

PARTNERSHIP AGREEMENTS

GUIDELINES

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Partnership Agreements

(Landing Page Text)

The National Endowment for the Arts' State & Regional Partnership Agreement grants are awarded to the nation's [56 state and jurisdictional arts agencies](#) (SAAs), and the [six regional arts organizations](#) (RAOs) whose members comprise SAAs. Partnership support is also available to the national service organization for the state arts agencies.

Partnership Agreement support enables these agencies and organizations to respond to needs identified through public planning undertaken with their constituents, partners, and stakeholders. This investment in locally-determined priorities extends federal reach and impact, translating national leadership into local benefit.

All SAAs, RAOs, and their national service organization must apply annually for this support. Approximately one third of all organizations submit a full application ("on-year") while the remaining organizations ("off-year") submit abbreviated applications.

State Partnership Agreements include general funding for the execution of all aspects of the SAA's strategic plan and designated funding for folk & traditional arts, arts education, and reaching underserved communities. Participating SAAs also receive support to conduct the Poetry Out Loud program in their respective state.

Regional Partnership Agreements include general funding for the execution of all aspects of the RAO's strategic plan and designated funding to support touring and presenting activities that promote live arts experiences for audiences, with an emphasis on serving underserved communities.

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State Arts Agencies

Program Description

National Endowment for the Arts Partnership Agreements to State Arts Agencies (SAAs) makes the arts available in more communities than it could through direct grants. The SAAs greatly extend the federal reach and impact, translating national leadership into local benefit.

Most of the fifty state and six jurisdictional arts agencies were created in response to the national example and financial incentive provided by the National Endowment for the Arts. For more than 45 years our support for SAAs has helped to attract state funding that on a nationwide basis far exceeds the federal support. State government support is vital to the arts in America.

At the core of this federal-state partnership is the planning process that each SAA engages in to identify and examine state priorities. Planning is inclusive and responsive, reflecting the goals and activities determined to be most important to that state.

Goals and Objectives

While providing leadership for their states, the SAAs also work cooperatively with the National Endowment for the Arts to achieve common goals and objectives. Partnership Agreement funding enables the SAAs to address objectives among those identified at the state level as well as by the National Endowment for the Arts, which may include:

1. **Engagement:** Increase opportunities for people from all backgrounds to encounter different artists, art forms, and artistic and cultural traditions. Activities may include, but are not limited to:
 - Exhibitions, performances, concerts, and readings
 - Film screenings
 - Radio and television broadcasts, video games, mobile apps, live streaming audio- and video-on demand, podcasts, digital audio files, virtual reality, and other digital applications
 - Touring and outreach activities
 - Arts festivals
 - Artist residencies in non-school settings (when the primary purpose is public engagement)
 - Creation, development, or restaging of art works
 - Public programs that spotlight diverse artistic and cultural heritage
 - Publication, production, and promotion of digital, audio, or print publications, catalogues, websites, and searchable databases

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- Projects that address and reduce barriers to the arts for people with disabilities and that celebrate the work of disabled artists
- Projects that extend the arts to underserved populations, including those whose opportunities to experience the arts are limited by geography, economics, race/ethnicity, or disability
 - For the purposes of these guidelines, an underserved community is one in which individuals lack access to arts programs due to geography, economics, ethnicity, or disability. Within this broad definition, SAAs are asked to specify their own underserved constituencies.
- Projects that connect artists and designers with communities
- Archiving, preservation, and documentation projects, including ethnographic fieldwork and provenance research
- **Folk Arts Partnership:** Support for stable, outreach-driven programs that are responsive to a state's diverse folk & traditional arts heritage, and that can strengthen state support of the folk & traditional arts. States are encouraged to support professional positions in the folk & traditional arts. Programs also may include, but are not limited to, fieldwork to identify and document underserved folk & traditional artists; apprenticeships, mentorships, or folk arts in education programs; and statewide activities that increase public awareness of living cultural heritage.

ATTENTION: Previously, both SAAs and nonprofit organizations working in cooperation with their SAA were eligible for Folk Arts Partnership funding on an optional and competitive basis. Beginning in FY 2021, all SAAs received support for these types of activities as part of their Partnership Agreement. For more information about Folk Arts Partnership, visit [Additional Information on Folk & Traditional Arts](#).

2. **Learning:** Provide opportunities for people throughout the country to participate in arts education and to increase their knowledge and skills in the arts at all stages of life. Activities may include, but are not limited to:
 - Standards-based arts education activities for pre-K-12 students through long-term, in-depth projects
 - Professional development to improve arts instruction by equipping artists, school superintendents, principals, teachers, and other education providers with the skills and confidence to effectively engage students in high-quality arts learning
 - Assessments and evaluations of arts learning
 - Lifelong learning activities for youth, adults, and intergenerational groups
 - Online courses and training
 - Lectures and symposia
 - Production, publication, and distribution of teachers'/ facilitators' guides

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- Innovative practices in arts learning for Americans of all ages
 - Artist residencies (when the primary purpose is educational)
 - Informal education programs, workshops, and demonstrations
 - Arts learning programs for older adults in community settings, residential settings, and healthcare/long-term care settings
 - Arts learning programs for youth in juvenile justice settings
 - Arts learning programs and approaches that promote full access and participation in the arts for youth and adults with disabilities
3. ***International Activities:*** Provide opportunities for the international exchange of artists and arts and cultural traditions. Activities may include, but are not limited to:
- Activities promoting the diversity of U.S. artists and artworks for audiences abroad
 - Activities providing U.S. audiences and artists with opportunities to experience international artistry in the U.S.
 - Residency exchange programs with artists and artist communities in other countries.
4. ***Health & Well-Being:*** Support arts projects with a focus on advancing the health and well-being of individuals. Activities may include, but are not limited to:
- Creative arts therapies and/or arts-in-health strategies that seek to assist with healthy aging and healthy childhood and youth development or with rehabilitation or recovery services, or that address currently and/or formerly incarcerated populations
5. ***Strengthening Communities:*** Embed the arts in system-wide initiatives that strengthen or heal communities. Activities may include, but are not limited to:
- Projects in which arts organizations collaborate with cross-sector partners on systems-level community change.
 - Projects that use the arts to protect and revitalize natural, cultural, and economic resources within communities, including cultural and community planning, historic and community preservation projects, and charrettes and design-related activities.
 - Creative placemaking projects that use the arts, design, and cultural strategies to achieve positive economic, physical, and social outcomes for communities.
 - Projects that use data to inform community members about the state of local arts participation or arts education, to identify and address inequitable areas of service, and/or to inform decision-making for a community.
 - Trauma response and recovery efforts within communities.
6. ***Capacity-Building:*** Support professional development and technical assistance efforts to develop the capacity of artists, arts professionals, and organizations. Activities may include, but are not limited to:

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- Services to the field, including workshops, conferences, convenings, publications, professional leadership development, technical assistance, or online resources
 - Development of peer-to-peer networks of experienced and emerging arts leaders.
 - Training and technical assistance workshops in arts management, professional development and career transitions, grant writing, and board development.
 - Projects that include planning, capacity building, infrastructure, and training that supports an organization’s capacity to respond to current events.
 - Apprenticeships/mentorships in the arts or arts professions and professional artist training programs (excluding activities in the K-12 education settings but including young artist training programs).
 - Artist residencies (when the primary purpose is to support artist’s development).
 - Emergency preparedness planning for arts organizations and the building of their protective capabilities.
7. **Research:** Support projects that produce research, statistics, and general information about the arts for the benefit of the arts sector and beyond. Activities may include, but are not limited to:
- Support for research projects and programs.
 - Support for arts research infrastructure and capacity building.
8. **Technology:** Invest in the capacity of arts organizations to support tech-centered creative practices and to serve a broader public through digital or emergent technology. Activities may include, but are not limited to:
- Support for tech-centered creative practices and artist-driven explorations of digital or emergent technology across all artistic disciplines.
 - Arts organizations’ capacity building to deliver tech-centered, digital, and hybrid arts and cultural programs to audiences and learners.
 - Professional development in tech-centered creative practices.
 - Field-building initiatives that develop networks across artistic disciplines and relevant entities for investing in tech-centered creative practices and artist-driven use of digital or emergent technology.
 - Sharing of information among peer networks—and to raise awareness about—creative solutions and best practices for using digital technology, including accessibility requirements for websites, virtual programs, and other tech-centered activities.

National Endowment for the Arts, Regional, and State Partnership

The National Endowment for the Arts, the Regional Arts Organizations, and the State Arts Agencies comprise a national network of arts funders, cultural program and service providers,

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and leaders in the arts and culture sector. We believe that each participating entity benefits from partnership in the network. We invest in the network through State and Regional Partnership Agreement grants in order to:

- Strengthen the cultural infrastructure of the United States,
- Facilitate the creation and presentation of artistic works,
- Provide the public with lifelong learning opportunities in the arts,
- Enhance public engagement with, and access to, the arts,
- Foster greater cultural understanding, and
- Contribute to the enrichment of lives and communities throughout the nation.

We acknowledge that SAAs may choose to participate in the work of a regional arts organization of which it is not a member. SAAs may choose to shift membership from one regional arts organization to another, or may choose to withhold membership in an RAO. While recognizing that the ecology of the network benefits from change, we also believe that the network benefits from stability. To this end, shifts in state membership in RAOs must be preceded by at least one full year of planning by all of the agencies involved, including the National Endowment for the Arts.

Application Calendar

Deadlines:

Submit to Grants.gov	September 29, 2022
On-Year Applicants Only: Submit 1-Page Update by email (Optional)	December 1, 2022
Earliest Announcement of Grant Award or Rejection	April 2023
Submit Partnership Agreements Budget Form	Date Announced in Notification of Funding
Earliest Start Date for Proposed Project	July 1, 2023

We use a staggered, multi-year review for SAA Partnership Agreements. The organizations listed below as on-year applicants are required to submit full-scale applications, while SAAs listed below as off-year applicants have simplified requirements.

On-year:

American Samoa, Arizona, California, Colorado, Connecticut, Florida, Hawaii, Maine, Maryland, Massachusetts, Montana, New Hampshire, New Mexico, North Carolina, North Dakota, South Carolina, Tennessee, Virgin Islands, Virginia

Off-year:

Alabama, Alaska, Arkansas, Delaware, District of Columbia, Georgia, Guam, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, Nevada, New Jersey, New York, Northern Marianas, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Dakota, Texas, Utah, Vermont, Washington, West Virginia, Wisconsin, Wyoming

Applications must be submitted electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated application no later than 11:59 p.m., Eastern Time, on September 29, 2022. See "How to Apply" for further information.

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

Awards will support activities that are scheduled to begin on July 1, 2023, or any time thereafter.

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Following the notification of funding offers (anticipated to be April 2023), all applicants must complete and submit a Partnership Agreement Budget for NEA review. Instructions and deadlines will be provided with the notification of funding.

Questions specific to SAAs and RAOs:

Lara Holman Garritano at garritanol@arts.gov or 202-682-5586

For questions specific to **Folk Arts Partnership**, contact:
Cheryl Schiele at schielec@arts.gov or 202-682-5587 or
Clifford Murphy at murphyc@arts.gov or 202-682-5726.

For questions specific to **Arts Education**, contact:
Nancy Daugherty at daughern@arts.gov, or 202-682-5521

For questions specific to **Poetry Out Loud**, contact:
Lauren Miller at millerl@arts.gov, or 202-682-5490

Access for individuals with disabilities:



Contact the Office of Accessibility at 202-682-5532 / accessibility@arts.gov or the Office of Civil Rights at civilrights@arts.gov to request an accommodation or an alternate format of the guidelines.

Award Information

Partnership Award Amounts

Funds will be awarded in accordance with the National Endowment for the Arts' legislative mandate, and in compliance with the review criteria.

Funds for activities that strengthen state support of the folk & traditional arts will be awarded to each state arts agency as part of their Partnership Agreement.

Cost Share/Matching Requirement

All awards require a cost share/match of at least 1 to 1.

The 1 to 1 cost share/match must come from state government funds that are directly controlled and appropriated by the state and directly managed by the state agency.

For those agencies covered by the Economic Development of the Territories Act (American Samoa, Commonwealth of Northern Mariana Islands, Guam, and the Virgin Islands), the cost share/matching requirement does not apply to the first \$200,000 of National Endowment for the Arts funds (48 USC 1469a(d) as amended). Agencies must request a waiver from the cost share/matching requirement for amounts above the first \$200,000 of our funds.

All costs included in your Project Budget, whether supported by NEA funds or cost share/matching funds, must be expended during your period of performance, including all costs associated with subgranting activity. Costs associated with other federal funds, whether direct or indirect, cannot be included in your Project Budget. Costs incurred before the earliest project start date of July 1, 2023, cannot be included in your budget or cost share/match.

Eligibility

Eligibility Requirements for State Arts Agencies

SAA Partnership Agreements are limited to the fifty state and six jurisdictional arts agencies. In order to enter into a state arts agency Partnership Agreement and receive federal funding from the National Endowment for the Arts, a state arts agency must comply with the following requirements:

Legal

The state arts agency must:

- Comply, at the time of application, with the legal requirements outlined in the National Endowment for the Arts' authorizing legislation 20 U.S.C. § 954 (2012) and found on the agency's website at: <https://www.arts.gov/sites/default/files/Legislation.pdf>.

Organizational Entity and Capacity

The state arts agency must:

- Be domiciled within the State.
- Be designated by its State government as programmatically and administratively responsible for developing a statewide arts plan and establishing arts and cultural policy having a statewide impact.
- Be designated as officially responsible for coordinating and administering all financial support received from the National Endowment for the Arts and the State in conjunction with the state arts agency Partnership Agreement.
- Have designated staff with relevant experience; a designated budget; and an independent board, council, or commission whose members serve in an advisory or policy-making capacity.

Financial Support, Cost Share/Matching Funds, and Financial Reporting

The state arts agency must:

- Be financially supported by its State government.
- Provide a cost share/match to the National Endowment for the Arts Partnership Agreement funds of at least 1 to 1.
 - The 1 to 1 cost share/match must come from state government funds that are directly controlled and appropriated by the state and directly managed by the state agency.
- Use Partnership Agreement funds to supplement and not supplant non-federal funds. (Non-federal funds cannot be replaced with federal funds with the intention or effect of reducing State financial support for the state arts agency.)

Planning, Programming, and Evaluation

The state arts agency must have developed a state arts plan that:

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- Results from an inclusive, public process that solicited and represented the perspectives of arts constituencies throughout the State.
- Reflects the state arts agency's operating environment, mission, goals, strategic directions, action plans, recommendations from the public process, and timelines and metrics for both accomplishing goals and measuring progress.
- Demonstrates the state arts agency's commitment and its capacity to implement the arts-related programs and services reflected in the plan.
- Bases program funding decisions on criteria that rely primarily upon artistic excellence and artistic merit.

The state arts agency submits this plan with its Partnership Agreement application.

Subgranting

State arts agencies that subgrant must:

- Require their grantees to provide a Unique Entity Identifier (UEI) number before a grant can be made.
- Report grants of \$30,000 or more in federal funds and information about the compensation of executives related to those grants to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).
- Ensure that all subawards made with Federal or cost share/matching funds are in compliance with the General Terms and Conditions for the National Endowment for the Arts award, including requirements for pass-through entities provided for under 2 CFR 200.331.

SAM Registration

All applicants must have a UEI number, be registered with the **System for Award Management** (SAM, 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.

How to Apply

Read through these instructions fully, as they include important step-by-step directions to ensure that your application is submitted successfully.

We use a staggered, multi-year review for SAA Partnership Agreements. The organizations listed below as “**on-year**” applicants are required to submit full-scale applications, while SAAs listed below as “**off-year**” applicants have simplified requirements.

On-year:

American Samoa, Arizona, California, Colorado, Connecticut, Florida, Hawaii, Maine, Maryland, Massachusetts, Montana, New Hampshire, New Mexico, North Carolina, North Dakota, South Carolina, Tennessee, Virgin Islands, Virginia

Off-year:

Alabama, Alaska, Arkansas, Delaware, District of Columbia, Georgia, Guam, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, Nevada, New Jersey, New York, Northern Marianas, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Dakota, Texas, Utah, Vermont, Washington, West Virginia, Wisconsin, Wyoming

Using Grants.gov

Electronic application through Grants.gov is MANDATORY.

The Grants.gov system must receive your validated application no later than 11:59 p.m., Eastern Time, on September 29, 2022.

Register or renew/verify your registration with Grants.gov and SAM.gov at least two weeks before the deadline.

Submit your application **by September 19, 2022**, to give yourself ample time to resolve any problems that you might encounter. You take significant risk by waiting until the day of the deadline to submit your application. Late applications will not be accepted.

Registration

Register with SAM and Grants.gov or renew/verify these registrations

Before applying, your organization must create and maintain up-to-date registrations with both the System for Award Management (SAM) at [SAM.gov](https://sam.gov) and [Grants.gov](https://grants.gov). Registering and maintaining accounts with SAM and Grants.gov is always FREE.

These registrations can take several weeks to finalize, so begin this process early! Registrations with SAM and Grants.gov must be active for you to submit your application. Finalize your

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registrations well before the application deadline. This should allow you time to resolve any issues that may arise.

Your organization must be registered with SAM before registering with Grants.gov.

On April 4, 2022, the federal government switched from using a DUNS number to a new Unique Entity Identifier, also known as a “UEI.” The UEI is a 12-character alpha numeric value that will be assigned by SAM for free. You must have a UEI in order to submit your Partnership Agreements application.

SAM Registration

Organizations already registered with SAM:

- A UEI will automatically be assigned to your organization by SAM. The UEI will be visible in your organization’s SAM record.
- If you have difficulty locating the UEI, contact SAM at 1-866-606-8220 or see the [help section](#) of SAM’s website.

When registering/renewing your SAM account, you must select “Yes” when completing the “Representations & Certifications” section. All awardees are required to have these representations & certifications in order to receive an award.

Your SAM registration must be current at the time a grant is made, and throughout the life of the award. SAM registrations, once activated, can take a day or more to be visible in Grants.gov. Verify your SAM registration well ahead of the application deadline.

Grants.gov Registration

If your organization is not yet registered with Grants.gov, go to [Organization Registration](#).

If your organization already has registered with Grants.gov, renew your registration with SAM and verify that your registration with Grants.gov is current.

You must complete the Grants.gov registration process to access the application package (see below). You will need the Grants.gov Username and Password that you obtain during the registration process to submit your application, and you won’t be able to submit your application unless your SAM registration is active and up-to-date.

SAM and Grants.gov Help

The NEA does not have access to your SAM or Grants.gov accounts. If you have any questions about or need assistance with these sites, contact them directly:

- **SAM Federal Service Desk:** Call 1-866-606-8220 or see the information posted on the SAM website at [SAM Help](#).

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- **Grants.gov Contact Center:** Call 1-800-518-4726, email 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.

All Applicants: Go to the Grant Opportunity Package

Access the Grant Opportunity Package by clicking on the link below:

CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE ON GRANTS.GOV

[Funding Opportunity Number 2022NEA04PA]

1. Clicking the link above will take you **directly** to the application package in Grants.gov.
2. The Grants.gov “View Grant Opportunity” screen will open, click the red “Apply” button.
3. You will be prompted to enter your Grants.gov Username and Password. In order to create the Workspace application, you must be logged into Grants.gov with a participant role of either **Workspace Manager** or **Authorized Organization Representative (AOR)**. More information on participant roles can be found [here](#).
4. After logging in, to create a [Workspace](#) application:
 - a. Fill in the Application Filing Name field, then
 - b. Click the **Create Workspace** button.
5. After creating a Workspace, you will be directed to the Manage Workspace page, where you can begin working on the application.
6. After accessing the Grant Opportunity Package, you can find 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 Domestic Assistance (SF-424 Mandatory): This form asks for basic information about your organization and application. Complete this form first. Data entered here will populate fields of other forms where possible.
 - Disclosure of Lobbying Activities (SF-LLL): See instructions for completing this form below.
 - Attachments Form: This is not a form in the conventional sense, but rather a place to attach additional items (e.g., your application narrative and strategic plan) that must be included for your Grants.gov Opportunity Package to be considered complete. See instructions for completing this form below.

Application Instructions

To access the full SAA application instructions for both on and off year applicants, download the application instructions PDF [\[LINK\]](#).

Application Review

Review Criteria

Partnership Agreements State Arts Agencies

The following criteria are considered in the review of applications:

A. Planning Process

Constituents are involved in the SAA's planning process, incorporating:

1. Opportunities for a wide range of constituents to participate in the planning process, including those in underserved communities.
2. Constituent engagement through a wide variety of meeting formats and media, such as public meetings, surveys, interviews, electronic media and/or other methods appropriate to the constituent groups.
3. Responses to recommendations and the priorities identified through the planning process.
4. Metrics and/or other relevant information used to monitor progress in relation to the state plan.

B. Implementation and Accomplishments

SAA programs, activities, and other accomplishments:

1. Respond to the priorities identified by constituents during the planning process and/or changing circumstances in the state.
2. Leverage public and private partnerships, as appropriate.
3. Engage underserved communities, as defined at the state-level.
4. Include plans to support stable, outreach-driven programs that are responsive to the state's diverse folk & traditional arts heritage.

Multi-Year Approval

The National Endowment for the Arts uses staggered, multi-year approval for State Partnership Agreements. While each SAA is required to submit an application annually, those organizations that are determined to have addressed satisfactorily the requirements and review criteria receive three-year approval of their proposals. They are not required to submit another full-scale application, including all material necessary for review, for another three years. In the other years ("off years"), the application requirements are simplified greatly. Multi-year approval is subject to an organization's continuing ability to carry out its approved plan. At the discretion of the National Endowment for the Arts Chair, multi-year approval may be revoked if state support is substantially reduced or if other circumstances threaten an organization's ability to carry out its approved plan. See [Application Calendar](#) for a full list of on and off year designations.

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In recommending action on State Partnership Agreement proposals, the National Endowment for the Arts has a variety of options ranging from full three-year approval, to more limited or contingent approval requiring interim response, to a determination not to provide a State Partnership Agreement.

What Happens to Your Partnership Agreement Application

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

Funding recommendations are considered by the National Council on the Arts, where they are reviewed in open session. The Council makes recommendations to the Chair of the National Endowment for the Arts. The Chair reviews the Council's recommendations and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

Contact Lara Holman Garritano at garritano@arts.gov or 202-682-5586 if you have questions about the review process.

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.

Regional Arts Organizations

Program Description

The regional arts organizations (RAOs) are private, nonprofit entities created by state arts leaders in the mid-1970s to facilitate the exchange of artists across state borders. The National Endowment for the Arts encouraged the development of RAOs to cultivate the touring of artists to sparsely populated and underserved areas of the country.

Over time, RAOs have evolved to play a major role in strengthening the effectiveness and efficiency of the U.S. arts infrastructure. They draw on their own ability to cultivate public and private resources; work collaboratively across state, national, and international borders; and deliver programming across all arts disciplines.

RAOs play a leading role with federal agencies, funders, and those working at the state and community level to design, implement, and channel resources into programs and services that meet the needs of the public they serve. While they operate independently, RAOs collaborate with each other, their member states, and constituency groups in a national network to assist the National Endowment for the Arts and other funders in delivering programs.

Goals and Objectives

The federal investment in this area is predicated on each RAO executing an inclusive and responsive planning process in response to constituent needs. Partnership Agreement funding enables the RAOs to address objectives among those identified at the regional level as well as by the National Endowment for the Arts, which may include:

1. **Engagement:** Increase opportunities for people from all backgrounds to encounter different artists, art forms, and artistic and cultural traditions. Activities may include, but are not limited to:
 - Exhibitions, performances, concerts, and readings
 - Film screenings
 - Radio and television broadcasts, video games, mobile apps, live streaming audio- and video-on demand, podcasts, digital audio files, virtual reality, and other digital applications
 - Touring and outreach activities
 - Arts festivals
 - Artist residencies in non-school settings (when the primary purpose is public engagement)
 - Creation, development, or restaging of art works
 - Public programs that spotlight diverse artistic and cultural heritage

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- Publication, production, and promotion of digital, audio, or print publications, catalogues, websites, and searchable databases
- Projects that address and reduce barriers to the arts for people with disabilities and that celebrate the work of disabled artists
- Projects that extend the arts to underserved populations, including those whose opportunities to experience the arts are limited by geography, economics, race/ethnicity, or disability
 - For the purposes of these guidelines, an underserved community is one in which individuals lack access to arts programs due to geography, economics, ethnicity, or disability. Within this broad definition, RAOs are asked to specify their own underserved constituencies.
- Projects that connect artists and designers with communities
- Archiving, preservation, and documentation projects, including ethnographic fieldwork and provenance research
- **The NEA Regional Touring Program**, which is designed to give all Americans access to excellence in the performing, literary, media, and visual arts. In light of the COVID-19 Pandemic, virtual engagements are permissible and encouraged. Support is available for regional programs that:
 - Increase access in underserved communities.
 - Increase benefit through complementary educational activities and community partnerships.
 - Are based on planning with touring artists and community groups.
 - Ensure high quality
 - Encourage diversity
 - Predominantly feature the presentation of out-of-state artists and organizations
 - Some considerations are allowed for projects that involve multi-state tours developed by presenter consortia; touring of artists across vast distances within state boundaries; in-state touring of culturally-specific programs to new venues and new audiences; or that take place in states that have a large concentration of artists/organizations, such as California and New York.
 - To ease the administrative burden on RAOs during the pandemic, it is currently required that a majority of the Regional Touring funds will support the presentation of artists from out of state.
 - Assist and strengthen a network of arts-presenting organizations in rural and underserved communities
 - Encourage programming that is made accessible to and engages with individuals and artists of all abilities
 - Support for presenting, touring, outreach, and other activities, including booking conferences and professional development, designed to enhance public engagement with the arts.

NOTE: No more than 20 percent of the NEA Regional Touring funds may be used to support an RAO's administrative costs.

- **Folk Arts Partnership:** Support for stable, outreach-driven programs that are responsive to a region's diverse folk & traditional arts heritage, and that can strengthen regional support of the folk & traditional arts. RAOs are encouraged to support professional positions in the folk & traditional arts. Programs also may include, but are not limited to, fieldwork to identify and document underserved folk & traditional artists; apprenticeships, mentorships, or folk arts in education programs; and statewide activities that increase public awareness of living cultural heritage.

ATTENTION: Previously, both RAOs and nonprofit organizations working in cooperation with their RAO were eligible for Folk Arts Partnership funding on an optional and competitive basis. Beginning in FY 2021, all RAOs received support for these types of activities as part of their Partnership Agreement. For more information about Folk Arts Partnership, visit [Additional Information on Folk & Traditional Arts](#).

2. **Learning:** Provide opportunities for people throughout the country to participate in arts education and to increase their knowledge and skills in the arts at all stages of life. Activities may include, but are not limited to:
 - Standards-based arts education activities for pre-K-12 students through long-term, in-depth projects
 - Professional development to improve arts instruction by equipping artists, school superintendents, principals, teachers, and other education providers with the skills and confidence to effectively engage students in high-quality arts learning
 - Assessments and evaluations of arts learning
 - Lifelong learning activities for youth, adults, and intergenerational groups
 - Online courses and training
 - Lectures and symposia
 - Production, publication, and distribution of teachers'/ facilitators' guides
 - Innovative practices in arts learning for Americans of all ages
 - Artist residencies (when the primary purpose is educational)
 - Informal education programs, workshops, and demonstrations
 - Arts learning programs for older adults in community settings, residential settings, and healthcare/long-term care settings
 - Arts learning programs for youth in juvenile justice settings
 - Arts learning programs and approaches that promote full access and participation in the arts for youth and adults with disabilities

Partnership Agreements FY23 Guidelines: Regional Arts Organizations

3. ***International Activities:*** Provide opportunities for the international exchange of artists and arts and cultural traditions. Activities may include, but are not limited to:
 - Activities promoting the diversity of U.S. artists and artworks for audiences abroad
 - Activities providing U.S. audiences and artists with opportunities to experience international artistry in the U.S.
 - Residency exchange programs with artists and artist communities in other countries.

4. ***Health & Well-Being:*** Support arts projects with a focus on advancing the health and well-being of individuals. Activities may include, but are not limited to:
 - Creative arts therapies and/or arts-in-health strategies that seek to assist with healthy aging and healthy childhood and youth development or with rehabilitation or recovery services, or that address currently and/or formerly incarcerated populations

5. ***Strengthening Communities:*** Embed the arts in system-wide initiatives that strengthen or heal communities. Activities may include, but are not limited to:
 - Projects in which arts organizations collaborate with cross-sector partners on systems-level community change
 - Projects that use the arts to protect and revitalize natural, cultural, and economic resources within communities, including cultural and community planning, historic and community preservation projects, and charrettes and design-related activities
 - Creative placemaking projects that use the arts, design, and cultural strategies to achieve positive economic, physical, and social outcomes for communities
 - Projects that use data to inform community members about the state of local arts participation or arts education, to identify and address inequitable areas of service, and/or to inform decision-making for a community
 - Trauma response and recovery efforts within communities

6. ***Capacity-Building:*** Support professional development and technical assistance efforts to develop the capacity of artists, arts professionals, and organizations. Activities may include, but are not limited to:
 - Services to the field, including workshops, conferences, convenings, publications, professional leadership development, technical assistance, or online resources
 - Development of peer-to-peer networks of experienced and emerging arts leaders
 - Training and technical assistance workshops in arts management, professional development and career transitions, grant writing, and board development
 - Projects that include planning, capacity building, infrastructure, and training that supports an organization's capacity to respond to current events

Partnership Agreements FY23 Guidelines: Regional Arts Organizations

- Apprenticeships/mentorships in the arts or arts professions and professional artist training programs (excluding activities in the K-12 education settings but including young artist training programs)
 - Artist residencies (when the primary purpose is to support artist's development).
 - Emergency preparedness planning for arts organizations and the building of their protective capabilities
7. **Research:** Support projects that produce research, statistics, and general information about the arts for the benefit of the arts sector and beyond. Activities may include, but are not limited to:
- Support for research projects and programs
 - Support for arts research infrastructure and capacity building
8. **Technology:** Invest in the capacity of arts organizations to support tech-centered creative practices and to serve a broader public through digital or emergent technology. Activities may include, but are not limited to:
- Support for tech-centered creative practices and artist-driven explorations of digital or emergent technology across all artistic disciplines
 - Arts organizations' capacity building to deliver tech-centered, digital, and hybrid arts and cultural programs to audiences and learners
 - Professional development in tech-centered creative practices
 - Field-building initiatives that develop networks across artistic disciplines and relevant entities for investing in tech-centered creative practices and artist-driven use of digital or emergent technology
 - Sharing of information among peer networks—and to raise awareness about—creative solutions and best practices for using digital technology, including accessibility requirements for websites, virtual programs, and other tech-centered activities

National Endowment for the Arts, Regional, and State Partnership

The National Endowment for the Arts, the Regional Arts Organizations, and the State Arts Agencies comprise a national network of arts funders, cultural program and service providers, and leaders in the arts and culture sector. We believe that each participating entity benefits from partnership in the network. We invest in the network through State and Regional Partnership Agreement grants in order to:

- Strengthen the cultural infrastructure of the US,
- Facilitate the creation and presentation of artistic works,
- Provide the public with lifelong learning opportunities in the arts,
- Enhance public engagement with, and access to, the arts,
- Foster greater cultural understanding, and

Partnership Agreements FY23 Guidelines: Regional Arts Organizations

- Contribute to the enrichment of lives and communities throughout the nation.

We acknowledge that SAAs may choose to participate in the work of a regional arts organization of which it is not a member. SAAs may choose to shift membership from one regional arts organization to another, or may choose to withhold membership in an RAO. While recognizing that the ecology of the network benefits from change, we also believe that the network benefits from stability. To this end, shifts in state membership in RAOs must be preceded by at least one full year of planning by all of the agencies involved, including the National Endowment for the Arts.

Application Calendar

Deadlines:

Submit to Grants.gov	September 29, 2022
On-Year Applicants Only: Submit 1-Page Update by email (Optional)	December 1, 2022
Earliest Announcement of Grant Award or Rejection	April 2023
Submit Partnership Agreements Budget Form	Date Announced in Notification of Funding
Earliest Start Date for Proposed Project	July 1, 2023

We use a staggered, multi-year review for RAO Partnership Agreements. The organizations listed below as on-year applicants are required to submit full-scale applications, while RAOs listed below as off-year applicants have simplified requirements.

On-year: Arts Midwest

Off-Year: Mid-America Arts Alliance, Mid Atlantic Arts, New England Foundation for the Arts, South Arts, Western States Arts Federation

Applications must be submitted electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated application no later than 11:59 p.m., Eastern Time, on September 29, 2022. See "How to Apply" for further information.

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

Awards will support activities that are scheduled to begin on July 1, 2023, or any time thereafter.

Following the notification of funding offers (anticipated to be April 2023), all applicants must complete and submit a Partnership Agreement Budget for NEA review. Instructions and deadlines will be provided with the notification of funding.

Questions specific to **SAAs and RAOs:**

Lara Holman Garritano at garritanol@arts.gov or 202-682-5586

For questions specific to **Folk Arts Partnership**, contact:

Partnership Agreements FY23 Guidelines: Regional Arts Organizations

Cheryl Schiele at schielec@arts.gov or 202-682-5587 or
Clifford Murphy at murphyc@arts.gov or 202-682-5726.

For questions specific to **Arts Education**, contact:
Nancy Daugherty at daughern@arts.gov, or 202-682-5521

For questions specific to **Poetry Out Loud**, contact:
Lauren Miller at millerl@arts.gov, or 202-682-5490

Access for individuals with disabilities:



Contact the Office of Accessibility at 202-682-5532 / accessibility@arts.gov or the Office of Civil Rights at civilrights@arts.gov to request an accommodation or an alternate format of the guidelines.

Award Information

Partnership Award Amounts

Funds will be allotted based on:

- National Endowment for the Arts allocations;
- Strength of the RAO plans and accomplishments in relation to the review criteria;
- The number of SAAs that participate as members in the RAO; and
- The region's population.

The RAO Partnership Agreement grant complements support provided by state arts agencies (SAAs), other public and private funders, and revenue generated through earned income.

Funds for activities that strengthen state support of the folk & traditional arts will be awarded to each Regional Arts Organization.

Cost Share/Matching Requirement

All awards require a cost share/match of at least 1 to 1.

All costs included in your Project Budget, whether supported by NEA funds or cost share/matching funds, must be expended during your period of performance, including all costs associated with subgranting activity. Costs associated with other federal funds, whether direct or indirect, cannot be included in your Project Budget. Costs incurred before the earliest project start date of July 1, 2023, cannot be included in your budget or cost share/match.

Eligibility

Eligibility Requirements for Regional Arts Organizations

In order to enter into a Partnership Agreement with the National Endowment for the Arts, a regional arts organization must:

- Be comprised of at least three state arts agency (SAA) members.
- Conduct a comprehensive and inclusive planning process that engages SAAs and other constituents.
- Develop programs and services that respond to recommendations from the planning process.
- Establish metrics for accomplishing goals and measuring progress in relation to the RAO's plan.
- Base program funding decisions on criteria that rely primarily upon artistic excellence and artistic merit.
- Maintain sound fiscal and administrative procedures.
- Meet the National Endowment for the Arts' Legal Requirements at the time of application.

Regional arts organizations that subgrant must:

- Require their grantees to provide UEI numbers before a grant can be made.
- Report grants of \$30,000 or more in federal funds and information about the compensation of executives related to those grants to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).
- Ensure that all subawards made with Federal or cost share/matching funds are in compliance with the General Terms and Conditions for the National Endowment for the Arts award, including requirements for pass-through entities as provided under 2 CFR 200.331.

SAM Registration

All applicants must have a UEI number, be registered with the **System for Award Management** (SAM, 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.

How to Apply

Read through these instructions fully, as they include important step-by-step directions to ensure that your application is submitted successfully.

We use a staggered, multi-year review for RAO Partnership Agreements. The organizations listed below as “**on-year**” applicants are required to submit full-scale applications, while RAOs listed below as “**off-year**” applicants have simplified requirements.

On-year: Arts Midwest

Off-Year: Mid-America Arts Alliance, Mid Atlantic Arts, New England Foundation for the Arts, South Arts, Western States Arts Federation

Using Grants.gov

Electronic application through Grants.gov is MANDATORY.

The Grants.gov system must receive your validated application no later than 11:59 p.m., Eastern Time, on September 29, 2022.

Register or renew/verify your registration with Grants.gov and SAM.gov at least two weeks before the deadline.

Submit your application **by September 19, 2022**, to give yourself ample time to resolve any problems that you might encounter. You take significant risk by waiting until the day of the deadline to submit your application. Late applications will not be accepted.

Registration

Register with SAM and Grants.gov or renew/verify these registrations

Before applying, your organization must create and maintain up-to-date registrations with both the System for Award Management (SAM) at [SAM.gov](https://sam.gov) and [Grants.gov](https://grants.gov). Registering and maintaining accounts with SAM and Grants.gov is always FREE.

These registrations can take several weeks to finalize, so begin this process early! Registrations with SAM and Grants.gov must be active for you to submit your application. Finalize your registrations well before the application deadline. This should allow you time to resolve any issues that may arise.

Your organization must be registered with SAM before registering with Grants.gov.

On April 4, 2022, the federal government switched from using a DUNS number to a new Unique Entity Identifier, also known as a “UEI.” The UEI is a 12-character alpha numeric value that will be assigned by SAM for free. You must have a UEI in order to submit your Partnership Agreements application.

SAM Registration

Organizations already registered with SAM:

- A UEI will automatically be assigned to your organization by SAM. The UEI will be visible in your organization's SAM record.
- If you have difficulty locating the UEI, contact SAM at 1-866-606-8220 or see the [help section](#) of SAM's website.

When registering/renewing your SAM account, you must select “Yes” when completing the “Representations & Certifications” section. All awardees are required to have these representations & certifications in order to receive an award.

Your SAM registration must be current at the time a grant is made, and throughout the life of the award. SAM registrations, once activated, can take a day or more to be visible in Grants.gov. Verify your SAM registration well ahead of the application deadline.

Grants.gov Registration

If your organization is not yet registered with Grants.gov, go to [Organization Registration](#).

If your organization already has registered with Grants.gov, renew your registration with SAM and verify that your registration with Grants.gov is current.

You must complete the Grants.gov registration process to access the application package (see below). You will need the Grants.gov Username and Password that you obtain during the registration process to submit your application, and you won't be able to submit your application unless your SAM registration is active and up-to-date.

SAM and Grants.gov Help

The NEA does not have access to your SAM or Grants.gov accounts. If you have any questions about or need assistance with these sites contact them directly:

- **SAM Federal Service Desk:** Call 1-866-606-8220 or see the information posted on the SAM website at [SAM Help](#).
- **Grants.gov Contact Center:** Call 1-800-518-4726, email 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.

All Applicants: Go to the Grant Opportunity Package

Access the Grant Opportunity Package by clicking on the link below:

CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE ON GRANTS.GOV

[Funding Opportunity Number 2022NEA04PA]

1. Clicking the link above will take you **directly** to the application package in Grants.gov.

Partnership Agreements FY23 Guidelines: Regional Arts Organizations

2. The Grants.gov “View Grant Opportunity” screen will open, click the red “Apply” button.
3. You will be prompted to enter your Grants.gov Username and Password. In order to create the Workspace application, you must be logged into Grants.gov with a participant role of either **Workspace Manager** or **Authorized Organization Representative (AOR)**. More information on participant roles can be found [here](#).
4. After logging in, to create a [Workspace](#) application:
 - a. Fill in the Application Filing Name field, then
 - b. Click the **Create Workspace** button.
5. After creating a Workspace, you will be directed to the Manage Workspace page, where you can begin working on the application.
6. After accessing the Grant Opportunity Package, you can find 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 Domestic Assistance (SF-424 Mandatory): This form asks for basic information about your organization and application. Complete this form first. Data entered here will populate fields of other forms where possible.
 - Disclosure of Lobbying Activities (SF-LLL): See instructions for completing this form below.
 - Attachments Form: This is not a form in the conventional sense, but rather a place to attach additional items (e.g., your application narrative and strategic plan) that must be included for your Grants.gov Opportunity Package to be considered complete. See instructions for completing this form below.

Application Instructions

To access the full RAO application instructions for both on and off year applicants, download the application instructions PDF [LINK].

Application Review

Review Criteria

Partnership Agreements Regional Arts Organizations

The following criteria are considered in the review of applications:

A. Planning Process

Constituents are involved in the organization's planning process, incorporating:

1. Opportunities for a wide range of constituents to participate in the planning process, including those in underserved communities.
2. Constituent engagement through a wide variety of meeting formats and media, such as public meetings, surveys, interviews, electronic media and/or other methods appropriate to the constituent groups.
3. Responses to recommendations and the priorities identified through the planning process.
4. Metrics and/or other relevant information used to monitor the region's progress in achieving its goals.

B. Implementation and Accomplishments

The organization's programs, activities, and other accomplishments:

1. Respond to the priorities identified by constituents during the planning process and/or changing circumstances in the region.
2. Leverage public and private partnerships, as appropriate.
3. Demonstrate the organization's cost effectiveness and record of growing and diversifying its revenue sources, specifically from non-federal sources.
4. Include plans to support stable, outreach-driven programs that are responsive to the region's diverse folk & traditional arts heritage, and that can strengthen support of the folk & traditional arts).

Multi-Year Approval

The National Endowment for the Arts uses staggered, multi-year approval for Regional Partnership awards. While each RAO is required to submit an application annually, those organizations that are determined to have addressed satisfactorily the requirements and review criteria receive three-year approval of their proposals. They are not required to submit another full-scale application, including all material necessary for review, for another three years. In the other years ("off years"), the application requirements are simplified greatly. See [Application Calendar](#) for a full list of on and off year designations.

In recommending action on Regional Partnership Agreement proposals, the National Endowment for the Arts has a variety of options ranging from full three-year approval, to more limited or contingent approval requiring interim response, to a determination not to provide a Regional Partnership Agreement.

What Happens to Your Partnership Agreement Application

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

Funding recommendations are considered by the National Council on the Arts, where they are reviewed in open session. The Council makes recommendations to the Chair of the National Endowment for the Arts. The Chair reviews the Council's recommendations and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

Contact Lara Holman Garritano at garritanol@arts.gov or 202-682-5586 if you have questions about the review process.

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.

State Arts Agencies and Regional Arts Organizations

Additional Information on Arts Education

The National Endowment for the Arts envisions a nation where 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.

Partnership Agreement Support for Arts Education

Partnership Agreement support is intended to respond to the objectives, strategies, and programs that each state arts agency develops based on national or state arts education standards, as appropriate, and its state's needs, opportunities, and resources.

Activities may be offered during or outside the regular school day schedule by school districts, arts organizations, or 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 justice facilities, and may occur in-person or online.

Possible components of a state's arts education program might include:

- Curriculum-based learning in all of the arts disciplines -- creative writing, dance, design, media arts, music, theater, and visual arts -- that is linked to national or state standards, as appropriate, and that meets the developmental needs of all youth.
- Hands-on instruction in the arts that includes the creation, production, and performance of works of art.
- Instruction that balances skills development with arts history and critical theory.
- Sequential programs, taught by qualified teachers, and strengthened by regular engagement with artists, artistic works, and arts institutions to sustain, expand, and deepen students' understanding of and competence in the arts.
- Interdisciplinary programs to enhance the richness of the arts learning experience.
- The arts also can be integrated with other subjects to enable students to make connections across the curriculum.
- Artists' residencies where students and teachers can participate in and learn about specific arts disciplines. Residencies may be planned with teachers and other school and community leaders to be consistent with national or state standards, curricula, and arts education programs. Teacher training, follow-up visits by artists, and assistance with the development of curriculum or lesson units are encouraged as components of residencies.

Partnership Agreements FY23 Guidelines: State Arts Agencies & Regional Arts Organizations

- Grants and/or technical assistance to local arts agencies, arts organizations, service organizations, professional associations, and schools for model or demonstration projects, curriculum development, student assessment or program evaluation, public awareness, research, or other efforts in arts education.
- Training for teaching artists to increase their knowledge and skills concerning the developmental needs of students; school "cultures," policies, and procedures; and other matters related to their work with students, teachers, and others in pre-K through 12 education.
- Training for teachers, school administrators, and others to heighten the awareness, knowledge, and skills that are essential to planning, developing, and sustaining arts education programs.
- Consortia, task forces, or similar groups at the state and local levels which increase communication and awareness, provide program coordination, and/or help develop public policy that is important to achieving the partnership goals for arts education.
- Cultivation of cross-sector partners, convenings, creation of an arts education data initiative, collective impact consultation, and/or creation of a logic model and an arts education strategic plan, or any other activities that support the development of a plan.

Partnership Agreements FY23 Guidelines:
State Arts Agencies & Regional Arts Organizations

Additional Information on Folk & Traditional Arts

The National Endowment for the Arts is committed to supporting folk & traditional arts in every state, region, and territory. Our recent [Living Traditions](#) report includes significant data that shows the strategic role that folk & traditional arts grants and programs play in serving the nation's most rural and impoverished communities. Likewise, the report illuminates the power of institutional partnerships (among SAAs, RAOs, and nonprofit partners) to extend the reach of arts agencies to the nation's most underserved communities.

Additionally, findings in the 2018 NEA research report [Qualitative Analysis Project Findings: Folk and Traditional Arts Partnership Grants](#) show that best practices of Folk Arts Partnerships involve collaborative partnerships with non-profits to develop and implement projects, including exhibits and events; apprenticeship, fellowship, and awards programs; and fieldwork and research efforts. Partners also provide event space or co-sponsor events; and their networks are commonly used to reach underserved audiences.

In FY2021, the NEA increased its commitment for folk & traditional arts. With a new goal of supporting folk & traditional arts in every state, jurisdiction, and region, funds are being awarded through all Partnership Agreements based on the strength of the SAA's or RAO's plans in relation to the Partnership Agreements Review Criteria. ([SAA](#) | [RAO](#))

Support from the Folk Arts Partnership program helps to dynamically extend the resources of SAAs and RAOs. We wish to honor collaborations through the Partnership Agreement by formalizing institutional partnerships of SAAs and RAOs whose programs have regularly worked with nonprofit organizations. SAAs, RAOs, and collaborating nonprofit organizations will engage in a three-year funding cycle, allowing greater capacity for long-term planning.

Frequently Asked Questions

1. May we receive assistance or guidance to help us plan a program? If so, whom should we contact?

A: Yes, please contact Cheryl Schiele at schielec@arts.gov to learn more.

2. May an SAA/RAO partner with a nonprofit organization or university to carry out our Folk Arts Partnership program?

A: Yes, partnerships with nonprofits or universities are permitted, although the process to apply may be different than in previous years:

- If guidance or assistance is needed to establish new partnerships or navigate through existing partnerships, please reach out to NEA staff.
- For SAAs/RAOs whose applications historically included a folk arts funding request, whereby funding was dispersed by the SAA/RAO to longstanding partners at nonprofit organizations or universities, the guidelines do not affect the existing partnerships.

Partnership Agreements FY23 Guidelines: State Arts Agencies & Regional Arts Organizations

There are updated application requirements, however, and you will need to review those in the guidelines.

- For SAAs/RAOs who historically provided a support letter to nonprofit organizations or universities, thereby allowing the nonprofit to be the applicant-of-record, the guidelines affect the application process. Nonprofit organizations will no longer be able to apply to the NEA for Folk Arts Partnerships funds. Instead, Folk Arts Partnership funding will be awarded directly to the SAA/RAO. The SAA/RAO may enter into a contract with the nonprofit partner to manage the folk arts program. There are updated application requirements that you will need to review in the guidelines.

3. Are nonprofit organizations or universities eligible to apply for and receive Folk Arts Partnership funding directly?

A: Nonprofit or university organizations are **unable** to apply directly to the NEA for Folk Arts Partnership funding. Your organization will need to partner with your SAA/RAO, with a work plan described in the SAA/RAO application that identifies the nonprofit/university carrying out the work in partnership with the SAA/RAO. There are updated application requirements that you will need to review in the guidelines.

4. We are an SAA/RAO that has been submitting a letter of support to a nonprofit or university. How do we begin this transition?

A: The NEA will be happy to facilitate a conversation and consult on the best course of action with you and your nonprofit or university partner. Contact Cheryl Schiele at schielec@arts.gov to learn more.

5. Does our SAA/RAO need to hire a staff position to support Folk Arts Partnership? If not, what are our options?

A: No, you will not need to hire/create a staff position. There are several options depending on your current Folk Arts Partnership plans. Programs can take a variety of shapes, ranging from developing an in-house program, to facilitating partnerships with external non-profits and universities, contracting fieldwork that is tied to SAA/RAO grantmaking programs such as apprenticeships, organizing networks of folklife/cultural heritage stakeholders, and so on.

6. What do we do if we are unable to meet the cost share/match for our increased partnership agreement grant now that folk arts is included in it?

A. Contact [the States and Regionals office](#).

7. Can you describe “outreach-driven” and the ways in which Folk Arts Partnership programs connect to folk & traditional artists and communities?

Partnership Agreements FY23 Guidelines: State Arts Agencies & Regional Arts Organizations

A: As the Living Traditions report shows, Folk Arts Partnerships excel at connecting SAA/RAO resources to hard-to-reach communities when they are driven by face-to-face outreach initiatives. Best practices include ethnographic fieldwork surveys that identify traditional artists and community organizations, as well as the convening of folklife and cultural heritage stakeholders. Research shows that many of the artists and organizations who most readily identify with folklife and cultural heritage initiatives do not always identify as stakeholders in the arts. Therefore, connecting folklife stakeholders with SAA/RAO resources requires intentional, face-to-face communication in addition to online promotion of programs.

8. How will applications be reviewed?

A: Applications will be evaluated in relation to the published review criteria as part of the larger SAA/RAO application. Reviewers who have expertise in Folk & Traditional Arts will be involved in this process.

9. We are in an off-year for FY23. How will this affect our application?

A: There are a few different scenarios to consider:

- For off-year SAAs/RAOs already receiving Folk Arts Partnership funding directly, review the updated language for the narrative component of your application. However, there should be no disruption to the way funds are allocated in the grant.
- For off-year SAAs/RAOs who have historically submitted support letters for nonprofit organizations and university applicants, review the updated language for the narrative component of your application. Folk Arts Partnership funding will be included in your grant. You may secure your existing partnership, distributing funding to the nonprofit organization or university directly.

10. Will we need to determine and submit a funding amount for Folk Arts Partnership?

A: No. The Folk Arts Partnership funding allocation will be determined by the NEA, keeping the amounts close to the amounts previously granted and contingent upon the NEA's overall budget.

National Services

Program Description

Limited funds are available for national services that are provided by membership organizations of state arts agencies and regional arts organizations. Funds are to be used for projects that provide leadership, training, planning, coordination, and information services that increase accountability and transparency. Support for national services will come out of funds designated by the Congress for the state arts agencies and regional arts organizations.

In line with its strategic plan, the National Endowment for the Arts has determined that all national services projects will address our objective to promote public knowledge and understanding about the contributions of the arts.

Activities may include, but are not limited to: recognition and promotion of artistic achievement throughout the nation; research and dissemination of reports that demonstrate efforts by SAAs and RAOs to increase public knowledge and understanding about the arts' contributions to social, civic, economic and/or other objectives; impact analyses of arts and cultural programming; recognition of professional arts workers as a key sector of American industry; efforts by the SAAs and RAOs to nurture and promote innovation; collaborations with other state, regional, or national entities to explore or enhance the role the arts can play in their programming; activities promoting cultural diplomacy with other countries; and the hosting or sponsorship of related convenings, information exchanges, and reports.

Application Calendar

Deadlines:

Submit to Grants.gov	September 29, 2022
On-Year Applicants Only: Submit 1-Page Update by email (Optional)	December 1, 2022
Earliest Announcement of Grant Award or Rejection	April 2023
Submit Partnership Agreements Budget Form	Date Announced in Notification of Funding
Earliest Start Date for Proposed Project	July 1, 2023

We use a staggered, multi-year review for National Services. For FY 2023 the National Assembly of State Arts Agencies will complete an **off-year** application.

Applications must be submitted electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated application no later than 11:59 p.m., Eastern Time, on September 29, 2022. See "How to Apply" for further information.

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

Awards will support activities that are scheduled to begin on July 1, 2023, or any time thereafter.

Following the notification of funding offers (anticipated to be April 2023), all applicants must complete and submit a Partnership Agreement Budget for NEA review. Instructions and deadlines will be provided with the notification of funding.

Questions:

Lara Holman Garritano at garritano@arts.gov or 202-682-5586

Access for individuals with disabilities:



Contact the Office of Accessibility at 202-682-5532 / accessibility@arts.gov or the Office of Civil Rights at civilrights@arts.gov to request an accommodation or an alternate format of the guidelines.

Award Information

Award Amounts

All grants require a nonfederal cost share/match of at least 1 to 1. For example, if an organization receives a \$500,000 grant, the total eligible project costs must be at least \$1,000,000 and the organization must provide at least \$500,000 toward the project from nonfederal sources.

Grants generally will range from \$500,000 to \$1,000,000.

We reserve the right to limit support of a project to a particular portion(s) or cost(s).

All costs included in your Project Budget must be expended during your period of performance. This includes all subgranting activity funded by NEA or cost share/matching funds. Costs associated with other federal funds, whether direct or indirect, cannot be included in your Project Budget. Costs incurred before the earliest project start date of July 1, 2023, cannot be included in your budget or cost share/match.

Eligibility

Eligibility Requirements for National Service Organizations

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/agent are not allowed. [See more information on fiscal sponsors/agents.](#)
- Prior to the application deadline, have a three-year history of arts programming as a membership organization serving state arts agencies and regional arts organizations. 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.

An organization whose primary purpose is to channel resources (financial, human, or other) to an affiliated organization may only apply if the affiliated organization does not submit 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 UEI number, be registered with the **System for Award Management** (SAM, 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.

How to Apply

Read through these instructions fully, as they include important step-by-step directions to ensure that your application is submitted successfully.

We use a staggered, multi-year review for National Services applicants. For FY 2023, the National Assembly of State Arts Agencies will complete an off-year application.

Using Grants.gov

Electronic application through Grants.gov is MANDATORY.

The Grants.gov system must receive your validated application no later than 11:59 p.m., Eastern Time, on September 29, 2022.

Register or renew/verify your registration with Grants.gov and SAM.gov at least two weeks before the deadline.

Submit your application **by September 19, 2022**, to give yourself ample time to resolve any problems that you might encounter. You take significant risk by waiting until the day of the deadline to submit your application. Late applications will not be accepted.

Registration

Register with SAM and Grants.gov or renew/verify these registrations

Before applying, your organization must create and maintain up-to-date registrations with both the System for Award Management (SAM) at [SAM.gov](https://sam.gov) and [Grants.gov](https://grants.gov). Registering and maintaining accounts with SAM and Grants.gov is always FREE.

These registrations can take several weeks to finalize, so begin this process early! Registrations with SAM and Grants.gov must be active for you to submit your application. Finalize your registrations well before the application deadline. This should allow you time to resolve any issues that may arise.

Your organization must be registered with SAM before registering with Grants.gov.

On April 4, 2022, the federal government switched from using a DUNS number to a new Unique Entity Identifier, also known as a "UEI." The UEI is a 12-character alpha numeric value that will be assigned by SAM for free. You must have a UEI in order to submit your Partnership Agreements application.

SAM Registration

Organizations already registered with SAM:

- A UEI will automatically be assigned to your organization by SAM. The UEI will be visible in your organization's SAM record.

- If you have difficulty locating the UEI, contact SAM at 1-866-606-8220 or see the [help section](#) of SAM’s website.

When registering/renewing your SAM account, be sure to select “Yes” when completing the “Representations & Certifications” section. All awardees are required to have these representations & certifications in order to receive an award.

Your SAM registration must be current at the time a grant is made, and throughout the life of the award. SAM registrations, once activated, can take a day or more to be visible in Grants.gov. Verify your SAM registration well ahead of the application deadline.

Grants.gov Registration

If your organization is not yet registered with Grants.gov, go to [Organization Registration](#).

If your organization already has registered with Grants.gov, renew your registration with SAM and verify that your registration with Grants.gov is current.

You must complete the Grants.gov registration process to access the application package (see below). You will need the Grants.gov Username and Password that you obtain during the registration process to submit your application, and you won’t be able to submit your application unless your SAM registration is active and up-to-date.

SAM and Grants.gov Help

The NEA does not have access to your SAM or Grants.gov accounts. If you have any questions about or need assistance with these sites contact them directly:

- **SAM Federal Service Desk:** Call 1-866-606-8220 or see the information posted on the SAM website at [SAM Help](#).
- **Grants.gov Contact Center:** Call 1-800-518-4726, email 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.

All Applicants: Go to the Grant Opportunity Package

Access the Grant Opportunity Package by clicking on the link below:

CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE ON GRANTS.GOV

[Funding Opportunity Number 2022NEA04PA]

1. Clicking the link above will take you **directly** to the application package in Grants.gov.
2. The Grants.gov “View Grant Opportunity” screen will open, click the red “Apply” button.
3. You will be prompted to enter your Grants.gov Username and Password. In order to create the Workspace application, you must be logged into Grants.gov with a participant

role of either **Workspace Manager** or **Authorized Organization Representative (AOR)**. More information on participant roles can be found [here](#).

4. After logging in, to create a [Workspace](#) application:
 - a. Fill in the Application Filing Name field, then
 - b. Click the **Create Workspace** button.
5. After creating a Workspace, you will be directed to the Manage Workspace page, where you can begin working on the application.
6. After accessing the Grant Opportunity Package, you can find 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 Domestic Assistance (SF-424 Mandatory): This form asks for basic information about your organization and application. Complete this form first. Data entered here will populate fields of other forms where possible.
 - Disclosure of Lobbying Activities (SF-LLL): See instructions for completing this form below.
 - Attachments Form: This is not a form in the conventional sense, but rather a place to attach additional items (e.g., your application narrative and strategic plan) that must be included for your Grants.gov Opportunity Package to be considered complete. See instructions for completing this form below.

Application Instructions

To access the full National Services application instructions for off year applicants, download the application instructions PDF [LINK].

Application Review

Review Criteria

Partnership Agreements/National Service Organizations

The following criteria are considered in the review of applications:

A. Planning Process

Constituents are involved in the organization's planning process, incorporating:

1. Opportunities for a wide range of constituents to participate in the planning process, including those in underserved communities.
2. Constituent engagement through a wide variety of meeting formats and media, such as public meetings, surveys, interviews, electronic media and/or other methods appropriate to the constituent groups.
3. Responses to recommendations and the priorities identified through the planning process.
4. Metrics and/or other relevant information used to monitor the organization's progress in achieving its goals.

B. Implementation and Accomplishments

The organization's programs, activities, and other accomplishments:

1. Respond to the priorities identified by constituents during the planning process and/or changing circumstances in the region.
2. Leverage public and private partnerships, as appropriate.
3. Demonstrate the organization's cost effectiveness and record of growing and diversifying its revenue sources, specifically from non-federal sources.

Multi-Year Approval

The National Endowment for the Arts uses staggered, multi-year approval for these awards. While each organization is required to submit an application annually, those organizations that are determined to have addressed satisfactorily the requirements and review criteria receive three-year approval of their proposals. They are not required to submit another full-scale application, including all material necessary for review, for another three years. In the other years ("off years"), the application requirements are simplified greatly.

In recommending action on proposals, the National Endowment for the Arts has a variety of options ranging from full three-year approval, to more limited or contingent approval requiring interim response, to a determination not to provide funding.

What Happens to Your Partnership Agreement Application

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

Partnership Agreements FY23 Guidelines: National Services

Funding recommendations are considered by the National Council on the Arts, where they are reviewed in open session. The Council makes recommendations to the Chair of the National Endowment for the Arts. The Chair reviews the Council's recommendations and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

Contact Lara Holman Garritano at garritano@arts.gov or 202-682-5586 if you have questions about the review process.

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.

All Applicants (State, Regional, and National Services)

Award Administration

Prohibition on Supplanting Non-Federal Funds

Partnership Agreement awards must be used to supplement and not supplant non-federal funds. For the purposes of these guidelines, the term "supplant non-federal funds" is defined as using federal dollars to replace non-federal dollars, with the intention or effect of reducing financial support for an SAA or RAO.

Crediting Requirement

Grantees must clearly acknowledge support from the National Endowment for the Arts in their programs and related promotional material including publications and websites. Acknowledgments should include the National Endowment for the Arts logo wherever possible. In addition, we will provide detailed crediting language for SAAs and RAOs to use with their own grantees.

Final Reporting

Before a grant is awarded, organizations must have submitted acceptable Final Report packages by the due date(s) for all NEA grant(s) previously received, and report on funded activities in accordance with the National Standard for Arts Information Exchange. This includes acceptable Federal Financial Reports.

Award Notices

Official grant award notification (i.e., a notice of action authorized by the National Endowment for the Arts' Grants Management Office) is the only legal and valid confirmation of award. This can take several months to issue depending on several factors such as the number of awards to be processed, whether the agency has its appropriation from Congress, etc.

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) establishes clarity and consistency regarding the pre- and post-award requirements applicable to federal grantees.

Under the authority listed above, the National Endowment for the Arts (NEA) adopts the 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 National Endowment for the Arts.

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 National Endowment for the Arts has selected options offered in the regulation, such as budget waivers and requirements for use of program income. It also includes agency requirements for cost share/matching funds, reporting requirements, amendment processes, and termination actions. **Grantees must review, understand, and comply with these requirements.** Failure to do so may result in having a grant terminated and/or returning funds to the National Endowment for the Arts, among other things.

Legal Requirements

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 which sets forth the National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your Award.** 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 (IRS) website at www.irs.gov.
 - Organizations that 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 part [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 that 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 "Assurance of Compliance" below.**
- **[Debarment and Suspension procedures](#).** The applicant must comply with the requirements set forth in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR Part 3254. Failure to comply may result in the debarment or suspension of the grantee and the National Endowment for the Arts 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 CFR 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 CFR 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.

Partnership Agreements FY23 Guidelines: All Applicants

- 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.)

5. In addition, State Arts Agencies must meet the requirements in Section 5(g)(2) of the National Endowment for the Arts' authorizing legislation, which state:

"In order to receive assistance under this subsection in any fiscal year, a State shall submit an application for such grants at such time as shall be specified by the Chairperson and accompany such applications with a plan which the Chairperson finds—

(A) designates or provides for the establishment of a State agency (hereinafter in this section referred to as the "State agency") as the sole agency for the administration of the State plan;

(B) provides that funds paid to the State under this subsection will be expended solely on projects and productions approved by the State agency which carry out one or more of the objectives of subsection (c) of this section;

(C) provides that the State agency will make such reports, in such form and containing such information, as the Chairperson may from time to time require including a description of the progress made toward achieving the goals of the State plan;

(D) provides—

- (i) assurances that the State agency has held, after reasonable notice, public meetings in the State to allow all groups of artists, interested organizations, and the public to present views and make recommendations regarding the State plan; and
- (ii) a summary of such recommendations and the State agency's response to such recommendations; and

(E) contains--

- (i) a description of the level of participation during the most recent preceding year for which information is available by artists, artists' organizations, and arts organizations in projects and productions for which financial assistance is provided under this subsection;
- (ii) for the most recent preceding year for which information is available, a description of the extent to which projects and productions receiving

Partnership Agreements FY23 Guidelines: All Applicants

financial assistance from the state arts agency are available to all people and communities in the State; and

- (iii) a description of projects and productions receiving financial assistance under this subsection that exist or are being developed to secure wider participation of artists, artists' organizations, and arts organizations identified under clause (i) of this subparagraph or that address the availability of the arts to all people or communities identified under clause (ii) of this subparagraph.

No application may be approved unless the accompanying plan satisfies the requirements specified in this subsection."

Assurance of Compliance

By signing the application form, 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 further certifies that it will obtain assurances of compliance from all subrecipients and will require all subrecipients of National Endowment for the Arts funds to comply with these requirements. **We may conduct a review of your organization to ensure that it is in compliance with these statutes.** If we determine that a grantee has failed to comply with these statutes, we may suspend or terminate the award, 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 National Endowment for the Arts at 45 CFR 1110.
- Solely 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 et seq.), implemented by the National Endowment for the Arts at 45 U.S.C. 1151.
- On the basis of age, in accordance with the **Age Discrimination Act of 1975** (42 U.S.C. 6101 et seq.) implemented by the National Endowment for the Arts at 45 CFR 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 National Endowment for the Arts.

Partnership Agreements FY23 Guidelines: All Applicants

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 National Endowment for the Arts 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, 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>, the [FOIA Reading Room](#), or contact the Office of Civil Rights at 202-682-5454.

Regulations Relating to Lobbying for organizations applying for more than \$100,000 (31 U.S.C. 1352)

The Applicant certifies that:

- a) It has not and will not use federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a member of a National Endowment for the Arts advisory panel or the National Council on the Arts, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of or modification to any federal grant or contract.
- b) If it has used or will use any funds other than federal appropriated funds to pay any person for influencing or attempting to influence any of the individuals specified above, the Applicant:
- c) Is not required to disclose that activity if that person is regularly employed by the Applicant. (Regularly employed means working for at least 130 days within the year immediately preceding the submission of this application.)
- d) Will complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," if that person is not regularly employed by the Applicant.
- e) It will require that the language of this certification be included in the award documents for all subawards of more than \$100,000 and that all subrecipients shall certify and disclose accordingly.

Other Information

Staff Visits

Applicants may be asked to provide up to four complimentary tickets for National Endowment for the Arts staff visits.

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're meeting these standards. 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.

Paperwork Reduction Act Statement

The public reporting burden for this collection of information is estimated at an average of 32 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.

Contacts

If you have questions about your **Partnership Agreement** application, contact:
Lara Holman Garritano at garritano@arts.gov or 202-682-5586.

For questions specific to **Folk Arts Partnership**, contact:
Clifford Murphy at murphyc@arts.gov or 202-682-5726 or
Cheryl Schiele at schielec@arts.gov or 202-682-5587

For questions specific to **Arts Education**, contact:
Nancy Daugherty at daughern@arts.gov, or 202-682-5521

For questions specific to **Poetry Out Loud**, contact:
Lauren Miller at millerl@arts.gov, or 202-682-5490

For Access for individuals with disabilities:



Contact the Office of Accessibility at 202-682-5532 / accessibility@arts.gov or the Office of Civil Rights at civilrights@arts.gov to request an accommodation or an alternate format of the guidelines.