures, techniques, and methods to be employed with respect to the following (use the headings below to organize your response):

(a) Packing arrangements at premises designated by the lender(s).

Give the names of the institutions and companies responsible for the initial packing and crating of the objects from the location(s) designated by the lenders, and describe the packing specifications.

(b) Shipping and security arrangements during transport.

Indicate the shipping and security arrangements for the objects during transport, including the initial assemblage, points of transfer (between sites), and return to the lenders. The Federal Council requires that couriers accompany all shipments, unless exceptions are approved in advance. Include names (or titles) of couriers and the names of primary shipping companies (or their agents) to be used.

(c) Packing and shipping arrangements for especially fragile objects.

For objects considered to be especially fragile and vulnerable to the hazards of travel, such as oversized works, oil on wood panel paintings, or objects comprised of multiple media, specify what special precautions are to be taken with respect to packing, shipping, handling, and installation to minimize the risk of damage.

For oil on wood panel paintings, describe the climate conditions at the lenders' premises and how that environment will be maintained throughout the exhibition tour.

Give values, accurate descriptions of present conditions (including names and qualifications of individuals responsible for making the assessment), and your means of verifying the satisfactory condition of those objects prior to the initial packing for this exhibition.

(d) Condition reports.

- i. Indicate provisions for providing condition reports at the following points, giving the name or title of the person(s) responsible for filing the report:

- 1) Immediately prior to packing and shipping from the location(s) of the lender(s).

- 2) Immediately upon delivery and inspection at each location of borrower(s).
- 3) Immediately prior to packing and shipping from each location of borrower(s).
- 4) Immediately prior to packing and return shipping to location(s) of lender(s).
- 5) Immediately upon delivery and inspection at location(s) of lender(s).

If storage facilities are to be used, indicate provisions for providing condition reports, as appropriate.

All reports in 1) through 5) above must be made during the time period of indemnity.

- ii. Actual submission of condition reports to the Federal Council with the application is not required. However, an applicant may choose to provide a condition report for an especially fragile object as evidence of its stability. If a condition report is included with the application for indemnity, please include it here. In the event of a claim for loss or damage to an indemnified object, it is expected that condition reports will be available for the Federal Council's inspection.

Note: If a Certificate of Indemnity is awarded, it is the responsibility of the indemnitee to confirm the stability of the objects for travel and, if necessary, to assure the Federal Council at any time during the indemnity time period that the condition of the objects corresponds to the initial condition report. This may be accomplished by a reasonably accurate, current photograph or, preferably, by inspection by a qualified staff member of the indemnified institution. If photographs are used they should clearly demonstrate physical condition and be so certified by the lender.

(e) Climate control conditions (at exhibition sites and storage facilities)

Describe the climate conditions at each exhibition site (the specific place in the building where the exhibition will take place) and at each storage facility in terms of:

- 1) Temperature: give degrees and range.
- 2) Relative humidity: give percentages and range.
- 3) Means of controlling the climate.
- 4) Light levels: give range in foot-candles.

Describe what special precautions are to be taken for objects most susceptible to damage as a result of fluctuations or extremes in humidity or temperature (such as wood objects, furniture, etc.).

If any objects are light sensitive, such as works of art on paper, textiles, etc., indicate the estimated number of foot-candles of lighting to which they will be exposed at each site. (The Council recommends that the level not exceed ten foot-candles for such objects.)

(f) Security arrangements (at exhibition sites and storage facilities)

Describe the security arrangements at each exhibition site (the specific place in the building where the exhibition will take place) and at each storage facility, including:

- 1) The number of guards assigned to the exhibition area.
- 2) The number of guards on duty while the exhibition is **not** open to the public (the Council generally requires that there be 24-hour guards for indemnified exhibitions).
- 3) Electronic surveillance.
- 4) Fire protection measures (also indicate if there are wet or dry sprinklers in exhibition galleries and storage areas).
- 5) General installation plans related to security for individual objects, including the use of vitrines, stanchions or pedestals, barriers for unglazed or unvarnished works of art, or any other protective measures not already described.
- 6) Any other pertinent security arrangements.

SHOULD A CERTIFICATE OF INDEMNITY BE AWARDED FOR THIS EXHIBITION, IT WILL BE BASED ON THE DETAILS PROVIDED IN THIS SECTION. IF AN INDEMNIFIED OBJECT IS LOST OR DAMAGED, INDEMNIFICATION MAY BE INVALID IF SECURITY PROVISIONS ARE DIFFERENT THAN THOSE STATED IN THIS APPLICATION.

If a Certificate of Indemnity is awarded, each participating institution must submit to the Indemnity Administrator a letter from the Chief of Security of the institution, endorsed by its Director, within 30 days of the opening of the indemnified exhibition at that site. This letter must certify that security arrangements are still as stated in the approved application.

(g) Indicate the maximum value of indemnified objects to be transported in a single instrumentality of transportation.

The Federal Council permits a maximum of \$80 million per instrumentality of transportation. However, in special circumstances, the Council may limit the amount allowable to **less than** \$80 million.

6. Other Insurance Arrangements

The Arts and Artifacts Indemnity Act provides for a:

- \$15,000 deductible for exhibitions of up to \$2 million in value.
- \$25,000 deductible for exhibitions up to \$10 million in value.
- \$50,000 deductible for exhibitions up to \$125 million in value.
- \$100,000 deductible for exhibitions up to \$200 million in value.
- \$200,000 deductible for exhibitions up to \$300 million in value.
- \$300,000 deductible for exhibitions up to \$400 million in value.
- \$400,000 deductible for exhibitions up to \$500 million in value.
- \$500,000 deductible for exhibitions above \$500 million.

There is a limit of \$1.2 billion coverage per exhibition.

Please state the insurance or other arrangements including the name(s) of insurance companies to cover the deductible and any amount in excess of the amount to be indemnified.

7. Financial Arrangements

- (a) List the sources of assured or anticipated support to be used to cover the general expenses of organizing the exhibition. If you anticipate significant corporate sponsorship for the exhibition and have related commercial agreements or understandings, please describe or attach copies of such agreements.
- (b) Describe the nature and amount of any loan fees or other contractual arrangements (in excess of \$10,000 for the entire exhibition), including retail agreements, with lenders to the exhibition or with foreign governments representing lenders.

8. Previous Losses

Describe all losses over \$5,000 to permanent or loaned collections (whether or not a claim was filed) incurred by the applicant and each participating institution during the three years prior to submitting this application. Similar losses at storage facilities during the past three years must be documented and explained. For each loss include:

- (a) Date of loss/damage.
(b) Nature and cause of loss/damage.

- (c) Appraised value(s) of lost/damaged item(s) before and after loss.
- (d) Indication of whether there was litigation to determine blame or negligence.

Note: Should additional losses be incurred by the applicant or any of the participating institutions after this application is submitted, please notify the Indemnity Administrator to update this section.

9. Accreditation

State whether or not the applicant institution and participating institutions are accredited by the American Association of Museums. Accreditation is not required in order to receive an indemnity. However, if an applicant or participating institution is not accredited, the Federal Council reserves the right to request a statement from the institution describing its procedures for handling loss or damage.

10. Exhibitions Outside the United States

The Arts and Artifacts Indemnity Act permits objects from the United States to be indemnified while on exhibition outside this country, preferably when they are part of an exchange of exhibitions between a foreign country and the U.S.

For exhibitions from the U.S. on exhibition abroad, priority will be given: 1) if an exchange of exhibitions is planned, and 2) if the responsibility for indemnity will be shared between the U.S. and foreign institution(s). An exchange of exhibitions can be conceived and planned concurrently by the U.S. and foreign institutions, or created in response within five years (i.e., the time lapse between the end of the first exhibition and the beginning of the second should not exceed five years). Both exhibitions should be of comparable importance.

- a) If this exhibition will take place outside the U.S., please describe in detail the nature of the exchange, including details of the exhibition being shown in the U.S. and any other insurance arrangements.
- b) If no exchange is planned, do the country(ies) in which this exhibition is to be shown have indemnity programs?

If a single exhibition contains objects both from the U.S. and from abroad, and that exhibition is to be shown at sites both in the U.S. and abroad, indemnity can be requested for the foreign and United States-owned objects while on exhibition in the U.S., and for the U.S.-owned objects while on exhibition abroad. However, priority for coverage will be given to joint exhibitions in which the responsibility for indemnity is shared by the U.S. and foreign institutions.

- c) If this application is for coverage of a single exhibition, with foreign and United States-owned objects on exhibition in the U.S., and U.S.-owned objects on exhibition abroad, include a statement to that effect in Question 6(b) of SF-424, and:
 - i. Include all relevant application information (i.e., places and dates of exhibition; packing, shipping, security information; provision of condition reports, etc.) for all venues in the appropriate application questions.
 - ii. Include Question 12 (Object Identification and Valuation of Foreign-Owned Objects) for coverage of foreign-owned objects while on exhibition in the U.S.; and Question 13 (Object Identification and Valuation for United States-Owned Indemnified Objects) for coverage of the U.S.-owned objects while on exhibition in the U.S. and abroad.

Note: Federal indemnity does not cover exhibitions consisting solely of U.S.-owned objects on exhibition in this country, or solely of foreign-owned objects on exhibition abroad.

11. Third Party Opinions

Applicants must have lender values confirmed by experts other than members of the applicant institution's professional staff or those directly involved with the exhibition. Give the name and title for each expert consulted and a brief statement that establishes his or her expertise and qualifications. This information will be used in conjunction with Questions 12, 13, and 14.

12. Object Identification and Valuation of Foreign-Owned Objects

Provide a numbered list of all foreign-owned objects for which indemnity is requested. Your document must follow this format:

Number	Object Type	Object Description	Lender	1) Lender Value (U.S. Dollar) 2) 3 rd Party Opinion	Sources of Valuations

Include the following information for each object to be indemnified:

- (a) Number: Start with number one. The number here must correlate to the number of this object in the visual documentation that you submit.
- (b) Object Type: Painting, drawing, photograph, ceramic, sculpture, furniture, jewelry, clothing, scientific instrument, manuscript, etc. (Indemnity does not cover frames or cases unless specifically itemized.)
- (c) Object Description: Artist, title, date, medium, support, dimensions, and accession number of the lending institution. If the borrower does not agree with the lender's attribution to an artist, please so indicate.

Indicate if an object contains more than one part (e.g., a pair of earrings). If an object is described as a pair or set, it is the responsibility of the applicant to advise the lender of the Council's policy regarding loss of a part of a pair or set (see Clause 7 of the Certificate of Indemnity).

For *collages*, please identify the medium of each collage element.

For *manuscripts*, in addition to the description, give the number of pages, and the number and size of illuminations or illustrations.

For *books*, in addition to the description, give the date of the edition and, if possible, the rarity (i.e. the number of known copies), and describe any annotations or associations.

For *prints* and *photographs*, in addition to the description, give the date of the print and indicate whether or not the print was made by the artist or photographer.

Note: For reasons of risk, the Federal Council is generally opposed to indemnifying oil on copper paintings, pastels, lacquer objects, certain types of glass (including enamels), works on parchment or vellum, marquetry, frescoes, and other fragile objects. Oversized works and oil on wood panel paintings will be reviewed on a case by case basis. (For oil on wood panel paintings, the Council expects detailed answers to Question 5 (c).) The Council may determine that these objects be moved to the list of non-indemnified objects. Oil on single wood panels larger than two feet by three feet will not be indemnified.

- (d) **Lender: Full name** of the lender and the institution or individual's city and country of residence. Private lenders must be identified by name, city, and country of residence. Any objects owned by a curator of this exhibition must be listed under Question 14 "Identification of Non-Indemnified Objects."
- (e) **U.S. Dollar Valuation:** Since Federal indemnity claims can be paid only in U.S. dollars, all foreign currency valuations must be converted into U.S. dollars. Those reasonable currency fluctuations anticipated to occur during the indemnity time period should be reflected and justified in the valuations. The list of objects and valuations is included in the Certificate of Indemnity and will be the basis for determining the amount of a claim payment. On this form, include: 1) lender value (rounded to the nearest dollar); and 2) third party opinion on the lender value (see (f) below).
- (f) **Sources of Valuation:** Include 1) name and title of individual originating the valuation (owner, lender, etc.); and 2) name and title of the third party confirming the original valuation (appraisal expert, curator, museum director, etc.).

13. Object Identification and Valuation of United States-Owned Objects

Using the instructions for Question 12, provide a separate list, beginning with number one, to describe the United States-owned objects for which indemnity is requested.

Note: Objects owned by the applicant or participating institutions may not be indemnified while on exhibition at the lender's premises. Such objects may be included in Question 13 for coverage while in transit or while on exhibition at other participating institutions.

14. Identification of Non-Indemnified Objects

This information is necessary for the Federal Council to determine the educational, cultural, historical, or scientific value of the exhibition as a whole. Using the formatting instructions for Question 12, provide a separate list, beginning with number one, of all objects to be included in the exhibition for which indemnity is **not** requested. For (d) **Lender:** if a private lender does not wish to be identified, indicate "private lender." For (e) **OPTIONAL: U.S. Dollar Valuation:** applicants are strongly encouraged to provide U.S. dollar valuations for any or all objects in this section. This information is reviewed to help confirm values given in Questions 12 and 13. Applicants who do not furnish U.S. dollar valuations for non-indemnified items may be requested to do so.

Submit Your Proposal

1. When you have completed your application (i.e., the completed SF-424 and the Attachment Form with your Indemnity Narrative attached have been moved to the Mandatory Completed Documents for Submission box), click the Save button one last time.
2. If you want a hard copy of your completed application, clicking the Print button will print out the SF-424 form. For a hard copy of the Indemnity Narrative that you are attaching to the Attachments Form, you will have to print this out separately.
3. Click the Submit button to connect to Grants.gov and the Internet. You will be prompted to provide your Username and Password that you obtained during registration.
4. Click the "Login" button. This will bring you to the "Application Submission Verification and Signature" screen. If everything looks accurate, click the "Sign and Submit Application" button. Grants.gov will put a date/time stamp on your application. Your application must be stamped no later than 11:59 p.m., Eastern Time, on your deadline date. If you do not want to submit the application at this time, click the "Exit Application" button. You will be returned to the previous page where you can make changes to your material or exit the process.
5. After you hit the "Sign and Submit Application" button, you will receive two notifications from Grants.gov:
 - a. First, you will receive confirmation that your application was received by the Grants.gov system. This confirmation will include the Tracking Number assigned to your application.
 - b. Soon thereafter (generally within 24-48 hours), you will receive notification as to whether your application was successfully validated by Grants.gov. If there are any errors in your application (e.g., the DUNS number on your application does not match exactly the DUNS number in your registration), it will be rejected and not delivered to the NEA. If Grants.gov rejects your application and the deadline has not yet passed, you can correct the error(s) in your application and resubmit. If the deadline has passed, contact the Indemnity Administrator.

You can also track the progress of your application by using your Username and Password to log in to the Grants.gov system and clicking on "Application Status."

You cannot make any revisions to your application through Grants.gov once it is submitted. After the application is submitted, you must inform the Indemnity Administrator directly of any changes.

Application Material to be Submitted by Mail

In addition to the material that you submit through Grants.gov, you must mail the following items to the Arts Endowment. Your application package will not be considered complete without these items:

1. A copy of the Submission Confirmation from Grants.gov that includes your Grants.gov Tracking Number. (Upon submission of your electronic application material to Grants.gov, this confirmation will display on your screen.)
2. One set of photographs or color photocopies of each object for which indemnity is requested. Clearly label and number the visuals to correspond to the numbers that you used in the lists for Questions 12 and 13.

3. A CD of up to twelve images in JPEG file format that shows highlights of the exhibition. We will not accept slides. A brief script must be attached to the disc, with the numbers used in Questions 12 and 13. Digital images on CD:
 - Must be in JPEG format. Do not submit TIFFs, PDFs, Word, or Access files, or any other non-JPEG formats.
 - Must not exceed 2 MB per image.
 - Should have a maximum image size of 800 pixels x 600 pixels.
 - CD must be in MS Windows readable format.

Contact the Indemnity Administrator if your project requires some other type of visual documentation.

Preview your samples before submitting them to ensure that there are no technical problems that might interfere with the review of your work. The Arts Endowment may copy or digitally convert work samples to facilitate review. By submitting these images, you are giving the Arts Endowment permission for reproduction and dissemination for this purpose.

Label your package as noted below. Mailed material must be postmarked (or show other proof of mailing) no later than October 2, or April 2, depending on the deadline under which you are applying. Send your package to:

Alice M. Whelihan
Indemnity Administrator
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506

The National Endowment for the Arts continues to experience lengthy delays in the delivery of First-Class mail. In addition, some or all of the First-Class and Priority mail we receive may be put through an irradiation process. Support materials (e.g., CDs, videos) put through this process have been severely damaged. Until normal mail service resumes, please consider using a commercial delivery service, particularly if you are sending time-sensitive material.

Visual material will be returned upon request.

*****Reporting Burden*****

The public reporting burden for the collection of information is estimated to average 45 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 Federal Council on the Arts and the Humanities welcomes any suggestions that you might have on improving the instructions 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 Alice M. Whelihan, at the address above. Note: applicants are not required to respond to the collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number.