

## COMPLETING THE APPLICATION FORMS

The following instructions are for the application forms:

- NEA Organization & Project Profile
- Project Budget (Pages 1 and 2)
- Financial Information
- Consortium Partner Information

Note: You may find it helpful to print out this document in its entirety to have as an easy reference as you complete the forms.

### NEA Organization & Project Profile

See the instructions below for the following items (other instructions are provided on the form itself).

#### Part 1. Applicant

**For this application, the applicant is serving as:** If applicable, choose one of the items below from the drop down box. Otherwise, choose "Not Applicable." Refer to the "**Application Limits**" for definitions.

- **Lead member of a consortium.** Choose the "Lead Member of a Consortium" box and list your one primary consortium partner in the space provided. Do not list more than one partner here; other organizations may participate in the project without being listed. Use the official IRS name of the primary consortium partner. If your primary partner is a component of a parent organization (e.g., an art museum located on a university campus), note the official IRS name and place the component's name in parentheses, e.g., State University (ABC Museum). Consortium applications are not eligible under *Challenge America*.
- **Parent institution applying on behalf of an eligible separate component.** Choose the "Parent of a Component" box and enter the name of the component in the space provided.

## Part 2. Project

**Project Field/Discipline:** Choose the one discipline that is most relevant to your project. This selection will aid the Arts Endowment's application review. If you have questions, refer to "Agency Contacts."

- **Artist Communities**
- **Arts Education**
- **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. Applicants such as arts and business councils, audience alliances, or lawyers for the arts organizations also are included. Projects may be for any type of constituent service.)
- **Media Arts**
- **Museums** (including projects in any discipline that are submitted by a museum)
- **Music** (including music presentation)
- **Musical Theater** (including musical theater presentation)
- **Opera** (including opera presentation)
- **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.

### **Project Budget (Pages 1 and 2)**

**NOTE:** Organizations may not receive more than one Arts Endowment grant for the same expenses. This budget cannot include project costs that are supported by any other federal funds or their match.

Your Project Budget should reflect only those costs that will be incurred during the "Period of Support" that you have indicated for your project. Any costs incurred before or after those dates will be removed. **Round all numbers to the nearest \$100.**

Combine like costs if necessary to make rounding more realistic. Provide details for line items of more than \$100,000. Applicants whose grants are recommended for less than the amount that is requested may be asked to revise the project budget. You may submit your own project budget, but this may not be submitted in lieu of the required Project Budget form.

### **INCOME**

1. **AMOUNT REQUESTED FROM THE ARTS ENDOWMENT:** For *Challenge America Fast-Track*, enter \$10,000 (all grants are for \$10,000). For traditional applications, organizations may request a grant amount from \$10,000 to \$100,000. Be realistic in your request.
2. **TOTAL MATCH FOR THIS PROJECT:** The Arts Endowment requires each applicant to obtain at least half the total cost of each project from nonfederal sources. For example, if you receive a \$10,000 grant, your total project costs must be at least \$20,000 and you must provide at least \$10,000 toward the project from nonfederal sources. Matches of more than dollar for dollar are encouraged. These matching funds may be all cash or a combination of cash and in-kind contributions as detailed below. Be as specific as possible. For

projects that include additional partners, indicate on the form the portion of the match that is being contributed by each participant. Asterisk (\*) those funds that are committed or secured.

**Cash** match refers to the cash donations (including items or services that are provided by the applicant organization), grants, and revenues that are expected or received for this project. Do not include any Arts Endowment or other federal grants that are anticipated or received. Identify sources.

**In-kind: Donated space, supplies, volunteer services** are goods and services that are donated by individuals or organizations other than the applicant (third-party). To qualify as matching resources, these same items also must be listed in the project budget as direct costs. The dollar value of these non-cash donations should be calculated at their verifiable fair-market value. Identify sources.

Reminder: Proper documentation must be maintained for all items noted as "in-kind."

3. **TOTAL PROJECT INCOME** is the total of "1. Amount requested from the Arts Endowment" and "2. Total match for this project."

## **EXPENSES**

**DIRECT COSTS** are those that are identified specifically with the project. Be as specific as possible (e.g., show costs that relate to festival programming if your project is for a festival). For projects that include additional partners, indicate on the form the portion attributed to each participant.

1. **DIRECT COSTS: Salaries and wages** cover compensation for personnel, administrative and artistic, who are paid on a salary basis. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in "3. Other expenses" on Page 2 of the Project Budget form, and not here.) Indicate the title and/or type of personnel, the number of personnel, the annual or average salary range, and the percentage of time that will be devoted to the project annually. List key staff positions, and combine similar functions.

Where appropriate, use ranges. If the costs for evaluation and assessment are part of staff salary and/or time, separately identify those costs.

Example:

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount
Executive Director (most of project)	1	\$40,000 per yr.	7%	\$2,800
Executive Director (evaluation only)	1	\$40,000 per yr.	3%	\$1,200
Archivists	3	\$20-25,000 per yr.	5-40%	\$15,000
Support Staff	2	\$15-20,000 per yr.	20-30%	\$9,000

Salaries and wages for performers and related or supporting personnel must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor Regulations. (See "**Legal Requirements**" for details.) Salaries and wages that are incurred in connection with fund raising are not allowable project expenses; do not include them in your budget.

**Fringe benefits** are those costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, [vacation and sick leave](#), etc. They may be included here only if they are not included as indirect costs.

2. **DIRECT COSTS: Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and does

not exceed the cost of air coach accommodations. Include subsistence costs (e.g., hotels, meals) as part of the "Amount" listed for each trip, as appropriate. Foreign travel, if any is intended, must be specified in this section and must conform with government regulations, [including those of the U.S. Treasury Department Office of Foreign Asset Control](#). If Arts Endowment funds are used for foreign travel, such travel must be booked on a U.S. air-carrier when this service is available.

3. **DIRECT COSTS: Other expenses** include consultant and artist fees, contractual services, promotion, acquisition fees, rights, evaluation and assessment fees, access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling), telephone, photocopying, postage, supplies and materials, publication, distribution, translation, transportation of items other than personnel, rental of space or equipment, and other project-specific costs. List artist compensation here if artists are paid on a fee basis.

Television broadcast projects and educational/interpretive videos must be closed or open captioned. Applicants should check with captioning organizations for an estimate.

If you intend to purchase any equipment that costs \$5,000 or more per item and that has an estimated useful life of more than one year, you must identify that item here. Provide a justification for this expenditure either in this section of the Project Budget form or in your Details of the Project narrative.

Group similar items together on a single line, with only one total cost. List consultant and artist fees or contracts for professional services on consecutive lines; do not scatter them throughout the list. Specify the number of persons and the applicable fee, rate, or amount of each. Example:

Artists (5 @ \$300-500 per week/30 weeks)	\$60,000
Consultants (2 @ \$150 per 1/2 day/1 day per mo./10 mos.)	\$6,000

Access accommodations (sign-language interpretation and audio description)	\$1,200
Costumes, props	\$6,500
Project supplies	\$4,000
Administration (rent, telephone, copying)	\$5,000

**Do not include fund raising, entertainment or hospitality activities, concessions (e.g., food, T-shirts), fines and penalties, bad debt costs, deficit reduction, cash reserves or endowments, lobbying, marketing expenses that are not directly related to the project, contingencies, miscellaneous, or costs incurred before the beginning of the official period of support.**

4. **TOTAL DIRECT COSTS** is the total of all direct cost items listed in "1. Salaries and wages" (from Page 1 of the Project Budget form), "2. Travel," and "3. Other expenses."
5. **INDIRECT COSTS** are overhead or administrative expenses that are not readily identifiable with a specific project. (The costs of operating and maintaining facilities and equipment, depreciation or use allowances, and administrative salaries and supplies are typical examples of indirect costs.) Indirect costs are prorated or charged to a project through a rate negotiated with the Arts Endowment or another federal agency. **NOTE:** Colleges and universities may not apply a "research" indirect cost rate to Arts Endowment grants. **If you do not have or intend to negotiate an indirect cost rate**, leave this section blank. You may claim administrative costs or overhead as direct costs under "3. Other expenses." If you have a negotiated rate and would like to include indirect costs, complete the information requested in this section. For additional information, see "Indirect Cost Guide for NEA Grantees."
6. **TOTAL PROJECT COSTS** is the total of "4. Total direct costs," and, if applicable, "5. Indirect costs." **NOTE:** "3. Total project income" (from Page 1 of the Project Budget form) must equal the "Total project costs." Your project budget should not equal your organization's entire operating budget.

## **Financial Information**

***If you are applying for a Challenge America Fast-Track grant, do not complete this form.***

Provide the requested information for your organization for the most recently completed fiscal year, the current fiscal year (estimated), and the next fiscal year (projected). If you are the lead applicant for a consortium, provide this information for your own organization. If you are a parent organization, provide this information for the component on whose behalf you are applying (e.g., for a university project, provide the information for the component, not the entire university). For components, footnotes (e.g., "museum guards and utilities paid for by university") may be helpful to explain the relationship that the component has with the larger entity. If your organization is a smaller entity that exists within a larger organization, submit information for the smaller entity and follow the instructions for parent organizations and components.

This page is intended to show your organization's fiscal activity as it relates to operations. Do not include activity related to a capital campaign (such as raising money for a new facility, an endowment fund, or a cash reserve fund). The Arts Endowment may request additional information to clarify an organization's financial position.

**In the space provided on the form, discuss the fiscal health of your organization. You must explain 1) any changes of 15% or more in either your income or expenses from one year to the next, and 2) plans for reducing any deficit (include the factors that contributed to the deficit and its amount).**

Use the following definitions when completing this form. Unaudited figures are acceptable.

**Earned Income:** Revenues that are received through the sale of goods, services performed, or from investments. Examples: ticket sales, subscription revenue, contractual fees, interest income.



**Contributed Income:** Gifts that are received which are available to support operations. Examples: annual fund donations, grants for general operating or project support, in-kind contributions.

**Artistic salaries and fees:** Costs that are directly related to the creation, production, and presentation of art work. Examples: fees for dancers, choreographers, actors, curators, artistic directors, contributors to literary publications. Include arts personnel that are on your staff as well as those that are paid on a contract or fee basis.

**Production/exhibition/service expenses:** All program or service delivery costs, excluding artistic salaries and fees that are listed above. Examples: presentation costs; costs of sets, costumes, and lighting; publication costs of catalogues or literary magazines.

**Administrative expenses:** All other costs that are incurred during the normal course of business. Examples: outside professional non-artistic services, space rental, travel, marketing, administrative salaries, utilities, insurance, postage.

**Total Expenses:** In the "Most recently completed fiscal year" column, this figure should agree with the "Total organizational operating expenses for the most recently completed fiscal year" that you provide on the NEA Supplemental Information Form.

**NOTE:** The figures listed in the "Most recently completed fiscal year" column are subject to verification by the Arts Endowment.

### **Consortium Partner Information**

***If you are applying for a Challenge America Fast-Track grant, do not complete this form.***

Complete this form only if you are applying for a consortium project as detailed under "**Applicant Eligibility/Application Limits.**"

If your application is for a consortium project, have your one primary partner complete this form. For the purposes of these guidelines, consortium applications should list only

one primary partner in addition to the lead applicant. (Other organizations may participate in the project.)

You may provide a copy of this form to your consortium partner or the partner may reproduce it on a computer. Make sure that the partner's form contains the correct IRS name for the lead applicant, and the correct IRS name and Taxpayer ID Number (9-digit number) for the primary consortium partner.

### **Reporting Burden**

The public reporting burden for this collection of information is estimated at an average of 32 hours per response traditional applications and 10 hours per response for *Fast-Track* applications. This includes 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.

## **How to Prepare and Submit an Application**

SIDE BAR NAVIGATION TOOLS:

### **Using Grants.gov**

Register or Renew/Verify Registration with Grants.gov

- ▶ Download the application package using Adobe Reader
- ▶ Submit your electronic application
- ▶ Grants.gov Tips

### **Application Instructions**

What makes a complete application

#### **Step 1**

Fill out the Application for Federal Domestic Assistance (SF-424)

#### **Step 2**

Fill out the Project/Performance Site Location(s) Form

#### **Step 3**

Complete and attach items required for the Attachments Form (narratives, budget forms, etc.)

#### **Step 4**

Submit items in Steps 1-3 electronically through Grants.gov

#### **Step 5**

Prepare and submit material to be mailed directly to the NEA (e.g., work samples)

These application guidelines provide all of the information that you need to submit an application. We urge you to read these instructions in their entirety before you begin the application process. If you wish to print a copy, see "**Printing Tips.**" You also may want

to keep these instructions open in a window in your computer as they contain helpful links to information that you will need as you complete your application.

In addition to these instructions, you should periodically check the Grants.gov blog or the Grants.gov homepage for tips, updates, and alerts.

**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.
  - The Grants.gov Contact Center is available 24 hours a day, 7 days a week. (Phone: 1-800-518-4726.)
  - Submit your application outside of Grants.gov's hours of heaviest usage, generally 12 noon to 5:00 p.m., Eastern Time.
  - **The Arts Endowment will not accept late applications.**

There are two application deadlines; you must apply to the one that is appropriate for your project.

- March 10, 2011
- August 11, 2011

The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on the deadline date.

If you are unable to submit your application electronically, you may request a waiver. A waiver will be granted for the following reasons only:

- Internet access is not available within a 30-mile radius of your organization's business office.
- Disability prevents the submission of an electronic application.

Your waiver request must be in writing and must be received (not postmarked) at the Arts Endowment at least three weeks before the application deadline. [Click here](#) for more information on waivers.

WAIVER POP UP:

### **Requesting a waiver**

If you are unable to submit your application electronically, you may request a waiver. A waiver will be granted for the following reasons only:

- Internet access is not available within a 30-mile radius of your organization's business office.
- Disability prevents the submission of an electronic application.

Your waiver request must be in writing and must be received (not postmarked) at the Arts Endowment at least three weeks before the application deadline, or no later than 5:30 p.m., Eastern Time, on:

- February 17, 2011, for the March 10, 2011, deadline.
- July 21, 2011, for the August 11, 2011, deadline.

You may fax your request to 202/682-5660 or send it to:

Deputy Chairman for Programs and Partnerships  
Grants.gov Waiver Request

Room 705

National Endowment for the Arts

1100 Pennsylvania Avenue, NW

Washington, DC 20506-0001

The National Endowment for the Arts continues to experience delays in the delivery of First-Class mail. Please consider faxing your waiver request or using a commercial delivery service, particularly if you are sending your request close to the receipt deadline.

In the event a waiver is granted, your complete paper application package must be postmarked (or show other proof of mailing) no later than the application deadline dates listed above.

## Using Grants.gov

 [Register or Renew/Verify Registration with Grants.gov](#) [\[Back to Top\]](#)

**NOTE: Beginning in 2010, Grants.gov will be implementing new security requirements for the use of the Grants.gov system. Among the changes, applicants will be required to change their passwords every 90 days.**

**It is your organization's responsibility to create and maintain a regularly updated registration with Grants.gov.** This includes registration with the **Central Contractor Registration (CCR)**, where your organization's information must be renewed annually. **Finalize a new or renew an existing registration at least two weeks before the application deadline.** This should allow you time to resolve any issues that may arise with Grants.gov or CCR. Failure to comply with these requirements may result in your inability to submit your application.

If your organization is not yet registered, go to Grants.gov's **Get Registered**. **Allow a minimum of two weeks for this multi-step, one-time process. If your organization already has registered, renew your registration with CCR and verify that your registration with Grants.gov is current.**

If you have problems with registration:

- CCR Assistance Center: Call 1-888-227-2423, send a message through the Web site at [www.ccr.gov](http://www.ccr.gov), or see the information posted on the CCR Web site at Help.
- Grants.gov Contact Center: Call 1-800-518-4726, e-mail [support@grants.gov](mailto:support@grants.gov), or consult the information posted on the Grants.gov Web site at Help. The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline.

You do not need to complete the registration process 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** [\[Back to Top\]](#)

### 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 for your deadline:

**For applications under the March 10, 2011, deadline:**

**DOWNLOAD**

[Funding Opportunity Number 2011NEA01AAE1]

This will bring you to the "Selected Grant Applications for Download" screen.

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.

The application package for the August 11, 2011, deadline will be available after the March 10, 2011, deadline has passed.

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 three forms. You must move these forms to the "**Mandatory Documents for Submission**" box before you can open them. Once moved, the three 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.**

- **Project/Performance Site Location(s) Form**: This form collects information about the primary site location where the project will be performed. **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 (e.g., 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 [Back to Top]**

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. 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.)
3. 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.

4. Ensure that your application was validated and accepted by the Grants.gov system. Go to Track My Application to track the validation and progress of your application submission through Grants.gov. After the Arts Endowment retrieves your application from Grants.gov, log in to the Grants.gov system by using your Username and Password to receive your Agency Tracking Number (this will be the Arts Endowment-assigned application number).

**REMINDER:** After submission of your application to Grants.gov, you must mail certain items (detailed in "Step 5: Prepare and submit material to be mailed directly to the Arts Endowment" below) directly to the NEA for your application to be considered complete.

#### Additional Help

For additional help on how to use Grants.gov, please see the Grants.gov Web site at Help. You also can send e-mail to the Grants.gov Contact Center at **support@grants.gov** or call them at 1-800-518-4726, 24 hours a day, 7 days a week.

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

## Application Instructions

For a complete application, follow Steps 1-5 below

#### **A complete application consists of:**

- Application for Federal Domestic Assistance (SF-424)
- Project/Performance Site Location(s) Form
- Attachments Form to which you have attached:
  - NEA Organization & Project Profile Form
  - Organizational Background Statement

- Details of the Project Narrative
- Project Budget Form, Pages 1 and 2
- Financial Information Form
- Biographies of Key Project Personnel
- List of Current Board Members
- Consortium Partner Information Form (official consortium applications only)
- Your Own Project Budget (optional)
- Programmatic Activities List
- Special Items
- Work Sample Index
- Material to be mailed directly to the Arts Endowment

**Step 1: Fill out the Application for Federal Domestic Assistance/Short Organizational Form (SF-424) [Back to Top]**

**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/](http://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 CCR (Central Contractor Registration) 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](http://www.house.gov) and use the "Find Your Representative" tool.

## **6. Project Information:**

a. Project Title: Provide a brief descriptive title for your proposed project.

b. Project Description: In two or three **brief** sentences, clearly describe your specific project, not your organization. Begin the first sentence with "To support" and include the name of the project. Follow this with up to two more sentences that describe the type of project, the target population that will be served, and where the project will take place. For examples, see Recent Grants.

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for your requested period of support, i.e., the span of time necessary to plan, execute, and close out your proposed project. The Arts Endowment's support of a project may start on or after: 1) For applicants under the March 10 deadline, **January 1, 2012**; or 2) For applicants under the August 11 deadline, **June 1, 2012**. Generally, a period of support of up to two years 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 the announcement date for your category.

## **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. [Select a Prefix even though this is not a required field.](#) 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 of these guidelines.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

### **Step 2: Fill out the Project/Performance Site Location(s) Form [Back to Top]**

**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 collects information about the primary site, as well as additional sites, where project activity will take place. In most -- but not all -- cases, the primary site will be the address of the applicant organization. If a portion of the project will be performed at any other site(s), identify the site location(s) in the additional block(s) provided. Use up to 29 additional blocks as required (one for each site). Your responses will not be a factor in the review of your application.

For the Organization Name:

Enter the name of the organization where the activity will take place. This may be the applicant organization or another organization. The remaining fields in a block (e.g., DUNS number) are associated with the organization where the activity will take place.

For the Project/Performance Site Congressional District:

Use the following format: 2 character State Abbreviation-3 character District Number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." If the project directly impacts all districts in a state, enter "all" for the district number. For example: "MD-all" for all Congressional districts in Maryland. If nationwide (all districts in all states), enter "US-all." If the state has a single At-Large Representative or the territory has a single Delegate, enter your 2 character state/territory abbreviation and "-000." If the project is outside the U.S., enter "00-000." If you need help determining a district, go to [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool.

### **Step 3: Complete and Attach Required Items to the Attachments Form [Back to Top]**

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. Attachments 1, 4, 5, and 8 are fillable forms; you will find links to them. These forms can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF.
2. Attachments 2, 3, 6, 7, 9, 10, 11, and 12 are documents (e.g., narratives, lists) that you will develop in accordance with the instructions provided. **These items must be submitted as PDF (portable document format) files.**

These non-form documents can be created 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.

Please make sure to convert your documents into PDF format in line with the guidance above. **Do not create PDFs of your electronic documents by scanning.** In the past, some applicants have printed their electronic documents and then scanned them, saving the scan in PDF format. PDFs created this way are much larger, and of lower quality, than PDFs created by the methods we recommend. **Do not embed non-printable media files (video and/or sound) in your PDF documents.** Static images (e.g., pictures) are acceptable. Please do not enable any document security settings or password-protect any PDF file you submit to us.

No attachment should be more than 2 MB.

3. For non-form documents, label pages clearly with the name of the item (e.g., Organizational Background) and 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. Within each attachment, number pages sequentially; place numbers on the bottom right hand corner of each page. 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: NEA ORGANIZATION & PROJECT PROFILE FORM**  
**CLICK TO DOWNLOAD: [FORM] [INSTRUCTIONS]**



To this button, attach the NEA Organization & Project Profile Form. The file name should indicate the name of your organization or a recognizable acronym followed by "OPPF.pdf."

## ▶ ATTACHMENT 2: ORGANIZATIONAL BACKGROUND STATEMENT

To this button, attach a one-page **Organizational Background** statement. The file name should indicate the name of your organization or a recognizable acronym followed by "OrgBackground.pdf" (e.g., "ABCDanceCoOrgBackground.pdf" or "StateUnivPerfArtsCenterOrgBackground.pdf").

This statement should cover the points below; use the following headings and letters to organize your response. If you are a parent organization that is applying on behalf of a component, this information should refer to the component on whose behalf you are applying.

- **Date organization was incorporated.** If not applicable, omit.
- **Mission/purpose of your organization:** Briefly summarize the mission and purpose of your organization. For organizations whose work extends beyond the cultural sphere (e.g., universities, human service agencies), summarize your mission as it pertains to your public cultural programs or services.
- **Organization overview:** Address the following:
  - a. An **overview** of your organization's activities.
  - b. Some specific examples of **previous activities** that demonstrate your organization's ability to carry out the project for which you are requesting support.
  - c. The size and general demographics (e.g., ethnicity, income, age) of the **community/region/audience** that you serve. If you are a membership organization, indicate the number of individuals or organizations that you serve.
  - d. A description of any **special efforts** that your organization is making to reach a broad segment of the community.

### ▶ ATTACHMENT 3: DETAILS OF THE PROJECT NARRATIVE

To this button, attach your **Details of the Project** narrative. The file name should indicate the name of your organization or a recognizable acronym followed by "DetailsofProject.pdf."

Your narrative can be a maximum of three pages, but keep in mind that the Arts Endowment and its panelists prefer succinct descriptions. Organize your response a), b), c), etc., and use the boldfaced language below as headings for each item. For example, "a) **Major project activities**. The ABC Performing Arts Center plans to..."

The information that you provide will be reviewed in accordance with the "**Review Criteria**" for the category. Your narrative should address each of these "Review Criteria" and include information on the following, as relevant to your project.

- a. **Major project activities**. Be as specific as possible about the activities that will take place during the project period. Include information on the location(s) of the proposed activity and any special resources that will be used. For projects that will tour, provide a list of venues with dates and indicate the degree of commitment. For projects that involve publication, provide details on items such as projected sales figures, print runs, distribution plans, contributors' fees, payment policies, etc. Where relevant, include information on any educational component or activities of the project.
- b. Your **goals** in undertaking the project and what you hope to achieve. Address the Arts Endowment outcome that you have identified as most relevant. Identify any additional outcomes of your own that you have established for the project.
- c. **Schedule** of key project dates.
- d. **Key individuals, organizations, and works of art** that will be involved in the project. (Bios of key project personnel are requested as a separate item.) Indicate whether the artists, other individuals, and organizations that are cited are committed to or merely proposed for the project. Where relevant, describe their involvement in the development of the project to date. For projects that include multiple partners, discuss each partner's participation. Describe the process and

criteria for the selection of artists, organizations, and, where relevant, artworks. Where key individuals or organizations remain to be selected, describe the procedures that you plan to follow and the qualifications that you seek.

- e. The **target population** (i.e., the intended audience and/or other beneficiaries to whom the project is directed). If actual figures or reasonable estimates can be secured, indicate the number of people the project will serve. Have you worked with this target population before? Has the target population been involved in the planning for and implementation of the project? Describe any underserved groups or areas that will benefit.
- f. **Plans for promoting, publicizing, and/or disseminating** the proposed project, as relevant.
- g. **Plans for monitoring** the project and **assessing** the degree to which you achieve your goals. Include your plans for documentation, evaluation, and dissemination of the results, as appropriate. Describe how you will measure your success in achieving the outcomes identified in b) above. If this is an ongoing project, state the results to date and the rationale for continuing the project.
- h. **Plans for making the project accessible** to individuals with disabilities in compliance with federal regulations. This includes access accommodations for both facilities and programs, such as audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling, etc. See the Nondiscrimination Statutes in "**Assurance of Compliance**" for more information. (For technical assistance on how to make your project fully accessible, contact the Arts Endowment's AccessAbility Office at 202/682-5532 or 202/682-5496 Voice/T.T.Y. or the Civil Rights Office at 202/682-5454 or 202/682-5695 Voice/T.T.Y.)
- i. **Budget.** If this project is being undertaken over and above your normal operations, what resources will be applied to cover these costs? If you were to receive less than your requested amount, what would be your project activity priorities?

► **ATTACHMENT 4: PROJECT BUDGET FORM, PAGES 1 and 2**  
**CLICK TO DOWNLOAD: [FORM] [INSTRUCTIONS]**

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." (If you wish to submit a copy of your own project budget, you may do so; see Attachment 8. Your own project budget may not be submitted in lieu of the required form.)

▶ **ATTACHMENT 5: FINANCIAL INFORMATION FORM**

**CLICK TO DOWNLOAD:** [FORM] [INSTRUCTIONS]

To this button, attach the **Financial Information** form. The file name should indicate the name of your organization or a recognizable acronym followed by "FinancialInfo.pdf."

▶ **ATTACHMENT 6: BIOGRAPHIES OF KEY PROJECT PERSONNEL**

To this button, attach a single file that includes all of the items below that are relevant to your application. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios.pdf." Label clearly each item.

Dance applicants should submit bios only, not resumes.

- For all applicants: **Brief, current biographies of the key project personnel** [e.g., the proposed primary artist(s), project director, artistic director, executive director, teachers, curator, editor, folklorist, conductor]. Send no more than two pages of bios; group several on each page.
- For projects that involve highly technical professionals (e.g., individuals who work with new technology, art conservators): *Resumes* (not bios) for those individuals.
- For parent organizations applying on behalf of an eligible component: *A list of key staff* of the component unit. Describe any overlaps in staffing with the parent organization. This documentation is required to demonstrate your eligibility.

▶ **ATTACHMENT 7: LIST OF CURRENT BOARD MEMBERS**

To this button, attach a single file that includes all of the items below that are relevant to your application. The file name should indicate the name of your organization or a recognizable acronym followed by "BoardList.pdf." Label clearly each item.

- For all applicants: A list of current board members including professional affiliations.
- For parent organizations applying on behalf of an eligible component: A list of board/advisory group members for the component as well as the parent organization. Note how long each board/advisory group has been in existence. This documentation is required to demonstrate your eligibility.
- For lead applicants applying on behalf of a consortium: A list of current board members for the primary consortium partner as well as the lead applicant.

▶ **ATTACHMENT 8: CONSORTIUM PARTNER INFORMATION FORM**  
**CLICK TO DOWNLOAD: [FORM] [INSTRUCTIONS]**

If you are applying for an official Consortium Application, to this button attach the **Consortium Partner Information** form. This form must include the name of the Authorizing Official for your consortium partner, but no signature is necessary. The file name of your attachment should indicate the name of your organization (not your partner) or a recognizable acronym followed by "ConsortiumPartner.pdf."

▶ **ATTACHMENT 9: OPTIONAL PROJECT BUDGET**

If you wish to submit a copy of a differently formatted budget (e.g., one created for your own planning purposes), attach it to this button. The file name should indicate the name of your organization or a recognizable acronym followed by "SepBudget.pdf." Limit this to a maximum of three pages.

**ATTACHMENT 10: PROGRAMMATIC ACTIVITIES LIST**

To this button, attach a representative list of your **Programmatic Activities** for the past three seasons. The file name should indicate the name of your organization or a recognizable acronym followed by "ProgActivities.pdf."

Submit a selective representative list, in chronological order, of your organization's programming or activities for the following years: 2008-09, 2009-10, and 2010-11. For organizations that schedule activities according to a single calendar year, use programming for 2008, 2009, and 2010. You may submit up to three pages.

This list should demonstrate eligibility (i.e., your organization's three-year history of programming) and the artistic excellence and merit of your organization. Where available, include arts or cultural programming that has a relationship to the project for which you are requesting support (e.g., show examples of previous festival programming if your project is for a festival). For most applicants, this list should show selected artists/projects/exhibitions/works that your organization has or will have presented/produced/exhibited/performed. Use the bullets below as a guide to possible column headings for your list; adjust them as appropriate for your organization.

- Year: 2008-09, 2009-10, or 2010-11. For organizations that schedule activities according to a single calendar year, use 2008, 2009, or 2010.
- The titles of the works/productions/exhibitions or of the program or project.
- Key Artist(s)/Personnel. This may include a creator or project head such as a choreographer, composer, playwright, performing artist, arts specialist, teacher, etc. Also list any key personnel such as director, conductor, etc.
- The location of the activity.
- Dates of the activity and the number of performances/classes/events/exhibitions.

Example:

A performing arts group might fill out its representative list as follows:

<b>Year</b>	<b>Title/ Creator</b>	<b>Key Artist(s)</b>	<b>Location</b>	<b>Dates/# of perfs.</b>
<b>2008-09</b>	Lecture	James Miller	ABC Museum	February 15, 2009

<b>2009-10</b>	Work A/ Creator A	John Smith, Jane Doe	Civic Theater	Jan 27-31, 2010 6 perfs.
<b>2010-11</b>	Work B/ Creator B	Richard Jones, Robert Hall	Civic Theater	April 17-21, 2011/ 7 perfs.

### ▶ ATTACHMENT 11: SPECIAL ITEMS

To this button, attach a single file that includes any **items specified below** that are relevant to your particular project. The file name should indicate the name of your organization or a recognizable acronym followed by "SpecReqs.pdf."

- **Copyright Information:** If your project is based on copyrighted material, a statement that documents the clearance of rights for this particular project or publication. You must have the rights secured by the application deadline.
- **Statements of Commitment:** If your project requires collaboration, statements of commitment from up to three organizations or individuals who are integrally involved in your project. **Do not provide general statements of support for your organization.** Statements should clearly indicate how the project will serve its beneficiaries. For residency and touring projects, provide evidence of commitment from the host and other collaborating organizations. Each statement should include the name, phone number, and e-mail address of the individual who provided it. (We encourage you to submit this item electronically through Grants.gov. However, if this is not feasible, you may submit a hard copy directly to the Arts Endowment. Include it with the items detailed under "Prepare and submit material to be mailed directly to the Arts Endowment.")
- **For projects that involve touring,** following the instructions provided for Attachment 9 ("Programmatic Activities"), provide a representative list of your **touring activities** for the past three seasons.

## ▶ ATTACHMENT 12: WORK SAMPLE INDEX

Below are instructions for the Work Sample Index that you will submit electronically as Attachment 12 through Grants.gov. Following that are instructions for the preparation of the work samples that you will mail directly to the Arts Endowment.

### Work Sample Index

To this button, attach your **Work Sample Index**. The file name should indicate the name of your organization or a recognizable acronym followed by "WorkSampleIndex.pdf."

**For each work sample** that you are including with your application, provide the information below as relevant to your particular project:

- **A letter designation.** Start with "A" if you are submitting more than one sample. List your samples in the order in which you want them reviewed (e.g., A, B, C). Make sure that the letter on the Work Sample Index corresponds to the letter on the sample work itself. Each different DVD, video, etc., should be considered one work sample.
- **Format** (e.g., DVD, audio CD).

For each selection on that work sample, note:

- **Name of the company** that produced or presented the work. In some cases this will not be your company's name (e.g., for a sample of a choreographer's work at a company other than your own, list the other company's name).
- **Title of the work.**
- **Choreographer.**
- **Title of the musical selection.**
- **Composer.**
- **Date** the work was completed
- **Date** the work was performed.
- **Relationship** of the work to the project for which you are requesting support.
- Any **special instructions** for reviewing the sample. Include, as relevant:



- For DVDs and CDs, the priority in which you would like different selections reviewed, and the chapter numbers or counter cues for these selections. For DVDs, please provide a menu at the beginning, if possible. List the excerpts and the full work as separate items on the menu.
- For Web sites, the URLs for the pages to be shown. Include any necessary information on required plug-ins or the navigation path.

### **Work Samples**

Send recent (not more than two years old), high quality samples that relate as directly to your project as possible:

- Samples of up to **two unedited works** performed by your company within the past two years, and
- **One** sample of work by each proposed choreographer(s) or work(s) to be staged, as appropriate. If you are requesting support to complete a work, submit a sample of the work in progress.
- For education or outreach projects, **one** sample that demonstrates artists/teachers working with students or others.

Do not send promotional work samples (e.g., booking tapes).

Do not send dark work samples or samples with poor visibility.

Clearly label each sample (and where relevant its container) with your organization's name and the letter that corresponds to its description on the Work Sample Index (above). Cue each work sample to a point that you feel best represents the choreography. **Cue to an ensemble section unless your project involves a solo.** Please be aware that the entire sample (not just the selected segment) is considered part of the application package and may be reviewed. The panel only views three to five minutes of the work sample(s) for each application, but has the option to view the whole work.

We will accept the following types of work samples:

- **DVD** (one copy).

Provide a menu at the beginning, if possible. The menu should list each excerpt and each full work as separate items. For example:

Menu:

Excerpt A

Full work A

Excerpt B

Full work B

If a menu is not used, list cues as chapters or by time.

The work samples below may be submitted *in addition* to a DVD, if relevant to your project.

- **CD** with audio samples (one copy).
- **Curricula/study guides:** If your project involves dance instruction, submit **two copies** of a sample curriculum.
- **Web sites:** Provide up to **three URLs** for the pages to be shown.

Preview your samples before submitting them to ensure that there are no technical problems that might interfere with the panel's review of your work.

The Arts Endowment may copy or digitally convert work samples to facilitate panel review. By submitting a work sample, you are giving the Arts Endowment permission for reproduction and dissemination for this purpose.

**Work samples will not be returned.**

Leave all remaining Attachment buttons blank.

**Step 4: Submit Items in Steps 1-3 above electronically through Grants.gov****[Back to Top]**

Follow the detailed instructions under "**Submit your electronic application**" above.

**Step 5: Prepare and submit material to be mailed directly to the Arts Endowment****[Back to Top]**

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. An identifier so that we can match your mailed material with your electronic application. This may be a copy of the Submission Confirmation or validation e-mail from Grants.gov that includes your **Grants.gov Tracking Number** (preferred) or your organizations' legal name as it appears on your electronic application (not your popular name). Be sure that this is the first item in your mailed material.
2. Work Samples. See the instructions under Attachment 12 for the preparation of the work samples. Work samples will not be returned.

The National Endowment for the Arts continues to experience delays and damage to support material (e.g., CDs, DVDs) in the delivery of First-Class and Priority mail. We recommend that you use a commercial delivery service.

We strongly recommend that you maintain on file proof of your on-time submission. Without proper documentation, the Arts Endowment will not accept application material that is delayed or lost in transit.

Label your package as noted below. **All mailed material must be postmarked (or show other proof of mailing) no later than:**

- For the March 10, 2011, application deadline, March 11, 2011
- For the August 11, 2011, application deadline, August 12, 2011

**NAME OF DISCIPLINE****Room 710****National Endowment for the Arts****1100 Pennsylvania Avenue, NW****Washington, DC 20506-0001**

Include a complete return address that includes your organization's legal name as it appears on your electronic application (not your popular name) on your package. If the delivery service that you use requires a telephone number for the recipient on the label, use 202/682-5702.

If new information that significantly affects your application (including changes in artists or confirmed funding commitments) becomes available after your application is submitted, please send that information immediately to the specialist for the field/discipline of your project. Include your organization's name and application number on any such submission. No changes in or revisions to your application can be made through Grants.gov.