Justification - Supporting Statement

1. **Necessity of Information Collection**

   The National Endowment for the Arts' mission is "to advance artistic excellence, creativity, and innovation for the benefit of individuals and communities."

   The Chairman establishes eligibility requirements and criteria for the review of applications for funding as authorized by the agency's enabling legislation (20 U.S.C. §954).

   The Application Form, for which clearance is requested, is used to gather basic information from youth applying to Agency Initiatives Poetry Out Loud, the Musical Theater Songwriting Challenge for High School Students, or other agency initiatives for youth. Information is needed to verify eligibility for the program and to facilitate judging of the entries.

2. **Needs and Uses of Information**

   The National Endowment for the Arts needs this information in order to verify eligibility, as well as for obtaining the actual content of the applications to distribute to the judges for review. In the case of the Songwriting Challenge, the geographic information collected is necessary to ensure applications will be judged according to which region the entrant is from, ensuring geographic diversity in the selected finalists.

3. **Uses of Information Technology**

   The use of information technology has been a prime consideration in the design of this form. Entries will be uploaded and adjudicated completely online.

4. **Efforts to Identify Duplication**

   The National Endowment for the Arts has carefully analyzed existing forms to make certain that there is no duplication with the information requested.

   Applicants will apply for a single, specific project. This project changes from year to year. Much of the information collected one year is not relevant to the next year's request.

5. **Minimizing the Burden in Small Businesses or Small Entities**

   Not Applicable

6. **Consequences of Not Conducting Data Collection**

Judges review applications on their merits and in competition with other applications. If the requested information were not collected, judges would not have consistent information on which to base their evaluations. The National Endowment for the Arts would be unable to ensure the fair and accountable application review.

7. Special Circumstances

Not Applicable

8. Public Comment and Consultation Outside the Agency

The collection is conducted consistent with the guidelines in 5 CFR 1320.6. A notice in the Federal Register was published on July 27, 2021 (86 FR 40216), to solicit comments on the approval of the data collection. No comments were received.

9. Payment to Respondents

Not Applicable

10. Assurance of Confidentiality

Assurance of confidentiality is provided under the terms of the Privacy Act of 1974.

11. Questions of a Sensitive Nature

No questions of a sensitive nature are included in the information collection.

12. Estimated Hour Burden of Respondents

**Hour Burden to Respondents**

Number of Potential Applicants	x	Time to Complete Form	=	Total (Annual) Hour Burden to Respondents
300	x	1 hour	=	300.0 hours

There is no cost to the respondent other than that of their time to respond.

13. Cost Burden to Respondent

Not applicable. There are no annual costs to respondents or recordkeepers resulting from this collection of information.

14. Cost to the Federal Government

The total annual cost to the federal government is calculated as follows: NEA support staff spend approximately 15 minutes per response processing data submitted by respondents. We averaged the pay of a GS-9/Step 1 Support Staff person (using the Office of Personnel Management Salary Tables for the D.C. area) to come up with an average hourly rate of $29. To this, we added 31% fringe benefits for a total average hourly wage of $38. Approximately 300 responses from the public are processed per year, resulting in a total Support Staff cost of $2,850. (300 responses per year x $38/hour x 15 minutes = $2,850.) In addition, approximately $500 per year is spent for IT system programming and development. (Average hourly IT contract expenses of $100/hour x 5 hours = $500.) The total annual cost of Support Staff salaries and IT contractor expenses equals $3,350.

15. Explanation of Changes

Under Video File submission, sample questions or "prompt" questions have been added to the area where respondents provide information about themselves. Respondents have the option of providing this information via a PDF written response if they do not wish to submit a video.

16. Statistics

Not applicable. We do not plan to publish data.

17. Seeking Approval to Not Display OMB Expiration date

Not applicable. We are not seeking this approval.

18. Exception to the Certificate Statement

Not applicable. There are no exceptions to the certification statements.