These guidelines replace the FY 2017 *Literature Fellowships* guidelines for Poetry.

Literature Fellowships: Prose, FY 2018

NATIONAL ENDOWMENT FOR THE ARTS
APPLICATION GUIDELINES

Application Calendar

Category	Application Deadline	Earliest Announce-ment of Grant Award or Rejection	Earliest Beginning Date for National Endowment for the Arts Period of Performance
Literature Fellowships: Prose	March 8, 2017	December 2017	January 1, 2018

Applicants are required to use Grants.gov. See "How to Prepare and Submit an Application " for further information.

Late applications will not be accepted.

In the event of a major emergency (e.g., a hurricane or Grants.gov technological failure), the National Endowment for the Arts 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:

E-mail: LitFellowships@arts.gov

Call: 202/682-5034

202/682-5082 Voice/T.T.Y. (Text-Telephone, a device for individuals who are deaf or hard-of-hearing)

Individuals who do not use conventional print may access these guidelines on the website or contact the Accessibility Office at 202/682-5532 for help in acquiring an audio recording of these guidelines.

Grant Program Description

The National Endowment for the Arts Literature Fellowships program offers $25,000 grants in **prose** (fiction and creative nonfiction) and **poetry** to published creative writers that enable recipients to set aside time for writing, research, travel, and general career advancement. Applications are reviewed through an anonymous process in which the only criteria for review are artistic excellence and artistic merit. To review the applications, the National Endowment for the Arts assembles a different advisory panel every year, each diverse with regard to geography, race and ethnicity, and artistic points of view.

The National Endowment for the Arts Literature Fellowships program operates on a two-year cycle with fellowships in prose and poetry available in alternating years. For FY 2018, which is covered by these guidelines, fellowships in **prose (fiction and creative nonfiction)** are available. Fellowships in poetry will be offered in FY 2019 and guidelines will be available in January 2018. **You may apply only once each year**.

Competition for fellowships is extremely rigorous. We typically receive more than 1,000 applications each year in this category and award fellowships to fewer than 5% of applicants. You should consider carefully whether your work will be competitive at the national level.

We Do Not Fund

- Individuals who previously have received *two or more* Literature Fellowships (in poetry or prose) or Translation Fellowships from the National Endowment for the Arts.
- Individuals who have received *any* Literature Fellowship (in poetry or prose) or Translation Fellowship from the National Endowment for the Arts on or after October 1, 2008.
- News reporting.
- Scholarly writing. (Writers who are engaged in scholarly work may wish to contact the [National Endowment for the Humanities](.)
- Work toward academic degrees.

Deadline and Announcement Dates

You must submit your application electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on March 8, 2017. The National Endowment for the Arts will not accept late applications.

Do not expect notification of awards and rejections before December 2017. Our support of a project may begin any time between January 1, 2018, and January 1, 2019, and extend for up to two years.

SIDEBAR

Application Calendar
Grant Program Description
Award Information
Applicant Eligibility
How to Prepare and Submit an Application
- Step 1: Register with Grants.gov
- Step 2: Download the application package
- Step 3: Follow the application instructions
- Step 4: Submit your application through Grants.gov
Need Help?
Application Review
Award Administration
Other Information

Award Information

Grant Amount

Fellowships are for $25,000.

Applicant Eligibility

Creative writers who meet the publication requirements that are listed below are eligible to apply. Applicants must be citizens or permanent residents of the United States. See "How to Prepare and Submit an Application" LINK for the documentation that is required to demonstrate eligibility. Ineligible applications will be rejected without panel review.

You may submit only one application for FY 2018 funding. You may not apply for both a Literature Fellowship under this deadline and a Translation Project under the December 6, 2016 deadline.

You are not eligible to apply if you have received two or more Fellowships (in poetry, prose, or translation) from the National Endowment for the Arts. In addition, you may not apply if you have received any National Endowment for the Arts Literature Fellowship (in poetry or prose) or Translation Fellowship on or after October 1, 2008 (FY 2009).

Former grantees must have submitted acceptable Final Report packages by the due date(s) for all National Endowment for the Arts award(s) previously received.

You are eligible to apply in **Prose** if, between January 1, 2010, and March 8, 2017, you have had published:

- At least five different short stories, works of short fiction, excerpts from novels or memoirs, or creative essays (or any combination thereof) in two or more literary journals, anthologies, or publications that regularly include fiction and/or creative nonfiction as a portion of their format; *or*
- A volume of short fiction or a collection of short stories; *or*
- A novel or novella; *or*
- A volume of creative nonfiction.

To qualify, work must have been first published with an eligible publisher between these dates, not only reprinted or reissued in another format during this period.

You may use digital, audio, or online publications to establish eligibility, provided that the publisher has a competitive selection process and stated editorial policy. If the online publication or website no longer exists, you must provide, upon request, sufficient evidence that your work once appeared online. If sufficient evidence cannot be provided, the online publication will not be eligible.

The following may not be used to establish eligibility:

- Pre-publication material, such as galleys, proofs, and advance reader's copies.
- Work that has appeared in a publication for which you are the editor, publisher, or staff.
- Collaborative work.
- Scholarly writing.
- Instructional writing.
- News Reporting.
- Book reviews.
- Editorials/letters to the editor.
- Interviews.
- Student publications and publications that primarily print work by persons who are affiliated with a particular academic institution.
- Any publication by presses that: require individual writers to pay for part or all of the production costs; require writers to buy or sell copies of the publication; publish work without competitive selection or a stated editorial policy; or publish work without professional editing.

Your application will not be eligible if incorrect or insufficient publication information is provided in Attachment 4. See "**How to Prepare and Submit an Application**." LINK

How to Prepare and Submit an Application

Application Deadline: March 8, 2017

Submit your application no later than February 27, 2017 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.

These application guidelines provide all of the information that you need to submit an application. We urge you to read these instructions in their entirety before you begin the application process. Please keep these instructions open in a window in your computer as they contain helpful links to information that you will need as you complete your application.

The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on March 8, 2017. The National Endowment for the Arts will not accept late applications.

Electronic application through Grants.gov is MANDATORY.

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

•   Internet access is not available within a 30-mile radius of your address.
•   Disability prevents you from submitting your application electronically.

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

To Apply:

Step 1: Register with Grants.gov LINK
Step 2: Download the application package LINK
Step 3: Follow the application instructions LINK
Step 4: Submit your electronic application LINK

WAIVER POP UP BOX:

Requesting a waiver: Literature Fellowships

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

- Internet access is not available within a 30-mile radius of your address.

- Disability prevents you from submitting your application electronically.

Your waiver request must be in writing and addressed to the Senior Advisor for Programs and Partnerships, Attention: Grants.gov Waiver Request, National Endowment for the Arts. You must fax your request to 202/682-5002 at least three weeks before the application deadline, or no later than 5:30 p.m., Eastern Time, on February 15, 2017.

In the event a waiver is granted, your complete paper application package must be postmarked (or show other proof of mailing) no later than March 8, 2017. The waiver notice will provide you with our mailing address.

Step 1: Register with Grants.gov

It is your responsibility to create and maintain a registration with Grants.gov.
Registration is a one-time process, which can take a day or more to complete. Do not
wait until the day of the application deadline to register to allow time to resolve any
issues that may arise. Failure to comply with this requirement may result in your inability
to submit your application.

To register, click: **Individual Registration**. You will be asked to provide the **Funding
Opportunity Number** of the grant. Enter **2017NEA03LFCW**.

If you have problems with registration contact Grants.gov at 1-800-518-4726, e-mail
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.

Maintain documentation (with dates) of your efforts to register before the deadline.

You do not need to complete the registration process to download the application
package (Step 2) and begin to prepare your material (Step 3). However, you will need
your Grants.gov Username and Password that you obtain during the registration
process to submit your application (Step 4).

Step 2: Download the application package

1. Verify your software.

    You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer before you download your application package from Grants.gov. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

    Please go to "Recommended 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.

2. Access the application package on Grants.gov by clicking on the link below.

    > **DOWNLOAD APPLICATION PACKAGE**
    >
    > [Funding Opportunity Number 20175NEA03LFCW]

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

    Download the application package and follow the instructions below. It is not necessary to download the instructions from Grants.gov as **you will only be directed back to** the instructions on this webpage. Do not open a Grants.gov "Workspace" environment to create, prepare, or submit your application materials.

    If you have a compatible version of Adobe Reader and are still experiencing difficulty downloading the application package, try using a different Internet browser.

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button at the top of the form and **save the application package to a location on your computer or network where you can find it readily**. Save your application each time you work on it. You will get the message "The file already exists. Replace existing file?" Click "Yes" to ensure that you always save the most recent version.

4. On the first page of the Grants.gov application package, you will see a field for "Application Filing Name." Enter your legal name here.

5. You can access each Mandatory form by clicking on it OR you can scroll down your screen and you will come to each form in succession.

The forms are:

- Application for Federal Assistance SF 424 - Individual Form

- Attachments Form

6. Complete the application based on the **Application Instructions (Step 3)**.

Step 3: Follow the application instructions

A complete application consists of:

- Application for Federal Assistance (SF 424 - Individual)

- Attachments Form to which you have attached:

    o Literature Fellowships Application Supplemental Information Form

    o Manuscript material: 20-25 pages of sample work

    o Cover page

    o Summary of applicant publications

Applications that are determined to be incomplete will be rejected without panel review.

1: Fill out the Application for Federal Assistance SF 424 - Individual

NOTE**:** All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

1. Name of Federal Agency: Pre-populated.

2. Catalog of Federal Domestic Assistance Number: Pre-populated.

3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

a. Name and Contact Information:
Applicants using pen names must list their legal name here. All transactions with the National Endowment for the Arts must be made using the legal name. Be sure to enter your email address (you will be notified via email). Contact information must be valid through December 2017. You must notify us of any changes.

b. Address:

Enter information for your permanent address. Information must be valid through December 2017.

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 part of your address. Do **not** use Street 2 to provide a second address.

In the Zip/Postal Code box, enter the **full 9-digit zip code** (00000-0000) that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up at: http://www.usps.com/zip4/

c. Citizenship Status:
If you are a permanent resident of the United States, provide your Alien Registration Number.

d. Congressional District of Applicant: Enter the Congressional District that corresponds to your permanent address. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if you live 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 are an American citizen or a permanent resident residing outside the United States, use "00-000" for your Congressional District. If you need help determining your district, please visit the House of Representatives website at http://www.house.gov/and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter the title of your manuscript. If you have multiple works in your sample, provide a single title for your manuscript.

b. Project Description: In two or three sentences, briefly describe how you see your work being advanced by this fellowship. This may include writing, research, travel, etc. (Note: Our staff will see the project description, but the panelists will not. Our panelists will only review the manuscripts submitted.)

c. Proposed Project Start Date/End Date: Enter your preferred beginning and ending dates. The start date should be the first day of the month, and the end date should be the last day of the month. The beginning date must fall between January 1, 2018, and January 1, 2019, and the period of performance may extend up to two years from the start date. Your period of performance must begin on the first day of the month and end on the last day of the month. See the "Need Help" section for more information. LINK

7. Signature Block:
By clicking the "I Agree" box, you are certifying that your application is true and correct to the best of your knowledge and that you are in compliance with relevant federal

requirements that can be found in the [Assurance of Compliance](#) section of these guidelines. The "Signature" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

2: Complete and Attach Required Items to the Attachments Form

The "Attachments Form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer.

1. Attachment 1 **(Literature Fellowships Application Supplemental Information)** is a fillable form; you will find a link to it here. LINK This form can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

   Please be sure you are using Adobe Reader (version 9 or higher) when filling out our PDF forms.

   Note to Mac users: Your computer may be set to open PDF files using Preview (you can tell which program is being used to view a PDF file by looking at the left-most item in the menu bar). Please verify that you are using Adobe Reader and not Preview. If you don't have Adobe Reader installed, you can download it here: http://get.adobe.com/reader/.

2. Attachments 2 - 4 are documents that you will develop in accordance with the instructions provided. **These items must be submitted as PDF (portable document format) files**.

   These non-form documents can be created using any word processing software. When you have completed the document, save it as a PDF on your computer before attaching.

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

   No attachment should be more than 2 MB.

3. For non-form documents, label the first page clearly with the name of the item (e.g., Summary of Applicant Publications). Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12 point font size. Do not

type in all capital letters. Number pages sequentially. Excess pages will be removed and not be reviewed.

4. **Name your files as indicated below and attach them in the proper order**. Limit file names to 50 or fewer characters and use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. If you do not follow this rule, your application may be rejected. Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it.

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons. For this application, you will only use the first four attachment buttons. By clicking on a button, you will be able to choose the PDF file from your computer that you wish to attach. Please attach the proper file to the proper button as listed below.

The Attachments

ATTACHMENT 1: **LITERATURE FELLOWSHIPS APPLICATION SUPPLEMENTAL INFORMATION FORM**
CLICK TO DOWNLOAD THE SUPPLEMENTAL INFORMATION FORM

To this button, attach the **Literature Fellowships Application Supplemental Information form**. We collect this information to inform the agency about the composition of the application pool. This information is not provided to panelists, nor is it taken into consideration for the awarding of grants. The file name should be your last name followed by "SuppInfo" (e.g., JonesSuppInfo).

Under **Category Under Which Support is Requested**, check "Fellowships for Creative Writers." Then choose "Fiction" or "Creative Nonfiction."

ATTACHMENT 2: **MANUSCRIPT SAMPLE**

To this button, attach one copy of your manuscript sample. The file name should be your last name followed by "Manuscript."

Your manuscript sample must be a minimum of 20 to a maximum of 25 typescript, double-spaced pages of:

• **Fiction** (e.g., short story, flash fiction, novel excerpt) *and/or*
• **Creative nonfiction** (e.g., essay, memoir, literary journalism)

If any portion of your manuscript is creative nonfiction, it must be labeled.

Please note that applicants may submit one or more writing samples as their manuscript, but the total cannot exceed 25 pages. If submitting multiple excerpts or stories, combine them all into one PDF.

Your manuscript sample must be:

1. **From work that you have written in the time period that establishes your eligibility**, **and for which you have sole artistic responsibility**. You may submit published work, unpublished work, or work in progress. Do not indicate whether or not the material has been published.

2. **Completely free of your name, initials, address, or any other marks that could identify you. If your name appears in your manuscript or in your header, your application will be deemed ineligible.**

3. **Labeled to indicate title and genre(s) of the sample**. At the top of every page, include the page number in the upper right corner and state the title of the manuscript. In the top right corner of the first page, state whether it is complete or an excerpt. This information should remain within the required one-inch margin.

4. **In typescript and clearly readable**. Use a 12 point font and margins of at least one inch at the top, bottom, and sides of all pages. Do not submit more than the maximum number of pages that are allowed; **excess pages will be removed and not reviewed. Click here for an example of how to format.**

Remember to save your manuscript as a PDF in line with the guidance above (Step 2: Complete and Attach Required Items to the Attachments Form). **Do not create PDFs of your electronic documents by scanning**.

ATTACHMENT 3: **COVER PAGE**

To this button, attach **one copy of an unnumbered cover page** that lists your legal name and address and the title(s) of the work(s) you are submitting. The file name should be your last name followed by "CoverPg." Save your document as a PDF. **Your name, initials, address, or other identifying marks must not appear on any other page of the manuscript material that is submitted**.

ATTACHMENT 4: **SUMMARY OF APPLICANT PUBLICATIONS**

To this button, attach a **Summary of Applicant Publications** to establish your eligibility (two-page, single-spaced maximum). The file name should be your last name followed by "SummaryPubs."

List only the specific published works that establish your eligibility, not everything you have published (e.g., no resumes). (See Eligibility for details.) We collect this information only to verify eligibility; it is not provided to our reviewers.

For each publication note:

- Title, author.
- Publisher (including name of magazine or press with physical address, and web address).
- Publication date (month and year, or volume/issue).
- ISBN or ISSN number, for a book in print.
- Number of pages of your material. (If your work appears in an anthology, this refers to your work within the collection, not the full book.)
- Page number or exact URL of the page that features your work if published online. If archived online, provide the exact URL of the archived piece.

Your Summary of Applicant Publications should be formatted as follows:

Book
Title/Author: *A Walk in the City*/ John Doe
Publisher: University Press, 1234 Main St., Springfield, IL, www.up.edu
Publication Date: 12/2009
ISBN or ISSN: 000-0-00-000000-0
# of pages: 230
URL: n/a

Journal
Title/Author: "Hidden Moon"/ Jane Doe
Publisher: *Violet Journal*, 44 Spring St., Mesa, AZ, www.violetjournal.org
Publication Date/ Volume-Issue: 10/2009/Vol. 32 Issue 4 (Fall)
ISBN or ISSN: 000-0-00-000000-0
# of pages: 5
Page # or URL: www.violetjournal.org/32-52/doe

Anthology
Title/Author: *Time Spent (Poems About Grantwriting)*, edited by M. Fed/Jill Deer
Publisher: Small Press, 6868 Elm St., Nashville, TN, www.smallpress.org
Publication Date: 06/2010
ISBN or ISSN: 000-0-00-000000-0
# of pages: 14

Upon request, you must provide proof of eligibility to the National Endowment for the Arts in the form of one or more of the following ways:

a. The title page or cover with your name and the title of the work.

b. The copyright page with the publisher's information; publication date (month and year); ISBN or ISSN number, if a print publication; or exact URL that features your work, if publication is online only.

c. The publication's stated selection criteria and editorial policy.

NOTE: When you check the Certification box on the SF 424-Individual form, you are certifying that all parts of your application, *including your summary of the publications that establish your eligibility*, are true and correct to the best of your knowledge.

Leave all remaining Attachment buttons blank.

Step 4: Submit your electronic application

Electronically submit the Application for Federal Assistance SF 424 – Individual and required attachments through Grants.gov.

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

2. To begin the submission process, click the **Save & Submit** button. [This button will not become active (and turn from light to dark gray) until you have saved your application with all required fields completed. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration**.

3. Click the "**Login**" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. Click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted**.

   If you have difficulty submitting, go to **Adobe Reader Error Messages** or **Applicant Resources** for several tools and documents to help you.

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

   Note: Acceptance and validation by Grants.gov does not imply that the applicant has uploaded the proper attachments. Before submitting your application, please double check that you have attached everything correctly.

Additional Help

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

For specific help on how to complete your application, please review the instructions in these guidelines. For help on all other issues, email LitFellowships@arts.gov.

NEED HELP?

We have fielded many questions over the years and trust that we can help you troubleshoot any problems you encounter. We are at your service.

Please browse the answers below before you contact our staff.

Also, please determine if your question is best addressed to the National Endowment for the Arts or Grants.gov. Grants.gov is a conduit for applying; it is a separate entity from the National Endowment for the Arts. Though we include some tips here on navigating Grants.gov, most questions about registration and uploading your application should be directed to Grants.gov.

Contact Grants.gov for help with:
- Registration problems
- Your registration status
- Verifying and/or updating your registration information
- Technology related problems including:
  - Web browser issues
  - Questions about Adobe Reader
  - Problems uploading your application to Grants.gov

The Grants.gov Contact Center is available 24 hours a day, 7 days a week at **1-800-518-4726** or **support@grants.gov**. The website is www.grants.gov.

Contact the National Endowment for the Arts for help with:
- Eligibility questions
- Specific components of your application
- The prose fellowship guidelines

If, after looking over our guidelines and the answers in this section, you'd still like to speak to a staff member, please call our Literature Fellowships Hotline at **202-682-5034** or email us at **LitFellowships@arts.gov**.

THE APPLICATION PACKAGE

Why can't I download the application?
It could be because your version of Adobe Reader is incompatible with the Grants.gov system. You can find a list of supported versions of Adobe Reader here, or contact Grants.gov directly to check if your version is compatible.

Which internet browser should I use to file my application?
According to Grants.gov, Internet Explorer is the recommended browser. However, we've found that other browsers will work, too. Mac users who have download and/or upload issues should try using Google Chrome or Firefox. If you have trouble downloading the application package, try using a different browser. If you still can't download the package, contact the Grants.gov Contact Center at 1-800-518-4726.

Why can't I find the attachments on your website?
You'll only find the attachments form on Grants.gov. Although the attachments form has 15 attachment buttons, you will submit **only four** attachments with your application:
1. The Supplemental Information Form LINK
2. Your manuscript
3. A cover page
4. Your Summary of Applicant Publications

You can create attachments 2-4 using any word processing software.

The information I typed into my attachments form disappeared. How do I avoid this?
Be sure to save the Grants.gov application package, the attachments form, and all your attachments directly on your computer. Once you have downloaded the application package, you will work on your application offline and will only access the Internet to submit your completed application. You aren't working in "the cloud." If you don't save your work to your computer, you will lose it.

How do I upload my writing sample using the attachment form?
It's similar to attaching a document to an email. On the attachments form, click the "Add Attachment" button and select the correct file from your computer. [Reminder: **you're the only one who can ensure that your application is complete**. The "Check Package for Errors" function on the forms will tell you if you missed a required field, but it can't tell you if you forgot to attach a required document or if you've attached the wrong document. Make sure your attached document is a PDF and not a Word document.]

The character limit for the project description box on the SF-424 form (Application for Federal Assistance) doesn't give a lot of room to describe my project. Can I add more information elsewhere?
That's not necessary. If you've reached the character limit for this box, you've written too much. This information is for staff use only to ensure that you would use your fellowship to support your writing; the review panel will not see it (the panelists will only see your manuscript). You will be judged on your manuscript, so we suggest spending more time on that portion of your application and less time on crafting your project description.

How do I determine start and end dates?

The start and end dates refer to the period of National Endowment for the Arts grant performance. These dates are not project specific. Because the creative writing fellowships are not project based, fellows are not required to begin and complete a project during their period of performance.

I can't fit all of my achievements in the space allotted on the Supplemental Information Form. Can I submit my resume in addition to my other forms?
No, please don't. Put as much relevant information as you can on the one-page form (in particular any prior National Endowment for the Arts awards and place of employment). The only part of the application that the review panel will see is your manuscript. The panel will not know your age, gender, ethnicity, education level, or whether you are an established writer or just breaking into the field. The information on the Supplemental Information Form is for staff use only.

How do I determine my congressional district? What if I'm an American living abroad?
Visit the House of Representatives website at www.house.gov and use the "Find Your Representative" tool. If the address on your application is outside the United States, enter 00-000 for your Congressional District.

My postal code is in red after I type it. Does this mean there's a problem?
Yes. The form requires your Zip+4. If you do not know your full zip code, you may look it up at www.usps.com/zip4/.

What happens if my name appears on or in my manuscript?
Your application will be ineligible for further consideration and will not be reviewed by the panel. If you are submitting an excerpt from a memoir or other personal essay, double check to make sure your name is not in the manuscript.

Will I be able to update my application after the deadline?
No. No changes or additions to the application or manuscript will be accepted once your application has been submitted. If you feel you've made an error on your application and it is **before** the deadline, you may contact the Literature program for guidance by calling or emailing the Literature Fellowships hotline.

How do I create a PDF?
The simplest way is to use the "Save As" option and choose "Save as a PDF" (or similar wording) in your word processing software. You may also use a PDF conversion program. To learn more, go to PDF Conversion Programs. LINK

ELIGIBILITY LINK

Should I list everything I've published to show I'm eligible just in case there's a question?

No, please don't. If you can establish your eligibility with one book, please just list that book. If you're unsure if the book meets our eligibility requirements, list journal publications as well, but only as many as you need to establish your eligibility. Our panelists will not see your publications list.

I don't have all the information on all of my necessary publications to establish eligibility. Is that a problem?
Yes. You must include the required information per our guidelines LINK, including ISBN/ISSN numbers for books and journals. We will check your Summary of Applicant Publication document as part of the eligibility screening process. If the Literature staff can't find one of the items on your list, we'll contact you for proof of publication. If you can't provide that proof, that publication will not count toward your eligibility.

My book will be released soon after the fellowship application deadline. Can I use it to establish my eligibility?
No. In order to apply, you must meet the eligibility requirements by the deadline date. Reader's advance copies, galleys, uncorrected proofs, and commitments for future publication or production do not fulfill the requirements. We use the publisher's official publication date to determine eligibility. Check with your publisher if you have questions about this date. No exceptions are made to the eligibility requirements. If your book will be published after the deadline, use other publications to establish your eligibility or consider applying at a later date.

I'm a poet. Can I apply for a prose fellowship?
If you can establish your eligibility with the required number of published **prose** pieces, yes. Many poets publish in various genres. Though the manuscript you submit for review must be prose, you will not be limited to writing in one genre should you receive a fellowship.

Can I establish my eligibility in one form of prose but submit a manuscript in another?
Yes. You may, for example, establish eligibility with a work of creative nonfiction, but submit a fiction manuscript.

Can I establish eligibility with a young adult novel? Can my manuscript be intended for a young adult audience?
Yes, provided the publisher meets the eligibility criteria. You may submit a manuscript that is considered young adult, but please note that all manuscripts go into the same pool; they are not divided by category.

Can the National Endowment for the Arts help me get my book published?
No. The Fellowships Program is designed to help published creative writers set aside time to write; there is no guarantee that it will lead to publication of a book. In order for your manuscript to be reviewed by our panel, you must meet the our eligibility requirements.

I'm self-published. Am I eligible for a fellowship?
We do not accept as eligible any publication by presses that: require individual writers to pay for part or all of the production costs; require writers to buy or sell copies of the publication; publish work without competitive selection or a stated editorial policy; or publish work without professional editing. If you feel your publication falls outside of these parameters, please call the Literature Fellowships Hotline for guidance.

I'm a blogger. Am I eligible for a fellowship?
In general, no. Personal blogs on individual websites may not be used to establish eligibility. However, curated blogs may qualify. Contact the Literature Fellowships Hotline if you feel your blog fits into this category.

Do I have to submit my application in English?
An application must be submitted in English, but the manuscript may be in a language other than English, as long as it is accompanied by an English translation, though the translation need not be done by the applicant. If you wish to submit your application in a language other than English, please contact the Literature Fellowships Hotline prior to the deadline for more guidance.

OTHER QUESTIONS

How will my application be evaluated?
Prose applications are reviewed through an anonymous process by an advisory panel of prose writers that recommends awards based on artistic excellence and merit. The National Endowment for the Arts assembles a different advisory panel every year, each diverse with regard to geography, race and ethnicity, and artistic points of view.

Will you accept joint applications?
No. Fellowships are individual grants.

I'm on faculty at a university. May the fellowship go directly to my university so that I may buy time off from teaching?
No. Fellowships are individual awards; all funds are dispersed only to the fellow. However, once our fellows receive funds, it is up to them how they wish to spend it (as long as it relates to their writing). A fellow could pay his/her university directly, in other words.

Which part of my application carries the most weight with the panel?
The most important piece of your application as far as judging is concerned is your manuscript. It should be representative of your best recent work, published or unpublished. It must be work for which you have sole artistic responsibility. Choose your manuscript sample carefully.

Can plans for use of the fellowship change, within reason?
Yes. Please read the General Terms and Conditions for Literature Fellowships LINK for more information.

If you have questions about your application, please contact the Literature staff at 202/682-5034 or e-mail LitFellowships@arts.gov.

Application Review

Review Criteria

In reviewing applications for Literature Fellowships, advisory panelists consider solely the **artistic excellence** and **artistic merit** of the work that is submitted. **The identity of the applicant is not known to the panelists**.

What Happens to Your Application

Applications are evaluated according to the review criteria above.

After processing by our staff, applications are reviewed, in closed session, by advisory panelists in the literature field. Each literature panel comprises a diverse group of arts experts and at least one knowledgeable layperson. Panel membership rotates regularly. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman reviews the Council's recommendations and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

Award Administration

Award Notices

Grant decisions for the *Literature Fellowships: Prose* category are expected to be announced by December 2017.

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*. Included is information on reporting requirements and lobbying prohibitions.

Tax Liability

The Internal Revenue Code provides that the full amount of a fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

Assurance of Compliance

By signing the application form, the Applicant certifies that he or she 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.

1. **Nondiscrimination Statutes**

   The Applicant certifies that he or she does not discriminate:

   - On the grounds of race, color, or national origin (including limited English proficiency), in accordance with **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d et seq.).

   - 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") (42 U.S.C. 12101-12213). 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.).

   - 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.).

For further information and copies of the nondiscrimination regulations identified above, contact the Office of Civil Rights at 202/682-5454 or 202/682-5082 Voice/T.T.Y. For inquiries about limited English proficiency, go to http://www.lep.gov or contact the Office of General Counsel at ogc@arts.gov or 202/682-5418.

2. **Regulations relating to Debarment and Suspension** (2 C.F.R. pt. 3254) in which the Applicant certifies that he or she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, nor has, within the three years preceding the submission of this application, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; or is presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses.

3. **Federal Debt Status** (OMB Circular A-129). The applicant certifies that he or she is not delinquent in the repayment of any federal debt, or if he or she is, provides explanatory information. Examples of relevant debt include student loans, delinquent payroll or other taxes, audit disallowances, and benefit overpayments.

4. **Labor Standards** (29 C.F.R. pt. 505). The applicant certifies that, if awarded a grant, he or she will comply with the labor standards set out in **Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities**.

5. **The Drug-Free Workplace Act of 1988** (41 U.S.C. 701 et seq. and 45 C.F.R. pt. 1154).

   The Applicant certifies that:

   (a) **If awarded a grant, he or she will not engage in** the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any grant activity. (For the purposes of this Act, alcohol is not considered a controlled substance.)

   (b) **If convicted of a criminal drug offense** that is the result of a violation occurring during the conduct of any grant activity, he or she will report the conviction to the Grants & Contracts Officer, in writing, within ten calendar days of the conviction. This notice must include the grant number of each affected grant.

Agency Contacts

If you have questions about your application, please contact the Literature staff at 202/682-5034 or e-mail LitFellowships@arts.gov.

Other Information

Standards for Service

The National Endowment for the Arts has 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, attention: Standards for Service. 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.

For questions about these guidelines or your application, contact the Literature staff at 202/682-5034 or LitFellowships@arts.gov.

Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 12 hours per response including 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, 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.