

CONFIDENTIAL DRAFT

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**National Endowment for the Arts
Survey on Grant Application Guidance**

Email Invitation:

Thank you for submitting an application for grant funding to the National Endowment for the Arts (NEA).

As part of our ongoing efforts to evaluate the effectiveness of our grant guidance, we invite you to participate in a voluntary survey. Feedback from your most recent experience using the grant application guidelines on the NEA website will help us to improve the grant application process. We would also be interested to learn about your experience if you consulted with NEA staff. All responses will remain anonymous and will not be associated with, nor have any influence on, the review of your grant application.

Please complete this survey (link) within the next four days. We estimate it will take no more than 5 minutes to complete.

Thank you.

National Endowment for the Arts
www.arts.gov

This email is for notification purposes only. Please do not reply.

Survey Introduction Screen:

Thank you for submitting an application for grant funding to the National Endowment for the Arts (NEA). This survey will collect information about your perceptions of the grant application guidance provided by the NEA. When responding to these questions, please reflect upon your most recent experience locating, reading, and using the online grant application guidance, and, if applicable, consulting with NEA staff. Please note that the questions are related only to guidance provided by the NEA and NOT Grants.gov or SAM.gov (i.e., Grants.gov instructions or forms, the Grants.gov Contact Center, or the Grants.gov or SAM.gov process).

Your responses will remain anonymous and will be used only to evaluate the effectiveness of the grant application guidance provided by the NEA. Your responses will not be associated with, nor have any influence on, the review of your grant application.

- 1. Was your recent submission the first time you had prepared an application for an NEA grant (either for yourself or on behalf of another individual or organization)?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

- 2. Please select the field/discipline that is most relevant to your project. This should be the same project discipline you selected for your grant application.

<input type="checkbox"/>	72: Artist Communities	<input type="checkbox"/>	62: Local Arts Agencies	<input type="checkbox"/>	54: Presenting
<input type="checkbox"/>	51: Arts Education	<input type="checkbox"/>	34: Media Arts	<input type="checkbox"/>	38: Research
<input type="checkbox"/>	33: Dance	<input type="checkbox"/>	44: Museums	<input type="checkbox"/>	61: State and Regional

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	42: Design		31: Music		32: Theater & Musical Theater
	55: Folk & Traditional Arts		00: Indemnity		41: Visual Arts
	52: Literature		36: Opera		

3. Did you view a guidelines webinar or tutorial offered through the NEA website?

	Yes
	No
	Not Applicable (no guidelines webinar or tutorial available for my funding opportunity)

[If “Yes,” the applicant will be asked to answer question 3.1.]

3.1 Please rate how strongly you agree or disagree with the following statement.

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
The guidelines webinar or tutorial helped me understand how to prepare my grant application.					

4. Did you contact NEA staff with questions about your application?

	Yes
	No

[If “Yes,” the next set of questions will appear. If “No,” the applicant will be redirected to question 7.]

5. The NEA staff responded to my inquiry within two business days.

	Yes
	No

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6. Please rate how strongly you agree or disagree with the following statements about guidance received from NEA staff by placing a check mark in the appropriate box.

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
6.1 The NEA staff provided guidance that was useful in preparing my grant application.					
6.2 The NEA staff was courteous during interactions while I sought assistance.					
6.3 The NEA staff was knowledgeable about the application process.					

7. Please rate how strongly you agree or disagree with each of the following statements about the grant application materials available on the NEA website by placing a check mark in the appropriate box.

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
7.1 I was easily able to locate on the NEA website the information I needed to prepare my grant application.					
7.2 I was easily able to understand the application instructions and materials provided on the NEA website.					

8. Please rate how strongly you agree or disagree with the following statements by placing a check mark in the appropriate box.

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
8.1 The total amount of time necessary to prepare my grant application was reasonable.					
8.2 The level of effort necessary to prepare my grant application was reasonable.					

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8.3 The time and effort I invested in preparing my grant application is commensurate with the value of receiving an NEA grant award.					
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9. Does the length of time between when you prepared your grant application and when you will receive your award notification negatively impact project planning?

<input type="checkbox"/>	Y
<input type="checkbox"/>	N

10. Please estimate how many hours it took to prepare and submit your grant application. This includes the time everyone in your organization spent on its preparation: finance, development, administrative, artistic, etc.

10.1 Enter one whole number for total professional staff hours: [Text box for respondent to type number.]

10.2 Enter one whole number for total support staff hours: [Text box for respondent to type number.]

11. Have you received panelist feedback on any previous NEA application?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

12. Please feel free to offer any specific recommendations about how the grant application process or your interactions with NEA staff could be improved. [Text box for respondent to type comments.]

Thank you for responding to this survey. The NEA appreciates your feedback.