

**American Rescue Plan Act  
Grants to Organizations  
Part 2: Submit Materials to the Applicant Portal**

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## How to Use This Document

This document will guide you through **Part 2 of the Grants to Organizations application process**.

You will only be able to complete Part 2 of the Rescue Plan application process if you have successfully submitted Part 1 of the application to Grants.gov by the deadline.

You will not have access to the Applicant Portal until the Part 2 application window opens as described below. However, **we urge you to use this document to prepare your responses and material well in advance** so you will have them ready to upload once the system opens.

**IMPORTANT:** Because we anticipate a large number of applications for this funding opportunity, **applications will be submitted in two separate groups:** one for organizations with names beginning with A-L and another for organizations with names beginning with M-Z. These groups will not affect timing of application review.

We recommend that you begin working in the Applicant Portal early in the application window to give yourself ample time to complete the process. Please note that these grants will NOT be awarded on a “first come, first served” basis, so you should feel comfortable taking your time. All complete, eligible applications will proceed through the review process.

**Each group has a different window to enter information into the Applicant Portal:**

<b>GROUP A-L (AS DETERMINED BY THE FIRST LETTER OF YOUR ORGANIZATION’S LEGAL NAME)</b> Funding Opportunity Number: 2021NEA01ARP60AL	
Part 1 Submit to Grants.gov	TBD
<b>Part 2 Submit to the Applicant Portal</b>	<b>TBD</b>

OR

<b>GROUP M-Z (AS DETERMINED BY THE FIRST LETTER OF YOUR ORGANIZATION’S LEGAL NAME)</b> Funding Opportunity Number: 2021NEA01ARP60MZ	
Part 1 Submit to Grants.gov	TBD
<b>Part 2 Submit to the Applicant Portal</b>	<b>TBD</b>

- If you applied with the A-L group at the Part 1 deadline, your Applicant Portal login credentials will only work from TBD to TBD.

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- If you applied with the M-Z group at the Part 1 deadline, your Applicant Portal login credentials will only work from TBD to TBD.

## Access the Applicant Portal

**Log on to the Applicant Portal at:** <https://applicantportal.arts.gov>

Login credentials:

- **User Name = Grants.gov Tracking Number (Example: "GRANT12345678")**
  - Your Grants.gov tracking number is assigned to you by Grants.gov when you submit Part 1 of your application.
  - A confirmation screen will appear in Grants.gov once your submission is complete.
  - Your Grants.gov tracking number will be provided at the bottom of this screen.
- **Password = Agency Tracking Number/NEA Application Number (Example: "3479012")**  
**Note: This will be a different number than your Grants.gov Tracking Number, which starts with the word GRANT.**
  - The National Endowment for the Arts assigns the number to your application 1-2 business days after you submit Part 1 of your application.
  - Log on to Grants.gov with your Grants.gov Username and Password.
  - Under Grant Applications, select Check Application Status.
  - Once in the Check Application Status feature, look for your Grants.gov Tracking Number and select Details under the Actions column.
  - You'll be taken to the Submission Details screen to find your Agency Tracking#/NEA Application Number.
  - NOTE: Check Application Status is a separate feature from Track My Application at Grants.gov.

The User Name and Password can only be used by **one person at a time** in the Applicant Portal. Data will be lost if multiple people use the User Name and Password at the same time to work on an application.

### Technical Notes:

- The Applicant Portal is best viewed in the following browsers: Chrome 58+, Firefox 54+, Internet Explorer 11+, or Microsoft Edge 44+. You should only open the Applicant Portal in one browser at a time to enter information. Cookies and JavaScript may need to be enabled for you to successfully view the site. You might also need to disable AdBlocker and/or similar software.
- Most problems can be solved by changing your browser. In Internet Explorer, you may

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need to do the following:

- Press the Alt key.
- Select Tools from the menu bar.
- Select Compatibility View Setting.
- Type in “arts.gov” and uncheck all check marks and close.
- Be sure to first copy and paste any text into Notepad (if you’re using a PC) or TextEdit (if you’re using a Mac) before copying it into the Applicant Portal. This will strip away any HTML Coding that may add unwanted additional characters to text (however, any formatting you had will be deleted). These additional characters can be added due to some special characters such as ampersands, quotation marks, apostrophes, and angle brackets.
- Limit character counts by using a solution other than special characters (e.g., instead of using quotation marks for titles of works, put them in italics), using only one space at the end of sentences, and limiting the use of tabs.
- Hit “Save” and log off if you plan to leave the Applicant Portal with work in progress. Your session will deactivate after a period of time and you could lose content.

## Fill out the Grant Application Form

For your application to be considered complete, you **MUST** include every required item in your application. Required items are denoted with a red \* in the Applicant Portal.

**When filling out the application, you must adhere to the character count limit in each section. Do not include hyperlinks. They will not be reviewed.**

### Tab 1: View Application Data

This section is the first screen you will see when you open the GAF. It cannot be edited; it is autopopulated with information you entered for Part 1 on the Application for Federal Domestic Assistance/Short Organizational Form that was submitted to Grants.gov. If you find any incorrect information on this page, contact us.

### Tab 2: Organization Info

#### Subtab 1: Organization Information

Provide the following information:

**Legal/IRS Name** (should match Application for Federal Domestic Assistance/Short Organizational Form)

**Popular Name** (if different)

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**For this application, are you serving as the Parent of an Independent Component** (before choosing, [see the definition](#) of official Independent Component status): Y/N

If Yes, enter the component's name.

**Mission and History of Your Organization:** Describe your organization's mission as well as a description of its founding, purpose, and significant milestones. (1,000 Character Limit, including spaces)

**Background of Your Organization:** Relevant details may include, but are not limited to, your organization's size, geographic location, and demographics served. Include information about any efforts to deepen or increase the participation and inclusion of underrepresented individuals within your organization and in the broader arts field. Describe the effect COVID-19 has had on your organization's operations, and how your organization has adapted during the pandemic. As appropriate, you may also describe the role of your organization in your community's COVID-19 relief and recovery efforts. (2,000 Character Limit, including spaces)

Note: Proposals may focus on reaching a particular constituency; however, they may not be exclusionary under [national civil rights laws and policies](#) prohibiting discrimination. This extends to hiring practices and audience engagement activities.

## Subtab 2: Organization Budget

**Budget Form:** List your operating budget figures from the most recently completed fiscal year, the previous fiscal year, and the fiscal year prior to that.

In the budget form, fill in the line items only for Total Income and Total Expenses for each year. Leave the Operating Surplus/Deficit line items blank; they will autocalculate for you. It is mandatory to provide this information. These figures are subject to verification by the National Endowment for the Arts.

If you are a parent organization, provide this information for the independent component on whose behalf you are applying. If your organization is a smaller entity that exists within a larger organization (such as an academic department, a literary organization housed at a college or university, or an office, facility, or department of local government), submit information for the smaller entity.

**Fiscal Health:** Discuss the fiscal health of your organization. Describe how the COVID-19 pandemic has affected your organization's budget. (750 Character Limit, including spaces)

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## Tab 3: Arts Programmatic History

Submit **one** representative example of arts programming per year for three recent years/seasons prior to the application deadline. The examples do not have to be from consecutive years/seasons.

Select examples that emphasize how your previous work is connected to the review criteria. This list should demonstrate eligibility (i.e., your organization's three-year history of arts programming), as well as the artistic excellence and artistic merit of your organization's programming.

For the purpose of defining eligibility, "three-year history" refers to when an organization began its programming and not when it incorporated or received nonprofit, tax-exempt status.

**NOTE FOR 2020 OR 2021 ARTS PROGRAMMING:** If your arts programming was affected or suspended due to COVID-19, you may list 2020 or 2021 arts programming that was cancelled or reimagined due to the pandemic. Virtual programming, planning, and COVID-19 recovery activities are considered to be arts programming. You may also choose to list arts programming from a recent year other than 2020 or 2021.

For each example include:

- Date/Year
- Title/Work/Event/Program
- Venue and City/State, if applicable
- Key Artists/Personnel, if applicable
- # of Classes, Performances, Exhibitions, Residencies, etc., if applicable
- # of Participants or Audience, if applicable

Providing information in bulleted or list form is acceptable. (3 fields, 1,000 Character Limit each)

## Tab 4: Proposal Info

### Subtab 1: Activities

**Organizational Discipline:** Select the discipline that most closely aligns with your organization's work.

**Proposal Description:** (3,000 Character Limit, including spaces)

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Grants will be made to eligible organizations to support their own operations. Unlike other Arts Endowment funding programs that offer project-based support, Rescue Plan funds are intended to support your organization's day-to-day business expenses/operating costs, and not specific programmatic activities. Cost share/matching funds are not required.

Address any of the following, as relevant to your request:

- a) **Staff positions:** Funds may be used to support existing jobs, new jobs, or to restore jobs that were furloughed or eliminated due to the pandemic. Note the job position(s) for which you are seeking full or partial support. For each position, provide the job title, brief position description, and annual salary. Discuss the significance of the position to the mission and work of your organization. Describe the impact on your organization if the position has been or would be furloughed or eliminated. Note that staff positions funded may not conduct work independent of the organization receiving funds.
- b) **Artists/contractual personnel:** Describe the artists and/or contractual personnel to whom you propose to pay fees/stipends. Briefly describe the services for which these individuals would be paid, and the position(s) and fees/stipends for these individuals. Discuss the significance of the provided services to the mission and core work of your organization. Describe the effect on your organization if these services have been or would be curtailed or eliminated. Note that artists/contractual positions may not conduct work independent of the organization receiving funds.
- c) **Facilities and other costs:** Describe any costs that are requested to support your organization's facility (e.g., mortgage principal, rent, utilities), costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.), and/or marketing and promotion costs for your organization.

NOTE: Allowable costs are limited to any or all of the following:

- Salary support, full or partial, for one or more staff positions.
- Fees/stipends for artists and/or contractual personnel to support the services they provide for specific activities as part of organizational operations. (Artist fees/stipends should be related to work with tangible outcomes, such as performances, presentations, workshops, and/or the creation of artwork. This is considered a stipend to the artist for the work undertaken during the period of performance.) No such work may be undertaken independently of the organization receiving funds.
- Facilities costs such as mortgage principal, rent, and utilities.
- Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- Marketing and promotion costs.

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**Subtab 2: Other Details**

**Proposed Period of Performance 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 proposal. 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 may start on or after **TBD**. Generally, a grant period of up to two years is allowed. Your budget should include only the activities and costs incurred during the requested period of performance. The dates you enter here will be used in the review of your application.

**Start Date:** (MM-DD-YYYY)

**End Date:** (MM-DD-YYYY)

**Audience/Participants/Community:** Describe your organization’s audience, participants, and community served, as well as any plans to reach these beneficiaries. Be as specific as possible when describing the communities you plan to engage, and clearly explain how you plan to reach these communities. Where appropriate, describe how participants from underserved communities will be engaged or impacted. Include demographic information. You may also describe the impact of the COVID-19 pandemic on your audience, participants, and community served. (2,000 Character Limit, including spaces)

Note: Proposals may focus on reaching a particular constituency; however, they may not be exclusionary under [national civil rights laws and policies](#) prohibiting discrimination. This extends to hiring practices and audience engagement activities.

**Tab 5: Proposal Budget**

Tell us how you plan to spend the requested Arts Endowment funds. All items in your budget must be reasonable, necessary to accomplish objectives, allowable in terms of the Arts Endowment’s General Terms and Conditions, and adequately documented.

Your **Budget** should reflect only those activities and associated costs that will be incurred during the "Period of Performance," i.e., the span of time necessary to plan, execute, and close out your proposal. REMINDER: The earliest allowable project start date is TBD.

NOTE: Organizations cannot receive more than one Arts Endowment grant for the same expenses. **While you may apply for other federal funding opportunities in general, the specific items in this budget cannot include costs that are supported by any other federal funds or**



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**their cost share/match**, including costs that may be included in applications submitted, or grants received, by partner organizations or presenters.

**Amount Requested from the NEA:** Select either \$50,000, \$100,000, or \$150,000. Do not enter any other grant amount. We encourage applicants to select a grant amount that is reflective of their overall organization size and internal capacity.

Rescue Plan grants are non-matching, no Income will be required.

### Project Expenses

**IMPORTANT: Your total project expenses should add up to the exact grant amount you have requested.** Applications with budgets that do not have costs at least equal to the requested grant amount will be deemed ineligible and will not be reviewed. Budget costs must be allowable in order to receive support.

Your budget items must be limited to:

- **Salaries, wages, and fringe benefits** for personnel, administrative and artistic, who are paid on a salary basis. List each staff position separately.
- **Fees/stipends** for artists and contractual personnel to support the services they provide for specific activities. List each position separately, combine similar positions if needed.
- **Facilities costs** such as mortgage principal, rent and utilities.
- Costs associated with **health and safety supplies for staff and/or visitors/audiences** (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- Costs for **marketing and promotion**.
- **Indirect costs**, if applicable.

**DIRECT COSTS: Salaries and wages** cover compensation for personnel, administrative and artistic, who are paid on a salary basis. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in "DIRECT COSTS: Other" on the Project Budget form, and not here.) Indicate the title and/or type of personnel (40 characters maximum), the number of personnel (30 characters maximum), the annual or average salary range (40 characters maximum), and the percentage of time that will be charged to the award (30 characters maximum). List staff positions, and combine similar functions if necessary. Where appropriate, use salary ranges. Additional lines cannot be added in the portal.

Salaries and wages for performers and related or supporting personnel must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor Regulations. (See "**Legal Requirements**" for details.)

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**NOTE:** Salaries/wages/fringe benefits or contracted services expenses for fundraising/development work are unallowable *except* for time spent managing this Rescue Plan grant. Costs associated with general fundraising for your organization are unallowable.

Charges to the award for salaries and wages and/or contracted services must be based on records that accurately reflect the work performed. These costs must be incurred during the National Endowment for the Arts project period of performance and must be approved as allowable project expenses by the agency.

**Fringe benefits** are those costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, vacation and sick leave, etc. They may be included here only if they are not included as indirect costs.

Sample View:

FRINGE BENEFITS	\$0
<b>Total Salaries and Fringe Benefits</b>	\$0

**DIRECT COSTS: Travel** These costs are not allowed. **Do not enter any costs in this section.**

**DIRECT COSTS: Other** Include consultant and artist fees, contractual services, facilities costs, marketing and promotion costs, and health and safety supply costs.

List positions separately, if space allows. For procurement requirements related to contracts and consultants, review 2 CFR Part 200.317-.326.

Facilities costs include items such as rental of space or utilities. Provide details of what is included in each line item.

Limit your descriptions to 100 characters maximum.

Additional lines cannot be added in the portal.

Sample View:

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<b>DIRECT COSTS: OTHER</b>	
Description	Amount (You must enter Zero "0" to clear Dollar fields)
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<input type="text"/>	\$0
<b>Total Other Expenses</b>	\$0

**TOTAL DIRECT COSTS** is the total of all direct cost items listed in "Salaries and wages" and "Other expenses." This field will autocalculate.

**INDIRECT COSTS**

Arts Endowment applicants have the option to include Indirect Costs in their budgets. The inclusion of Indirect Costs is allowable, but not required.

Indirect Costs are overhead, administrative, or general operating expenses that are not readily identifiable with, or are difficult to assign to, a specific activity. Nevertheless, these costs are

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still necessary to the operation of the organization, the performance of its activities, and the execution of its general operations. Examples of Indirect Costs include the expenses associated with operating and maintaining facilities, mortgage principal, rent, utilities, supplies, and administrative salaries.

To include indirect costs in a budget, an applicant may choose to do **ONE** of the following (for help in determining which option to choose, see the Indirect Cost Guide for Arts Endowment Grantees):

- Include a reasonable figure for “Overhead and Administrative Costs” as a line item under the “Direct Costs: Other” section, and leave the “Indirect Costs (if applicable)” section blank.
- Use a *de minimis* rate of up to 10% (.10) of Modified Total Direct Costs, and enter this figure in the “Indirect Costs (if applicable)” section. The 10% *de minimis* indirect cost rate is a federally-recognized rate that non-federal entities may use to recover allowable indirect costs on grants or cooperative agreements. Modified Total Direct Costs include salaries and wages, fringe benefits, materials and supplies, services, and travel. Modified Total Direct Costs excludes equipment, capital expenditures, rental costs, scholarships and fellowships, among others. Additional information on calculating Modified Total Direct Costs can be found at [2 CFR Part 200.414.f](#).
- Use a negotiated Indirect Cost Rate Agreement (ICRA). In this case, Indirect Costs are prorated or charged to a project through a rate negotiated with the National Endowment for the Arts or another federal agency. You are not required to have an Indirect Cost Rate Agreement to apply for or to receive a grant. In fact, only a small number of applicants and grantees to the Arts Endowment have or choose to use an ICRA. This option most commonly applies to colleges and universities. If you have an ICRA and would like to include Indirect Costs in your budget, complete the information requested in the “Indirect Costs (if applicable)” section accordingly. When entering the name of the federal agency with which the ICRA has been negotiated, limit your description to 50 characters. Enter the percentage of the ICRA as decimals. Note that applicants may only use a Research Indirect Cost Rate Agreement for applications to the Arts Endowment’s Office of Research and Analysis.

Sample View of the de minimis rate:

INDIRECT COSTS (if applicable)	
Federal Agency	<input type="text"/>
Rate Agency(.0000)	<input type="text" value="0.10000"/>
Base	<input type="text" value="\$10,000"/>
TOTAL INDIRECT COSTS	<input type="text"/>

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**IMPORTANT: If you are including INDIRECT COSTS in your budget, YOU MUST ensure that your total project costs equal \$50,000, \$100,000, or \$150,000.**

**TOTAL COSTS/EXPENSES** is the total of "Total direct costs," and, if applicable, "Indirect costs." This field will autocalculate. This should total \$50,000, \$100,000, or \$150,000, depending on your grant request.

## Tab 6: Organization & Project Data

The National Endowment for the Arts collects basic descriptive information about all applicants and their projects. The information that follows will help the National Endowment for the Arts to comply with government reporting requirements, and will be used to develop statistical information about the organizations and projects it funds to report to Congress and the public. **Your responses will not be a factor in the review of your application.**

**How many people will be paid (in whole or in part) through this grant? Include all salaried and hourly positions, as well as the number of contractual personnel who will receive support:** (5 Character Limit, including spaces)

**Of the number reported above, how many artists will receive support?** (5 Character Limit, including spaces)

**Applicant Organization Discipline:** Select the primary discipline that is most relevant to your organization. This refers to the primary artistic emphasis of your organization. You will **choose one** from the following:

- Artist Community
- Arts Education Organization
- Dance
- Design
- Folk & Traditional
- Literary Arts
- Local Arts Agency
- Media Arts
- Museums
- Music
- Opera
- Presenting & Multidisciplinary Work Organization
- Theater & Musical Theater
- Visual Arts
- None of the Above

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You will also have the option of selecting two additional disciplines for your organization, though this is not required.

**Applicant Organization Description:** This section asks for the description that most accurately describes your organization. You will **choose one** from the following:

- Artists' Community, Arts Institute, or Camp
- Arts Center
- Arts Council / Agency
- Arts Service Organization
- College / University
- Community Service Organization
- Fair / Festival
- Foundation
- Gallery / Exhibition Space
- Government
- Historical Society / Commission
- Humanities Council / Agency
- Independent Press
- Library
- Literary Magazine
- Media-Film
- Media-Internet
- Media-Radio
- Media-Television
- Museum-Art
- Museum-Other
- Performance Facility
- Performing Group
- Presenter / Cultural Series Organization
- Religious Organization
- School District
- School of the Arts
- Social Service Organization
- Tribal Community
- Union / Professional Association
- None of the Above

You will also have the option of selecting two additional descriptions for your organization, though this is not required.

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**Preparedness Plans:** Does your organization have a disaster preparedness plan (i.e., plans to handle emergencies such as floods, hurricanes, and other natural disasters, or public health emergencies or man-made disasters)? You will **choose one** from the following:

- Yes
- No

NOTE: A preparedness plan is not required to receive grant funding.

**Proposed Beneficiaries of Project**

Select all groups of people that your project intends to serve directly.

**Race/Ethnicity:** (Choose all that apply) U.S. federal government agencies must adhere to standards issued by the Office of Management and Budget (OMB) in October 1997, which specify that race and Hispanic origin (also known as ethnicity) are two separate and distinct concepts. These standards generally reflect a social definition of race and ethnicity recognized in this country, and they do not conform to any biological, anthropological, or genetic criteria. Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person's ancestors before their arrival in the United States.

- American Indian or Alaskan Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American - A person having origins in any of the Black racial groups of Africa.
- Hispanic or Latino - People who identify their origin as Hispanic, Latino, or Spanish may be of any race.
- Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Other racial/ethnic group
- No specific racial/ethnic group

**Age Ranges:** (Choose all that apply)

- Children/Youth (0-17 years)
- Young Adults (18-24 years)
- Adults (25-64 years)

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- Older Adults (65+ years)
- No specific age group

**Underserved/Distinct Groups:** (Choose all that apply)

- Individuals with Disabilities
- Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- Individuals below the Poverty Line
- Individuals with Limited English Proficiency
- Military Veterans/Active Duty Personnel
- Youth at Risk
- Other underserved/distinct group
- No specific underserved/distinct group

## Submit the Grant Application Form

- **We strongly urge you to complete and submit the Grant Application Form outside of the hours of heaviest usage, which is generally 8:00 p.m. to 11:59 p.m., Eastern Time, on the day of the deadline.** Staff will not be available to help you after 5:30 p.m., Eastern Time.
- Submit your materials to the Applicant Portal 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.
- When the Validate button is clicked, the application will go through a validation process to search for errors. This feature does not check to be sure that your application is complete. Carefully review the application guidelines to be sure you have submitted each required item.
- **You must click “Save” and then “Submit.” If you do not hit the "Submit" button, your application will not be received.** The “Submit” button is only visible when you are on Tab 6: Organization & Project Data.
- **See “Help” on the menu bar at the top of the Applicant Portal for information on how the validation function works.**
- Ensure that your application was received by logging in to the Applicant Portal. On the first screen it will say “Submitted” if your application has been received. If your application has not yet been received, it will say “In Progress.” Maintain documentation of your successful submission by taking a screenshot.
- You may print a copy of your application at any time, whether in draft or final form, for your records. Copy and paste the text into another file to save it as an electronic copy.
- After submitting your application, you may log back into the Applicant Portal and make changes to your submission as many times as you like up until the system closes at 11:59 p.m., Eastern Time, on the day of the deadline. **You must click “Save” and “Submit” when you are finished.**



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- When in doubt, contact us. [LINK](#)