

## NEA Grant Application Form

# Part 1: Project Information

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**NEA Grant Category:** [pre-fill for Art Works, Our Town, Art Works: Research] [drop-down list for Challenge America Fast Track]

- Challenge America Fast Track: Arts event(s) with guest artist
- Challenge America Fast Track: Public art
- Challenge America Fast Track: Design activities
- Challenge America Fast Track: Unified Promotion/Cultural Tourism

**NEA Office/Discipline:** [drop-down list]

- 72: Artist Communities
- 51: Arts Education
- 33: Dance
- 42: Design
- 55: Folk & Traditional Arts
- 52: Literature
- 62: Local Arts Agencies
- 34: Media Arts
- 44: Museums
- 31: Music
- 28: Musical Theater
- 36: Opera
- 54: Presenting
- 32: Theater
- 41: Visual Arts

**You have identified your primary discipline as Arts Education; select one additional office/discipline that describes this project:** [only visible to those that select Arts Ed for the previous question] [drop-down list]

- 72: Artist Communities
- 33: Dance
- 42: Design
- 55: Folk & Traditional Arts
- 52: Literature
- 62: Local Arts Agencies
- 34: Media Arts
- 44: Museums
- 31: Music
- 28: Musical Theater
- 36: Opera
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- 32: Theater

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- 41: Visual Arts

### Project Activities

**Major Project Activities:** Be as specific as possible about the activities that will take place during the allowable project period. Where relevant, include information on any educational component or outreach activities of the project. Do not describe organizational programming unrelated to the proposed project. (3000 character limit) [text box]

**Major Project Activities [Art Works: Research ONLY]:** Please see the Art Works: Research guidelines for detailed instructions. Be as specific as possible about the activities that will take place during the project period. (10,000 character limit) [text box]

**Major Project Activities [Our Town ONLY]:** Please see the Our Town guidelines for detailed instructions. Be as specific as possible about the activities that will take place during the project period. (3,000 character limit) [text box]

**Schedule of key project dates:** Cost prior to the earliest allowable start date cannot be included in the project budget. If you include activities that occur before the earliest allowable start date, make sure you note that those activities and costs are not included on the Project Budget form. (1500 character limit) [text box]

**Promotion & Publicity:** Briefly describe your plans for promoting and/or publicizing the project. (1000 character limit) [text box]

**Accessibility:** Explain how you will make your project accessible to individuals with disabilities in compliance with federal law and regulations through 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 Accessibility Office at [accessibility@arts.gov](mailto:accessibility@arts.gov), 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.) (1000 character limit) [text box]

**Project Activity Type:** [drop down lists for primary and additional]

- Primary (\*required) [single select]/Additional (up to 3) [multi-select 3]
  - **Apprenticeship**
  - **Arts Instruction** Includes lessons, classes and other means to teach knowledge of and/or skills in the arts
  - **Artwork Creation** Includes media arts, design projects, and commissions
  - **Audience Services** (e.g., ticket subsidies)
  - **Broadcasting** via TV, cable, radio, the Web, or other digital networks
  - **Building Public Awareness** Activities designed to increase public understanding of the arts or to build public support for the arts

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- Building International Understanding** Includes activities that either bring international art and/or artists to the U.S. or bring American art and/or artists to other nations
- Concert/Performance/Reading** Includes production development
- Curriculum Development/Implementation** Includes design, implementation, distribution of instructional materials, methods, evaluation criteria, goals, objectives, etc.
- Distribution of Art** (e.g., films, books, prints; do not include broadcasting)
- Exhibition** Includes visual arts, media arts, design, and exhibition development
- Fair/Festival**
- Identification/Documentation** (e.g., for archival or educational purposes)
- Marketing**
- Presenting/Touring**
- Professional Development/Training** Activities enhancing career advancement
- Professional Support: Administrative** Includes consultant fees
- Professional Support: Artistic** (e.g., artists' fees, payments for artistic services)
- Publication** (e.g., books, journals, newsletters, manuals)
- Recording/Filming/Taping** (e.g., to extend the audience for a performance through film/tape; do not include archival projects)
- Repair/Restoration/Conservation**
- Research/Planning** Includes program evaluation, strategic planning, and establishing partnerships
- Residency - School** Artist activities in an educational setting
- Residency - Other** Artist activities in a nonschool setting
- Seminar/Conference**
- Student Assessment** Includes measurement of student progress toward learning objectives. Not to be used for program evaluation.
- Technical Assistance** with technical/administrative functions
- Web Site/Internet Development** Includes the creation or expansion of Web sites, the development of digital art collections, interactive services delivered via the Internet, etc.
- Writing About Art/Criticism**
- None of the above**

**Project Activity/Venue Locations:** Provide the city, state, and five-digit zip code in which project activities are expected to occur. You may submit individual locations using the webform. To upload multiple locations at once, consider using the multiple location spreadsheet upload option (see below).

- Submit individual location (you will have the option of submitting additional locations)
  - City [text box]
  - State [drop down list]
  - Zip [5-digit number]
- Add multiple locations using spreadsheet upload. For instructions on formatting your spreadsheet, click <<here>>. Note this method requires a properly formatted spreadsheet.

## Project Outcomes

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**Intended project outcome:** Select the outcome that best describes the intent of your project.  
[drop-down list]

- Creation: The creation of art that meets the highest standards of excellence,
- Engagement: Public engagement with diverse and excellent art,
- Learning: Lifelong learning in the arts, and
- Livability: The strengthening of communities through the arts.

**Outcome Narrative:** Briefly discuss how your project directly addresses the selected NEA outcome. You may also discuss any additional outcomes of your own that you have established for the project. (1000 character limit) [text box]

**Performance Measurement:** Briefly describe the performance measurements you will use to provide evidence that the outcome was achieved, including plans for documenting and disseminating the project results, as appropriate (1000 character limit) [text box]

### **Intended Beneficiaries (Audience/Participants/Community)**

- Briefly describe the intended beneficiaries to whom the project is directed. In your response, address the expected benefit. (1000 character limit) [text box]
- Have the intended beneficiaries been consulted in the development of this project? [single select]
  - Yes
  - No
- Briefly describe any consultations, plans for consulting, or reasons for not consulting with the intended beneficiaries. (1000 character limit) [text box]
- Has your organization worked with these beneficiaries in the past? [single select]
  - Yes
  - No
- Briefly describe your previous work with these beneficiaries or relevant work your organization has done that will help you reach these beneficiaries. (1000 character limit) [text box]
- Is this project intended to reach a population historically underserved by arts programming and/or does the project target a specific audience based on characteristics such as race, ethnicity, or age? [single select]
  - Yes
  - No [details below visible to all respondents but can only be answered if respondent selects "Yes"]
    - From the options below, select all descriptors that best describe the intended audience and/or other beneficiaries to whom the project is directed. [multi-select in each category]
      - Race/Ethnicity (choose all that apply)
        - American Indian or Alaskan Native
        - Asian
        - Black or African American
        - Hispanic or Latino
        - Native Hawaiian or Other Pacific Islander
        - White
        - All of the above

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- Age Ranges (choose all that apply)
  - Children/Youth (0-18 years)
  - Young Adults (19-24 years)
  - Adults (25-64 years)
  - Older Adults (65+ years)
  - All of the above
- Underserved/Distinct Groups (choose all that apply)
  - Individuals with Disabilities
  - Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
  - Individuals below the Poverty Line
  - Individuals with Limited English Proficiency
  - Military Veterans/Active Duty Personnel
  - Youth at Risk
  - Other underserved/distinct group
- Describe how the project will benefit the underserved community. (1000 character limit)  
[text box]

## Part 2: Organizational Information

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**Legal Name** (per your IRS Determination Letter): [text box]

**Popular Name (if different):** [text box]

**Date organization was incorporated (if applicable):** [year]

**For this application, are you serving as a the Parent of an Independent Component:** [single select]

- Yes
- No

**For which component:** [text box]

**Applicant Organization Status:** Select the one item that best describes the legal status of the organization [single select]

- Nonprofit Organization
- Municipal Government
- State Government
- County Government
- Tribal Government
- None of the Above

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**Mission/purpose of your organization:** Briefly summarize the mission and purpose of your organization. For non-arts organizations (e.g., universities, human service agencies), summarize your mission as it pertains to your cultural programs or services. (1500 character limit) [text box]

**Organization Budget:** Complete this section using figures from completed fiscal years. If you are a parent organization, this information should refer to the component on whose behalf you are applying.

- Most recently completed fiscal year/Previous fiscal year/Two years prior
  - Fiscal year end date [only for previous fiscal year] [MM/DD/YYYY]
  - Income
    - Earned [number]
    - Contributed [number]
    - Total income [auto-fill]
  - Expenses
    - Artistic Salaries [number]
    - Production/exhibition/service expenses [number]
    - Administrative expenses [number]
    - Total expenses [auto-fill]
  - Operating surplus/deficit [auto-fill]
- In the space below, 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). (1000 character limit) [text box]

**Applicant Organization Discipline:** Select the primary discipline that is most relevant to your organization and, optionally, up to three additional disciplines.

- Primary (\*required) [single select]/Additional (up to 3) [multi-select 3]
  - Artist Community
  - Arts Education Organization
  - Dance
  - Design
  - Folk & Traditional
  - Literature
  - Local Arts Agency
  - Media Arts
  - Multidisciplinary
  - Museums
  - Music
  - Opera
  - Presenting Organization
  - Theater & Musical Theater
  - Visual Arts
  - None of the above [only visible in Primary]

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**Applicant Organization Description:** Select the primary description that is most relevant to your organization and, optionally, up to three additional descriptions.

- Primary (\*required) [single select]/Additional (up to 3) [multi-select 3]
  - Artists' Community, Arts Institute, or Camp
  - Arts Center
  - Arts Council or Agency
  - Arts Service Organization
  - College or University
  - Community Service Organization
  - Fair or Festival
  - Foundation
  - Gallery/Exhibition Space
  - Government
  - Historical Society/Commission
  - Humanities Council or Agency
  - Independent Press
  - Library
  - Literary Magazine
  - Media-Film
  - Media-Internet
  - Media-Radio
  - Media-Television
  - Museum-Art
  - Museum-Other
  - Performance Facility
  - Performing Group
  - Presenter/Cultural Series Organization
  - Religious Organization
  - School District
  - School of the Arts
  - Social Service Organization
  - Union or Professional Association
  - None of the above [only visible in primary]

## Part 3: Project Budget

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## NEA Grant Application Form

NEA Application  
**Project Budget, Page 1 of 2**

Read the  
 instructions for  
 this form before  
 you start.

OMB No. 3135-0112  
 Expires 11/30/2013

Applicant (official IRS name): \_\_\_\_\_

**INCOME**

1. Amount requested from the Arts Endowment: \_\_\_\_\_ \$

2. Total match for this project. Be as specific as possible. Asterisk (\*) those funds that are committed or secured.

Cash (Refers to the cash donations, grants, and revenues that are expected or received for this project) \_\_\_\_\_ AMOUNT

Total cash a. \$ \_\_\_\_\_ 0

In-kind: Donated space, supplies, volunteer services (These same items also must be listed as direct costs under "Expenses" below or in Page 2 of the Project Budget form; identify sources)

Total donations b. \$ \_\_\_\_\_ 0

Total match for this project (2a. cash + 2b. donations) \$ \_\_\_\_\_ 0

3. Total project income (1 + 2) \_\_\_\_\_ \$ \_\_\_\_\_ 0

**EXPENSES**

1. Direct costs: Salaries and wages

TITLE AND/OR TYPE OF PERSONNEL	NUMBER OF PERSONNEL	ANNUAL OR AVERAGE SALARY RANGE	% OF TIME DEVOTED TO THIS PROJECT	AMOUNT

Total salaries and wages a. \$ \_\_\_\_\_ 0

Fringe benefits \_\_\_\_\_ Total fringe benefits b. \$ \_\_\_\_\_

Total salaries, wages, and fringe benefits (a. + b.) \$ \_\_\_\_\_ 0

## NEA Grant Application Form

NEA Application  
**Project Budget, Page 2 of 2**

Read the  
 instructions for  
 this form before  
 you start.

OMB No. 3135-0112  
 Expires 11/30/2013

Applicant (official IRS name): \_\_\_\_\_

**EXPENSES, CONTINUED**

2. Direct costs: Travel (Include subsistence)

# OF TRAVELERS	FROM	TO	AMOUNT
Total travel \$			0

3. Direct costs: Other expenses (Include consultant and artist fees, contractual services, promotion, acquisition fees, rights, evaluation and assessment fees, access accommodations, 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)

AMOUNT

Total other expenses \$ 0

4. Total direct costs (1. from Project Budget, Page 1 +2.+3.) \$ 0

5. Indirect costs (if applicable)

Federal Agency:	Rate (.0000)	x Base	= \$	<u>0</u>
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6. Total project costs (4.+5.) \$ 0  
 Must equal total project income (3. From Project Budget, Page 1)

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# Part 4: Project Participants

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**Selection of Key Individuals:** Briefly describe the process and criteria for the selection of key individuals that will be involved in this project (e.g. primary artist(s), project director, artistic director, executive director, teachers, curator, editor, folklorist, conductor). Where relevant, describe their involvement in the development of the project to date. Where they remain to be selected, describe the procedures that you plan to follow and the qualifications that you seek. (1000 character limit) [text box]

**Bios of Key Individuals:** Include brief, current biographies of the key individuals. You may include up to 10.

- First Name [text box]
- Last Name (use this field for artistic group names or single names) [text box]
- Role [drop-down list]
  - Primary artist
  - Project director
  - Artistic director
  - Executive director
  - Teacher
  - Curator
  - Editor
  - Folklorist
  - Conductor
  - Other
- Proposed or committed? [select one]
  - Proposed
  - Committed
- Bio (500 character limit) [text box]

**Selection of Key Organizational Partners:** An organizational partner is an outside entity that will provide resources (other than money) to support the project. Because all NEA projects require matching resources from non-NEA sources, organizations that only provide money are not considered partners. Funders are not excluded from being partners, but they must also supply human resources or information capital, or actively participate in another way.

If applicable, briefly describe the process and criteria for the selection of key organizations that will be involved in the project. Where relevant, describe their involvement in the development of the project to date. Where they remain to be selected, describe the selection procedures that you plan to follow and the qualifications that you seek. (1000 character limit) [text box]

**Description of Key Organizational Partners:** Include brief, current descriptions of the key organizational partners. You may include up to 10.

- Organization Name [text box]

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- Proposed or committed? [select one]
  - Proposed
  - Committed
- Organization Role [drop-down list]
  - Non-profit arts association
  - Non-profit community organization
  - School/School district
  - Local government agency
  - State government agency
  - Federal government agency
  - College/University
  - Foundation
  - Religious Organization
  - For-profit commercial organization
  - Media organization
  - Other
- Description of the Organization (500 character limit) [text box]

**Selection and Description of Key Works of Art:** Briefly describe any key works of art that will be involved in the project. Indicate the process and criteria for the selection of these works of art and, where relevant, describe the role these works of art played in the development of the project to date. Where key works of art remain to be selected, describe the selection procedures that you plan to follow and the qualifications that you seek. (1000 character limit) [text box]

## Part 5: Attachments

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**Programmatic Activities List:** Please refer to the program guidelines for additional information <<<http://www.arts.gov/guidelines>>>

**Special Items:** Please refer to the program guidelines for additional information <<<http://www.arts.gov/guidelines>>>