

Partnership Agreements: State Arts Agencies  
FY24 Application Instructions

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## Introduction

We use a staggered, multi-year review for State Arts Agency (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. **Please read fully through these complete instructions and follow the step-by-step instructions relevant to your status as either an ON-YEAR or OFF-YEAR applicant. ALL applicants will complete ALL four steps included in these instructions.**

**ON-YEAR SAAs FOR FY 2024:**

Alabama, Arkansas, District of Columbia, Georgia, Guam, Idaho, Illinois, Indiana, Kentucky, Louisiana, Michigan, Mississippi, Nevada, New York, Ohio, Oklahoma, Puerto Rico, South Dakota

**OFF-YEAR SAAs FOR FY 2024:**

Alaska, American Samoa, Arizona, California, Colorado, Connecticut, Delaware, Florida, Hawaii, Iowa, Kansas, Maine, Maryland, Massachusetts, Minnesota, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Northern Marianas, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virgin Islands, Virginia, Washington, West Virginia, Wisconsin, Wyoming

**All applicants will need to submit an Application for Federal Domestic Assistance (SF-424) and a Disclosure of Lobbying Activities (SF-LLL).** In addition, a complete application includes the **Attachments Form**, to which you will attach items indicated in the checklist below, based on your status as ON-YEAR or OFF-YEAR:

	ON-YEAR APPLICANTS	OFF-YEAR APPLICANTS
<b>REQUIRED FORMS, all applicants</b>		
Application for Federal Domestic Assistance (SF-424)	Y	Y
Disclosure of Lobbying Activities (SF-LLL)	Y	Y
<b>ATTACHMENTS FORM, based on status</b>		
1. Staffing List	Y	Y
2. Board Membership List	Y	Y
3. Application Narrative (up to 2 pages) *	Up to 12 pages	Up to 2 pages
4. Strategic Plan *	Y	N
5. Changes in Conflict of Interest/Appeals	If relevant	If relevant

Items with an asterisk (\*) will be reviewed by Partnership Agreements reviewers. Other submitted items are for administrative use only. Application narratives should not refer reviewers to any other application materials that you submit.

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**Completing Grants.gov forms**

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

**Step 1: Fill out the *Application for Federal Domestic Assistance (SF-424 Mandatory)***

**1.** Items 1a-d default to certain selections; do not change them.

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

**3. Applicant Identifier:** This is for your own use or you can leave blank.

**4., 5., and 6.:** Leave blank.

**7. Applicant Information:**

**a. Legal Name:** The name provided here must be the applicant's legal name as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government. (Do not use your organization's popular name, if different.)

**b. Employer/Taxpayer Identification Number (EIN/TIN):** Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

**c. Organizational Unique Entity Identifier (UEI):** All organizational applicants for federal funds must have a UEI. Enter your organization's UEI here. **You can find your UEI in your System for Award Management (SAM) record.** If you cannot locate your UEI, [contact SAM for assistance](#). NOTE: Do not enter a DUNS number here. **The UEI you enter here must match the UEI associated with your organization's SAM (System for Award Management) record that was used as part of your Grants.gov registration. Otherwise, your application will not be validated by Grants.gov and will be rejected.**

**d. Address:** Use Street 1 for your organization's physical street address. This address must be identical to the physical address that you used with the SAM (System for Award Management). Only use Street 2 for your organization's mailing address if it differs from the the SAM physical street address.

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In the Zip/Postal Code box, organizations in the United States should enter the **full 9-digit zip code** that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up at <https://tools.usps.com/zip-code-lookup.htm>.

e. Organizational Unit: Leave blank.

f. Name and contact information of person to be contacted on matters involving this application: Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any grant that may be awarded. Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

**8a. Type of Applicant**: Select the item that best characterizes your organization from the menu in the first drop down box. An additional description is optional.

**9. Name of Federal Agency**: This has been pre-populated.

**10. Catalog of Federal Domestic Assistance Number**: This has been pre-populated.

**11. Descriptive Title of Applicant's Project**: Enter "Partnership Agreement".

**12. Areas Affected by Funding**: Leave blank.

**13. Congressional District Information**:

a. Applicant: Enter the number of the Congressional District where the applicant organization is physically located. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your 2-character state/jurisdiction abbreviation and "-000." If you need help determining your district, visit the House of Representatives website at [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool.

b. Project: Leave blank.

**14. Funding Period**: Enter the beginning and ending dates for your requested period of performance, i.e., the span of time necessary to plan, execute, and close out your Partnership Agreement. This should include adequate time to administer and close out all subawards made with NEA and/or cost share/matching funds. The start date should be the first day of the month, and the end date should be the last day of the month. The period of performance may start on or after July 1, 2024. Generally, a period of performance of up to two years is allowed.

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**15. Estimated Funding:**

**a. Federal:** Enter "0."

**b. Match:** Leave blank.

**16. State Executive Order 12372 Process:** Applicants should contact the State Single Point of Contact for Executive Order 12372 to determine whether this application is subject to their state's intergovernmental review process. The U.S. Office of Management and Budget (OMB) maintains a list of official State Single Points of Contact designated by the States to review and coordinate proposed federal financial assistance and direct federal development. See <https://www.archives.gov/federal-register/codification/executive-order/12372.html>

**17. Is the Applicant Delinquent on Any Federal Debt?:** Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. If your response is "yes," click on the "Yes" box and include an explanation with your application.

**18. Authorized Representative:** Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. The AOR must have the legal authority to obligate your organization. Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address. By clicking the "I Agree" box in item 18, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the Assurance of Compliance section of these guidelines.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

**Stop after item 18. Do not add attachments to this form.**

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**Step 2: Fill out the *Disclosure of Lobbying Activities (SF-LLL)***

Items **1.-3.** default to certain selections; do not change them.

**4. Name and Address of Reporting Entity:** Provide the requested information for the reporting entity. Include Congressional District, if known.

**5. If Reporting Entity in No. 4 is Subawardee:** Leave blank.

**6. Federal Department/Agency:** Enter "National Endowment for the Arts."

**7. Federal Program:** This has been pre-populated.

**8. Federal Action Number, *if known*:** Leave blank.

**9. Award Amount, *if known*:** Leave blank.

**10. a. Name and Address of Lobbying Registrant:** Provide the requested information for the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered federal action. If not applicable, enter "N/A" in the fields for First Name, Last Name, Address 1, and City.

**b. Individual Performing Services:** Enter the name of the individual performing services, and include an address if different from 10 (a). If not applicable, enter "N/A" in the fields for First Name, Last Name, Address 1, and City.

**11. Authorized Representative:** Provide the requested information for the AOR (Authorized Organization Representative) who will be submitting the Partnership Agreements application to Grants.gov. This should be the same person listed as the AOR on the Application for Federal Domestic Assistance (SF-424 Mandatory). The "Signature" and "Date" boxes will be populated by Grants.gov upon submission of the application.

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### Step 3: Complete and Attach Required Items to the *Attachments Form*

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

- All attachments are documents (e.g., narratives, lists) that you will develop in accordance with the instructions provided. **These items must be submitted as PDF files.**
  - Do not create PDFs of your electronic documents by scanning. Do not embed non-printable media files (video and/or sound) in your PDF documents. Static images (e.g., pictures) are acceptable. Do not enable any document security settings or password-protect any PDF file you submit to us.
  - No attachment should be more than 2 MB.
- Label pages clearly with the name of the item (e.g., Staffing List) and your organization's legal name. Leave a margin of at least one inch at the top, bottom, and sides of all pages. **Do not reduce type below 12-point font size.** Do not type in all capital letters. Number pages sequentially; place numbers on the bottom right hand corner of each page. Excess pages will be removed and will not be reviewed.
- **Name your files as indicated below and attach them in the proper order.** Limit file names to 50 characters and use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (\_), hyphen (-), space, and period. You cannot change the name of a file on the Attachments Form. Therefore, make certain that each file is named correctly **before** you attach it. **Your agency name (or acronym) must be included in each file name** (e.g. "ABCArtsCouncilStaff").

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

**The required documents in Step 3 differ for ON-YEAR and OFF-YEAR applicants. Please refer to the chart at the beginning of these instructions, and/or follow the prompts below related to each document.**

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## The Attachments

### Attachment Button 1: Staffing List

#### **ALL APPLICANTS: Required**

To this button, attach a one-page **Staffing List**. The file name should include the **name of your organization** or a recognizable acronym followed by "Staff" (e.g., "**ABCArtsCouncilStaff**").

Label the page clearly with your organization's legal name and "Staffing List." Set your page up with two columns with these headings: 1) Name, and 2) Position Title/Area of Responsibility.

Provide the requested information on all professional staff. Include both salaried and contractual personnel (including Arts Education, Folk & Traditional Arts staff, Poetry Out Loud Coordinators, and 504 Coordinators), with the exception of artists who spend more than 50% of their working time away from your offices.

- Place "(504)" in parentheses by the name of the staff member who serves as your organization's 504 coordinator.
- OPTIONAL (For research purposes only): Indicate by asterisk (\*) personnel who are one or more of the following: American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; Black or African American; or Hispanic or Latina/o.

Example:

<b>Name</b>	<b>Position Title/Area of Responsibility</b>
Jane Doe *	Executive Director
John Smith (504)	Director for Education

### Attachment Button 2: Board Membership List

#### **ALL APPLICANTS: Required**

To this button, attach a one-page **Board Membership List**. The file name should include the **name of your organization** or a recognizable acronym followed by "Board."

Label the page clearly with your organization's legal name and "Board Membership List." Set your page up with four columns with these headings: 1) Name, 2) Occupation, 3) City, and 4) Arts Interest/Affiliation.

Provide the requested information on all board members.

- OPTIONAL (For research purposes only): Indicate by asterisk (\*) members who are one or more of the following: American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; Black or African American; or Hispanic or Latina/o.



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- Indicate by a cross (+) members who also are office holders.

Example:

Name	Occupation	City	Arts Interest/ Affiliation
Mary Smith +	Lawyer	Springfield	Board, ABC Dance Company
Bill Doe *	Business Owner	Sunnyvale	Visual Arts Patron

**Attachment Button 3: Application Narrative (ON-YEAR: up to 12 pages)**

**ON-YEAR APPLICANTS: Required (up to 12 pages)**

**OFF-YEAR APPLICANTS: Please see instructions on page XX for Application Narrative (up to 2 pages)**

To this button, attach an **Application Narrative**. The file name should include the **name of your organization** or a recognizable acronym followed by "Narrative." Label each page clearly with your organization's legal name and "Application Narrative."

Application narratives must not exceed **12 numbered pages in length, including the budget chart**. Provide URL links to support/supplementary material that is referenced in your narrative. Use links in moderation and be sure they direct reviewers only to supplemental materials rather than additional narrative content.

The [Review Criteria for State Arts Agencies](#) will be used in the review of your Application Narrative.

**A. Overview**

1. Describe **major developments or conditions** in your state – e.g., economic, cultural, demographic, educational, geographical, or other – as well as your organization’s placement within state government – that have an impact on your organization's planning and operations.
2. Following this information, **provide a link to the enabling legislation, executive order, or comparable documentation** that shows that your organization is officially designated the State Arts Agency responsible for:
  - a) Developing a statewide arts plan and establishing arts and cultural policy with statewide impact; and
  - b) Coordinating and administering all financial support received from the National Endowment for the Arts and the State in conjunction with the SAA Partnership Agreement.

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**B. Planning Process**

Provide specific, explicitly stated facts and figures about the methods employed to reach and involve participants. Include the number, dates, times, and locations of constituent meetings, numbers of participants, and which sectors they represent. Any discussion of reaching and serving underserved communities should identify those constituencies your organization considers underserved and describe your efforts to engage those communities. If your organization has determined that there is an underserved community based upon race or ethnicity, please indicate the research that supports that determination.

Information required by Section 5(g) of the National Endowment for the Arts' legislation is indicated with an asterisk (\*) in the list below.

1. Describe your organization's **most recent planning process**, including:
  - The design and structure of the process;
  - Efforts undertaken to include a wide range of constituents in the planning process, including but not limited to those in underserved communities, artists, arts organizations, educators, state agencies, community groups, disability groups, artists and cultural workers with disabilities, businesses, municipal and tribal governments, and/or the regional arts organization serving your state;
  - How members/representatives of underserved communities were invited into and involved in the planning process;
  - The efforts your agency made to engage constituents through a variety of means such as public meetings\*, surveys, interviews, virtual engagement, and digital communications as relevant to various constituent groups\*.
  - Efforts to ensure the physical and programmatic accessibility of your in-person and virtual events, publications, website, and offices.
2. Discuss the **recommendations and priorities** for your state plan that resulted **from the public meetings\*** and other forums.
3. Describe your **organization's response to these recommendations\***, and the ways in which the response was communicated to the public – including but not limited to references in the state plan.
4. Describe the processes used to measure and monitor your organization's progress in relation to the state plan. Consider if relevant, any metrics or other information (e.g., program and/or organization evaluations) used.

Also, describe how those served, including underserved groups, are included in the evaluation process, how outside experts are involved in your evaluation activities, and any changes that your organization plans to make to its programs and services based on this information.

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5. Provide a link to your **Strategic Plan**.

- If your discussion of accomplishments relates to an earlier plan, provide here a link to the **earlier** plan as well.
- If you have a **work plan or program implementation plan** developed to complement your Strategic Plan, also provide a link here.
- If you are providing links to more than one plan, identify which Strategic Plan the implementation plan complements.

**C. Plan Implementation and Accomplishments**

1. Without reiterating your plan, which reviewers will see in full, briefly describe your organization's **priorities** for the upcoming three-year period (i.e., until the next time your organization is designated as on-year and up for full application review) and the leadership your organization is undertaking to achieve those outcomes.
2. Describe your organization's **most significant programs, activities, and accomplishments** in relation to your state's current or most recent strategic plan.

The programmatic themes listed below are prompts for consideration as you describe your organization's most significant accomplishment. The list below is not all-inclusive, it includes some of the areas in which state arts agencies work. Your narrative might feature content including, **but not limited to**, any of the following themes:

- Equity, diversity, and inclusion underserved communities
- Preserving cultures
- Technology
- Military, healthcare, social services, youth, or aging
- Rural, housing, or community development
- Accessibility (including facility and programmatic access as well as engagement of people with disabilities)

You may also discuss internal organizational work such as introduction of new funding categories or completion of long-term programming, which also may also demonstrate the most significant accomplishments of your organization.

Any discussion of reaching and serving **underserved communities** should identify those constituencies your organization considers underserved and describe your organization's efforts to engage members of those underserved communities. If your organization has determined that there is an underserved community based upon race or ethnicity, please indicate the research that supports that determination.

3. In addition to the themes that you address as most relevant to you as a state arts agency, your narrative should also include **details relevant to NEA program areas** as detailed below:

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- a) Arts Education (\*available NEA funds vary depending on details provided):
- Describe arts education efforts and programming, including any collective, systematic approaches or efforts in the state and/or state-wide plans for arts education.
- b) Folk & Traditional Arts (\*available NEA funds vary depending on details provided):
- Describe your organization’s plans to support stable, outreach-driven programs that are responsive to your state’s diverse folk & traditional arts heritage.  
Consider:
    - How you will support folk & traditional arts in your state, including any grant programs (e.g., apprenticeships, etc.), fieldwork/research, technical assistance, and cultural sustainability programs for traditional artists. If your organization does not currently have a folk & traditional arts program, describe your plans to develop a program in phases over the next three years.
    - Your outreach to folk & traditional arts stakeholders (e.g., artists, community leaders, folklorists, other organizations, etc.) to facilitate field-building and to inform your organization’s programming or activities.
    - Your staffing plans to support your proposed activities. For SAAs that partner with a nonprofit organization to carry out this programming, or contract this work, describe how the partner will undertake this work and note any agreements that are in place.
    - Describe the extent to which you will provide a cost share/match (e.g., 1:1, 10:1, etc.) to the partnership funds received from the NEA to support your proposed activities.
- c) Poetry Out Loud (\*available support is \$20,000 annually per agency):
- Describe the activities proposed for 2023-2024 including the anticipated geographic reach and timetable.
  - List the name, position/title, telephone number, and email address of your Poetry Out Loud coordinator. If program coordination is contracted out, list both the contractor's information and the name of the main SAA supervisor/contact.
  - For more information about running a statewide Poetry Out Loud program, see [Poetry Out Loud State Partnership Agreement Information](#).
4. If objectives or goals were not met or were only partially met since your organization’s last ON-YEAR application, please explain why.

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**D. Program budget allocation**

On the last page of your narrative, provide a one-line description of each of your organization’s categories, programs, or initiatives for the first fiscal year of the proposed agreement, with projected Partnership Agreement (NEA Funds + Cost Share/ Match) dollar allocations and Non-Partnership Agreement dollar allocations. Include:

- **Budget \$ Allocated: Partnership Agreement ONLY**
  - These are budget projections for the FY24 Partnership agreement, including both NEA funding + Required Cost Share dollars.
- **Remainder of Budget \$ Allocated**
  - Projections for costs paid for with funds outside of the NEA funding + Required Cost Share. These activities will not be part of your Partnership agreement, and so will not be reported on NEA payment requests or final reports.
- Identify with a “Y” those categories that are required by and/or for which allocations are determined by your legislature.
- You may use footnotes to explain the use of funds in support of Poetry Out Loud activity, as relevant.
- Include sub-categories and sub-totals as necessary to demonstrate the connection between budget allocations and your application narrative.

**Example:**

Name / Description of program / initiative	Budget \$ Allocated: Partnership Agreement ONLY	Remainder of Budget \$ Allocated	Legislatively Determined
Program name	\$XX,XXX	\$X,XXX	Y/N

**Attachment Button 3: Application Narrative (OFF-YEAR: up to 2 pages)**

**ON-YEAR APPLICANTS: Please see instructions above for Application Narrative (up to 12 pages.)**

**OFF-YEAR APPLICANTS: Required (up to 2 pages)**

To this button, attach an **Application Narrative** of up to two pages in length. The file name should include the **name of your organization** or a recognizable acronym followed by "Narrative." Label the page clearly with your organization's legal name and "Application Narrative."

1. Describe your organization’s activities for the last year and outline any changes to your organization, plans, or process.

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2. In addition to the activities and changes that you address as most relevant to you as a state arts agency, your narrative should also include **details relevant to NEA program areas** as detailed below
  - a. **Poetry Out Loud** (\*available support is \$20,000 annually per agency):
    - Describe the activities proposed for 2023-2024 including the anticipated geographic reach and timetable.
    - List the name, position/title, telephone number, and email address of your Poetry Out Loud coordinator. If program coordination is contracted out, list both the contractor's information and the name of the main SAA supervisor/contact.
    - For more information about running a statewide Poetry Out Loud program, see [Poetry Out Loud State Partnership Agreement Information](#).
  - b. As relevant, include any significant updates about your organization's **Arts Education** and/or **Folk & Traditional Arts activities** (\*available NEA funds vary depending on details provided).

#### Attachment Button 4: Strategic Plan

**ON-YEAR APPLICANTS: Required**

**OFF-YEAR APPLICANTS: Leave this attachment button blank.**

To this button, ON-YEAR applicants should attach a single file that includes the two items below. The file name should include the **name of your organization** or a recognizable acronym followed by "Plan." Label each page clearly with your organization's legal name and "Strategic Plan."

1. **The Strategic Plan document.** The plan should convey your organization's mission, vision, goals, objectives, major strategies, and evaluation plans. If your organization has just completed a new plan, and your accomplishments relate to an earlier plan, attach the **new** plan here. You will have an opportunity to link to the former plan in your narrative.
2. If you have an organization work plan or program implementation plan developed to complement your Strategic Plan, provide a link.

#### Attachment Button 5: Changes in Conflict of Interest/Appeals

**ALL APPLICANTS: If applicable, as explained below.**

If applicable, to this button attach your **Changes in Conflict of Interest/Appeals** document. Submit this item only if there has been a change in your conflict of interest policies or appeals process since you last applied for a Partnership Agreement. The file name should include the **name of your organization** or a recognizable acronym followed by "Changes." Label each page clearly with your organization's legal name and "Changes in Conflict of Interest/Appeals."

**LEAVE ALL FOLLOWING ATTACHMENT BUTTONS BLANK.**

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## Step 4: Submit items electronically through Grants.gov

Be certain that you are satisfied with your application before you click submit. **No revisions are possible through Grants.gov once submitted. After submission, the only way to update items in your application is to create a new application. The NEA will only review your most recently submitted application.**

We strongly suggest that you submit your application well before the deadline to provide ample time to resolve any problems you might encounter.

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. Navigate to the **Forms** tab on the **Manage Workspace** page:
  - Once the forms are filled out and the **Form Status** column says "Passed," they will be ready for submission.
    - Important note: The status "Forms Passed" does NOT indicate that your application has been submitted, only that your forms have been filled out. You still need to click the Sign and Submit button after receiving the "Forms Passed" status. For more information, review the [Forms Tab](#) help article.
  - Click **Complete and Notify AOR**, which will notify the user(s) with the AOR role that the workspace is ready to submit.
  - The AOR must click **Sign and Submit** to submit the application. Detailed instructions can be found [here](#).

After the AOR submits the application, they will see a confirmation screen explaining that the submission is being processed. **Take a screenshot and retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.**

3. **Verify that the application was validated by the Grants.gov system.** Take a screenshot of the validation confirmation for your records.

You can track the progress of your application submission through Grants.gov in one of three ways:

- Check the [progress bar](#) in Workspace. When your application has been successfully received, the bar will be green, and a check mark will appear in each bubble.
- When logged in to Grants.gov, click the Check Application Status link under the Applicants drop-down menu and search for the submitted application.
- When not logged in to Grants.gov, go to [Track My Application](#) and enter your Grants.gov Tracking Number. Then click the Track button to see the status listings of the valid tracking number entered. This function will only work if you have a tracking number.

For more information about checking Grants.gov application status and a complete list of statuses, see [here](#).

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### Updates

By December 1, 2023, ON-YEAR applicants have the option of submitting an update (up to one page) on any significant developments affecting the SAA subsequent to submitting the application. Updates should focus only on information relevant to application review, such as changes to the organization operating environment, budget, key leadership/staff, strategic planning, and notable accomplishments. Email updates to: [NEAStateRegional@arts.gov](mailto:NEAStateRegional@arts.gov).

#### **REMINDER:**

Following the notification of funding offers (anticipated to be April 2024), all applicants must complete and submit a Partnership Agreement Budget for NEA review. Instructions and deadlines will be provided with the notification of funding.

### Additional Help

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

For specific help on **how to complete your application**, review the instructions in these guidelines or contact:

- Lara Holman Garritano at [garritanol@arts.gov](mailto:garritanol@arts.gov) or 202-682-5586

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

- Cheryl Schiele at [schielec@arts.gov](mailto:schielec@arts.gov) or 202-682-5587 or
- Clifford Murphy at [murphyc@arts.gov](mailto:murphyc@arts.gov) or 202-682-5726

For questions specific to **Arts Education**, contact:

- Nancy Daugherty at [daughern@arts.gov](mailto:daughern@arts.gov), or 202-682-5521

For questions specific to **Poetry Out Loud**, contact:

- Lauren Miller at [millerl@arts.gov](mailto:millerl@arts.gov), or 202-682-5490

For questions specific to **Accessibility**, contact:

- Katharine Hayward at [haywardk@arts.gov](mailto:haywardk@arts.gov), or 202-682-5748

For **Access for individuals with disabilities**:



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

OMB No. 3135-0012 Expires TBD



Partnership Agreements: State Arts Agencies  
FY24 Application Instructions

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