

## **Supporting Statement Grant Application Guidance Survey**

### **Introduction**

This request is for a revision to the currently approved collection of information for the Grant Application Guidance Survey (OMB Control Number 3135-0133; see Attachment 5 for the survey) to be administered by the National Endowment for the Arts to applicants of its grants programs. This survey is intended to assess performance on one of the Agency's strategic objectives for FY2014-2018. The intended period of administration is the remainder of FY2015 through FY2018. In addition to assessing performance, the Survey is intended to provide customer feedback on grant application guidance provided by the Agency; this feedback will be used to improve customer service.

### **B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS**

#### **B.1. Universe and Respondent Selection**

The NEA will administer the Grant Application Guidance Survey within two weeks following each grant application deadline for the remainder of FY2015 through FY2018. The universe is all direct grant applicants to the NEA across all its grant-making programs. Grant applicants include the following types of entities: nonprofit organizations, state governments, county governments, municipal governments, tribal governments. Individuals applying for direct grants also will be surveyed.

The listing of direct grant applicants will be drawn from the listing of primary contacts for all submitted grant applications. The survey will be administered to the entire universe, since the Agency wants to provide all applicants with the opportunity to provide feedback on its application guidance. The Agency estimates a total annual distribution of 5,764. Distributions per administration date will range from approximately 60-1,900 based upon the estimated number of applicants to each grant application deadline. Recorded response rates for individual Grant Applicant Guidance Surveys conducted in FY 2014 ranged from 30%-71%. The Agency expects to maintain response rates in this range.

#### **B.2. Procedures for Collecting Information**

*Statistical methodology for stratification and sample selection.* Since the survey will be administered to the entire universe, no information on statistical methodology for stratification and sample selection has been included.

*Estimation procedure.* Not applicable.

*Degree of accuracy needed for the purpose described in the justification.* Not applicable.

*Unusual problems requiring specialized sampling procedures. Not applicable.*

A collection schedule based on application deadlines is proposed in order to collect feedback on guidance provided within approximately two weeks of the submission of a grant application. Since the applicant pool for each application deadline is distinct, unique data collection administrations are required.

### **B.3. Response Rates**

*Methods to maximize response rates and to deal with issues of non-response.* In order to maximize response rates, the NEA will take the following steps:

- Provide a cover email that introduces the purpose of the survey; how the survey results will be used; provides clear directions on how to access the survey; and assures participants of anonymity;
- Provide enough time to complete the survey—a four-day administration period is proposed;
- Send an email reminder during the survey period encouraging participants to complete the survey.

*Accuracy and reliability of information collected must be shown to be adequate for intended uses.*

*For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.*

Since a sampling procedure will not be used, this question is not relevant to this information collection. Recorded response rates for individual Grant Applicant Guidance Surveys conducted in FY 2014 ranged from 30%-71%.

### **B.4. Tests of Procedures or Methods**

*Describe any tests of procedures or methods to be undertaken.*

Given the nature of this survey instrument, no tests of methods or procedures were undertaken.

### **B.5. Personnel**

*Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.*

Statistical Personnel Consulted:

Melissa Menzer, PhD  
National Endowment for the Arts  
Office of Research & Analysis

202-682-5548

Personnel/Agency Unit Responsible for Data Collection & Analysis:

Jillian Miller  
Guidelines & Panel Operations  
National Endowment for the Arts  
202-682-5504

Attachments

1. Executive Order (EO) 13571
2. NEA FY2014-2018 Strategic Plan
3. Federal Register Notice, Vol. 80, No. 9, pp. 1971-1972
4. Federal Register Notice, Vol. 80, No. 69, pp. 19357-19358
5. Grant Application Guidance Survey