

# National Endowment for the Arts

## Arts and Artifacts Indemnity Program

### FY2X International Indemnity Application Instructions

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## Contact Information:

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**NEA Indemnity Staff:** [Indemnity@arts.gov](mailto:Indemnity@arts.gov)

**Access for individuals with disabilities:** Contact [accessibility@arts.gov](mailto:accessibility@arts.gov) to request an accommodation or an alternate format of the guidelines at least 2 weeks prior to the application deadline.

### **Login.gov, SAM, and Grants.gov Help**

Login.gov, SAM, Grants.gov (Part 1), and the NEA's Application Portal (AP) (Part 2) are separate online systems. The NEA does not have access to your Login.gov, SAM, or Grants.gov accounts. If you need assistance with these sites, including questions regarding electronic accessibility, contact them directly:

- **Login.gov Help:** Call 844-875-6446, consult the information posted in their [Help Center](#), or use their [online form](#) to submit a question.
- **SAM Federal Service Desk:** Call 1-866-606-8220 or see the information posted on the SAM website at [SAM User Help](#).
- **Grants.gov Contact Center:** Call 1-800-518-4726, email [support@grants.gov](mailto:support@grants.gov), or consult the information posted on the Grants.gov website at [Support](#) or [Help](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

## International Indemnity

These guidelines and instructions are for **International Indemnity**. U.S. nonprofit museums and organizations planning temporary exhibitions that involve bringing works of art and/or artifacts from abroad to the United States or sending works of art and/or artifacts from the United States abroad may be eligible for International Indemnity coverage. International Indemnity coverage may also extend to certain eligible items on loan from the United States while on exhibition at other venues in the United States, if the exhibition includes other eligible items from outside the United States which are integral to the exhibition.

Indemnity under these guidelines does not cover exhibitions consisting solely of U.S.-owned objects on exhibition in the U.S., or solely of non-U.S.-owned objects on exhibition abroad.

For information about eligibility, the content of your application, or the Indemnity Program in general, contact: [indemnity@arts.gov](mailto:indemnity@arts.gov).

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## Eligibility

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No indemnification agreement may be entered into unless a completed application has been received in accordance with the provisions of Public Law 94-158 (20 USC 973). Only applications that provide thorough answers to each question can be considered for a Certificate of Indemnity.

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## Applicant Eligibility

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The Arts and Artifacts Indemnity Act (P.L. 94-158) as amended (20 USC 971 et. seq.) authorizes the Federal Council on the Arts and the Humanities (FCAH) to make indemnity agreements with U.S. nonprofit, tax-exempt organizations, and governmental units for:

1. Eligible objects from outside the United States while on exhibition in the United States.
2. Eligible objects from the United States while on exhibition outside the United States.
3. Eligible objects from the United States while on exhibition in the United States if the exhibition includes other eligible items from outside the United States which are integral to the exhibition as a whole.

If an exhibition will be shown at two or more institutions, one institution should apply on behalf of all participants.

The FCAH requires that the applicant must have previously organized at least one exhibition with objects borrowed from one or more international public and/or private collections, and that participating venues have previously organized or hosted at least one exhibition with objects borrowed from one or more public and/or private collections.

The FCAH generally limits coverage for a single exhibition to five venues (or fewer, depending upon the type and condition of the objects) and/or two years or less.

Indemnity should not be requested for inaugural exhibitions in new buildings or substantially renovated spaces.

Applicants may submit more than one application, so long as the applications are for different exhibitions. Applicants may not submit separate applications for the same exhibition to both International and Domestic Indemnity programs.

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## Object Eligibility

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Eligible objects include works of art, artifacts or objects, rare documents, books and other printed materials, photographs, films, and electronic materials. Such objects must have educational, cultural, historical, or scientific value.

Exhibitions indemnified under the International Indemnity Program must be certified by the Secretary of State's designee as being in the national interest. This certification takes place during the application review process, before a Certificate of Indemnity is issued.

For concern of risk, the FCAH generally is opposed to indemnifying oil on copper paintings, objects containing pastel, certain chalk (e.g., synthetic), charcoal, lacquer, certain types of glass (including enamels), works on parchment or vellum, marquetry, frescoes, other fragile objects, and objects to be exhibited outdoors. Oversized objects (exceeding 10 feet/120 inches in any direction, or of an excessive weight) and oil on wood panel paintings will be reviewed on a case-by-case basis.

Oil on single wood panels larger than two feet by three feet (with one dimension no greater than 24 inches) will not be indemnified. The FCAH may determine that objects be moved to the list of non-indemnified objects.

If a proposed exhibition contains U.S.-owned objects and non-U.S.-owned objects, and is to be shown at sites both in the U.S. and abroad, indemnity can be requested for the U.S.-owned and non-U.S.-owned objects while on exhibition in the U.S., and for the U.S.-owned objects only while on exhibition abroad.

Objects owned by the applicant or a participating venue may not be indemnified while on exhibition at that lender's location.

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## Other Important Information

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**Timing:** Applications are first reviewed by NEA staff for eligibility and completeness.

Applications are then assessed by **Indemnity Advisory Panels** comprised of museum directors, curators, conservators, and registrars. The Indemnity Advisory Panels deliberate on applications

and make recommendations to the **FCAH**. The FCAH typically meets three to six months after each application deadline to consider panel recommendations, determine whether to indemnify all or part of an exhibition, set conditions applicants may need to satisfy prior to approval, or to decline indemnity requests. Conditional indemnity notices, or letters of decline, are typically sent to applicants within 14 business days following the FCAH meeting. Indemnity notices may be delayed if the FCAH meeting is postponed or the FCAH requests additional information. Final Certificates of Indemnity cannot be issued until the conditions required by the FCAH are met by the applicant. Therefore, if the exhibition is recommended for indemnity, the applicant's requested start dates for the period of indemnification are not guaranteed.

**Immunity from Judicial Seizure:** Statute 22 U.S.C. 2459 and Executive Order 12047 authorize the U.S. Department of State to issue notices in the Federal Register to immunize certain cultural objects from seizure by judicial process. The objects must be imported into the United States pursuant to an agreement between the non-U.S. owner or custodian and a U.S. cultural or educational institution for a non-profit exhibition or activity. Prior to publication of the immunity notice, the Department of State must determine that the exhibition of objects is in the national interest, and that the objects are of cultural significance. **The FCAH strongly recommends applying well in advance for this protection for all international loans.** To obtain further information, or to apply for such protection, contact: Office of the Legal Adviser for Public Diplomacy and Public Affairs, [United States Department of State](http://United States Department of State).

#### **PAPERWORK REDUCTION ACT STATEMENT**

The public reporting burden for the collection of information is estimated to average 55 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. The Federal Council on the Arts and the Humanities welcomes suggestions to improve the instructions and making them as easy to use as possible. Send comments regarding this burden estimate or other aspect of this collection of information, including suggestions for reducing this burden to [indemnity@arts.gov](mailto:indemnity@arts.gov). Applicants are not required to respond to the collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number.

## Apply

Submitting an application is a multi-step process.

- **Register** with [Login.gov](#), System for Award Management (SAM) at [SAM.gov](#), and [Grants.gov](#), or renew/verify these registrations. Download the [registration guidance PDF](#) for instructions. **Registration can take several weeks.**
- **Part 1:** Submit to Grants.gov the “Application for Federal Domestic Assistance/Short Organization Form.” This form collects basic information about your organization.
- **Part 2:** Submit the required application materials through the NEA’s Applicant Portal (AP). This is where you will upload the majority of your application material (e.g., Narrative, facility reports, lists, images, etc.).

These instructions provide all the information that you need to apply. We urge you to read these instructions in their entirety before you begin the application process.

## Application Calendar

There are two application deadlines for International Indemnity each federal fiscal year. An application should not be submitted more than one year and three months in advance of the start date of the indemnity period.

We strongly recommend that you submit your application to Grants.gov several days before the Part 1 deadline to allow time to resolve any problems you might encounter.

APPLICATION PART	SEPTEMBER DEADLINE	MARCH DEADLINE
<b>Part 1: Grants.gov Submission Deadline</b>	September X , 202X 11:59 pm ET	March X, 202X 11:59 pm ET
<b>Part 2: NEA Applicant Portal Opens</b>	September X , 202X 9:00 am ET	March X, 202X 9:00 am ET
<b>Part 2: NEA Applicant Portal Submission Deadline</b>	September X , 202X 11:59 pm ET	March X, 202X 11:59 pm ET

All deadline times are in Eastern Time. Be sure to double check the deadline time and convert it to the correct time in your time zone.

Part 1 can be submitted anytime up to the date listed above for Part 1.

Part 2 can be submitted via AP only between the dates listed above for Part 2. You cannot access the AP until the first day in the window.

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## Application Part 1: Submit the Application for Federal Domestic Assistance-Short Organizational Form (SF-424) to Grants.gov

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You will use [Grants.gov Workspace](#) to complete Part 1 in Grants.gov.

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### Step 1: Access the Application Package and Create a Workspace

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Review the Grants.gov video tutorial on [how to create a Workspace](#).

1. To access the Part 1 application package:
  - On the [Indemnity](#) home page, go to the **How to Apply** section.
  - Click on the application package link for the appropriate deadline. This will take you directly to the pre-populated application package for this opportunity. Each deadline has a separate opportunity package:
    - September deadline: Funding Opportunity Number 2027FCAH01
    - March deadline: Funding Opportunity Number 2027FCAH02
2. **The Grants.gov “View Grant Opportunity” screen will open, click the red “Apply” button.**  
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).
  - If the **Apply** button is grey or you receive a “bad request” error, please see [further instructions on how to troubleshoot](#).
3. **Create a Workspace application:**
  - Fill in the Application Filing Name field with your organization name, then
  - Click the **Create Workspace** button.
4. **Go to the Manage Workspace** page, where you can begin working on the application.

**Grants.gov Help:** Grants.gov is a government-wide portal, NEA staff does not have control of, or administrative access to, the site. If you experience technical issues with Grants.gov, please contact them directly at 1-800-518-4726 or via email [support@grants.gov](mailto:support@grants.gov), or consult the information posted on the Grants.gov website at [Support](#) or [Help](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

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### Step 2: Complete the Form

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All asterisked (\*) items and yellow fields are required. **Do not type in all capital letters when completing the form.** Enter information directly into the form. Do not copy and paste into the form.

**EMAILS:** Due to government restrictions we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

- 1. Name of Federal Agency:** Pre-populated.
- 2. Assistance Listing Number & Title:** Pre-populated.
- 3. Date Received:** Leave blank; this will be filled automatically with the date that you submit your application.
- 4. Funding Opportunity Number & Title:** Pre-populated.

**5. Applicant Information:**

**a. Legal Name:** Enter 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, or as a federally recognized tribal community or tribe. Do not use your organization's popular name, if different.

If applying for an exhibition that will tour to multiple venues, one organization should apply on behalf of all participants as the lead applicant.

**b. Address:** Use *Street 1* for your organization's physical street address. This address must be identical to the physical address shown in your organization's SAM registration. Only use *Street 2* for your organization's mailing address if it differs from the SAM physical street address. 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>.

**c. Web Address:** Provide your organization's website. Information provided here will be used for administrative purposes only and will not be provided to panelists for review.

**d. Type of Applicant:** Select the item that best characterizes your organization from the menu in the first drop-down box. Additional choices are optional.

**e. 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 **or** a 12-digit EIN/TIN.

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

**g. Congressional District:** Enter the number of the congressional district where the applicant organization is physically located. It must match with the congressional district shown in the Business Information section of your organization's SAM record. 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/jurisdiction has a single at-large representative or delegate, enter your 2-character state/jurisdiction abbreviation and "-000." If you need help determining your district, go to [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool.

**6. Project Information:**

**a. Project Title:** Enter the title of the exhibition.

**b. Project Description:** In two or three brief sentences, provide a concise description of your exhibition. Include the subject matter, type of objects to be included (paintings, sculpture, manuscripts, etc.), those responsible for organizing the exhibition, and catalogue author(s). NOTE: This field has a character limit of 1,000, including spaces. Even if you have less than 1,000 characters, Grants.gov may translate special characters (e.g., apostrophe, question mark) in a way that will cause your application to be rejected. We strongly encourage you to write a succinct project description and double check the number of characters.

**c. Proposed Project Start Date/End Date:** Enter the beginning and ending dates for the total period for which you are requesting indemnity coverage. Typically, this is one month prior to the public opening, and one month after the public closing of the exhibition. If additional time is needed, justify the need for additional time within the Narrative, in Section 1.

The indemnity period begins on the date that the first condition reports are completed and signed. This typically occurs prior to the initial packing at the lender location and may also include the time objects are in transit and while they are on exhibition. Indemnity coverage ends on the date that final condition reports are completed, typically upon return to the location designated by the lender, or as determined by the FCAH.

**7. Project Director:** Provide contact information, including an email address that will be valid through the indemnity period. Optional: Select a Prefix (e.g., Ms., Mr.).

**8. Primary Contact/Grant Administrator:** Provide the requested information for the individual who should be contacted on matters involving this application and the administration of any indemnity that may be awarded. For the Telephone number field, use the following format: 000-000-0000. Optional: Select a Prefix (e.g., Ms., Mr.). If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information already provided. If the Primary Contact/Grant Administrator is the same as the Authorized Representative, complete all items under both 8 and 9 even though there will be repetition.

**9. Authorized Representative:** Enter the requested information for the Authorized Organization Representative (AOR) who is authorized to submit this application to Grants.gov. Optional: Select a Prefix (e.g., Ms., Mr.).

The AOR must have the legal authority to obligate your organization (e.g., be a senior member of the staff such as an Executive Director, Director of Development). Contractors or consultants, including grant writers, or administrative support staff cannot serve as an AOR. See [the NEA's General Terms and Conditions](#) for who can serve as an AOR for colleges and universities.

**By clicking the "I Agree" box at the top of Item 9, this individual certifies that:**

- Information contained in this application (including Parts 1 and 2), including all supporting materials, is true and correct.
- Valuations for objects requested for indemnity are accurate and represent current values to the best of his/her/their knowledge.
- Dated artwork/object loan agreements, including U.S. dollar valuations and the lenders' agreement to federal indemnity for the items, will be in applicant's possession prior to completion of the first condition report of each indemnified object to start the indemnity period.

The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

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### Step 3: Submit the Form via the Grants.gov Workspace

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The NEA strongly suggests that you submit your application *well before the deadline* to provide time to resolve any problems you might encounter.

Review the Grants.gov video tutorial on [submitting an application in Workspace](#).

When you are ready to submit, navigate to the **Forms** tab on the **Manage Workspace** page:

- Once the form is filled out and the **Form Status** column says "Passed," it will be ready for submission.
  - 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.**

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## Step 4: Confirm Part 1 Application Submission

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**Verify that Part 1 of the application was *validated* by the Grants.gov system.** Take a screenshot of the validation confirmation for your records. Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties. Failure to successfully submit the Application for Federal Domestic Assistance/Short Organizational Form through Grants.gov will make you ineligible to complete Part 2 of the application process.

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, the AOR can 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.

[Information about checking Grants.gov application status and a complete list of statuses.](#)

**Part 2 of your application will be submitted through the NEA's Applicant Portal (AP).** Instructions on how to access the AP, including how to find your username and password can be found on the next page.

## Application Part 2: Submit items through the NEA Applicant Portal (AP)

Applicants who successfully submit Part 1 of the application to Grants.gov by the Part 1 submission deadline will have access to the AP for Part 2 during a [three-day submission window](#). Applicants will *not* have access to the portal prior to the dates listed in the calendar.

### Step 1: Access the AP

The AP is a separate website from Grants.gov. Log on at: <https://applicantportal.arts.gov>

- **AP User ID = Grants.gov Tracking Number (Example: GRANT38906754):** The Grants.gov tracking number will appear on a confirmation screen when you submit Part 1.
- **AP Password = Agency Tracking Number/NEA Application Number (Example: 1425736):** The NEA assigns the number to your application 1-2 business days after you submit Part 1 of your application. The AOR may retrieve the number when logged into Grants.gov:
  - Under Grant Applications, select *Check Application Status*.
  - Look for your Grants.gov Tracking Number and select *Details* in the Actions column.
  - The Submission Details screen will show your Agency Tracking#/NEA Application Number.

**The AP User ID and Password are unique to each application you submit. Do not use tracking numbers from a previous application to login to the AP.**

#### TECH TIPS FOR THE AP

**The AP User ID and Password can only be used by one person at a time** If multiple people use the User ID and Password at the same time to work on an application, data will be lost.

**Click “Save” and log off if you plan to leave the AP with work in progress.** Your session will deactivate after 30 minutes, which may result in lost content.

#### Browser issues:

- The AP is best viewed in the following browsers: Chrome 58+, Firefox 54+, or Microsoft Edge 44+. Cookies and JavaScript may need to be enabled for you to successfully view the site. You might also need to disable AdBlocker and/or similar software.
- Many problems can be solved by switching to a different browser. **However, you should only open the AP in one browser at a time to enter information.**

## Step 2: Upload Items into the AP

Upload the items listed below to the AP by **11:59 p.m., Eastern Time**, on the day of the Part 2 submission deadline listed in the calendar.

- [Item 1 PDF: Indemnity Narrative](#)
- [Item 2 Excel Spreadsheet: List of Non-U.S.-Owned Objects Requested for Indemnity with Values](#)
- [Item 3 Excel Spreadsheet: List of U.S.-Owned Objects Requested for Indemnity with values](#)
- [Item 4 Excel Spreadsheet: List of Objects Not Requested for Indemnity](#)
- [Item 5 PDF: Exhibition Floor Plans with anticipated Guard Placement](#)
- [Item 6 PDF: Facility Reports](#)
- [Item 7 PDF: Visual Documentation of All Objects Requested for Indemnity](#)
- [Item 8 PDF: Visual Documentation of Exhibition Highlights](#)

### IMPORTANT

**Password protect each file** before you upload it to the AP. This feature is usually located through the “File” tab of each program. **Use the same password for each file. After completing Part 2, email this password to the Indemnity staff at [indemnity@arts.gov](mailto:indemnity@arts.gov).**

File names must not: exceed 100 characters; begin with a space, period, hyphen, or underline; or contain these characters: #%&{}\\<>\*?/\$!“:+=|=“@

When you upload your files, you will find a field into which you will have the option to enter information into a Title and Description box.

- **Title:** Enter the name of the file
- **Description:** Provide a brief overview of the contents of the file

There is a total file size limit of 250 MB for all your Part 2 application materials combined.

## Item 1: Indemnity Narrative

Your Narrative must address each section below as they relate to the objects, venues, and conveyances for which indemnity coverage is requested.

### NARRATIVE FORMATTING

- Use the section numbers, sub-numbers, and headings below to organize your responses.
- Label all pages clearly with your organization’s legal name and “Indemnity Narrative”.
- No page format should exceed 8-1/2 x 11 inches. Do not reduce type below 12-point font size. Do not type in all capital letters. Number pages sequentially.
- Convert your file to PDF before uploading.
- The file name should indicate the name of your organization, or a recognizable acronym

followed by "IndemnityNarrative" (e.g., "ABCOrgIndemnityNarrative")

- **Password protect each file** (e.g. PDF) before you upload it to the AP. After completing Part 2, email this password to the Indemnity staff at [indemnity@arts.gov](mailto:indemnity@arts.gov).

### Narrative, Section 1. Title, Places, and Dates of Exhibition

#### In your Narrative, for Section 1:

- List the exhibition title, venue, city, state, and country where the exhibition will be presented and the dates of each presentation. Include all venues to which the exhibition will travel, if applicable, even if you are not requesting indemnity for each of the venues.
- Indicate if indemnity coverage is requested to begin or end at a site other than the lender location, and if so, include specific site and dates.
- Indicate if indemnified objects will be placed in temporary storage at any time during the indemnity period. List the dates and storage facilities to be used, and, within the applicable Narrative sections below, fully describe how objects will be cared for and protected at each facility.
- Explain if indemnity coverage for any object is requested for specific time periods only (e.g., to not include inbound/outbound/interim transit, or not be shown at all venues).
- Address whether a foreign indemnity can indemnify transit to or from the U.S. (to begin or end with completion of condition reports in the U.S.) for exhibitions with a foreign venue before or after the U.S. venue.

NOTE: Applicants are to report modifications of the exhibition title and/or dates that occur after application submission to the Indemnity staff at [indemnity@arts.gov](mailto:indemnity@arts.gov).

### Section 2. Total Value and Number of Objects Requested for Indemnity

#### In your Narrative, for Section 2, include:

- Total current U.S. dollar lender **value** of *all* objects requested for indemnity.
- Total **number and** U.S. dollar lender **value of non-U.S.-owned objects** requested for indemnity. Check that these match the number of objects and USD requested in **Item 2**.
- Total **number and** U.S. dollar lender **value of U.S.-owned objects** requested for indemnity. Check that these match the number of objects and USD requested in **Item 3**.
- Estimate of private/commercial insurance premium which would be required to cover objects requested for indemnity, if indemnity was not approved.
- Source of the insurance premium estimate.

### Section 3. Total Value and Number of All Objects in the Exhibition

#### In your Narrative, for Section 3, include:

- Total current estimated U.S. dollar **value** of *all* objects in the exhibition. Include objects requested for indemnity and objects not requested for indemnity.
- Total **number** of objects in the exhibition.

## Section 4. Exhibition Significance

**Guidance:** If coverage is requested for non-U.S.-owned *and* U.S.-owned objects, you must demonstrate that the non-U.S.-owned objects are integral and vital to the exhibition to justify application for International Indemnity, otherwise, approval of objects may be denied. This information is essential for the FCAH to evaluate the significance and value of objects to be indemnified and their relationship to the exhibition.

### In your Narrative, for Section 4:

- a. With curatorial input, describe the nature and theme of the exhibition and its art historical significance. Discuss the educational, cultural, historical, and/or scientific value of the exhibition, and for the objects requested for indemnity, as a benefit to the American public. If the exhibition is co-organized with another institution, briefly describe the impetus for partnering, and the roles each institution is taking to plan the exhibition. If the exhibition is touring to multiple venues, describe how and why they were selected to host the exhibition.
- b. Explain how the risk of potential damage to the objects is justified by the purposes of the exhibition.
- c. Provide the name of the organizer, and the name and title of the staff curator responsible for the exhibition, at each venue.
- d. Indicate if there will be a catalogue or publications and name the author(s).
- e. Describe public activities planned in conjunction with the exhibition at each venue.

## Section 5. Packing, Shipping, Environmental, and Security Arrangements

### Guidance:

- Complete each section with information for **each venue, off-site storage facility, and locations** (other than the lender) that may be utilized regardless of the length of time indemnified objects will be located there during the indemnity period.
- **If a Certificate of Indemnity is awarded it will be based primarily on details provided here in Section 5.** Indemnity is intended to cover objects in exhibitions for which the most professional and thorough “best practices” care in packing, shipping, handling, climate control, and security arrangements is provided. This section is a critical part of the application and will be examined very closely.
- **If a Certificate of Indemnity is awarded, indemnitees must notify the Indemnity staff in advance** of any change affecting the time period, list of objects, or arrangements for packing, shipping, handling, installation, environment, security, storage, etc. as stated herein, or subsequently submitted, for approval by the FCAH before the Certificate can be amended. The FCAH will NOT be responsible for loss or damage to an indemnified object occurring as a result of an unauthorized change.
- In this section, describe arrangements related only to the objects requested for indemnity.

- When objects are specifically identified within the Narrative, include their corresponding numbers from the Items 2 and 3.
- If coverage is requested for both non-U.S. and U.S.-owned objects, describe arrangements for the non-U.S. first, followed by the U.S. For these arrangements to be assessed it is essential that you state as completely as possible the policies, procedures, techniques, and methods to be employed.
- Include descriptive charts, diagrams, and illustrations as applicable. You may embed these into the Narrative when describing them or include them at the end of the Narrative in the same Item 1 PDF.
- Indicate if objects will not be exhibited at all venues (this should also be noted on the Item 2 and Item 3 lists) and provide applicable logistics.
- If request does not include inbound, outbound, or interim transit for an object(s), provide general information for packing and shipping of the object(s) to assure the FCAH that proper protocols will be upheld to prevent possible damage to an object that may become evident only during the indemnity period.
- Indicate if objects will be transported from/to a location other than the lender.
- Narrative responses should be supported by the Floor Plans and Facility Reports uploaded for Items 5 and 6.

### **Section 5a. Packing arrangements at locations designated by the lender(s).**

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#### **Guidance:**

- For shipments containing materials subject to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), it is recommended to crate CITES objects separately from non-CITES objects to avoid possible delay in the event of CITES inspection.
- It is recommended that Tyvek not be used for wrapping to avoid possible incidents of “ghosting”, or if Tyvek is used, also use cotton twill or other material to decrease chance of Tyvek contact with object surface.
- Turtle crates must be locked while packed.

#### **In your Narrative, for Section 5a:**

1. Provide the name of the institution and/or company responsible for the initial packing and crating from the location designated by the lenders. Fully describe all interior and exterior packing and crating, citing specific materials and methods, especially for each type of object. Confirm adherence to EU and U.S. wood regulations. Describe if/how tracking devices will be utilized inside crates.
2. Indicate which objects will be glazed and whether the glazing for each is “museum glass”. For objects glazed without “museum glass,” indicate whether it can be replaced with “museum glass” before the start of indemnity coverage.
3. Confirm that crates will acclimatize for at least 24 hours before unpacking at each location, including after return to lenders.

4. Confirm that pack/crate notes, with applicable photographs, will be recorded upon initial unpacking at the first venue and will be shared with participating venues.
5. Describe the location and conditions where empty crates/packing materials will be stored during the exhibition, including environmental statistics (depending on conditions, the FCAH may require that empty crates acclimate to exhibition gallery conditions for 24-48 hours prior to packing).

### **Section 5b. Shipping and security arrangements during transport.**

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#### **Guidance:**

- The FCAH requires each conveyance vehicle containing indemnified objects be accompanied by a courier on board. Vehicles must never be left unattended.
- Generally, shipment of objects by "hand carry" is not approved.
- DO NOT INCLUDE dates of travel for shipments/couriers.

#### **In your Narrative, for Section 5b:**

1. Fully describe the shipping and security arrangements for the objects during transport, including the initial assemblage, transfer between sites, and return to the lenders.
2. Provide names of shipping companies to be used and conveyance vehicle specifications to be deployed (e.g., dual drivers, never unattended, air ride, alarms, locks, environmental controls, GPS, devices to track environment and vibration, etc.). If using a coordinator, forwarder or sub-contractor, provide names of companies operating vehicles in which objects will be transported. Do not include communication channels to be used between parties to report tracking.
3. Confirm vehicles will be locked at all times except for un/loading or in the event of an emergency necessitating access.
4. For air travel, provide anticipated airlines (**but not flight numbers**) and airports to be used, names of shipping companies and their duties, and confirm tarmac supervision for all flights.
5. Describe TSA screening location and procedures (personnel, methods, equipment, etc.) for crates prior to departing on flights from U.S. airports.
6. Provide titles/positions of anticipated couriers and confirm that a courier will ride **on board** each conveyance vehicle.

### **Section 5c. Packing and shipping arrangements for fragile objects.**

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#### **In your Narrative, for Section 5c:**

Provide additional detail for objects considered to be fragile and/or vulnerable to the hazards of loan, such as large and/or heavy works, oil on wood panel paintings, or objects comprised of multiple media:

1. Give accurate descriptions of present conditions, including name and qualification of person(s) responsible for making the assessment, and your means of verifying the satisfactory condition of these objects prior to the initial packing.

2. Describe special precautions to be taken for packing, shipping, handling, and installation to minimize the risk of damage.
3. For objects with one or more dimensions beyond 10 feet/120 inches, explain if they disassemble to under 120 inches for packing, crating, transit, and installation. Provide the number and size of each disassembled section and additional details as applicable.
4. For oil on wood panel paintings, describe climate conditions at the lender locations as known, and how the environment will be maintained throughout the indemnity period.

#### **Section 5d. Condition reports.**

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##### **Guidance:**

- All condition reports must be made during the indemnity period. It is preferred that professional conservators undertake the condition reporting at lender locations and museum venues.
- Submission of condition reports with the application is not required. However, applicants are encouraged to provide a condition report for an especially fragile object as evidence of its stability. In the event of a claim for loss or damage, condition reports must be available immediately for inspection by the FCAH.
- If a Certificate of Indemnity is awarded, the indemnitee is responsible for confirming the stability of the objects for travel and, if necessary, to assure the FCAH at any time during the indemnity period that conditions of objects correspond to the initial condition reports.

##### **In your Narrative, for Section 5d:**

1. Confirm that a qualified professional has determined that objects are able to withstand the rigors of packing, shipping, and installation.
2. Indicate provisions for providing condition reports at the following points, giving the name and/or title of the person(s) responsible for filing the report:
  - i. Immediately prior to packing and shipping from the location of lender.
  - ii. Immediately upon delivery, after 24-hour acclimatization, and inspection at each venue.
  - iii. Immediately prior to packing and shipping from each venue.
  - iv. Immediately prior to packing and return shipping to location of lender.
  - v. Immediately upon delivery, after 24-hour acclimatization, and inspection at location of lender.
3. If storage facilities will be used, indicate provisions for providing condition reports, as applicable.

#### **Section 5e. Climate control conditions (at exhibition venues and storage facilities).**

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##### **Guidance:**

- Facility reports included with this application in Item 6 will be used as reference. **Answers provided in this section should correspond with the facility reports.** Facility report data must be completed/verified and dated within six months preceding this application date.

- Discrepancies between narrative answers and facility reports may delay the review process.
- Applicants must provide climate control conditions for each venue (including specific places in the building where indemnified objects will be located), and for each storage facility.
- The FCAH generally requires maximum light levels not exceed 25 fc for paintings and 5 fc for works on paper and sensitive materials. The FCAH may require lower light levels for specific objects.

**In your Narrative, for Section 5e, specify the following for each venue and storage facility:**

1. The type, operation, and maintenance oversight of the climate control equipment.
  - i. Explain if chemicals are added to water that becomes steam introduced into the hot air ducts to humidify the gallery, and if so, what chemicals are used.
2. Temperature to be set: in degrees Fahrenheit and average 24-hour ranges; explain any recent discrepancies and methods used to correct and monitor.
3. Relative humidity to be set: percentage(s) and average 24-hour ranges; explain any recent discrepancies and methods used to correct and monitor.
  - i. Method to maintain RH in display cases, vitrines, etc., as applicable.
4. Light levels to be set: maximum level in foot-candles for each object type.
  - i. The FCAH requires light meters be calibrated just prior to object arrival to ensure accuracy. Confirm that the applicant and participating venues will comply.
5. Special precautions to be taken for objects susceptible to damage as a result of fluctuations or extremes in humidity, temperature and/or lighting (e.g., wood, furniture, works on paper, etc.).
6. If local construction projects in, at, and/or adjacent to buildings where indemnified objects will be located are anticipated during the indemnity period, describe the nature of the projects and how activities that may affect objects (e.g., vibration, light exposure, heat, dust, etc.) will be avoided.

**Section 5f. Security arrangements (at exhibition venues and storage facilities).**

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**Guidance:**

- Facility reports included with this application in Item 6 will be used as reference. **Answers provided in this section should correspond with the facility reports.** Discrepancies between narrative answers and facility reports may delay the review process.
- Applicants must provide security arrangements for each venue, including specific places in the building where indemnified objects will be located, and for each storage facility.
- The FCAH requires human presence 24-hours/7-days inside buildings where indemnified objects are located (except at lender location).

- If a Certificate of Indemnity is awarded, each approved venue must provide a final floor plan with guard placements no less than thirty days prior to the first object arrival at each venue.
- If a Certificate of Indemnity is awarded, each approved venue must submit a letter within the 30 days preceding its opening from its Chief of Security, endorsed by its Director, certifying that security arrangements remain as stated in the approved application or as subsequently submitted and approved.

**In your narrative for Section 5f, describe the following for each venue and storage facility:**

1. Number of guards assigned to this exhibition area while the exhibition is open to the public.
2. Number of guards on duty in the building 24/7 while the exhibition is **not** open to the public.
3. How objects will be protected during delivery/outgoing shipping (e.g. method of transport from truck to loading dock, to galleries, and guard coverage).
4. How galleries will be protected and if a guard will be present at each gallery entrance/exit to restrict access during installation and de-installation.
5. Electronic surveillance and monitoring.
6. Fire protection measures, including if exhibition galleries and storage areas have sprinklers (describe type).
7. Installation plans and related security for objects by type/size/weight/double-sided objects, etc. Also include:
  - i. General and specialized installation equipment to be used.
  - ii. Security hardware such as hanging rods, screws, alarms, and vitrines, stanchions, pedestals, barriers etc., to be used. For each type of obstacle provide anticipated depth in inches between the outermost projection of objects and public reach. The FCAH recommends a minimum protective barrier depth of 30 inches.
  - iii. Protective measures to mitigate against seismic activity, wherever indemnified objects will be located (except at lender location). Responses to seismic activity mitigation are required for all applicants.
8. Confirm that public programming with physical activities (e.g., performance, dance, music, yoga, etc.) will occur out of range of indemnified objects.

**Section 5g. Transit limit per conveyance (vehicle) of transportation.**

**Guidance:** The FCAH permits a maximum of \$150 million of indemnified value per conveyance. In special circumstances, approved limits may be more than \$150 million. Value in excess of the amount indemnified must be insured by the indemnitee or another party.

**In your Narrative, for Section 5g:**

1. Indicate the maximum value of indemnified objects to be transported in a single conveyance (vehicle) of transportation.

**Section 5h. Government Regulations, as applicable.**

**Guidance:** The FCAH strongly encourages applicants to apply for all applicable permissions.

**In your Narrative, for Section 5h:**

1. Indicate if, and by whom, an application will be filed for immunity from judicial seizure through the U.S. Department of State
2. Indicate if, and by whom, an application will be filed for CITES permits through the U.S. Department of the Interior, Fish and Wildlife Services.
3. Describe, and indicate if, and by whom, an application for other specific regulatory permissions will be filed, as may be required.

**Section 6. Other Insurance Arrangements**

The maximum amount of international indemnity coverage per exhibition is \$1.8 billion.

The Arts and Artifacts Indemnity Act requires the indemnitee be responsible for a deductible per exhibition of the first:

- \$15,000 for up to \$2 million in indemnified value
- \$25,000 for more than \$2 million but less than \$10 million in indemnified value
- \$50,000 for not less than \$10 million but less than \$125 million in indemnified value
- \$100,000 for not less than \$125 million but less than \$200 million in indemnified value
- \$200,000 for not less than \$200 million but less than \$300 million in indemnified value
- \$300,000 for not less than \$300 million but less than \$400 million in indemnified value
- \$400,000 for not less than \$400 million but less than \$500 million in indemnified value
- \$500,000 for \$500 million or more in indemnified value

**In your Narrative, for Section 6:**

- a. State the names(s) of the insurance company/ies, or other arrangements, that will cover the applicable deductible and any value in excess of the amount approved for indemnity.

**Section 7. Financial Arrangements****In your Narrative, for Section 7:**

- a. List the source(s) of assured or anticipated support to be used to cover the general expenses of organizing the exhibition.
- b. Describe the nature and amount of loan fees or other contractual arrangements (excluding general costs of packing, shipping, logistics) in excess of \$10,000 for the entire exhibition with any lender to, or organizer of, the exhibition, or with foreign governments representing lenders.

## Section 8. Previous Loss/Damage

### In your Narrative, for Section 8:

- a. Describe any loss or damage over \$5,000 to permanent collection or borrowed objects (whether or not a claim was filed) incurred by the applicant, a participating venue, and/or storage facility named herein, during the three years prior to this application. For each loss/damage instance include:
  1. Location and date of the event.
  2. Nature and cause.
  3. Description and appraised value of the object(s) before and after the event.
  4. If litigation determined blame or negligence.
  5. Measures taken to prevent reoccurrence.

Should loss and/or damage be incurred by the applicant, a participating venue, and/or storage facility *after* this application is submitted, notify the NEA Indemnity staff immediately.

## Section 9. Accreditation by the American Alliance of Museums (AAM)

**Guidance:** Accreditation is not required to receive an indemnity. However, if an applicant or participating venue is not accredited, the FCAH may request a statement from that venue describing its procedures for handling loss or damage, or other pertinent information.

### In your Narrative, for Section 9:

- a. State whether each participating venue is accredited by AAM, and the date of last accreditation.

## Section 10. Exhibitions Outside the United States

### Guidance:

- The Arts and Artifacts Indemnity Act permits U.S.-owned objects to be indemnified while on exhibition outside the U.S., preferably when they are part of an exchange of exhibitions between a foreign country and the U.S.
- For exhibitions from the U.S. on exhibition abroad, priority will be given: 1) if an exchange of exhibitions is planned, and 2) if the responsibility for indemnity will be shared between the U.S. and foreign institution(s). An exchange of exhibitions can be conceived and planned concurrently by the U.S. and foreign institutions, or created in response within five years (e.g., the time lapse between the end of the first exhibition and the beginning of the second should not exceed five years). Both exhibitions should be of comparable importance.

### In your narrative, for Section 10, address the following as applicable:

- a. If this exhibition will take place outside the U.S., describe in detail the nature of the exchange, information about the exhibition being shown in the U.S. and any other insurance arrangements.

- b. If no exchange is planned, explain if the country in which this exhibition is to be shown has an indemnity program.

### **Section 11. Third Party Opinion of Lender Value for Objects Requested for Indemnity**

#### **Guidance:**

The applicant must have lender values vetted by experts qualified to assess values for the requested objects, who are other than staff of the applicant, participating venues, lenders, or anyone directly involved with the exhibition. An expert may be, for example, personnel of an auction house or dealer, or an outside curator unaffiliated with the exhibition. An expert should identify any conflicts of interest and recuse themselves. If requested objects are of two or more types, cultures, time periods, etc., it may be necessary to consult more than one expert (they do not need to be from the same source).

The Third Party 1) may agree with the lender value, or 2) may believe the lender value is low, or 3) may believe the lender value is high. If the Third Party does not concur with the lender value, they should suggest an alternate value. State the Third Party's opinion of the values in the Lists of Objects Requested for Indemnity (Items 2, and as applicable, 3); see instructions, below.

In no case will an approved indemnified value exceed the lender value.

#### **In your Narrative, for section 11:**

- a. Provide the name and title for each expert and a brief statement that establishes their expertise and qualifications.

## Formatting Guidance for Items 2-4

- Submit Items 2-4 as **MS Excel** spreadsheet files. **Do not convert spreadsheets into PDF format.** Use Arial, 12-point font size. Do not type in all capital letters. Pages should appear in **LANDSCAPE** format to fully fit onto an 8-1/2 x 11-inch sheet.
- Name your file before you upload it. The name of the file should indicate the name of your organization, or a recognizable acronym followed by the Item number (e.g., "ABCOrgItem2").
- **Password protect the Excel file** before you upload it to the AP. This feature is usually located through the "File" tab of each program. **Use the same password for each file.**  
**After completing Part 2, email this password to the Indemnity staff at [indemnity@arts.gov](mailto:indemnity@arts.gov).**

## Item 2: List of Non-U.S.-Owned Objects Requested for Indemnity with Values

### Guidance:

- Indemnity does not consider coverage of auxiliary materials, such as frames, cases, mounts, bases, etc. unless specifically itemized and for which full details, values, and images are submitted.
- Location of lender country of residence, and not location of object, determines if object is included in Item 2 or Item 3.
- The applicant determines the sort order of the list (e.g., by lender, lender location, artist, theme, etc.).

**For Item 2: Provide a numbered list of all objects requested for indemnity.** Follow the template below, using only these column titles and row numbers.

Sample spreadsheet:

Column A	B	C	D	E	F	G	H	I
Number	Object Type	Object Description	Lender	Lender Value	Source of Lender Valuation	3rd Party Opinion Value	Source of 3rd Party Opinion Value	Notes
12.1								
12.2								
12.3								
12.4								
12.5, etc.								

**Include the following information for each object:**

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- A. **Number:** Start with number 12.1 and number items consecutively. This number must match the number for the same object when it is described within the Narrative and presented in the Visual Documentation described below.
- B. **Object Type:** For example: painting, drawing, photograph, ceramic, sculpture, furniture, jewelry, textile, scientific instrument, manuscript, etc.
- C. **Object Description:** Artist name, nationality and life dates, object title, date, medium, support, dimensions HxW in inches (adding dimensions of frames is optional), include HxWxD for 3-D objects, and lender accession/inventory number (if none, state "No Inv. #). If the borrower does not agree with a lender's attributions, explain.
  - Indicate if an object contains more than one part (e.g., a pair of earrings). If an object is described as a pair or set, it is the applicant's responsibility to advise the lender of the FCAH's policy regarding loss of a part of a pair or set (see Clause 7 of the sample Certificate of Indemnity). Objects considered part of a pair/set must have individual values.
  - For objects directly on or mounted onto **panel, wood, or board**, include the type of wood.
  - For **collages and mixed media**, identify the medium/materials and support, if applicable of *each* element.
  - For **manuscripts and sketchbooks**, indicate the entire number of pages, and the number and size of illuminations or illustrations. Give page number(s) to be exhibited.
  - For **books**, give the number and date of the edition and, if possible, the rarity (e.g., the number of known copies), and describe annotations or associations. Give page number(s) to be exhibited.
  - For **prints and photographs**, give the date of the print, indicate if the print was made by the artist or photographer, and note if it is the only state, or which state it is, if known.
  - For **large and/or particularly heavy objects**, give the weight in pounds.
  - For **cast objects** (e.g., bronze), include casting date.
- D. **Lender:** Full name, city, and state (do not include street or other specific address) of location or residence of the legal owner (not where the object is located). Private lenders must be identified by name, city, and state of residence even if represented by an agent on their behalf (e.g., if a gallery or dealer is listed as owner but is acting on behalf of the owner, the owner and owner's place of residence must be included). Objects owned by a curator associated with this exhibition may not be indemnified and must be included in Item 4, with the List of Objects Not Requested for Indemnity.
  - Objects owned by the applicant or any participating venue may not be indemnified while on exhibition at that lender's location. If traveling, such objects may be included in Items 2 and 3 for coverage while in transit (starting with condition reports prior to packing) and/or while on exhibition at other participating venues. However, objects

owned by the applicant or a participating venue may not be indemnified from that owner's U.S. venue to a foreign venue not covered by U.S. Indemnity, or from a foreign venue not covered by U.S. Indemnity to the owner's U.S. venue. Objects owned by the applicant or a participating venue to be exhibited only at that venue should be included in Item 4.

**E. Lender Value:** Lender's value, converted to U.S. dollars, for each object.

- All values submitted will be considered. Generally, for objects with lender values greater than \$100 million, the FCAH will limit indemnity coverage to no more than \$100 million per object. Values exceeding amounts approved for indemnity must be insured by the indemnitee or another party.
- Enter the lender value, rounded to the nearest full U.S. dollar. Set Excel "decimal places" to 0, to avoid including cents. Then enter the total of these lender values in the cell directly under the last lender value. For example, if the list ends at 12.34, enter the total value requested in the cell under the Lender Value for 12.34. In the cell directly to the left of this total, type the phrase "**TOTAL REQUESTED INDEMNITY FOR ITEM 2**". This phrase, and the **total value**, should be in **BOLD**.
- Check your math to confirm that the list total equals the totals stated within the Narrative (Item 1) Sections 2 and 3.
- The list of objects and U.S. dollar values is included in the Certificate of Indemnity and will be the basis to determine the amount of a certified claim payment.

**F. Source of Lender Value:** If value is provided by the lender, write "Lender" (do not include a person's name); or, if lender value is unconfirmed at the time of the application, write name and title (e.g., John Doe, curator) of the individual estimating a temporary value to be considered for the application until the lender value is confirmed. Values may be updated for consideration prior to the meeting of the Indemnity Advisory Panel; increased values will not be considered after the meeting of the Indemnity Advisory Panel. All final lender values must be provided before an approved Certificate of Indemnity is issued.

**G. 3rd Party Opinion Value:** Third party opinion value rounded to the nearest full U.S. dollar. Follow the instructions in (E) Lender Value, above. **Do not total** the values in this column.

**H. Source of 3rd Party Opinion Value:** Name of the Third Party providing the opinion.

**I. Notes:** As applicable indicate venues where object will be exhibited, if not at all venues.

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### Item 3: List of U.S.-Owned Objects Requested for Indemnity with Values

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**Guidance:** Location of lender country of residence, and not location of object, determines if object is included in Item 2 or Item 3.

**For Item 3:** Provide a separate numbered list starting with 13.1, of all U.S.-owned objects for which indemnity is requested. Use the Item 2 formatting instructions.

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## Item 4: List of Objects Not Requested for Indemnity

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**Guidance:** This information is necessary for the FCAH to determine the educational, cultural, historical, or scientific value of the exhibition as a whole. **Logistical arrangements and visual documentation are not required for objects not requested for indemnity.**

**For Item 4:** Provide a separate list of all objects to be included in the exhibition for which indemnity is **not requested**. Use the Item 2 formatting instructions. Complete columns A-F only.

- For **Number** (column A), start with 14.1 and number sequentially.
- For **Lender** (column D), if a private lender does not wish to be identified, indicate "private lender."
- For **Lender Value** (column E), applicants are strongly encouraged to provide U.S. dollar values for objects despite their exclusion from the indemnity request. This information is reviewed to assess values given in Items 2 and 3. Applicants who do not furnish U.S. dollar values for objects in Item 4 may be requested to do so.

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## Item 5: Floor Plans

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**For Item 5: Include a floor plan** of the exhibition galleries for each venue indicating anticipated guard placement and their possible lines of sight to indemnified objects.

### FORMATTING

- Floor plans should be consolidated into a single PDF. The file name should indicate the name of your organization, or a recognizable acronym followed by "FloorPlans" (e.g., "ABCOrgFloorPlans")
- **Password protect each file** (e.g. PDF) before you upload it to the AP. After completing Part 2, email this password to the Indemnity staff at [indemnity@arts.gov](mailto:indemnity@arts.gov).

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## Item 6: Facility Reports

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**For Item 6: Include a current facility report** (if via AAM: version 2019 or newer) with all sections completed, for each venue, off-site storage facility and other locations (other than the lender) that may be utilized regardless of the length of time indemnified objects will be located there during the indemnity period. Facility report data must be completed/verified and dated no earlier than six months preceding this application date.

### FORMATTING

- Facility reports should be consolidated into a single PDF.
- The file name should indicate the name of your organization, or a recognizable acronym followed by "FacilityReports" (e.g., "ABCOrgFacilityReports").
- **Password protect each file** (e.g. PDF) before you upload it to the AP. After completing Part 2, email this password to the Indemnity staff at [indemnity@arts.gov](mailto:indemnity@arts.gov).

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## Item 7: Visual Documentation of Objects Requested for Indemnity

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Submit digital images in one PDF for all objects requested for indemnity. Provide one image per page of each object requested for indemnity. Object information must correspond with information provided with Item 2 and Item 3. On each page, under the image include:

- Object number from the list for Item 2 and Item 3
- Artist
- Title
- Date
- Medium/support
- Dimensions
- Lender accession/inventory number (if none, state "No Inv. #")
- Lender
- Lender value

### FORMATTING

- Use consistent image size across all visual documentation.
- There is a limit of 250 MB for all of your Part 2 application components combined.
- The file name should indicate the name of your organization, or a recognizable acronym followed by "ObjectImages" (e.g., "ABCOrgObjectImages")
- **Password protect each file** (e.g. PDF) before you upload it to the AP. **Use the same password for each file. After completing Part 2, email this password to the Indemnity staff at [indemnity@arts.gov](mailto:indemnity@arts.gov).**

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## Item 8: Visual Documentation of Exhibition Highlights

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Submit digital images in one PDF for the top ten exhibition highlights.

- Provide one image per page of the 10 works that best highlight the exhibition. Preference is that the images represent objects requested for indemnity. The applicant determines the order of the images, which should best present the exhibition by theme, or chronology, nature, significance, rarity, etc. The order of the images does not need to follow the numerical order used in the lists for Item 2, Item 3, or Item 4.
- Number the highlight images 1-10 in your chosen order and include on each page:
  - Object number from the lists provided for Item 2, Item 3, or Item 4
  - Artist
  - Title
  - Date
  - Medium/support
  - Dimensions

- Lender
- **Do not include lender value or explanatory text** on the individual highlight pages.
- **Explanatory text:** on a new page following the 10 highlight pages, provide a list numbered 1-10, and for each number include:
  - Item number corresponding with the lists provided for Item 2, Item 3, or Item 4
  - Artist
  - Title
  - Date
  - Medium/support
  - Dimensions
  - Lender
  - **Do not include lender value.**
  - Up to three CONCISE sentences describing the object, such as its importance to the exhibition, or to the artist's oeuvre, etc.

## FORMATTING

- Use consistent image size across all visual documentation.
- There is a limit of 250 MB for all of your Part 2 application components combined.
- The file name should indicate the name of your organization, or a recognizable acronym followed by "Highlights" (e.g., "ABCOrgHighlights")
- **Password protect each file** (e.g. PDF) before you upload it to the AP. **Use the same password for each file. After completing Part 2, email this password to the Indemnity staff at [indemnity@arts.gov](mailto:indemnity@arts.gov).**

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## Step 3: Submit Part 2

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**We strongly urge you to complete and submit Part 2 outside of the hours of heaviest usage, which generally are 8:00 p.m. to 11:59 p.m., Eastern Time, on the day of the deadline. Staff will not be available to help you after 5:30 p.m., Eastern Time.**

Submit your materials prior to the deadline to give yourself time to resolve any problems that you might encounter.

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### Step 1: Click Save and Submit

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- You must click “Save” and then “Submit.” If you do not click the “Submit” button, your application will not be received.
- After submitting your application, you may log back into the AP and make changes to your submission up until the system closes at 11:59 p.m., Eastern Time, on the day of the deadline. Click “Save” and “Submit” again when you are finished with any edits.

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### Step 2: Confirm Submission

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- Ensure that your application was received by logging in to the AP. On the first screen it will say “Submitted” if your application has been received. If your application has not yet been received, it will say “In Progress.” Maintain documentation of your successful submission by taking a screenshot.
- Use the “Print” function in the upper right corner to create a printable version of your application. You may save this as a separate file by either choosing “Save as PDF” from your print dialogue box, or by copying and pasting into a separate document. We strongly recommend that you save a final copy right after you click Submit.

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