

# Grants for Organizations

We fund **projects** only. Projects may consist of one or more specific events or activities. Projects do not have to be new. Excellent existing projects can be just as competitive as new activities. Projects do not need to be big either; we welcome small projects that can make a difference in their community or field.

## Key Information for Applicants

- [Categories](#)
- Eligibility WHEN CLICKED LAND ON LINKS TO ELIGIBILITY FOR EACH CATEGORY
- [Deadlines](#)
- [Application Restrictions](#)
- [Grant Review Process](#)
- [Contacts](#)

## Application Restrictions

Generally, an organization is limited to one application per year in the Art Works OR the Challenge America categories. There are limited exceptions for parent organizations, such as universities or cultural complexes that apply on behalf of separately identifiable and independent components, certain Media Arts projects, and Creativity Connects projects.

You may apply to other National Endowment for the Arts funding opportunities, including Our Town and Research: Art Works, in addition to Art Works or Challenge America. In each case, the request must be for a **distinctly different project**.

## Grant Review Process

Ever wanted to know what happens to your application once you submit it to the NEA? Below we break down the steps in the journey that your application takes.

### *LIFECYCLE OF AN APPLICATION*

#### **GUIDELINES AVAILABLE**

Application guidelines are made available on the website and through Grants.gov.

#### **APPLICATION SUBMITTED**

Applications that met the deadline are assigned an application number. Applicant receives acknowledgment of application receipt. Applications are forwarded to Program staff.

## **STAFF REVIEW**

Staff reviews applications for eligibility and completeness and may contact applicants if questions arise. Application materials are made available to panelists several weeks before the panel meeting.

## **PANEL REVIEW**

Panels are made up of experts with knowledge and experience in the area under review. Each application is reviewed and rated in accordance with the published review criteria.

## **NATIONAL COUNCIL/CHAIRMAN REVIEW**

The staff reconciles the panel recommendations with available funds and forwards them to the National Council on the Arts, where they are reviewed in open session. The Council makes recommendations on which applications to fund and which applications to reject. The Chairman makes the final decision on all grant awards.

## **NOTIFICATION**

Applicants not recommended for funding are notified soon after the final decisions are made. Applicants who are recommended for funding will have the opportunity to provide updated information about their project, including changes to the project's scope or budget as needed, based on the recommended funding amount. Grantees later receive an official grant award notification with information about legal and reporting requirements. Any applicant may ask for comments on their application within 30 days after official notification.

## **Introduction**

Applications generally receive three levels of review. First, they are reviewed by independent, national panels of artists and other arts experts. Following panel review, applications are forwarded to the National Council on the Arts, the National Endowment for the Arts' advisory body. The Council comprises nationally and internationally renowned artists, distinguished scholars, and arts patrons appointed by the President, and members of Congress (who serve *ex officio*). The Council reviews and makes recommendations on the applications. Those recommendations for funding are sent to the NEA Chairman. The Chairman reviews those applications recommended by the Council and makes the final decision on all grant awards.

## **Level I: Panel Review**

Our application review process relies upon the assistance of panelists from around the country who are experts in their fields. Annually, we conduct more than 75 review panels, involving 400-500 panelists, in the evaluation of approximately 5,000 applications. To review the applications, we assemble different panels every year, each diverse with regard to geography, race and ethnicity, and artistic points of view.

Our staff manages the process. Staff reviews applications for completeness and eligibility and assigns them to panels. Typically approximately 40 applications are assigned to a panel of up to six panelists with knowledge and experience in the areas under review, including at least one knowledgeable layperson. Our legislation requires that all our panels be conflict free.

We provide our panelists with online access to the applications about a month in advance of the panel meeting. At this stage the panelists read the applications and review works samples, enter their preliminary comments, and assign initial ratings. All applications must be evaluated according to the review criteria listed in the application guidelines. Artistic excellence and artistic merit are the two primary criteria specified by Congress in our authorizing legislation; there are several elements under each. (Since the review criteria may vary from category to category, applicants should consult the criteria of the category to which they are applying.) Panelists later meet as a group to discuss applications in closed session. Informed by the panel discussion, they may change their initial ratings.

## **Level II: The National Council on the Arts**

The staff reconciles the panel recommendations with available funds and forwards them to the National Council on the Arts, where they are reviewed in open session. The Council makes recommendations on which applications to fund and which applications to reject.

In addition to making recommendations on applications for grants, the Council also makes recommendations to the Chairman on agency policies and programs, such as funding guidelines and leadership initiatives.

The National Foundation on the Arts and Humanities Act of 1965 established the NEA and provided for citizens to serve as advisors to the agency as members of the National Council on the Arts. Members are appointed by the President and approved by the Senate for six-year, staggered terms. Currently, the Council has 18 voting members and an additional six members of Congress who serve in an ex officio, non-voting capacity for two-year terms.

The Presidential appointees, by law, are selected for their widely recognized knowledge of the arts or their expertise or profound interest in the arts. They have records of distinguished service or achieved eminence in the arts and are chosen to represent equitably all geographical areas of the country. Congressional members are appointed in the following manner: two by the Speaker of the House, one by the Minority Leader of the House, two by the Majority Leader of the Senate, and one by the Minority Leader of the Senate.

## **Level III: The NEA Chairman**

The Chairman reviews the recommendations for grants in all funding categories and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

## **Transparency and Confidentiality at NEA**

We seek to make our review process as transparent as possible, while protecting the confidentiality of applicants, panelists, staff, and Council members. Our advisory panel meetings are announced in the [Federal Register](#) and panelists' names are listed on our website once grants are announced. The public may not, however, attend panel meetings or Council sessions in which confidential application information is discussed. The names of applicants are kept confidential except for those who receive grants. We announce the names of grantees on our website. Sample application narratives from some grantees also may viewed on our website. Applicants not recommended for funding are notified. After notification, any applicant may ask for comments on their application. In such instances, we must be contacted no later than 30 days after the official notification.

We're always looking for individuals with experience and/or expertise in one or more of the arts to serve as panelists. If you're interested in becoming a NEA panelist, send an email to [panelistforms@arts.gov](mailto:panelistforms@arts.gov) for additional information.

## Art Works

To support the creation of art that meets the highest standards of excellence, public engagement with diverse and excellent art, lifelong learning in the arts, and the strengthening of communities through the arts. Matching grants generally range from \$10,000 to \$100,000. A minimum cost share/match equal to the grant amount is required.

### First Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>

### Second Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
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<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to July 27, 2018</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2018</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>June 1, 2018</b>

### Art Works: Creativity Connects Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>May 4, 2017</b> <i>Register/renew by at least April 12</i> <i>Submit by at least April 25</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>May 11, 2017 to May 18, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2018</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>June 1, 2018</b>

## ART WORKS Guidelines: Grant Program Description

The guiding principle of "Art Works" is at the center of everything we do at the NEA. "Art Works" refers to three things: the works of art themselves, the ways art works on audiences, and the fact that art **is** work for the artists and arts professionals who make up the field.

Art works by enhancing the value of individuals and communities, by connecting us to each other and to something greater than ourselves, and by empowering creativity and innovation in our society and economy. The arts exist for beauty itself, but they also are an inexhaustible source of meaning and inspiration.

The NEA recognizes these catalytic effects of excellent art, and the key role that arts and design organizations play in revitalizing them. To deepen and extend the arts' value, including their ability to foster new connections and to exemplify creativity and innovation, we welcome projects that:

- Are likely to prove transformative with the potential for meaningful change, whether in the development or enhancement of new or existing art forms, new approaches to the creation or presentation of art, or new ways of engaging the public with art;

- Are distinctive, offering fresh insights and new value for their fields and/or the public through unconventional solutions; and
- Have the potential to be shared and/or emulated, or are likely to lead to other advances in the field.

Beyond encouraging projects that demonstrate these characteristics, we want to achieve the following four objectives through the Art Works category:

- 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.

**Items of interest:**

- Partnerships can be valuable to the success of projects. While not required, applicants are encouraged to consider partnerships among organizations, both in and outside of the arts, as appropriate to their project.
- American arts and design organizations must be inclusive of the full range of demographics of their communities, as well as individuals of all physical and cognitive abilities. Toward that end, we encourage projects for which NEA support is sought to strive for the highest level of inclusiveness in their audiences, programming, artists, governance, and staffing. We also welcome projects that will explicitly address the issue of inclusion.
- We are interested in projects that extend the arts to underserved populations -- those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability. This is achieved in part through the use of Challenge America funds.
- We are interested in projects, regardless of the size or type of applicant organization, that are of national, regional, or field-wide significance; that tour in several states; or that provide an unusual or especially valuable contribution because of geographic location. This includes local projects that can have significant effects within communities or that are likely to serve as models for a field.
- We urge organizations that apply under these guidelines to involve artists in their projects and to provide specific information on the participating artists in their applications.
- We are committed to supporting equitable opportunities for all applicants and to investing in diversity in the arts including works of all cultures and periods.
- We recognize that the significance of a project can be measured by excellence and invention, not solely by budget size, institutional stature, or the numbers of people or areas that are reached.
- We urge applicants to make accommodations for individuals with disabilities an integral part of their projects.

The Art Works category does not fund direct grants to individuals. Direct grants to individuals are offered only in the category of [Literature Fellowships](#).

Grants generally will range from \$10,000 to \$100,000. No grants will be made below \$10,000. Grants of \$100,000 or more will be made only in rare instances, and only for projects that we determine demonstrate exceptional national or regional significance and impact. In the past few years, well over half of the agency's grants have been for amounts less than \$25,000.

### To apply, choose a discipline

- [Artist Communities](#)
- [Arts Education](#)
- [Dance](#)
- [Design](#)
- [Folk & Traditional Arts](#)
- [Literature](#)
- [Local Arts Agencies](#)
- [Media Arts](#)
- [Museums](#)
- [Music](#)
- [Musical Theater](#)
- [Opera](#)
- [Presenting & Multidisciplinary Works](#)
- [Theater](#)
- [Visual Arts](#)
- [Creativity Connects Projects](#)

If you have questions, [contact the staff](#) for the field/discipline that is most appropriate for your project.

## ART WORKS BASICS

- [Grant Program Description](#)
- [We Fund/We Do Not Fund](#)
- [Application Calendar](#)
- [Award Information](#)
- [Applicant Eligibility](#)
- [Application Review](#)
- [Award Administration](#)
- [Other Information](#)
- [FAQs](#)
- [Contacts](#)
- [Disciplines \(LINK TO BOTTOM OF ART WORKS DESCRIPTION\)](#)

## Art Works Resources NOTE: ONLY WILL APPEAR ON DISCIPLINE PAGES

- [Art Works Guidelines Webinar Archive](#)
- [Online Tutorial: Using the Grant Application Form \(GAF\)](#)

- [Sample Application Narratives](#)
- [Application Checklist](#)
- [Accessibility Checklist](#)
- [Recent Grants](#)
- [Program Evaluation Resources](#)

## TO APPLY: Artist Communities (SAME FOR ALL DISCIPLINES)

- [Artist Communities](#)
  - [How to Prepare and Submit an Application](#)
  - [Step 1: Submit the SF-424 to Grants.gov](#)
  - [Step 2: Submit Materials to NEA-GO](#)
    - Step 2 Application Instructions

# ART WORKS Guidelines: We Fund/We Do Not Fund

## We Fund

Under these guidelines, funding is available for **projects only**.

- A project may consist of one or more specific events or activities; it may be a part of an applicant's regular season or activities. Organizations that undertake a single short-term project in a year -- a ten-day jazz festival, for example -- could apply for that event, or they could identify certain components (such as the presentation of a key artist and the associated activities) as their project. Describe the activities for which our support is requested, and provide specific information on the artists, productions, venues, distribution plans, etc., that will be involved.
- Organizations may apply for any or all phases of a project, from its planning through its implementation.
- A project does not have to be new. Excellent existing projects can be just as competitive as new activities.
- Projects do not need to be large. We welcome small projects that can make a difference in a community or field.

## We Do Not Fund

Under these guidelines, funding is **not** available for:

- General operating or seasonal support.
- Costs for the creation of new organizations.



- Direct grants to individuals. (We encourage applicant organizations to involve individual artists in all possible ways.)
- Individual elementary or secondary schools -- charter, private, or public -- directly. Schools may participate as partners in projects for which another eligible organization applies. Local education agencies, school districts, and state and regional education agencies are eligible. If a single school also is a local education agency, as is the case with some charter schools, the school may apply with documentation that supports its status as a local education agency.
- Construction, purchase, or renovation of facilities. (Design fees, preparing space for an exhibit, installation or de-installation of art, and community planning are eligible. However, no National Endowment for the Arts or matching funds may be directed to the costs of physical construction or renovation or toward the purchase costs of facilities or land.)
- Commercial (for-profit) enterprises or activities, including concessions, food, T-shirts, or other items for resale.
- Cash reserves and endowments.
- Subgranting or regranting, except for state arts agencies, regional arts organizations, or local arts agencies that are designated to operate on behalf of their local governments or are operating units of city or county government. ([See more information on subgranting.](#))
- Costs to bring a project into compliance with federal grant requirements. This includes environmental or historical assessments or reviews and the hiring of individuals to write assessments or reviews or to otherwise comply with the National Environmental Policy Act and/or the National Historic Preservation Act.
- Awards to individuals or organizations to honor or recognize achievement.
- Generally, professional training programs or courses in degree-granting institutions.
- Projects that replace arts instruction provided by an arts specialist.
- Literary publishing that does not focus on contemporary literature and/or writers.
- Generally, publication of books, exhibition of works, or other projects by the applicant organization's board members, faculty, or trustees.
- Exhibitions of, and other projects that primarily involve, single, individually-owned, private collections.
- Projects for which the selection of artists or art works is based upon criteria other than artistic excellence and merit. Examples include festivals, exhibitions, or publications for which no jury/editorial judgment has been applied.
- Expenditures related to compensation to foreign nationals and/or travel to or from foreign countries when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Assets Control. For further information, see <http://www.treas.gov/offices/enforcement/ofac/> or contact our Grants & Contracts Office at [grants@arts.gov](mailto:grants@arts.gov).
- Project costs supported by any other federal funding. This includes federal funding received either directly from a federal agency (e.g., NEH, HUD, National Science Foundation, or an entity that receives federal appropriations such as the Corporation for Public Broadcasting or Amtrak); or indirectly from a pass-through organization such as a state arts agency, regional arts organization, or a grant made to another entity.
- Alcoholic beverages.

- Gifts and prizes, including cash prizes as well as other items (e.g., iPads, gift certificates) with monetary value.
- General miscellaneous or contingency costs.
- Contributions and donations to other entities.
- Fines and penalties, bad debt costs, deficit reduction.
- Social activities such as receptions, parties, galas.
- Lobbying.
- Marketing expenses that are not directly related to the project.
- Audit costs that are not directly related to a single audit (formerly known as an A-133 audit).
- Rental costs for home office workspace owned by individuals or entities affiliated with the applicant organization.
- Visa costs paid to the U.S. government.
- Costs incurred before the beginning or after the completion of the official period of performance.

## ARTS WORKS Guidelines: Application Calendar

There are two Art Works application deadlines and one deadline for Creativity Connects projects:

### First Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>

**Second Art Works Deadline:**

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to July 27, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2018</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>June 1, 2018</b>

[NOTE: All Artist Communities and Design applicants must apply at the February 16, 2017, deadline.]

**Art Works: Creativity Connects Deadline:**

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>March 2, 2017</b> <i>Register/renew by at least February 8</i> <i>Submit by at least February 22</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>March 16, 2017 to March 23, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>

See "How to Prepare and Submit an Application" for application instructions.

An organization may submit only one application under these FY 2018 Art Works guidelines (see "[Application Limits](#)" for the few exceptions to this rule).

**Late, ineligible, and incomplete applications will not be reviewed.**

In the event of a major emergency (e.g., a hurricane or Grants.gov technological failure), the NEA Chairman may adjust application deadlines for affected applicants. If a deadline is extended for any reason, an announcement will be posted on our website.

Please do not seek information on the status of your application before the announcement date that is listed above.

**If you have questions:**

**Call or email:** see "[Agency Contacts](#)."

If you have a question about access for individuals with disabilities:



202/682-5496 Voice/T.T.Y. (Text-Telephone, a device for individuals who are deaf or hard-of-hearing.)



Individuals who do not use conventional print should contact the Arts Endowment's Accessibility Office at 202/682-5532 for help in acquiring an audio recording of these guidelines.

CFDA No. 45.024

OMB No. 3135-0112 Expires TBD

December 2016

## Agency Contacts

If you have questions about your application, please use the list below to determine your appropriate staff contact. We also encourage you to check the "**Frequently Asked Questions**" for a particular category for information.

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**For Art Works, contact the staff for the field/discipline that is most appropriate for your project:**

**Artist Communities:** Pepper Smith, [smiths@arts.gov](mailto:smiths@arts.gov) or 202/682-5790

**Arts Education** (pre-K through 12 curriculum-based projects that align with either national or state arts education standards):

PLACEHOLDER FOR PROJECT TYPES TO BE ADDED

Denise Brandenburg, [brandenburg@arts.gov](mailto:brandenburg@arts.gov) or 202/682-5044: Dance, Music, Opera

Nancy Daugherty, [daughern@arts.gov](mailto:daughern@arts.gov) 202/682-5521: Literature, Musical Theater, Theater

TBD: Folk & Traditional Arts, Local Arts Agencies, Presenting & Multidisciplinary Works

Lakita Edwards, [edwardsl@arts.gov](mailto:edwardsl@arts.gov) or 202/682-5704: Design, Media Arts, Museums, Visual Arts

**Dance** (including dance presentation): Kate Folsom, [folsomk@arts.gov](mailto:folsomk@arts.gov) or 202/682-5764; Juliana Mascelli, [mascellij@arts.gov](mailto:mascellij@arts.gov) or 202/682-5656

**Design** (including architecture, communications and graphic design, fashion design, historic preservation, industrial and product design, interior design, historic preservation, landscape architecture, planning, universal design, rural design, social impact/public interest/human centered design, and urban design): Courtney Spearman, [spearmanc@arts.gov](mailto:spearmanc@arts.gov) or 202/682-5603

**Folk & Traditional Arts** (including folk & traditional arts projects in any art form): William Mansfield, [mansfieldw@arts.gov](mailto:mansfieldw@arts.gov) or 202/682-5678

**Literature**: Jessica Flynn, [flynnj@arts.gov](mailto:flynnj@arts.gov) or 202/682-5011

**Local Arts Agencies** (Local arts agencies generally are referred to as arts councils, departments of cultural affairs, or arts commissions. LAAs can be nonprofit entities or public sector municipal, county, or regional agencies that operate in cooperation with mayors and city managers. LAAs may present and/or produce arts programming, commission and manage public art, administer grant programs, provide technical assistance to artists and arts organizations, and guide cultural planning efforts. Still others may own, manage, and/or operate cultural facilities and be actively engaged in community development, and partner with entities in tourism, social services, public education, housing, economic development, and public safety. All strive to enhance the quality of life in their communities by working to increase public access to the arts. You will also find national and statewide arts service organizations in the LAA portfolio that work primarily with a network of LAAs. LAAs should submit applications through Local Arts Agencies regardless of project discipline. There are two exceptions: Projects in which the primary discipline is Arts Education and Folk & Traditional arts projects. Please consult with staff prior to submission): Lara Holman Garritano, [garritanol@arts.gov](mailto:garritanol@arts.gov) or 202/682-5586

**Media Arts**: Sarah Metz, [metzs@arts.gov](mailto:metzs@arts.gov) or 202-682-5511; Sarah Burford, [burfords@arts.gov](mailto:burfords@arts.gov) or 202-682-5591

**Museums** (including projects in any discipline that are submitted by a museum): Toniqua Lindsay, [lindsayt@arts.gov](mailto:lindsayt@arts.gov) or 202/682-5529; Kathleen Dinsmore, [dinsmorek@arts.gov](mailto:dinsmorek@arts.gov) or 202/682-5719

**Music** (including music presentation):

Organizations with names that begin A through L: Court Burns, [burnsc@arts.gov](mailto:burnsc@arts.gov) or 202/682-5590

Organizations with names that begin M through Z: Anya Nykyforiak, [nykyfora@arts.gov](mailto:nykyfora@arts.gov) or 202/682-5487

Jazz Projects: Katja von Schuttenbach, [vonschuttenbach@arts.gov](mailto:vonschuttenbach@arts.gov) or 202/682-5711

**Musical Theater** (including musical theater presentation):

Organizations with names that begin A through M: Eleanor Denegre, [denegree@arts.gov](mailto:denegree@arts.gov) or 202/682-5509

Organizations with names that begin N through Z: Carol Lanoux Lee, [leec@arts.gov](mailto:leec@arts.gov) or 202/682-5020

**Opera** (including opera presentation): Georgianna Paul, [paulg@arts.gov](mailto:paulg@arts.gov) or 202/682-5600

**Presenting & Multidisciplinary Works** (projects that involve multiple arts disciplines including multidisciplinary arts presenting and other types of multidisciplinary activities):

Organizations with names that begin A through E: Pepper Smith, [smiths@arts.gov](mailto:smiths@arts.gov) or 202/682-5790

Organizations with names that begin F through Z: Lara Allee, [alleel@arts.gov](mailto:alleel@arts.gov) or 202/682-5698

**Theater** (including theater presentation):

Organizations with names that begin A through M: Eleanor Denegre, [denegree@arts.gov](mailto:denegree@arts.gov) or 202/682-5509

Organizations with names that begin N through Z: Carol Lanoux Lee, [leec@arts.gov](mailto:leec@arts.gov) or 202/682-5020

**Visual Arts:** Meg Brennan, [brennanm@arts.gov](mailto:brennanm@arts.gov), or 202/682-5703; Kathleen Dinsmore, [dinsmorek@arts.gov](mailto:dinsmorek@arts.gov) or 202/682-5719

**Creativity Connects Projects:** [CreativityConnectsGrants@arts.gov](mailto:CreativityConnectsGrants@arts.gov)

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# ART WORKS Guidelines: Award Information

## Grant Amounts & Matching Funds

All grants require a nonfederal match of at least 1 to 1. For example, if an organization receives a \$10,000 grant, the total eligible project costs must be at least \$20,000 and the organization must provide at least \$10,000 toward the project from nonfederal sources.

Grants generally will range from \$10,000 to \$100,000. No grants will be made below \$10,000. Grants of \$100,000 or more will be made only in rare instances, and only for projects that we determine demonstrate exceptional national or regional significance and impact.

In developing an application, we urge all applicants to consider the level of recent awards and to request a realistic grant amount. Applicants should review the [lists of grants](#) on our website to see recent grant award levels and project types. In the past few years, well over half of the agency's grants have been for amounts less than \$25,000.

Applicants whose grants are recommended for less than the amount that is requested will have the opportunity to revise the project budget to reflect any necessary changes to the project, based on the recommended funding amount. We reserve the right to limit support of a project to a particular portion(s) or cost(s).

## Period of Performance

The National Endowment for the Arts' support of a project can start no sooner than the "Earliest Beginning Date for National Endowment for the Arts Period of Performance" listed on the [Application Calendar](#). Grants awarded under these guidelines generally may cover a period of performance of up to two years. **The two-year period is intended to allow an applicant sufficient time to plan, execute, and close out its project, not to repeat a one-year project for a second year.**

Any planning costs that are included as part of the project must be incurred during the established period of performance. No pre-award costs are allowable in the Project Budget. Project costs that are incurred before the "Earliest Beginning Date for National Endowment for the Arts Period of Performance" will be removed from the Project Budget.

A grantee may not receive more than one National Endowment for the Arts grant for the same project during the same period of performance.

# ART WORKS Guidelines: Applicant Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes may apply. Applicants may be arts organizations, local arts agencies, arts service organizations, local education agencies (school districts), and other organizations that can help advance the goals of the National Endowment for the Arts.

To be eligible, **the applicant organization must:**

- Meet the National Endowment for the Arts' "[Legal Requirements](#)" including nonprofit, tax-exempt status at the time of application. (All organizations must apply directly on their own behalf. Applications through a fiscal sponsor are not allowed. [See more information on fiscal sponsors.](#))
- Have a three-year history of programming prior to the application deadline.
- Have submitted acceptable Final Report packages by the due date(s) for all National Endowment for the Arts grant(s) previously received.

An organization whose primary purpose is to channel resources (financial, human, or other) to an affiliated organization is not eligible to apply if the affiliated organization submits its own application. This prohibition applies even if each organization has its own 501(c)(3) status. For example, the "Friends of ABC Museum" may not apply if the ABC Museum applies.

All applicants must have a DUNS number ([www.dnb.com](http://www.dnb.com)) and be registered with the System for Award Management (SAM, [www.sam.gov](http://www.sam.gov)) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award.

See "How to Prepare and Submit an Application" for the documentation that is required to demonstrate eligibility.

**The designated state and jurisdictional arts agencies (SAAs) and their regional arts organizations (RAOs)** are not eligible to apply under the Art Works guidelines. **SAAs and RAOs** may serve as partners in projects. However, they may not receive NEA funds (except as provided through their designated grant programs), and SAA/RAO costs may not be included as part of the required match. SAAs and RAOs are eligible to apply through the Partnership Agreements guidelines.

**Ineligible applications will not be reviewed.**

**LINK TO FISCAL SPONSOR INFO.:**



# Fiscal Sponsorship

We do not fund unincorporated or for-profit entities or individuals that engage nonprofit, tax-exempt 501(c)3 U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes to apply for grants on their behalf. An ineligible organization (i.e., one without its own nonprofit status) may not use a fiscal sponsor for the purpose of submitting an application.

## What is a fiscal sponsor?

A fiscal sponsor is an entity that oversees the fiscal activities of another organization, company, or group of independent artists or projects. These activities may include bookkeeping, filing of W2s or 1099s, daily banking, or grant preparation.

The key to avoiding the appearance of fiscal sponsorship is the involvement of your organization. This might include

- Producing or co-producing.
- Partnering on creative direction or development.
- Organizing workshops, public showings, or distribution of work.
- Providing social networking strategies or web implementation.

You can provide evidence of your organization's involvement in your application, on your website, through announcements and evaluations of public events, and with archival documentation.

We may review your website and other materials in addition to your application to determine the appropriate nature of the project.

If your organization does not have its own nonprofit status, you may still participate in a project submitted by another organization that meets our eligibility criteria.

While an organization that serves as a fiscal sponsor may not apply for projects on behalf of the entities or individuals that it may sponsor as part of its mission and programs, it may apply for its own programs and productions. In this case, the organization must clearly demonstrate that it is applying only for its own programmatic activities.

## Application Limits

An organization may submit only one application under these FY 2018 Art Works guidelines, with few exceptions as listed below.

For this category, exceptions to the one-application rule are made only for:

- **Parent (and Related) Organizations**

A parent organization that comprises separately identifiable and independent components (e.g., a university campus that has a presenting organization and a radio station) may submit an application for each such component. In addition, a parent organization also may submit one application on its own behalf for a **distinctly different project**. The parent organization must meet the eligibility requirements for all applicants. NOTE: A related organization that performs grant administration duties for a parent organization (e.g., a college foundation that administers grants awarded to a college and its components) may submit applications for components and the parent organization in lieu of such applications being submitted by the parent. The related organization must meet the eligibility requirements for all applicants.

An independent component must be a unit that is both programmatically and administratively distinct from the parent organization, have its own staff and budget, and generally have an independent board that has substantial responsibility for oversight and management. To qualify as independent, a component should be equivalent to a stand-alone institution with a separate mission.

The following **do not qualify** as independent components:

- Academic departments of colleges and universities.
- Programs and projects of organizations.

For example:

- An art museum on a university campus serves the general public and does not grant degrees. The museum board, not the university trustees, manages the museum's budget, staff, and programming. In this example, the art museum essentially is a stand-alone organization and qualifies as an independent component.
- A symphony association sponsors a youth orchestra in addition to its professional orchestra. Some symphony musicians serve as faculty for the youth orchestra; there is some overlap of membership between the symphony trustees and the youth orchestra's advisory board; and the executive director for the symphony association serves as CEO for both the professional and youth orchestras. In this case, while the youth orchestra may be an important program of the symphony association, it is not equivalent to a separate institution and therefore does not qualify as an independent component.

A parent organization should consult with [our staff](#) to verify the eligibility of its component before preparing an application.

- **Applicants to the Media Arts discipline at the July 13, 2017, deadline**

An organization may submit more than one application in the Art Works category through the Media Arts discipline at the July 13, 2017, deadline.

- **Applicants for a Creativity Connects project**

An organization may submit one additional application in the Art Works category for a Creativity Connects project.

**If an organization applies to the Challenge America category, it may not submit another application to the Art Works category except for a Creativity Connects project.**

You may apply to other National Endowment for the Arts funding opportunities, including Our Town, in addition to Art Works. In each case, the request must be for a **distinctly different project**.

## ART WORKS Guidelines: Application Review

Applications will be reviewed on the basis of the following criteria:

The **artistic excellence** of the project, which includes the:

- Quality of the artists, arts organizations, arts education providers, works of art, or services that the project will involve, as appropriate.
- Artistic significance of the project.

The **artistic merit** of the project, which includes the:

- Extent to which the project deepens and extends the arts' value, including the ability to foster new connections and to exemplify creativity and innovation. This includes how the project may:
  - Prove transformative with the potential for meaningful change;
  - Be distinctive by offering fresh insights and new value for the field and/or the public through unconventional solutions; and
  - Be shared and/or emulated, or lead to other advances in the field.
- Appropriateness of the proposed performance measurements. This includes, where relevant, measures to assess student and/or teacher learning in arts education.
- Potential impact on artists (including evidence of direct payment), the artistic field, and the organization's community.
- Appropriateness of the project to the organization's mission, audience, community, and/or constituency.
- Plans for documentation, evaluation, and dissemination of the project results, as appropriate.
- Ability to carry out the project based on such factors as the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel.
- Where appropriate, potential to reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.
- Extent to which a project is inclusive of individuals from all demographic backgrounds of the community, and physical and cognitive abilities; and where applicable, the extent to which a project specifically addresses the issue of inclusion.

\* For Arts Education applications, reviewers will consider how closely projects align with either national or state arts education standards.

## What Happens to Your Application

Applications are evaluated according to the "Review Criteria" for their category.

After processing by our staff, applications are reviewed, in closed session, by advisory panelists. Each panel comprises a diverse group of arts experts and other individuals, including at least one knowledgeable layperson, with broad knowledge in the areas under review. Panels are convened remotely by discipline. Panel membership changes regularly. The panel recommends the projects to be supported, and the staff reconciles panel recommendations with the funds that are available. These recommendations are forwarded to the National Council on the Arts, where they are reviewed in open session.

The Council makes recommendations to the Chairman of the National Endowment for the Arts.

The Chairman reviews the recommendations for grants in all funding categories and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

NOTE: All recommended applications undergo a review to evaluate risk posed by the applicant prior to making a federal award. This may include past performance on grants, meeting reporting deadlines, compliance with terms and conditions, audit findings, etc.

After notification, applicants with questions may contact the staff. **Any applicant whose request has not been recommended may ask for an explanation of the basis for denial. In such instances, the National Endowment for the Arts must be contacted no later than 30 calendar days after the official notification.**

See the "[Application Calendar](#)" for information on when we expect to announce grant awards and rejections, and the earliest dates by which projects may begin.

# ART WORKS Guidelines: Award Administration

## Award Notices

The "Earliest Announcement of Grant Award or Rejection" date for your category on the [Application Calendar](#) tells you when we expect to announce grant decisions.

Note that "announcement" is likely to take the form of a preliminary congratulatory message, a request for revisions, or a rejection notification. Official grant award notification (i.e., the grant award letter that is signed by the National Endowment for the Arts Chairman) is the only legal

and valid confirmation of award. This can take several months to reach you depending on a number of factors such as whether additional information is needed for your project, the number of awards to be processed, whether the agency has its appropriation from Congress, etc.

## **National Environmental Policy Act and/or the National Historic Preservation Act Review**

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act](#) (NEPA) and/or the [National Historic Preservation Act](#) (NHPA) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.**

Some of the common project types that garner a NHPA review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

**This review and approval process may take up to several months to complete and may delay your project's start date and our ability to make a grant award/our ability to release grant funds.**

To learn more about what **questions you will need to answer** for the review of a project impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#), see [here](#).

**Below is what applicants would get to if they click on the link:**

## **National Environmental Policy Act and/or the National Historic Preservation Act Review**

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act \(NEPA\)](#) and/or the [National Historic Preservation Act](#) (NHPA). The National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance with NEPA/NHPA.**

Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

Based on your responses to the questions below, the National Endowment for the Arts will determine one of the following outcomes:

1. There are no anticipated adverse effects on historic properties or resources;
2. Based on an agreement that the NEA has with the [Advisory Council on Historic Preservation](#) (ACHP), one or more approved exemptions can be applied to the project, confirming that there are no anticipated adverse effects on historic properties or resources; or
3. The project has the potential to have adverse effects on historic properties or resources. You are asked to contact and work directly with your [State Historic Preservation Office](#) (SHPO), and potentially initiate a Section 106 Review.

**Below are the questions you will need to answer for the** National Endowment for the Arts to conduct a review of your project to ensure that it is in compliance with NEPA/NHPA.

Provide responses for every project location. Include maps and photographs of each location and property.

1. Provide a very clear description of the district, building, site, landscape, structure, or object in which you will be working, including the address(es). If you don't have a physical address, provide the block or other area of potential effect. Describe the nature of your site, whether activities will take place in public space, streets, vacant lots, historic structures, etc. Include a map.
2. Describe your project activities, including whether the planned activities are temporary or permanent. Provide a short assessment of whether your project has the potential to have an effect on environmental or historic resources and whether that effect is an adverse effect. If your project will physically alter a district, site, building, landscape, structure or object, or if you are working on a plan or design for such a site, describe. For example, if you are commissioning permanent public art, murals, or the design of a permanent structure, your project has the potential to have an adverse effect on environmental or historic resources under NEPA/NHPA.
3. For the purposes of questions (a)-(i) below, a National Historic Register Place (NHRP) includes any district, site, building, structure, landscape or object that is included or eligible for inclusion on the NHRP, whether individually or as a contributing element. Generally, NHRP Sites will include:

- (1) any place 50 years old or older,
- (2) any place included or eligible for inclusion in the NHRP, or
- (3) located in a historic district.

Additionally, understand that for a project to be temporary it must be 100% reversible.

- a. Does your project involve a festival/public event of limited size or duration? If so, will there be any permanent effects on a NHRP Site(s) or any structures/installations erected or installed on an NHRP Site(s)?
  - b. Does your project involve outdoor murals or other art on a NHRP Site(s) or adjacent to a NHRP Site(s)?
  - c. Does your project involve temporary public art on a building 50 years or older (e.g., sculpture, statuary, banners, mixed media, painting)? If so, does the project necessitate the installation of hardware on a NHRP Site(s)?
  - d. Does your project involve erecting or placing permanent wayfinding signs (e.g., artistic directional signs) adjacent to or on a NHRP Site(s)?
  - e. Does your project involve installing small structures (e.g., benches, bus shelters, produce stands) attached to or dependent on a NHRP Site(s)? If so, describe the ground disturbance necessary for such an installation.
  - f. Does your project involve landscape maintenance or rehabilitation (e.g., community garden, urban park) on a NHRP Site(s)? If so, where? Will it include the addition of new large scale landscape elements?
  - g. Does your project involve in-kind replacements or repairs?
  - h. Does your project involve conceptual planning/design/research (e.g., feasibility and planning studies, early design development work/conceptual drawings and renderings, asset mapping, design charrettes)?
  - i. Does your project involve information gathering/data analysis/information dissemination (e.g., historic and cultural demonstrations, public affairs actions, studies, reports, document mailings, data analysis)?
4. If you are proposing a temporary or permanent public art project, or you are designing or planning a district, building, site, landscape, structure or object, you must provide us with the following detailed information: If any element of the district, building, site, landscape, structure or object (or adjacent properties) is 50 years old or older, describe that element in detail. For example, if you are working on a historic building or district (or there is one adjacent), describe the age (give year built if available), whether or not it's included in or eligible for inclusion in the National Register of Historic Places, and the type of activities being planned or designed for your project.
  5. Provide a detailed description of any project activities that might now or someday have an effect on the environment so that we may review the actions under the NEPA. Be very specific. For example, if you will be doing cleanup of a site, describe exactly what needs to be cleaned. Is it litter on the site or toxic waste that needs to be cleaned up? If you will be installing public art, describe the previous use of the property and why you think the land is not likely to be contaminated.
  6. If an Indian tribe or Native Hawaiian organization might attach religious and/or cultural significance to historic properties touched by your project, describe.

We may contact you for additional documentation.

## Accessibility

Federal regulations require that all NEA-funded projects be accessible to people with disabilities. Funded activities must be held in an accessible venue and program access and effective communication must be provided for participants and audience members with disabilities. If your project is recommended for funding, you will be asked to provide information describing how you will make your project physically and programmatically accessible to people with disabilities:

- Buildings and facilities (including projects held in historic facilities), should be physically accessible. This includes, but is not limited to: ground-level entry, ramped access, and/or elevators to the venue; integrated and dispersed wheelchair seating in assembly areas; wheelchair-accessible box office, stage, and dressing rooms; wheelchair-accessible display cases, exhibit areas, and counters; and wheelchair-accessible restrooms and water fountains.
- The programmatic offering should be accessible either as part of the funded activity or upon request, where relevant. This can include, but is not limited to: contact information for requesting accommodations; electronic materials and websites; print materials in alternative formats, such as large-print brochures/labels, Braille, and electronic/digital formats; accommodations for performance, tours, and lectures, such as audio description, tactile opportunities, sign language interpretation, and real-time captioning; closed/open captioning of video and film; and assistive listening devices.

Please see the [Nondiscrimination Statutes](#) in our "Assurance of Compliance" for additional information. For technical assistance on how to make your project fully accessible, contact the Accessibility Office at [accessibility@arts.gov](mailto:accessibility@arts.gov), 202/682-5532 Voice or the Civil Rights Office at 202/682-5454 or 202/682-5082 Voice/T.T.Y., or see our online [Accessibility Resources](#).

## Changes in Projects

Applicants must notify the National Endowment for the Arts immediately of any significant changes in their project that occur after they have submitted their application. If the project or the organization's capacity changes significantly before an award is made, any funding recommendation may be revised or withdrawn.

Grantees are expected to carry out a project that is consistent with the proposal that was approved for funding by the National Endowment for the Arts. If changes in the project are believed to be necessary, the grantee must send a written request, with justification, to the Grants & Contracts Office prior to the expenditure of grant funds. Approval is not guaranteed. Detailed information is included the NEA General Terms & Conditions for Grants to Organizations.



## Project Reporting and Evaluation

We ask all applicants to define what they would like to achieve, how they will evaluate the degree to which it is achieved, and, upon completion of the project, what they have learned from their experiences. Such feedback need not entail large-scale or expensive evaluation efforts. You should do what is feasible and appropriate for your organization and project. When a grant is completed, you must submit a final report and answer questions on your achievements and how these were determined. Arts Education grantees who apply for a Direct Learning Grant will be required to describe the assessment methods used to assess learning, and may submit tools used to assess learning with their Final Report. (Please note that assessment tools may be shared publicly. If your tools are proprietary and have copyrights or trademarks attached, you will be asked to note that in your Final Report.)

The staff will assign one of the agency's objectives to your project: Creation, Engagement, Learning (all Arts Education grantees will be assigned the Learning objective), or Livability. Before applying, please review the reporting requirements for the agency's objectives: [Standard -- for Creation, Engagement, Learning; Arts Education](#), for all Arts Education grantees; or [Livability](#). Please note that reporting requirements for Livability are different from -- and more extensive than -- the reporting requirements for the other objectives. If you have any questions about the agency's objectives or the associated reporting requirements that may be required if you receive a grant, contact the staff before applying.

Beyond the reporting requirements for all grantees, selected Art Works grantees will be asked to assist in the collection of additional information that can help the NEA determine the degree to which agency objectives were achieved. You may be required to provide evidence of project accomplishments including, but not limited to, work samples, community action plans, cultural asset studies, programs, reviews, relevant news clippings, and playbills. Please remember that you are required to maintain project documentation for three years following submission of your final reports.

## Implementation of Title 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

This guidance from the federal government's Office of Management and Budget (OMB) combines eight separate documents into one, and is intended to improve clarity and consistency of the pre- and post-award requirements applicable to federal grantees. Changes are also intended to strengthen accountability for federal dollars by improving policies that protect against waste, fraud, and abuse.

Under the authority listed above, the National Endowment for the Arts (NEA) adopts the Office of Management and Budget (OMB) Guidance in 2 CFR part 200 under §3255.1 Adoption of 2 CFR Part 200. This part gives regulatory effect to the OMB guidance and supplements the guidance as needed for the NEA.

## **General Terms & Conditions**

Federal and agency requirements that relate to grants awarded by the National Endowment for the Arts are highlighted in our [General Terms & Conditions](#) (GTC). The GTC incorporates the adoption of 2 CFR Part 200 by reference. The document also explicitly identifies where the NEA has selected options offered in the regulation, such as budget waivers and requirements for use of program income. It also includes agency requirements for matching funds reporting requirements, amendment processes, and termination actions.

All applicants should carefully review [Appendix A of our General Terms & Conditions](#) (GTC) which sets forth the **National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your Award**. Failure to do so may result in having a grant terminated and/or returning funds to the NEA, among other things.

## **Legal Requirements:**

**PLEASE NOTE: This list highlights some of the significant legal requirements that may apply to an applicant or grantee however, it is not exhaustive. More information regarding these and other legal requirements may be found at [Appendix A of our General Terms & Conditions](#) (GTC) which sets forth the National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your Award. Please note that there may be other applicable legal requirements that are not listed here.**

1. By law, the National Endowment for the Arts may support only those organizations that:
  - **Are tax-exempt.** Organizations qualifying for this status must meet the following criteria:
    1. No part of net earnings may benefit a private stockholder or individual.
    2. Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended.

For further information, go to the [Internal Revenue Service's \(IRS\) website](#).

Note that organizations who have had their IRS status revoked are not eligible for National Endowment for the Arts support. It is your responsibility to ensure that your status is current at the time of the application and throughout the life of your award.

- **Compensate all professional performers and related or supporting professional personnel on National Endowment for the Arts-supported projects at no less than the prevailing minimum compensation.** (This requirement is in accordance with regulations that have been issued by the Secretary of Labor in [29 C.F.R. Part 505](#). This part does not provide information on specific compensation levels.)

- **Ensure that no part of any National Endowment for the Arts-supported project will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous** to the health and safety of the employees involved.
2. **Some legal requirements apply to every applicant, for example:**
- **Compliance with the federal requirements that are outlined in the "[Assurance of Compliance](#)"** below.
  - **[Debarment and Suspension procedures](#)**. The applicant must comply with the record keeping and other requirements set forth in Subpart C of 2 CFR 180, as adopted by the Arts Endowment in 2 CFR 32.3254. Failure to comply may result in the debarment or suspension of the grantee and the NEA suspending, terminating and/or recovering funds.
  - **Federal Debt Status ([OMB Circular A-129](#))**. Processing of applications will be suspended when applicants are delinquent on federal tax or non-tax debts, including judgment liens against property for a debt to the federal government. An organization's debt status is displayed in the System for Award Management (SAM). New awards will not be made if an applicant is still in debt status as of September 1.
  - **Labor Standards ([29 C.F.R. pt 505](#))**. If a grant is awarded, the grantee must comply with the standards set out in Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities.
  - **[The Drug-Free Workplace Act of 1988](#)** (41 U.S.C. 701 et seq. and 2 C.F.R. Part 3256). The grantee is required to publish a statement regarding its drug-free workplace program as well as comply with other requirements.
3. **Some legal requirements apply depending upon what the grant is funding, for example:**

If your project activities have the potential to impact any structure that is eligible for or on the National Register of Historic Places, adjacent to a structure that is eligible for or on the National Register of Historic Places, or located in an historic district, you will be asked to provide additional information about your project or take additional action so that the agency can review and comply with the [National Historic Preservation Act](#) (NHPA). NHPA also applies to any planning activities that may affect historic properties or districts. The additional agency review must be completed prior to any agency funds being released.

- If your project activities have the potential to impact the environment or environmentally sensitive resources, you will be required to provide information in accordance with the [National Environmental Policy Act](#) (NEPA). The additional agency review must be completed prior to any agency funds being released.
  - **If your** contract is over \$2,000 and involves the construction, alteration, or repair of public buildings or public works, it must contain a clause setting forth the minimum wages to be paid to laborers and mechanics employed under the contract in accordance with [The Davis-Bacon and Related Acts](#) (DBRA)
4. **Some legal requirements apply depending upon who the Applicant is, for example:**

[The Native American Graves Protection and Repatriation Act of 1990](#) (25 U.S.C. 3001 et seq.) – which applies to any organization that controls or possesses Native American human remains and associated funerary objects and receives Federal funding, even for a purpose unrelated to the Act (25 USC 3001 et seq.)

## **Assurance of Compliance**

**By signing and submitting its application form on grants.gov, the Applicant certifies that it is in compliance with the statutes outlined below and all related National Endowment for the Arts regulations and will maintain records and submit the reports that are necessary to determine compliance.**

The Applicant certifies that it is in compliance with the statutes outlined below and all related Arts Endowment regulations and will maintain records and submit the reports that are necessary to determine compliance.

The Arts Endowment may conduct a review of your organization to ensure that it is in compliance. If the Endowment determines that a grantee has failed to comply with these statutes, it may suspend, terminate, and/or recover funds. This assurance is subject to judicial enforcement.

The Applicant certifies that it does not discriminate:

- On the grounds of race, color, or national origin, in accordance with **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d et seq.), implemented by the NEA at 45 U.S.C.1110;
- On the grounds of disability, in accordance with **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794) and the **Americans with Disabilities Act of 1990** ("ADA"), as amended, (42 U.S.C. 12101-12213), implemented by the NEA at 45 U.S.C. 1151. The ADA's requirements apply regardless of whether you receive federal funds.
- On the basis of age, in accordance with the **Age Discrimination Act of 1975** (42 U.S.C. 6101 et seq.) implemented by the NEA at 45 U.S.C.1156.
- On the basis of sex, in any education program or activity, in accordance with **Title IX of the Education Amendments of 1972** (20 U.S.C. 1681 et seq.).

Applicant will inform the public that persons who believe they have been discriminated against on the basis of race, color, national origin, disability, sex, or age may file a complaint with the Director of Civil Rights at the NEA.

Applicant will forward all complaints for investigation and any finding issued by a Federal or state court or by a Federal or state administrative agency to:

Director, Office of Civil Rights  
National Endowment for the Arts  
400 7th Street, SW  
Washington, DC 20506

Applicant shall maintain records of its compliance and submission for three (3) years. The Applicant will compile, maintain and permit access to records as required by applicable regulations, guidelines or other directives.

The Applicant must also certify that it will obtain assurances of compliance from all subrecipients and will require all subrecipients of NEA funds to comply with these requirements.

The United States has the right to seek judicial or administrative enforcement of this assurance.

For further information and copies of the nondiscrimination regulations identified above, please contact the Office of Civil Rights at 202/682-5454 or 202/682-5082 Voice/T.T.Y. For inquiries about limited English proficiency, please go to <http://www.lep.gov>, the [FOIA Reading Room](#), or contact the Office of General Counsel at [GeneralCounsel@arts.gov](mailto:GeneralCounsel@arts.gov) or 202/682-5418.

## **ART WORKS Guidelines: Other Information**

### **Staff Visits**

Applicants may be asked to provide up to four complimentary tickets for NEA staff visits.

### **Access for Individuals with Disabilities**

The Accessibility Office assists applicants in making accessibility an integral part of their planning so that organizations and activities are inclusive for staff, panelists, artists, and audiences. For more information, resources, and technical assistance, contact the Accessibility Office at 202/682-5532 Voice or see the [Accessibility section of the website](#). The Office of Civil Rights at 202/682-5454 or 202/682-5082 Voice/T.T.Y. also provides technical assistance on how to make projects fully accessible.

### **Civil Rights**

The Office of Civil Rights at 202/682-5454 or 202/682-5082 Voice/T.T.Y. is available to investigate complaints about compliance with accessibility standards as well as other federal civil rights statutes. For inquiries about limited English proficiency, go to <http://www.lep.gov>, the [FOIA Reading Room](#), or contact the Office of General Counsel at [ogc@arts.gov](mailto:ogc@arts.gov) or 202/682-5418.

### **Standards for Service**

We have set the following standards for serving applicants. We pledge to:

- Treat you with courtesy and efficiency.
- Respond to inquiries and correspondence promptly.
- Provide clear and accurate information about our policies and procedures.
- Provide timely information about funding opportunities and make guidelines available promptly.
- Promptly acknowledge the receipt of your application.
- Ensure that all eligible applications are reviewed thoughtfully and fairly.

We welcome your comments on how we are meeting these standards. Please email: [webmgr@arts.gov](mailto:webmgr@arts.gov), attention: Standards for Service. For questions about these guidelines or your application, see "[Agency Contacts](#)." In addition, applicants will receive an invitation to participate in a voluntary survey to provide feedback on the grant application guidelines on our website and any experiences consulting with our staff.

## Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 29.5 hours per response for Art Works and 8.5 hours per response for Challenge America. 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. We welcome 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: [webmgr@arts.gov](mailto:webmgr@arts.gov), attention: Reporting Burden. 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.

# ART WORKS Guidelines: Artist Communities

The National Endowment for the Arts is committed to providing assistance to artist communities for projects that encourage and nurture the development of individual artists and foster and inspire their creative processes. For the National Endowment for the Arts' purposes, an artist community is defined as an organization, whether focused on a single discipline or multidisciplinary, whose primary mission is to provide artist residencies.

Support is available for artist communities that:

- Provide space, time, and resources to artists for incubation, thought, or creativity in a retreat setting in an urban or rural location.
- Foster and support the creative process of art making by providing studio facilities and assistance with living accommodations to enable artists to live and work concurrently.
- Utilize a competitive application process to recruit and select participants, and rotate a wide range of artists in order to encourage the highest standards of creativity.

## Deadline

**The application deadline for all projects is February 16, 2017.** (There is no July deadline.)

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>

## Projects

- Stipends and living accommodations for professional artists where the primary purpose is determined by the artist.
- The expansion of the pool of artists that encourages the participation of artists from a wide variety of aesthetic viewpoints, racial and ethnic backgrounds, cultures, disability perspectives, and/or geographic areas.

- Access to facilities or technology to meet the needs of interdisciplinary or new genre artists.
- Innovative collaborations between artists and those from sectors outside of the arts.
- Support for residencies that place artists in non-traditional settings such as, but not limited to, businesses, hospitals, schools, prisons, military branches, municipal offices, or first-responder organizations.
- Innovative approaches to collaboration with outside organizations and disciplines where the primary purpose is public engagement with art and/or the enhancement of public spaces.
- Support for artist residencies that utilize the arts in civic and social practice, conflict transformation, and collaborative work with community partners.
- Activities with the surrounding community that provide educational and related activities for youth, adults, intergenerational groups, and schools.
- Residency exchange programs with artists and artist communities in other countries.

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act](#) (NEPA) and/or the [National Historic Preservation Act](#) (NHPA) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.**

Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

**This review and approval process may take up to several months to complete and may delay your project's start date and our ability to make a grant award/our ability to release grant funds.**

To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#), see [here](#).**



# ART WORKS Guidelines: Arts Education

The National Endowment for the Arts' vision for Arts Education is that every student is engaged and empowered through an excellent arts education. Arts education is vital to developing America's next generation of creative and innovative thinkers, and every student should have the opportunity to participate in the arts, both in and out of school. We know that students who participate in the arts are more engaged in life and are empowered to be fulfilled, responsible citizens who can make a profound positive impact on this world. In addition, [NEA-supported research](#) has shown that students from low socioeconomic backgrounds who have arts-rich experiences are more likely to achieve key positive outcomes—academically, socially, and civically—compared with their peers who lack access to arts experiences.

Arts Education funding is focused on students. Projects are for pre-K-12 students, the educators and artists who support them, and the schools and communities that serve them. All students are served when each level of the system is supported. Applicants should consider what role their proposed project plays within this system, and the impact their project has on students. We support three types of projects -- Direct Learning, Professional Development and Collective Impact.

**NOTE:** Arts Education projects may be in any artistic discipline. Projects for short-term arts exposure, arts appreciation, or intergenerational activity should not be submitted under Arts Education; rather, they should be submitted under the appropriate artistic discipline. If you have questions about whether you should apply under Arts Education or some other discipline, read "[Choosing the Right Discipline for Youth Projects](#)."

## Deadlines

Art Works applications will be accepted at two deadlines. All project types (described below) are accepted at both deadlines. Generally, an organization is limited to one application per year in the Art Works category.

### First Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>

<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>
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### Second Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to July 27, 2018</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2018</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>June 1, 2018</b>

## Projects

We support three types of projects:

- **Direct Learning**
- **Professional Development**
- **Collective Impact**

Funded projects across all three project types will utilize and test innovative strategies, or scale up proven methodologies, for increasing access to arts education. Applicants should describe the national, regional, or field-wide significance of the project, including local projects that can have significant impact within communities or are likely to demonstrate best practices for the field.

Applications for all project types are accepted at both deadlines. Community-based and school-based projects are accepted at both deadlines. Apply at the deadline that most closely fits the schedule of activities or timeline of your proposed project.

### Direct Learning Grants

Projects support arts instruction for students, generally pre-K through 12th grade, that result in increased knowledge and skills in the arts and occur inside or outside the school system. Projects should engage students over an extended period of time during or outside the regular school day schedule. Activities may be offered by school districts, arts organizations, non-arts organizations or agencies in partnership with artists and/or arts groups. Projects could take place in locations such as schools, arts organizations, community centers, faith-based organizations, makerspaces, public housing, tribal community centers, and/or juvenile facilities.

Applicants applying in Direct Learning should convey how their projects are distinctive and deepen the arts learning experience for students by offering fresh insights and adding new value to the field. Applicants may provide examples of how they are using data to inform programmatic decision making, scaling up or expanding existing arts education services, incorporating effective community partnerships, or working within a larger system or community effort to benefit students in that system.

Direct Learning projects should address each of the following elements:

**Experience:** Participants experience exemplary works of art -- in live form where possible -- to gain increased knowledge and skills in the art form.

**Create:** Informed by their experience in an art form, participants will create or perform art.

**Assess:** Student learning is measured and assessed in alignment with national or state arts education standards. At the conclusion of the project, grantees will be required to describe the assessment methods used to assess learning, and may submit tools used to assess learning with their Final Report. Where appropriate, applicants also may describe project outcomes that use the arts to address youth development, college, career, or citizen readiness or affect change in school or community culture such as school attendance, graduation or recidivism rates. Explain how you plan to measure those outcomes. Before applying, [please review the reporting requirements for Learning](#).

## Professional Development Grants

Projects support opportunities for classroom teachers, arts specialists, teaching artists, school/district administrators, other educators, and community leaders to learn how to engage students in high quality arts learning and improve instruction.

If a proposed Professional Development project is part of a larger system or community effort to increase access to arts education for students, please state that in the application.

Professional Development projects should include all of the following elements:

**Experience:** Participants have an experience in or through the arts.

**Study:** Participants are engaged in a sustained, in-depth course of study.

**Evaluate:** Participant learning is evaluated and the impact of the professional development on practice is measured. Before applying, [please review the reporting requirements for Learning](#).

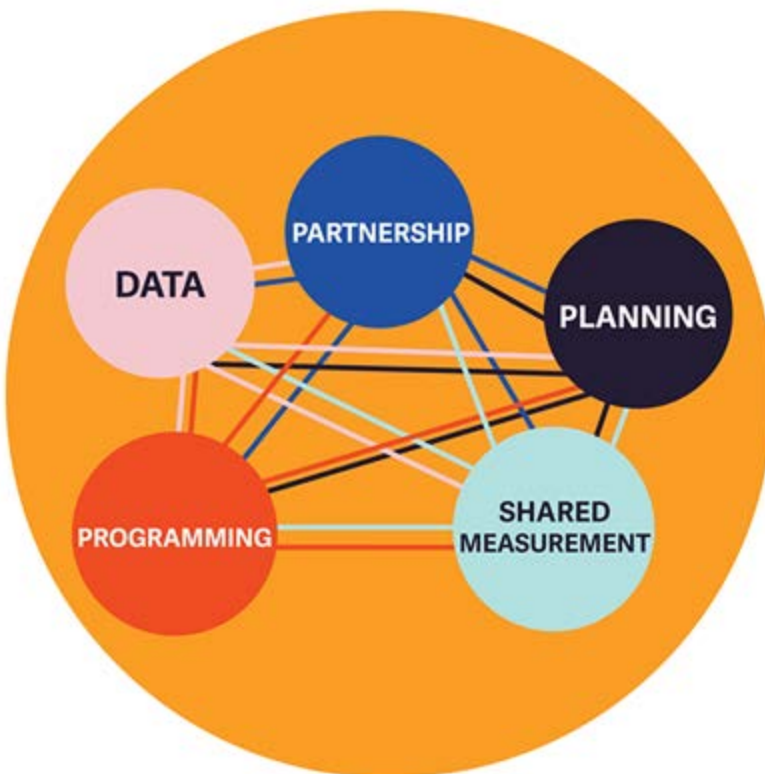
## Collective Impact Grants

Projects increase student access to arts education through collective, systemic approaches. Projects should aim to ensure that all students across entire neighborhoods, schools, school districts, and/or states – in communities of all sizes – participate in the arts over time. John Kania

and Mark Kramer have shown how collective efforts have a greater impact on social change than individual efforts in their "[Collective Impact](#)" article in the Stanford Social Innovation Review.

We anticipate making a limited number of grants at higher award levels for longer term, large-scale projects that use a collective, systemic approach to provide arts education to students. Longer project periods are encouraged (up to two years) and projects should have significant potential to be shared and customized in communities across the country.

These projects should embrace the following principles, which may be ongoing and occur at any point during the project:



- **Partnership:** Cross-sector partners work to determine a common vision, define goals, develop strategies, and identify measurable objectives for arts education. Partners may include arts organizations, units of government, school systems, funders, community organizations, or institutions of higher education. Priority will be given to projects that include a managing partner that is the coordinating entity, and involve at least three cross-sector organizations, one of which is an arts/cultural organization.
- **Data:** Data informs decision making. This may include asset mapping of community resources, collecting student data, or creating new data collection tools.
- **Planning:** A plan outlines system-wide arts education implementation. This should include a description of each partner's role in achieving the common vision, as well as plans for communication among the partners and sustainability.
- **Programming:** Activities support the plan. Programming may include services to students, professional development, curriculum design, or convening stakeholders.

- **Shared Measurement:** A shared measurement system is an evaluation system that assesses the progress of each project partner's work towards common outcomes—increasing student participation in arts education and, as appropriate, societal well-being for students.

Collective Impact projects are multi-year, ongoing, systemic initiatives. Please specify in the application which phase(s) of the project are included in the request for NEA funding. All phases of a project - building partnerships, data collection, planning, programming, and shared measurement - are eligible for support.

All project costs included in the Project Budget must be incurred within the period of performance.

Identify the project as either **Emerging** or **Sustaining**.

**Emerging** projects are in the initial phase of work to establish an arts education plan. Projects may include cultivation of partners, convenings, collection of data, or creation of an arts education plan.

**Sustaining** projects have an arts education plan in place. These projects may continue work from the emerging phase, be in the programming and evaluation stage, or scaling up proven efforts to increase arts education access. These projects must demonstrate how they are disseminating project information to the fields of arts education, public education, and beyond.

(NOTE: If any partner in the project has been a past participant in the National Endowment for the Arts' [Education Leaders Institute](#) (ELI), indicate that in your application. Describe if and how the proposed project supports or is aligned to efforts made as a result of participation in ELI.)

Before applying, [please review the reporting requirements for Learning](#).

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Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

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To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#), see [here](#).**

## **We Do Not Fund**

In addition to the "We Do Not Fund" section for all applicants, funding under the Arts Education discipline is not available for research on the value of arts education. Applicants may consider our [research grant opportunity](#) for support of research projects.

## **Choosing the Right Discipline for Youth Projects**

If you are proposing a Collective Impact project, a pre-K through 12th grade Professional Development project, or a Direct Learning project that aligns with either national or state arts education standards, choose [Arts Education](#).

For more information on national or state arts education standards, see [here](#).

If the target audience is intergenerational, then you should consider submitting your application directly to one of the artistic disciplines rather than to Arts Education. Applications for projects for youth where the focus is exposure to or appreciation of the arts -- whether activities take place in school, after school, during the summer, or in community settings -- should be submitted directly to the appropriate artistic discipline in the Art Works category. Such projects may include performances by or exhibitions of professional artists. Arts events may be accompanied by ancillary learning activities (e.g., study guides for teachers and students, artists' visits prior to or following the event, workshops, lecture-demonstrations, or master classes).

# ART WORKS Guidelines: Dance

American dance is encyclopedic in scope and international in its aesthetic traditions. The National Endowment for the Arts is committed to advancing the nation's full range of dance artistry. The National Endowment for the Arts assists all forms of professional dance by funding dance companies and presenters, service organizations, festivals, convenings, community engagement, education activities, and projects of all sizes. The NEA also supports the documentation and preservation of choreography and performance, and other aspects of dance history. Dance projects funded by the National Endowment for the Arts represent a multiplicity of forms, styles, techniques, and histories that come from every continent in the world and the many different styles -- ballet, modern dance, jazz, folkloric, tap, hip-hop, and other contemporary forms such as aerial work and site specific performances -- that are found in the United States.

## Projects

Art Works applications will be accepted at two deadlines. All project types (described below) are accepted at both deadlines. Generally, an organization is limited to one application per year in the Art Works category.

## Deadlines

### First Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>

### Second Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i>
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	<i>Submit by at least July 4</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to July 27, 2018</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2018</b>
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## Project Types

**Dance Companies, Presenters, Service Organizations, and other organizations may apply for projects such as, but not limited to:**

- Commissioning and development of dance works.
- Innovative dance projects that create new work through the use of new models, technology, or new media.
- The restaging of repertory.
- Regional and national tours.
- Home-based performances.
- The presentation of dance companies.
- Dance festivals.
- Services to dancers, choreographers, and companies. This may include activities such as convening, data collection, information sharing, and technical assistance.
- Residencies and choreography workshops for artists where the primary purpose is to further artistic exploration and/or create new art.
- Touring and performance activity that emphasizes outreach to underserved communities. (If your project is for youth, see "[Choosing the Right Discipline for Youth Projects](#)" to help you in your discipline selection.)
- Innovative methods of engaging audiences, including collaborations with other organizations, through new models that have the potential to maximize resources and/or the impact on the audience, artists, or the field.
- The restaging of master works of historical significance.
- Innovative uses of new models, technology, or new media to document and/or perpetuate choreography, technique, or dance process.
- Documentation, preservation, and conservation of America's dance heritage.
- Professional training including classes, guest artist residencies, workshops, and mentorship of dance artists.
- The development of plans for growth of the dance sector in the local community.
- The development of artist live/work spaces.

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act](#) (NEPA) and/or the [National Historic Preservation Act](#) (NHPA) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.**

Some of the common project types that garner a review are:



- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

**This review and approval process may take up to several months to complete and may delay your project's start date and our ability to make a grant award/our ability to release grant funds.**

To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#), see [here](#).**

# ART WORKS Guidelines: Design

From the typeface on this page to the neighborhood in which you live, every object and place is the result of design. Design surrounds us and has a direct impact on the quality of our lives. Furthermore, designers fuel innovation by employing creative thinking to solve problems, drive economic development, and address social issues. The design field encompasses many disciplines including, but not limited to, architecture, communications and graphic design, fashion design, historic preservation, industrial and product design, interior design, landscape architecture, planning, universal design, social impact/public interest/human centered design, rural design, and urban design. The National Endowment for the Arts recognizes design's ever-present impact on society by funding activities that encourage, preserve, and disseminate the best in American and global design.

We often receive questions from potential applicants about the appropriate discipline for their project. Applications that address multiple design disciplines (e.g., urban design and graphics) should be submitted under Design. Similarly, historic preservation organizations that focus on architecture, landscape architecture, or designed objects also should apply under Design. Museums and visual arts venues presenting a design exhibition or installation should contact staff to determine whether to apply under Design or under Museums or Visual Arts. Finally, applicants should be aware that we do **not** fund capital campaigns, construction costs, or the purchase or leasing of sites or structures, though we can support the design process all the way through construction documentation. Please contact us if you have further questions.

## Projects

### Deadline

**The application deadline for all projects is February 16, 2017.** (There is no July deadline.)

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
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**The Design program supports projects across a wide array of design types, in two main areas of work.**

**Projects that have a public benefit:**

- Design competitions.
- Exhibitions, tours, publications, or websites that provide new insights about specific designed objects, places, or designers, or design thinking, history, or movements.
- Commissions and production of new work.
- Design or planning for new arts/cultural buildings, districts, neighborhoods, public spaces, or landscapes.
- Charrettes, outreach, or community workshops for new design projects.
- Community-wide or neighborhood planning and design activities that promote economic and cultural vitality; involve community-based partnerships; and assist underserved communities or neighborhoods.
- Design exhibitions, residencies, and other activities in public spaces that are intended to foster community interaction and/or enhance the unique characteristics of a community.
- Design products, projects, or approaches that foster positive social impact/public interest design or employ universal design concepts, or foster design and science/technology collaborations.
- Historic and community preservation projects that promote awareness of cultural and historic assets.
- Adaptive reuse of historic properties for cultural and arts uses.
- Projects that utilize new media, technology, or new models to connect citizens or engage them in design projects.

**Projects that advance or support the design field:**

- Conferences, symposia, and other gatherings that promote innovation in design practice or education, universal design, science/technology collaborations with design, or the heritage and conservation of design.
- Workshops or residencies for designers where the primary purpose is to create new work.
- Design research or collaboration projects that examine current practice and propose design solutions for pressing problems.
- Design or planning for designer live/work spaces.
- Innovative technology projects or new media projects meant to advance the design field or design theory.
- Documentation and preservation of historic design work.
- Projects that support emerging fields of design, including social impact/public interest/human interest design; universal design; and the application of design thinking to science, health, education, and economic development.
- The development of plans for growth of the design sector in the local community.
- Innovative festivals, tours, or programming that raise awareness of design.
- Education, mentorship, apprenticeship, and outreach activities that teach design practices to American communities.
- Education initiatives that prepare designers for careers in the emerging fields of design.
- Innovative practices in design learning for Americans of all ages.

If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act](#) (NEPA) and/or the [National Historic Preservation Act](#) (NHPA) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.

Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
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To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#), see [here](#).**

# ART WORKS Guidelines: Folk & Traditional Arts

The folk and traditional arts are rooted in and reflective of the cultural life of a community. Community members may share a common ethnic heritage, cultural mores, language, religion, occupation, or geographic region. These vital and constantly reinvigorated artistic traditions are shaped by values and standards of excellence that are passed from generation to generation, most often within family and community, through demonstration, conversation, and practice. Genres of artistic activity include, but are not limited to, music, dance, crafts, and oral expression.

## Projects

Art Works applications will be accepted at two deadlines. All project types (described below) are accepted at both deadlines. Generally, an organization is limited to one application per year in the Art Works category.

## Deadlines

### First Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
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### Second Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
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<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to July 27, 2018</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2018</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>June 1, 2018</b>

## Project Types

### Presentations

- Festivals.
- Concerts/performances/plays.
- Screenings.
- Broadcasts (both radio & TV).
- Films.
- Websites (this includes creating, maintaining, and upgrading the sites).
- Exhibits (this includes research for the exhibit, construction of the exhibit, touring the exhibit, catalogs, and ancillary events, such as lectures, concerts, screenings, panel discussions, workshops, and demonstrations).

### Education

- Apprenticeship programs.
- Workshops/classes offering instruction in various folk arts to the general public.
- Folk Arts in Education programs (folk arts are used to augment regular curriculum).
- Training for teachers and/or folk artists to incorporate folk arts into the classroom.
- Creation of educational material for incorporating folk arts into the classroom curriculum.
- Publications (both hard copy and digital).

### Services to the Field

- Training and support to folklorists, folk artists, and folk arts organizations.

### Research

- Archival research and fieldwork to identify and document folk arts and artists.
- Marketing research to identify audiences for folk & traditional arts.

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Some of the common project types that garner a review are:

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# ART WORKS Guidelines: Literature

The National Endowment for the Arts seeks to sustain and nurture a multiplicity of American literary traditions, including, but not limited to:

- Ensuring that literary presses and magazines, community-based centers, and national literary organizations complement the trade publishing sector in the shaping of contemporary literature.
- Supporting organizations that nurture emerging and mid-career writers.
- Supporting endeavors to provide America's readers with direct access to contemporary writers.
- Supporting the use of new technology and innovative projects.

In addition to offering Art Works grant opportunities for organizations, the National Endowment for the Arts offers [fellowships](#) to published creative writers and translators in the areas of prose and poetry.

## Deadlines

The National Endowment for the Arts supports two general project types under Art Works Literature:

- Literary publishing projects (February Art Works Deadline)
- Audience and professional development projects (July Art Works Deadline)

Apply under the project type and associated deadline that most closely corresponds to the primary focus of your proposed project. Generally, an organization is limited to one application per year in the Art Works category.

### Literary Publishing Projects

#### Deadlines:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
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Literary publishing projects are those that support print and/or digital literary magazines and independent and university presses that primarily publish poetry, fiction, drama, and/or creative nonfiction by contemporary writers and translators.

Projects may include but are not limited to:

- Publication and distribution of books and magazine issues.
- Payments to writers (e.g., royalties, honoraria).
- Marketing and promotion efforts to increase book sales or magazine circulation and expand readership.
- Digitization of publishers' backlists and other endeavors to make work available in new and emerging markets.
- Innovative experiments or technologies that deepen audiences' engagement with literature and/or provide writers with new platforms and tools to create work.
- Collaboration within and/or across fields to advance literary publishing in the digital age and reach new audiences for literature.

*NOTE: Literary publishing projects must focus primarily on contemporary literature and/or writers.*

### **Audience and Professional Development Projects**

#### **Deadlines:**

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to July 27, 2018</b>
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<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>June 1, 2018</b>

Audience and professional development projects are those that support national and local activities designed to promote and develop audiences for literature. (Projects that are primarily focused on publishing and/or distributing books or journals should be submitted at the other Art Works deadline.)

Projects may include but are not limited to:

- Residencies, readings, author tours, writing workshops, conferences, and literary festivals.
- Podcasts, radio, video, and/or media endeavors that promote literature.

- Innovative uses of technology, media, or new models to provide readers with access to writers and literature.
- Efforts to maintain or augment America's literary infrastructure and provide services, advice, and technical support to writers, translators, and literary organizations.
- Collaboration within and/or across fields to reach new audiences for literature.

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act](#) (NEPA) and/or the [National Historic Preservation Act](#) (NHPA) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.**

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To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#), see [here](#).**

# ART WORKS Guidelines: Local Arts Agencies

Across the United States, more than 4,500 Local Arts Agencies (LAAs) provide a wide range of programs and services to help support and enable arts and culture at the local level. LAAs are intermediaries, serving artists and arts organizations, local residents, visitors and other community partners. No two LAAs are alike — whether they serve a single village or town, a large city, county, or a multi-county or multi-state region. Some LAAs are departments of local government, others are nonprofit organizations, and still others are hybrids of the two.

Characteristics: LAAs may present and/or produce arts programming, commission and manage public art, administer grant programs, provide technical assistance to artists and arts organizations, and guide cultural planning efforts. Still others may own, manage, and/or operate cultural facilities and be actively engaged in community development, and partner with entities in tourism, social services, public education, housing, economic development, and public safety. All strive to enhance the quality of life in their communities by working to increase public access to the arts. You will also find national and statewide arts service organizations in the LAA portfolio that work primarily with a network of LAAs, as well as Volunteer Lawyers for the Arts and Arts and Business Council organizations.

All Art Works applications submitted by an LAA will be reviewed with other Local Arts Agencies. There are only two exceptions: Projects that have a Folk & Traditional Arts focus will be reviewed under Folk & Traditional Arts, and projects with a K-12 standards-based arts education, professional development, or collective impact focus will be reviewed under Arts Education.

## Projects

Art Works applications will be accepted at two deadlines. All project types (described below) are accepted at both deadlines. Generally, an organization is limited to one application per year in the Art Works category.

The work of Local Arts Agencies can cover a wide range of activity, depending on the dynamics of the community. There are two broad types of projects eligible for support: **Programming** activities, which can include commissioning, presenting, and exhibiting art works; and **Services to the Field** activities, which can include planning and technical assistance.

## Deadlines

**First Art Works Deadline:**

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>

**Second Art Works Deadline:**

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to July 27, 2018</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2018</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>June 1, 2018</b>

**Project Types****Programming projects include:**

- Artist commissions, including the enhancement of public spaces through commissioning and/or installation of art works.
- Artist residencies where the primary purpose is to create new works of art and deepen community engagement, and/or where the primary purpose is the acquisition of knowledge or skills in the arts.
- Creation, commissioning, and presentation of new work.
- Festivals and other community events, which may include performances, exhibitions, lecture-demonstrations, and workshops.
- Performing arts events, readings, screenings, broadcasts, and visual arts exhibitions.
- Programming projects and initiatives that extend the reach of the arts to communities that have been historically underserved.

- Projects using technology, media, or other new models or strategies in the creation of new work.
- Subgranting for *programming activities* on behalf of a Local Arts Agency's constituents. To be eligible, a Local Arts Agency must be a unit of city or county government or officially **designated** to operate on behalf of its local government. In addition to the "[Applicant Eligibility](#)" section for all Art Works applicants, applicants for subgranting projects must have a three-year history of subgranting in the arts prior to the application deadline.

Designated Local Arts Agencies that will subgrant must:

- Require their grantees to provide DUNS numbers before a grant can be made.
- Report subgrants of \$25,000 or more in federal funds to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).
- Ensure that all subawards made with federal or matching funds are in compliance with the General Terms and Conditions for an award from the National Endowment for the Arts, including requirements for pass-through entities as provided for under 2 CFR 200.331.
  - *Please note that officially designated Local Arts Agencies are the only entities allowed to apply to Art Works for subgranting.*
- Education and related activities for youth, adults, intergenerational groups, and schools.
  - If your project is for youth, see "[Choosing the Right Discipline for Youth Projects](#)" to help you in your discipline selection.
  - We encourage you to also review Arts Education guidelines for Collective Impact awards for projects that are collaborations with school districts with a focus on systemic change.

**Services to the Field** include:

- Coordinated arts services, including community-wide marketing campaigns, online services, and community-wide arts engagement activities designed to increase public access to the arts.
- Services to advance the professional skills of artists and arts organizations. This may include conferences, convenings, workshops, technical assistance, board development, leadership training, and professional development opportunities for artists and arts administrators.
- Subgranting for *services to the field activities* on behalf of a Local Arts Agency's constituents. To be eligible, a Local Arts Agency must be a unit of city or county government or officially **designated** to operate on behalf of its local government. In addition to the "[Applicant Eligibility](#)" section for all applicants, applicants for subgranting projects must have a three-year history of subgranting in the arts prior to the application deadline.

Designated Local Arts Agencies that will subgrant must:

- Require their grantees to provide DUNS numbers before a grant can be made.
- Report subgrants of \$25,000 or more in federal funds to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).
- Ensure that all subawards made with federal or matching funds are in compliance with the General Terms and Conditions for an award from the National Endowment for the Arts, including requirements for pass-through entities as provided for under 2 CFR 200.331.

- *Please note that officially designated Local Arts Agencies are the only entities allowed to apply to Art Works for subgranting.*
- Cultural planning, which may include the development of plans for cultural and/or creative sector growth, cultural assessments and mapping, community-wide cultural planning, specific-issue cultural plans, public art master plans, and the integration of arts and culture into broader community planning efforts.
- The planning and development of artist live/work spaces, as well as studio, production, rehearsal, and performance spaces.
- Documentation and conservation of public and monumental art.

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act](#) (NEPA) and/or the [National Historic Preservation Act](#) (NHPA) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.**

Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

**This review and approval process may take up to several months to complete and may delay your project's start date and our ability to make a grant award/our ability to release grant funds.**

To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#), see [here](#).**

# ART WORKS Guidelines: Media Arts

The National Endowment for the Arts is committed to support activities that reflect the dynamic, diverse, and evolving nature of the media arts field. Applicants may apply in this Art Works category for media arts projects that support creation, exhibition, education, and distribution of historic and contemporary artworks in all genres and forms that use electronic media, film and technology (analog & digital; old and new) as an artistic medium or a medium to broaden arts appreciation and awareness (of any discipline). All genres are welcome to apply; all phases of project support are eligible.

## Deadlines

**Art Works applications will be accepted at two deadlines; project types vary for each deadline.** Apply at the deadline with the project type that most closely corresponds to the primary activities within your proposed project (see below for more details). All organizations must apply directly on their own behalf; [applications through a fiscal sponsor are not allowed](#).  
LINK

An organization may submit only one application in the Art Works category, *with the following exception*: Any organization may submit more than one application in the Art Works category through the Media Arts discipline for the July deadline only. See [Applicant Eligibility](#) for more details. (All organizations must apply directly on their own behalf. Applications through a fiscal sponsor are not allowed.)

### First Art Works: Media Arts Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>
<b>Eligible projects types include exhibition, presentation, distribution, and preservation activities:</b>	
<ul style="list-style-type: none"> <li>Film/video/audio/new-media festivals that include artists, critics, and/or scholars, and are open to the general public and demonstrate meaningful community engagement.</li> </ul>	

- Curated series, screenings, exhibitions, installations, and/or touring programs featuring all genres of historic and contemporary art that uses electronic media, film and technology (old and new) as an artistic medium and demonstrate meaningful community engagement.
- Regional, national, or international distribution of electronic media, film, and technology as art.
- Preservation, restoration, or archiving of media art works, and services that support preservation, restoration, or archiving efforts.

*Note: We recognize projects may include a range of media arts-related activities. Please contact staff if it is unclear which deadline will be most suitable.*

## Second Art Works: Media Arts Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to July 27, 2018</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2018</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>June 1, 2018</b>

### **Eligible project types include creation, education, and resources for artistic and professional development:**

- Production of all genres and forms of media art that use electronic media, film and technology (old and new) as an artistic medium or a medium to broaden arts appreciation and awareness (of any discipline). High-profile multi-part or single television, radio, and multi-platform programs are also acceptable. Genres include, but are not limited to, documentary, experimental, narrative, interactive, transmedia storytelling, game design, immersive, audio, internet, and other new technologies. All phases of a project are eligible for support including research and development, production, and completion costs.
- Projects that enable the production of analog and digital tools, hardware and/or software that engage the process of hacking, circuit bending, creative coding, robotics, and audio or visual instrument building to produce new media art works.
- Projects providing resources to artists and organizations, workspace and facilities access to equipment and related technologies, artist residencies that are available to artists and/or the general public that assist in any phase of media arts production.
- Educational activities and workshop series that engage groups of all ages and skill levels to learn, participate, or engage in the process of using electronic media, film, and technology as an art form. Artist-led activities are encouraged. If your project intends to serve pre-K-12 youth audiences, see "[Choosing the Right Discipline for Youth Projects](#)" to help you in your discipline selection.
- Services to the national field, including conferences, field studies, convening, or workshops intended for media artists, critics, and scholars, and that are publicly accessible.



- Widely distributed publications on issues pertinent to the media arts field, both practical and aesthetic, and both digital and in print.
- The development of web portals, hubs, mobile and tablet apps (developed and made available for both iOS and Android devices), or other innovative uses of technology or new models to provide audiences with access to media artists and art works.

*Note: We recognize projects may include a range of media arts-related activities. Please contact staff if it is unclear which deadline will be most suitable.*

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act \(NEPA\)](#) and/or the [National Historic Preservation Act \(NHPA\)](#) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.**

Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

**This review and approval process may take up to several months to complete and may delay your project's start date and our ability to make a grant award/our ability to release grant funds.**

To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#)**, see [here](#).

# ART WORKS Guidelines: Museums

The nation's museums face a tall and challenging order, increasingly called upon to be civic anchor, community gathering place, and stewards of our most prized artistic and cultural heritage. Museums are visited by millions of people each year -- more than those that attend all major sporting events and theme parks combined.

The National Endowment for the Arts is committed to supporting museum activity that demonstrates exceptional aesthetic investigation and meaningful community engagement. Specifically, the National Endowment for the Arts assists museums through the support of exhibitions, care of collections, conservation, commissions, public art works, community engagement, education activities, and other museum work. Museum projects funded by the National Endowment for the Arts demonstrate artistic excellence in and across a variety of mediums, movements, eras, and cultures.

## Deadlines

Art Works applications will be accepted at two deadlines. All project types (described below) are accepted at both deadlines. Generally, an organization is limited to one application per year in the Art Works category.

### First Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>

## Second Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to July 27, 2018</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2018</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>June 1, 2018</b>

## Project Types:

- Exhibitions and related activities.
- Commissions or public art.
- Residencies.
- Conservation, preservation, and/or restoration.
- Provenance research.
- Collections management.
- Reinstallation of collections.
- Public programming such as workshops, lectures and symposia, or other outreach activities.
- Periodicals, publications, or catalogues.
- Education and related activities for youth, adults, intergenerational groups, and schools. (If your project is for youth, see "[Choosing the Right Discipline for Youth Projects](#)" to help you in your discipline selection.)
- Innovative uses of technology.
- Services to the field.

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act](#) (NEPA) and/or the [National Historic Preservation Act](#) (NHPA) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.**

Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

**This review and approval process may take up to several months to complete and may delay your project's start date and our ability to make a grant award/our ability to release grant funds.**

To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#), see [here](#).**

# ART WORKS Guidelines: Music

The National Endowment for the Arts is committed to advancing a wide range of music, from classical and contemporary to jazz. It supports projects by performing ensembles and music presenting organizations including but not limited to chamber music ensembles, choruses, early music programs, jazz ensembles, music festivals, and symphony orchestras. In addition, the National Endowment for the Arts accepts applications from professional artist development programs, artist residencies, and service organizations.

Organizations of all types and sizes may apply for a variety of music production, presentation, professional development, engagement, and service projects. The National Endowment for the Arts is particularly interested in collaborations, innovative presentation strategies, and initiatives that help organizations engage audiences in new and meaningful ways. In addition to projects that focus on the standard repertoire, the National Endowment for the Arts encourages the commissioning and performance of new American works.

## Projects

Art Works applications will be accepted at two deadlines. All project types (described below) are accepted at both deadlines. Generally, an organization is limited to one application per year in the Art Works category.

## Deadlines

### First Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>

## Second Art Works Deadline:

Step 1 - Submit SF-424 to Grants.gov	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
Step 2 - Submit Materials to NEA-GO	<b>July 20, 2017 to July 27, 2018</b>
Earliest Announcement of Grant Award or Rejection	<b>April 2018</b>
Earliest Beginning Date for National Endowment for the Arts Period of Performance	<b>June 1, 2018</b>

## Project Types

### Performances, presentations, and commissions

- Public presentations of musical works.
- Commissions and/or co-commissions.
- Development and performances of new musical compositions and innovative works.
- Performances and educational engagements by NEA Jazz Masters that honor their work, history, style and/or significance to jazz; and broaden public awareness of the art form.
- Domestic touring.
- Festivals and other events (may include performances, lecture-demonstrations, audience talkbacks, master classes, and workshops).

### Professional artistic development

- Professional artistic development and training programs for musicians such as conducting skills, mentorship, and career development.
- Residencies and workshops with artists.

### Engagement, education, recordings, and technology

- Community engagement projects that involve diverse communities and/or reach new audiences.
- Innovative methods of engaging audiences (may include collaborations with other organizations, new approaches that have the potential to increase the impact on audiences, artists, communities, or the field).
- Recordings of works by American composers.
- Technology projects such as local broadcasts, online resources, and libraries that provide public access to musical works.
- Archival, documentation, and preservation projects.
- Education and related activities for youth, adults, and intergenerational groups. *If your project is for youth, see "[Choosing the Right Discipline for Youth Projects.](#)"*

## **Services to the field**

- Services that reach a broad constituency of musicians, music educators, administrators, and music organizations (may include workshops, conferences, publications, professional leadership development, technical assistance, or online resources).

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act](#) (NEPA) and/or the [National Historic Preservation Act](#) (NHPA) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.**

Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

**This review and approval process may take up to several months to complete and may delay your project's start date and our ability to make a grant award/our ability to release grant funds.**

To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#), see [here](#).**

# ART WORKS Guidelines: Musical Theater

The National Endowment for the Arts nurtures the nonprofit musical theater field, as one of America's unique art forms, by funding the work of established musical theater organizations as well as musical theater projects by companies known primarily for non-musical work. The National Endowment for the Arts offers grants for the production or presentation of traditional repertoire, new musicals, development laboratories, showcases, artist residencies, work for young audiences, experimental work, and community-based work. Projects funded by the National Endowment for the Arts should help to fully realize an organization's mission and may provide support for organizations and artists in the creation and refinement of work, the public presentation of musicals from all cultures and periods, and opportunities for professional development. Supported projects will reflect the breadth of the musical theater genre and its artistic, historical, and cultural significance.

## Projects

Art Works applications will be accepted at two deadlines. All project types (described below) are accepted at both deadlines. Generally, an organization is limited to one application per year in the Art Works category.

## Deadlines

### First Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
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<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>



## Second Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to July 27, 2018</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2018</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>June 1, 2018</b>

### Project Types

- Commissioning, development, and production of new musicals and musical adaptations.
- Development programs and labs for new musicals, which may include the hosting of artist residencies, showcase productions of new work, development workshops, and festivals of new works or works in progress.
- Development of innovative new works that involve media, technology, or new models.
- Production or presentation of existing contemporary musicals or masterworks from the musical theater canon that are re-imagined or speak to today's audiences in new and original ways.
- Local, regional, and national touring.
- Presentation of regional, national, and international touring musical theater productions.
- Community-based projects.
- Documentation, preservation, conservation, and dissemination of America's musical theater heritage.
- Services to the musical theater field that assist organizations or artists in administrative, developmental, technical, and related areas.
- Innovative methods of engaging audiences, including collaborations with other organizations, through new subscriber or membership models that have the potential to maximize resources and/or the impact on the audience, artists, or the field.
- Professional training including classes, guest artist residencies, workshops, and mentorship of musical theater artists.
- Musical theater exposure and enrichment projects, including projects for youth, adults, and intergenerational groups. (If your project is for youth, see "[Choosing the Right Discipline for Youth Projects](#)" to help you in your discipline selection.)
- The development of plans for growth of the musical theater sector in the local community.
- Festivals, performances, and other activities in public spaces that are intended to foster community interaction and/or enhance the unique characteristics of a community.

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act \(NEPA\)](#) and/or the [National Historic Preservation Act \(NHPA\)](#) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.**

Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

**This review and approval process may take up to several months to complete and may delay your project's start date and our ability to make a grant award/our ability to release grant funds.**

To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#), see [here](#).**

# ART WORKS Guidelines: Opera

The National Endowment for the Arts is committed to nurturing and advancing the highest levels of operatic artistry to enrich communities across the nation. Opera is a multifaceted art form that can involve singing, acting, orchestral playing, scenic artistry, costume design, lighting, and dance to convey a story or dramatic concept.

Organizations of all types and sizes are welcome to apply, including professional opera companies, opera festivals, presenting organizations, training programs, and other organizations that commission, develop, or produce fully-staged operatic works and/or concert opera.

The National Endowment for the Arts supports the commission, development, presentation, and professional recordings of new or existing operatic works; professional artist development programs and artist residencies; and projects by service organizations. Applications for collaborations and innovative projects that engage audiences in new and meaningful ways are encouraged.

## Projects

Art Works applications will be accepted at two deadlines. All project types (described below) are accepted at both deadlines. Generally, an organization is limited to one application per year in the Art Works category.

## Deadlines

### First Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>

## Second Art Works Deadline:

Step 1 - Submit SF-424 to Grants.gov	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
Step 2 - Submit Materials to NEA-GO	<b>July 20, 2017 to July 27, 2018</b>
Earliest Announcement of Grant Award or Rejection	<b>April 2018</b>
Earliest Beginning Date for National Endowment for the Arts Period of Performance	<b>June 1, 2018</b>

## Project Types

### Performances, presentations, and commissions

- Creation of new operatic works, especially those that are innovative or that cross genres (including commissions, residencies, and workshops with artists).
- Premieres.
- Repeat productions of newly-premiered works.
- New productions of traditional and contemporary operas.
- Remounting of existing productions.
- Concert opera (performances that are not fully staged). *Contact the [Opera staff](#) before preparing a concert opera application.*
- Domestic touring.
- Opera festivals and other events (may include performances, lecture-demonstrations, audience talk-backs, master classes, and workshops).

### Professional artistic development

- Artist residencies.
- Post-conservatory professional development programs for artists including coaching, conducting, acting, stage movement, diction, language, mentorship, and career development.

### Engagement, education, recordings, and technology

- Community engagement projects that involve diverse communities and/or reach new audiences.
- Education and related activities for youth, adults, and intergenerational groups.
- Audience engagement initiatives (including collaborations with other organizations).
- Opera performances and activities in public spaces intended to foster community interaction and/or enhance the unique characteristics of a community.
- Recordings of opera works (by international or American composers).
- Technology projects (including simulcast performances and online resources that provide public access to opera).
- Archival, documentation, and preservation projects.

## **Services to the opera field**

- Services to the opera field (for organizations, singers, composers, librettists, administrators, and/or volunteers).

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act](#) (NEPA) and/or the [National Historic Preservation Act](#) (NHPA) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.**

Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

**This review and approval process may take up to several months to complete and may delay your project's start date and our ability to make a grant award/our ability to release grant funds.**

To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#), see [here](#).**

# ART WORKS Guidelines: Presenting & Multidisciplinary Works

In addition to traditional presenting programs, this area supports artistic works and events that present multiple disciplines, combine and/or integrate art forms, explore boundaries between art disciplines, fuse or transcend disciplines, and look to new forms of expression. We seek innovative performances and exhibitions that introduce new voices and perspectives to the community and programs that engage people to become lifelong arts and cultural participants or practitioners.

Multidisciplinary and cross-disciplinary art forms may include performance art, interactive and participatory works, multimedia performance, and collaborations that go beyond the boundaries of a traditional art form.

Projects should be multi- or cross-disciplinary in nature and may include work from the performing, visual, media, design, and literary arts. These projects can be for any stage of the artistic process including creation, commissioning, presentations, touring, training, residencies, and access to the arts. In addition, we also fund projects that provide services to artists and arts organizations. **Projects that present or otherwise feature a single discipline (including but not limited to dance, literature, media arts, music, musical theater, theater, visual arts) should apply through that discipline.**

## Projects

Art Works applications will be accepted at two deadlines. All project types (described below) are accepted at both deadlines. Generally, an organization is limited to one application per year in the Art Works category. Please note: Applications must be for projects only. A project may consist of one or more specific events or activities, and should not cover an entire season of programming. We do not fund seasonal or general operating support.

If you've never applied before, we encourage you to contact our staff.

## Deadlines

### First Art Works Deadline:

Step 1 - Submit SF-424 to Grants.gov	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
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<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>

### Second Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to July 27, 2018</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2018</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>June 1, 2018</b>

### Project Types

- The creation and commissioning of new works.
- Artist residency programs where the primary purpose is to create or develop new works.
- Projects that utilize the arts in civic and social practice, conflict transformation, and collaborative work with community partners.
- Participatory art works, community-based work, and projects with a distinct focus on community engagement.
- The presentation and/or touring of new or existing works. This may include, but is not limited to, performances, exhibitions, festivals, and guest artist residencies.
- Festivals and other activities in public spaces that are intended to foster community interaction and/or enhance the unique characteristics of a community.
- Site-specific work, spectacles, and circus arts.
- Exposure and enrichment projects for youth, adults, and intergenerational groups. (If your project is for youth, see "[Choosing the Right Discipline for Youth Projects](#)" to help you in your discipline selection.)
- Services to artists and arts organizations, including arts and arts-related conferences. (**Service projects that focus on a single discipline should apply through that discipline.**) This may include, but is not limited to:
  - Conferences and convenings.
  - Leadership training and other professional development opportunities for artists and arts administrators.
  - Archiving, preservation, and documentation projects.

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act](#) (NEPA) and/or the [National Historic Preservation Act](#) (NHPA) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.**

Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

**This review and approval process may take up to several months to complete and may delay your project's start date and our ability to make a grant award/our ability to release grant funds.**

To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#), see [here](#).**



# ART WORKS Guidelines: Theater

The National Endowment for the Arts offers grants to the nonprofit theater field for the production or presentation of traditional or classical repertoire, new plays, development laboratories, showcases, artist residencies, work for young audiences, experimental work, community-based work, outdoor historical dramas, and puppetry. Projects funded by the National Endowment for the Arts should help to fully realize an organization's mission and may provide support for organizations and artists in the creation and refinement of work, the public presentation of plays from all cultures and periods, and opportunities for professional development.

## Projects

Art Works applications will be accepted at two deadlines. All project types (described below) are accepted at both deadlines. Generally, an organization is limited to one application per year in the Art Works category.

## Deadlines

### First Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>

### Second Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
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<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to July 27, 2018</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2018</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>June 1, 2018</b>

### Project Types

- Commissioning, development, and production of new work, translations, and adaptations.
- Development programs and labs for new work, which may include the hosting of artist residencies, showcase productions of new work, development workshops, and festivals of new works or works in progress.
- Development of innovative new works that involve media, technology, or new models.
- Production or presentation of existing contemporary or classical work.
- Local, regional, and national touring.
- Community-based projects.
- Documentation, preservation, conservation, and dissemination of America's theater heritage.
- Services to the field that assist organizations or artists in administrative, developmental, technical, and related areas.
- Innovative methods of engaging audiences, including collaborations with other organizations, through new subscriber or membership models that have the potential to maximize resources and/or the impact on the audience, artists, or the field.
- Collaborative arts/science/technology projects.
- Professional training including classes, guest artist residencies, workshops, and mentorship of theater artists.
- Exposure and enrichment projects, including arts/science/technology projects, for youth, adults, and intergenerational groups. (If your project is for youth, see "[Choosing the Right Discipline for Youth Projects](#)" to help you in your discipline selection.)
- The development of plans for growth of the theater sector in the local community.
- The development of artist live/work spaces.
- Festivals, performances, and other activities in public spaces that are intended to foster community interaction and/or enhance the unique characteristics of a community.
- The engagement of artists and theater organizations in plans and processes to improve community livability.
- Community-based partnerships that integrate theater with livability efforts.

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act](#) (NEPA) and/or the [National Historic Preservation Act](#) (NHPA) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.**

Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.

- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

**This review and approval process may take up to several months to complete and may delay your project's start date and our ability to make a grant award/our ability to release grant funds.**

To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#), see [here](#).**

# ART WORKS Guidelines: Visual Arts

Visual Arts activity in the nation is undertaken by a variety of organizations and institutions—from large and small, rural and urban, emerging and established, public or private non-profit—many of which have solely artistic missions. Others are community-based organizations whose portfolios may, on occasion, include the visual arts.

The National Endowment for the Arts is committed to supporting visual arts activity--painting, sculpture, photography, printmaking, drawing, craft, and public art -- that demonstrates exceptional aesthetic investigation and meaningful community engagement.

Specifically, the National Endowment for the Arts is interested in supporting contemporary artists and the projects they undertake, such as exhibitions, residencies, publications, commissions, public art works, conservation, documentation, services to the field, and public programs. The National Endowment for the Arts is committed to encouraging individual artistic development, experimentation, and dialogue between artists and the public.

## Deadlines

Art Works applications will be accepted at two deadlines. All project types (described below) are accepted at both deadlines. Generally, an organization is limited to one application per year in the Art Works category.

### First Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to March 2, 2017</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>November 2017</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>January 1, 2018</b>

### Second Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017</b>
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	<i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to July 27, 2018</b>
<b>Earliest Announcement of Grant Award or Rejection</b>	<b>April 2018</b>
<b>Earliest Beginning Date for National Endowment for the Arts Period of Performance</b>	<b>June 1, 2018</b>

## Project Types

- Exhibitions and related activities.
- Commissions or public art.
- Residencies.
- Periodicals, publications, or catalogues.
- Public programming such as workshops, lectures and symposia, or other outreach activities.
- Conservation, preservation, and/or restoration.
- Education and related activities for youth, adults, intergenerational groups, and schools. (If your project is for youth, see "[Choosing the Right Discipline for Youth Projects](#)" to help you in your discipline selection.
- Innovative uses of technology.
- Services to the field.

**If you are recommended for a grant, your project may be subject to the [National Environmental Policy Act](#) (NEPA) and/or the [National Historic Preservation Act](#) (NHPA) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.**

Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

**This review and approval process may take up to several months to complete and may delay your project's start date and our ability to make a grant award/our ability to release grant funds.**

To learn more about what **questions you will need to answer** for the review of a project **impacted by the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#)**, see [here](#).

# ART WORKS Guidelines: How to Prepare and Submit an Application

These instructions provide all of the information that you need to submit an application. Submitting an application is a multi-step process. You will interact with the NEA's website, Grants.gov, and the NEA GrantsOnline™ System (NEA-GO). We urge you to read these instructions in their entirety before you begin the application process.

## First Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>February 16, 2017 by 11:59 p.m., Eastern Time</b> <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>February 23, 2017 to 11:59 p.m., Eastern Time on March 2, 2017</b>

## Second Art Works Deadline:

<b>Step 1 - Submit SF-424 to Grants.gov</b>	<b>July 13, 2017 by 11:59 p.m., Eastern Time</b> <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
<b>Step 2 - Submit Materials to NEA-GO</b>	<b>July 20, 2017 to 11:59 p.m., Eastern Time on July 27, 2017</b>

1. View the Art Works Guidelines Webinar:
  - We will conduct a live webinar on January TBD, 2017, at 3:00 p.m. Eastern Time featuring an overview presentation followed by a Q&A session. [Click here to register](#) for the upcoming webinar and for an [archive of the webinar](#) after it is concluded.
2. Step 1 – Submit the SF-424 to Grants.gov:
  - [The SF-424 \(Application for Federal Domestic Assistance\)](#)
3. View the NEA Grant Application Form (GAF) Tutorial:
  - [Online Tutorial: Using the NEA Grant Application Form](#)
4. Step 2 – Submit Materials to NEA-GO:
  - [Fill out and submit the NEA Grant Application Form and upload items to NEA-GO.](#)
5. Ensure that your application is complete with this checklist:
  - [Art Works Application Checklist](#)

6. Application updates after submission:

Send new information that significantly affects your application (such as changes in artists or confirmed funding commitments) as soon as possible to the specialist for the field/discipline of your project. Remember to include your organization's name and NEA application number.

**If you have questions about your application, please [use this list](#) to determine your appropriate staff contact.**

# ART WORKS Guidelines: Step 1: Submit the SF-424 to Grants.gov

**Complete and submit the SF-424 (Application for Federal Domestic Assistance/Short Organizational Form) to Grants.gov.**

[Register or renew/verify Grants.gov and SAM.gov registration](#) | [Download the SF-424](#) | [Fill-out the SF-424](#) | [Submit the SF-424 to Grants.gov](#) | [Track Your Application](#)

## First Art Works Deadline:

Step 1 - Submit SF-424 to Grants.gov	February 16, 2017 by 11:59 p.m., Eastern Time <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
Step 2 - Submit Materials to NEA-GO	February 23, 2017 to 11:59 p.m., Eastern Time on March 2, 2017

## Second Art Works Deadline:

Step 1 - Submit SF-424 to Grants.gov	July 13, 2017 by 11:59 p.m., Eastern Time <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
Step 2 - Submit Materials to NEA-GO	July 20, 2017 to 11:59 p.m., Eastern Time on July 27, 2017

## 1. Register or renew/verify Grants.gov and SAM.gov registration:

- Before submitting the SF-424, your organization must register or renew/verify its current registration with both [Grants.gov](#) and the [System for Award Management \(SAM\)](#). Failure to comply with these requirements may result in your inability to submit your SF-424.
- Go to Grants.gov's [Organization Registration](#) to create a new organization registration.
- **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 website at [Support](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.



- **SAM Federal Service Desk:** Call 1-866-606-8220 or see the information posted on the SAM website at [SAM User Help](#).
- You do not need to complete the registration process to download the SF-424 and begin to prepare your material (see below). However, you will need the Grants.gov Username and Password that you obtain during the registration process to submit your SF-424.
- Registration can take several weeks. Exceptions to the deadline will be considered only for those issues related to registration or renewal. Maintain documentation (with dates) of your efforts to register or renew (by at least January 25 for the February 16 deadline or June 21 for the July 13 deadline) with the Data Universal Numbering System (DUNS), System for Award Management (SAM), or Grants.gov.
- In addition to these instructions, you should periodically check the [Grants.gov blog](#) or the [Grants.gov homepage](#) for tips, updates, and alerts.

## 2. Download the SF-424:

- First, verify your software. You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer before you download the application package containing the SF-424 from Grants.gov. Please go to “[Download Software](#)” to see the compatible versions of Adobe Reader or to download and install Adobe Reader. Please see important information about versions of Adobe Reader DC [here](#).
- Access the SF-424 on Grants.gov by clicking on the link for your deadline:

For applications at the February 16, 2017, deadline:

### [DOWNLOAD](#)

[Funding Opportunity Number 2017NEA01AW1]

This will bring you to the “View Grant Opportunity” screen on Grants.gov. Choose “Select Package” and follow the screens from there. Do not open a Grants.gov “Workspace” environment to create, prepare, or submit your application materials. Grants.gov uses the term "application" and "application package" when all you'll submit is the SF-424 form (Application for Federal Domestic Assistance). Please note that you will submit the substantial part of your application during Step 2.

**The SF-424 for the July 13, 2017, deadline will be available in early June 2017.**

## 3. Fill out the SF-424:

**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 SF-424 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 SF-424; 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 independent component](#), do not list the name of the independent 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 SAM (System for Award Management) as part of the Grants.gov registration. Otherwise, your SF-424 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:** State first the NEA office/discipline that you want to review your application. Provide a brief descriptive title for your proposed project. For example: Museums: To support An Exhibition of the Works of Georgia O'Keeffe.

**b. Project Description:** For all projects except those to the Arts Education discipline: 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 during the requested period of performance. For examples, see [Recent Grants](#).

For Arts Education discipline projects: 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 and whether your project is for a Direct Learning, Professional Development, or Collective Impact project. Follow this with up to two more sentences that describe the type of project, the instructors, the age and number of students/adults who will be served, and where the project will take place.

For example:

To support Creative Arts Program, a Direct Learning music education project for 200 students across two elementary schools in Monroe, LA. Professional teaching artists provide weekly, year-round, instrumental music instruction after school. The program includes master classes with symphony musicians, one on one coaching, and a field trip to an orchestra matinee concert.

Please note:

This field on the form has a character limit of 1,000, including spaces. Even if you have less than 1,000 characters, Grants.gov may translate special characters (e.g., apostrophes) in a way that will cause your SF-424 to be rejected. This can happen if you "cut and paste" from an old SF-424 or another document into the form. We strongly encourage you to write a succinct project description and double check the number of characters.

**c. Proposed Project Start Date/End Date:** Enter the beginning and ending dates for your requested period of performance, i.e., the span of time necessary to plan, execute, and close out your proposed project. The start date should be the first day of the month, and the end date should be the last day of the month. Our support of a project may start on or after: 1) For applicants at the February 16 deadline, **January 1, 2018**; or 2) For applicants at the July 13 deadline, **June 1, 2018**. Generally, a period of performance of up to two years is allowed. **The two-year period is intended to allow an applicant sufficient time to plan, execute, and close**

**out its project, not to repeat a one-year project for a second year.** Your budget should include only the activities and costs incurred during the requested period of performance.

### **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. For the Telephone number field, use the following format: 000-000-0000.

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 is authorized to submit 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 (e. g., be a senior member of the staff such as an ED, Director of Development, etc.). See specific requirements for who can serve as an AOR for colleges and universities. Contractors or administrative support staff cannot serve as an AOR. 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 SF-424.

## **4. Submit the SF-424 to Grants.gov:**

- 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 SF-424 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.**

- 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 SF-424 before you click this button. No revisions to your SF-424 are possible through Grants.gov once it is submitted.**
- If you wait until the day of the deadline to submit your SF-424, you are taking a significant risk! We strongly suggest that you submit your SF-424 no later than February 7 for the February 16 application deadline; and no later than July 4 for the July 13 application deadline. This should provide ample time to resolve any problems you might encounter.
- We will not accept late SF-424s or late SF-424s that are the result of user error, including failure to verify that your SF-424 was validated and accepted by the Grants.gov system through [Track My Application](#).

Exceptions may be made if you can provide documentation dating from:

- February 7 (for the February 16 deadline) or earlier, or
- July 4 (for the July 13 deadline) or earlier,

that, in the judgment of the National Endowment for the Arts, indicates a technological failure on the part of Grants.gov. We will consider and address your situation as appropriate.

- Failure to successfully submit the SF-424 form through Grants.gov will make you ineligible to complete Step 2 of the application process.

## 5. Track Your Application:

- Verify that your SF-424 was validated and accepted by the Grants.gov system. Go to [Track My Application](#) to confirm the validation and track the progress of your SF-424 submission through Grants.gov. Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties.

## 6. Prepare to Complete Step 2:

- Read the [Step 2 instructions](#) to learn about how and when to access the NEA-GO system to fill out and submit the NEA Grant Application Form and upload items to NEA-GO.
- To access NEA-GO, you'll need your Agency Tracking Number/NEA Application Number. The NEA assigns the number to your application 1-2 business days after you submit your SF-424, but no earlier than February 7 if you applied to the February 16 application deadline – and no earlier than July 4 if you applied to the July 13 application deadline. The number is not available before these dates.

## Additional Help

For additional help on how to use Grants.gov, please see the Grants.gov website at [Support](#). You also may send an e-mail to the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) or call them at 1-800-518-4726, 24 hours a day, 7 days a week.

# ART WORKS Guidelines: Step 2: Submit Materials to NEA-GO

**Fill out and submit the NEA Grant Application Form and upload items to NEA-GO.**

You will use the NEA GrantsOnline™ System (NEA-GO) to complete Step 2 of the application process. You must first have successfully completed Step 1 (submitting the SF-424 to Grants.gov) by the application deadline of record.

## First Art Works Deadline:

Step 1 - Submit SF-424 to Grants.gov	February 16, 2017 by 11:59 pm Eastern Time <i>Register/renew by at least January 25</i> <i>Submit by at least February 7</i>
Step 2 - Submit Materials to NEA-GO	February 23, 2017 to 11:59 pm Eastern Time on March 2, 2017

## Second Art Works Deadline:

Step 1 - Submit SF-424 to Grants.gov	July 13, 2017 by 11:59 pm Eastern Time <i>Register/renew by at least June 21</i> <i>Submit by at least July 4</i>
Step 2 - Submit Materials to NEA-GO	July 20, 2017 to 11:59 pm Eastern Time on July 27, 2017

Do not attempt to complete Step 2 before NEA-GO becomes available to you on these dates. Your log on credentials will be created for you. Do not log in to the system early and create your own NEA-GO registration. If you do, it will prevent you from accessing the system.

## 1. Accessing NEA-GO:

<ul style="list-style-type: none"> <li>Log on to NEA-GO at: <a href="http://nea.cloud.culturegrants.org/index/login">http://nea.cloud.culturegrants.org/index/login</a></li> </ul>
<ul style="list-style-type: none"> <li>User Name = Grants.gov Tracking Number</li> </ul>

(Example: "GRANT12345678")
<ul style="list-style-type: none"> <li>• Password = Agency Tracking Number/NEA Application Number</li> </ul>
(Example: "18-123456")
<ul style="list-style-type: none"> <li>• Once you are logged on to NEA-GO, select the "Link to Formset" icon on the My Forms page to access the Grant Application Form</li> </ul>

**How do I find my Grants.gov tracking number?** Your Grants.gov tracking number is assigned to you by Grants.gov at the time you submit your SF-424. A confirmation screen will appear once your SF-424 submission is complete. Your Grants.gov tracking number will be provided at the bottom of this screen. Remember to save this number.

**How do I find my Agency Tracking #/NEA Application Number?** The NEA assigns the number to your application 1-2 business days after you submit your SF-424, but no earlier than February 7 if you applied to the February 16 application deadline – and no earlier than July 4 if you applied to the July 13 application deadline. The number is not available before these dates. Log on to Grants.gov with the Grants.gov Username and Password that you used to submit your SF-424. Select the *Check My Application* feature to find your Agency Tracking#/NEA Application Number. NOTE: *Check My Application* is a separate feature from Track My Application at Grants.gov.

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

## 2. Fill out the Grant Application Form

You will submit a substantial part of your application through the Grant Application Form (GAF) in NEA-GO, including:

- Answers to narrative questions about your organization and project.
- Financial information about your organization and project.
- Bios of key individuals.
- Upload work samples and statements of support (For certain disciplines only)

Click below to see the application questions, instructions, and information about required application materials that you will submit through the Grant Application Form in NEA-GO. For your application to be considered complete, every item that is required **MUST** be included in your application.

**Art Works FY18 Step 2 Application Instructions:**

[DOWNLOAD INSTRUCTIONS](#)



**You should prepare your responses and material well in advance of the deadline and have them fully ready to upload once NEA-GO opens for you. You will not have access to the Grant Application Form until NEA-GO opens for you to submit your application materials on the dates noted above.**

**Note: We strongly urge you to complete and submit the Grant Application Form and upload materials outside of NEA-GO's hours of heaviest usage, generally 8:00 pm to 11:59 p.m., Eastern Time, on the day of the deadline.**

#### **HELPFUL TIPS:**

1. Submit your materials to NEA-GO 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.
  - Most problems can be solved by changing your browser. If that doesn't work, change devices.
  - NEA staff will not be available to help you after 5:30 p.m., Eastern Time, on the day of the deadline.
2. Don't forget to hit the "Submit" button when you are ready to submit your application. If you do not hit the "Submit" button, your application will not be received.
3. NEA-GO closes at 11:59 p.m., Eastern Time, on the day of the deadline. Be sure you have finished uploading your materials and hit the "Submit" button prior to that time.
4. You will receive confirmation of your successful submission in two ways: 1) a pop up on your screen, and 2) an email from noreply at culturegrants.org. Maintain documentation of your successful submission (take a screenshot and/or keep the email). If you modify your application after you submit, you will not receive additional confirmations.

You also can confirm that your application was received when you log in to NEA-GO. On the first screen it will say "Received" if your application has been received. If your application has not yet been received, it will say "In Progress."

5. After submitting your application, you may log back into NEA-GO and make modifications to your submission up until the system closes on the day of the deadline. Remember to hit the "Save" and "Submit" button again prior the deadline.
6. You may print a copy of your application at any time, whether in draft or final form, for your records. The print icon is located on the My Forms page.
7. Some special characters (such as ampersands, quotation marks, apostrophes, and angle brackets) take up more character counts than others in webforms, including the Grant Application Form. This is because certain characters are translated into HTML code which takes up more than one character space. If you notice a higher than expected character count when you enter information directly into the Grant Application Form or copy and paste from your word processing program, here are a few tips:



- Transfer your text into a text-only utility like Notepad before pasting it into the Grant Application Form. This will delete hidden HTML code to ensure the proper capture of your text. However, any formatting you had will be deleted.
- Use a solution other than special characters. For example, instead of using quotation marks for titles of works, put them in italics and that won't affect character count.
- Use only one space after the end of sentences. Single spaces after punctuation marks (periods, commas, colons, etc.) only reduce the character counter by one character. If you enter two spaces after a period, HTML coding adds extra spaces.

Also, save character space by limiting the use of tabs.

8. View the [Grant Application Form Tutorial](#) for other helpful tips to assist you in completing the online form.

## ART WORKS APPLICATION CHECKLIST BEFORE APPLYING

(By at least January 25 for the February 16 application deadline or June 21 for the July 13 application deadline)

- Register/Renew with the System for Awards Management
- Register/Renew with Grants.gov

*Why do I need to register/renew so far in advance of the application deadline? See here [LINK](#).*

### STEP 1: GRANTS.GOV

(By at least February 7 for the February 16 application deadline or July 4 for the July 13 application deadline)

- Submit the SF-424 (Application for Federal Domestic Assistance) through Grants.gov

*Why do I need to submit the SF-424 in advance of the application deadline? See here [LINK](#).*

### STEP 2: NEA GRANTS ONLINE™ (NEA-GO)

- Log in to Grants.gov and go to "Check My Application Status" to get your Grants.gov tracking number and agency tracking number to use as your username and password for NEA-GO. NEA-GO will be open February 23-March 2, 2017, or July 20-27, 2017.

- Complete & submit the Grant Application Form (GAF) by 11:59 pm ET on March 2, 2017 or July 27, 2017.

- Part 1: Organizational Information

- Part 2: Project Information

- Part 3: Project Budget

- Part 4: Items to Upload – Required Works Samples and PDF attachments (For Certain Disciplines Only) Excess pages and items not listed in the guidelines will be deleted.

- Required WORK SAMPLES (See your discipline's guidelines)

- Required PDF ATTACHMENTS (See your discipline's guidelines)

- Part 5: Organization & Project Profile

## RESOURCES

- Watch the Art Works webinar
- Watch the Grant Application Form tutorial
- Contact your discipline staff with any questions

FULL GUIDELINES CAN BE FOUND AT: <http://arts.gov/grants-organizations/art-works/>

# ART WORKS Guidelines: Frequently Asked Questions

## How can I find out when new guidelines are released?

NEA guidelines are modified every year. Sign up for the notification service provided by Grants.gov, the federal government's online application system.

[Sign up here.](#)

## The "We Do Not Fund" section says that subgranting is not allowed. What is subgranting?

Subgranting is defined as regranting funds to an individual or organization for activities that are conducted independently of your organization and for the benefit of the subgrantee's own program objectives. A subgrantee is not directly employed by or affiliated with your organization.

Examples of subgranting include:

- Awards and prizes.
- Payment to an individual or organization to obtain training or technical assistance for their own benefit with little or no involvement from your organization. (Allowable activities would include services that are offered or coordinated by your organization such as making your facilities available, conducting workshops or conferences, or providing hands-on assistance. These activities also should be monitored and evaluated by your organization.)
- Production funds awarded to an individual or organization through a competitive review process with little or no subsequent involvement from your organization.

Most organizations cannot apply to the National Endowment for the Arts to subgrant federal funds to individuals or organizations. Congress has prohibited the National Endowment for the Arts from making grants for subgranting activity, with exceptions only for state arts agencies, regional arts organizations, and local arts agencies designated to operate on behalf of local governments. Eligible local arts agencies must have a three-year history of subgranting in the arts in order to apply for a subgranting project.

## My organization wants to apply for support of its apprenticeship program. How can I clarify in my application that my project does not include awarding subgrants even though my budget may include fees to individual artists?

The key to avoiding the appearance of subgranting is the involvement of your organization.

Many types of projects can and should include fees to individual artists. For example, a budget for an apprenticeship program might include fees paid to artists. These fees are not considered subgranting if your organization provides substantive supervision of and involvement in the mentor-apprentice relationship. This might include:

- Planning a detailed description of the individual master-apprentice course of study.
- Monitoring and evaluating the progress of the activity including conducting site visits.
- Documenting apprenticeship activities including reports from masters and apprentices.
- Arranging public exhibition or performance opportunities for masters and apprentices.
- Archiving material related to the apprenticeships and publicly distributing information about the apprenticeship program and its activities.

Note that simply "checking in" on the activity, including obtaining progress and final reports, does not qualify as substantive involvement in the project.

You can provide evidence of your organization's involvement with this activity through project-related information on your website, announcements and evaluations of public events, and archival documentation.

### **Does my project have to be new? Does it have to be big?**

No.

Projects do not have to be new. Excellent existing projects can be just as competitive as new activities.

Projects do not need to be big either; we welcome small projects that can make a difference in their community or field.

### **Does my project have to be outside the scope of my regular programming?**

No, a project can be a part of an applicant's regular season or activity. For example, a theater company's educational activities that occur year round could constitute an acceptable project. Other projects might be a workshop production of a work in progress or a charrette sponsored by a community design center. What is important is the specificity of the activities involved. Also, there can be no overlap with projects for which you are receiving other National Endowment for the Arts or federal funds.

### **Can I apply for MORE National Endowment for the Arts funding for a project supported by an earlier grant?**

Yes. If you have previously received a grant to support an earlier phase of a project (for example, for research for a documentary, or early development work on a new play or choreographed work) you may re-apply to the NEA for additional funding to support a later phase (for example, the post-production/editing/distribution phase of the documentary, or the final development/premiere of the new play or dance). However, each application must clearly describe the specific phase of work to be supported, and there can be NO overlapping project costs between the awards.

### **Can my partner organizations also apply for NEA funds to support our collaborative work?**

A partnering organization may apply for funds to support a joint effort but there can be NO OVERLAPPING PROJECT COSTS between the applications. For example, if you are a dance company, and you are applying for the development of a new work and a presenting organization/theater is also applying for a residency/performance project that includes your company and the presentation of the new work, you must ensure that the costs are kept separate. You cannot include travel costs in your budget if these same costs are also reflected in the presenter's budget. You cannot include as match any income that is derived from a federal grant made to another entity (e.g., if a presenter includes your artist fees as an expense in their budget, you cannot use that as income in your own budget). In short, you should communicate closely with your partners to be sure that you are each clear on the division of costs and activity between the applications.

**Will you contact me if my application is missing anything?**

No. Because of the volume of applications, we have a strict approach to incomplete applications. For your application to be considered complete, every item that is required MUST be included in your application package, which must be submitted no later than the application deadline date under which you are applying. Staff will not contact applicants to request missing material. Please don't let that happen. Use the "How to Prepare and Submit an Application" section for your category to make sure that you have included every item. Have the completeness and accuracy of your application package double-checked by a responsible staff member who understands the importance of this task. Allow at least six weeks to prepare your application, the work samples, and other supplementary information. And do not wait until the day of the deadline to submit!

**If my application is determined to be incomplete, may I add the missing item(s) and resubmit the application?**

No. The staff has to check thousands of applications. By the time that an application is identified as incomplete, it will likely be several weeks after the application deadline. An organization cannot add missing items and resubmit the application after the application deadline. We encourage you to double-check your application package against the "How to Prepare and Submit an Application" section to make sure that nothing is missing.

For Art Works, if new or updated information that significantly affects your application (including changes in artists) becomes available after the deadline, you may send it to the specialist handling your application.

**Can I get a sample application?**

Yes. Please see the [FOIA Reading Room, Frequently Requested Records](#) for information on what is available as sample application material and how to request it.

**How soon after the "Earliest Beginning Date for National Endowment for the Arts Period of Performance" for my deadline does my project have to begin?**

The National Endowment for the Arts' support can start any time on or after that date.

**Can my project start before this date?**

No. Proposed project activities for which you're requesting support cannot take place before this date. Ask the National Endowment for the Arts to fund only the portion of your project that will take place after the "Earliest Beginning Date for National Endowment for the Arts Period of Performance." If you include project costs that are incurred before the "Earliest Beginning Date for National Endowment for the Arts Period of Performance" in your Project Budget, they will be removed.

**How long can my project last? May I apply for another project during this period?**

We generally allow a period of performance of up to two years. Many applicants request a grant period somewhere between 12 and 24 months. Ask for the amount of time that you think is necessary. The two-year period is intended to allow an applicant sufficient time to plan, execute, and close out its project, not to repeat a one-year project for a second year.

If you get close to the end of your grant period and think you need more time, you may request an extension, but approval is not guaranteed.

As long as it meets all other eligibility requirements, an organization may apply for another project (with totally different project costs) the following year even if a National Endowment for the Arts-supported project is still underway. Note that if you do receive an extension on a previous year's project, it may affect your grant period for your new proposed project.

**If my application is rejected, can I find out why?**

After notification, applicants who have questions may contact the staff responsible for handling their application. Any applicant whose request has not been recommended may ask for an explanation of the basis for rejection. In such instances, the National Endowment for the Arts must be contacted no later than 30 days after the official notification.