

American Rescue Plan

The American Rescue Plan Act of 2021 (“Rescue Plan”) is designed to fuel the nation’s recovery from the devastating economic and health effects of the COVID-19 pandemic. Funds allocated to the National Endowment for the Arts (“Arts Endowment”) in this historic legislation represent a significant commitment to the arts and a recognition of the value of the arts and culture sector to the nation’s economy and recovery.

The Arts Endowment will competitively award Rescue Plan funds to eligible organizations nationwide. These funds are intended to help support jobs in the arts sector, keep the doors open to arts organizations nationwide, and assist the field in its response to and recovery from the COVID-19 pandemic.

Unlike other Arts Endowment funding programs that offer project-based support, Rescue Plan funds are intended to support specific operating costs only. Cost share/matching funds are not required.

The Arts Endowment intends to make awards that will impact a broad constituency. We encourage applications from a variety of eligible organizations including: organizations that serve populations that are underserved, such as those whose opportunities to experience the arts are limited by ethnicity, economics, geography, or disability; organizations with small and medium-sized budgets; organizations from rural to urban communities; and organizations that may be applying for federal support through the Arts Endowment for the first time.

Rescue Plan funding is available through two separate competitive opportunities:

- [Grants to Organizations](#)
- [Grants to Local Arts Agencies for Subgranting](#)

NOTE: Eligible local arts agencies may apply to the Grants to Organizations program for general operating support OR to the Grants to Local Arts Agencies for Subgranting program.

Rescue Plan funds will also be awarded by the Arts Endowment to the nation’s designated state and jurisdictional arts agencies (SAAs) and their regional arts organizations (RAOs) to distribute around the country. [Contact](#) your SAA or RAO for more information.

We understand that applying for federal funding and managing a grant can be a significant undertaking. Our staff strives to ensure that all applicants receive the support they need to understand every step of the process. We welcome the opportunity to speak with you about this program. Contact us with your questions.

Grants to Local Arts Agencies for Subgranting Left Sidebar Links:

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American Rescue Plan

Grants to Local Arts Agencies for Subgranting

Program Description

The Rescue Plan's Grants to Local Arts Agencies for Subgranting program recognizes the central role that local arts agencies play in supporting artists, enhancing the quality of life in their communities, and increasing public access to the arts. Local arts agencies are valued partners of the Arts Endowment, greatly extending our reach and impact to assist communities respond to the economic and health effects of the COVID-19 pandemic.

The Arts Endowment will competitively award funds to designated local arts agencies for subgranting programs. To be eligible to subgrant, a designated local arts agency must have a history of grantmaking that occurred anytime within the ten-year period immediately preceding this program's application deadline (i.e., July 22, 2011 to present). The grantmaking program is not required to have been supported by the Arts Endowment. See [Eligibility](#) for more information.

Eligible local arts agencies may apply for subgranting activities through this program OR to the [Rescue Plan's Grants to Organizations](#) program for general operating support. We also encourage local arts agencies to [contact](#) their SAA or RAO for other Rescue Plan funding opportunities.

We recognize that the financial needs of the field far outweigh the available funds that will be awarded through this program. We anticipate making approximately 80 awards in this category and encourage applicants to select a grant amount that is reflective of their own internal capacity and the impact the funds will have in their local community. There is no pre-determined number of awards per grant amount. Grants will NOT be awarded on a "first come, first served" basis. See [Award Information](#) for more information.

We intend to make awards that will impact a broad constituency, and encourage applications from a variety of eligible organizations including:

- Organizations that serve populations that are underserved, such as those whose opportunities to experience the arts are limited by ethnicity, economics, geography, or disability.
- Organizations with small and medium-sized budgets.
- Organizations from rural to urban communities.
- Organizations that may be applying for federal support through the Arts Endowment for the first time.

The Arts Endowment is committed to diversity, equity, inclusion, and fostering mutual respect for the diverse beliefs and values of all individuals and groups, including:

- Historically Black Colleges and Universities,
- Tribal Colleges and Universities,
- American Indian and Alaska Native tribes,
- African American Serving Institutions,
- Hispanic Serving Institutions,
- Asian American and Pacific Islander communities, and
- Organizations that support the independence and lifelong inclusion of people with disabilities.

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

Subgranting Funds

Eligible designated local arts agencies may request a fixed grant amount of \$150,000, \$250,000, or \$500,000 for subgranting programs. When choosing a grant amount, local arts agencies should consider factors such as their organizational capacity and mission, potential applicant pool, and any unique characteristics of their communities.

Cost share/matching funds are not required. Similarly, subgrants awarded as a result of this program do not require a cost share/match.

A subgranting relationship exists when Arts Endowment grant funds received by a local arts agency are then regranted by the local arts agency to subgrantees for activities conducted independently of the local arts agency. See the [Subgranting Terms and Conditions](#) resource for important information on the definition of subgranting, and requirements for subgrantee eligibility.

Subgranting programs may be existing or new; however, they must be consistent with the purpose and requirements of the Grants to Local Arts Agencies for Subgranting program as described below.

Subgrants to Organizations:

Subgranting support by local arts agencies to eligible subgrantee organizations is limited to any or all of the following costs:

- Salary support, full or partial, for one or more staff positions.
- Fees/stipends for artists and/or contractual personnel only in support of services they provide for specific activities in support of the organization's day to day operations.
- Facilities costs such as mortgage principal, rent, and utilities.
- Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- Marketing and promotion costs.

Rescue Plan funds may be used by an organization to support existing jobs, new jobs, or to restore jobs that were furloughed or eliminated due to the pandemic.

Subgrants to Individual Artists:

If your local arts agency (or organization) is allowed to make direct awards to individuals, subgrants may be awarded to individuals for artist fees/stipends to support the services they provide for specific programs and activities. Such awards to individuals may include providing presentations, workshops, research, and/or the creation of artwork with tangible outcomes required by the subaward. This is considered a stipend to the artist for the work undertaken and completed consistent with the programmatic objectives of the subgranting agency. (See the [Subgranting Terms & Conditions](#) for more information).

Support to individuals may not include honorifics or fellowships, or other forms of funding for financial hardship, including but not limited to rent or food assistance or the general operating expenses of individual artists.

The Arts Endowment does not fund direct grants to individuals.

Local Arts Agency Operating Costs

Out of the Arts Endowment's fixed-amount grant, applicants may request up to \$50,000 to support their own eligible operating costs associated with administering the subgranting program.

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

- Salary support, full or partial, for one or more staff positions.
- Fees/stipends for contractual personnel to support the services they provide for specific activities in support of your organization's day to day activities.
- Facilities costs such as mortgage principal, rent, and utilities.

- Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- Costs associated with marketing, promotion, and applicant/grantee technical assistance.

Rescue Plan funds may be used by an organization to support existing jobs, new jobs, or to restore jobs that were furloughed or eliminated due the pandemic.

Grantees will be required to report on funding received through this program. See [Award Administration](#) for more information.

We understand that applying for federal funding and managing a grant can be a significant undertaking. Our staff strives to ensure that every applicant receives the support they need to understand every step of the process. We welcome the opportunity to speak with you about this program. [Contact us](#) with your questions.

Application Calendar

Part 1 - Submit to Grants.gov	July 22, 2021 at 11:59 p.m., Eastern Time
<i>Prepare application material so that it's ready to upload when the Applicant Portal opens</i>	
Part 2 - Submit to Applicant Portal	July 27- August 2, 2021 at 11:59 p.m., Eastern Time
Earliest Announcement of Grant Award or Rejection	November 2021
Earliest Beginning Date for National Endowment for the Arts Period of Performance	December 1, 2021

Before submitting to [Grants.gov](https://www.grants.gov), your organization must register or renew/verify its registration with both Grants.gov and the [System for Award Management \(SAM\)](https://www.sam.gov). These registrations can take several weeks.

NOTE: To help reduce burden, there will be a 180-day extension for existing SAM registrations that have expiration dates ranging between April 1, 2021, and September 30, 2021. This effort is intended as relief for those otherwise required to re-register during that timeframe. This does not impact entities registering with SAM for the first time. If approved for funding, you must have an active SAM.gov registration in order to receive an award.

If your organization does not have a SAM registration and you are thinking of applying for Rescue Plan funds, start the SAM registration process as soon as possible.

See "[How to Apply](#)" for more information on SAM and Grants.gov requirements.

Award Information

Grant Amounts and Matching Funds

Applicants may request a fixed grant amount for: \$150,000, \$250,000, or \$500,000.

Out of that fixed grant amount, applicants may request up to \$50,000 to support their own eligible operating costs associated with administering the subgranting program.

Applications will be reviewed and considered for recommendation at the requested amount only.

Grants do not require a cost share/match. Similarly, subgrants awarded as a result of this program do not require a cost share/match.

Because Congress envisioned this aid to support the arts community, grant funds must be allocated to the arts program/departments/section/office or arts-related activities of the subgrant recipient.

Period of Performance

The Arts Endowment's grant support may start on or after December 1, 2021. Generally, a grant period of up to two years is allowed.

Costs that are included as part of your proposal must be incurred during the grant's established period of performance. No pre-award costs are allowable in the Project Budget. Costs that are incurred before the "Earliest Start Date for Proposed Period of Performance" will be removed from the Project Budget.

A grantee may receive more than one federal grant during overlapping periods of performance, HOWEVER those grants must cover different costs and/or activities. If multiple grants are awarded, grantees will be required to keep documentation to show which employees are being paid from each funding source so that the federal government isn't paying more than 100 percent of a salary.

Applicant Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations or units of local government may apply.

Tribal entities and community organizations may be eligible for this grant opportunity if they meet the eligibility requirements in this section.

- Applicants must be an arts agency (“local arts agency”) that is a unit of city or county government or be officially designated to operate as an arts agency on behalf of its local government.
- Non-arts departments of local government (e.g., economic development, parks and recreation, or planning departments) cannot subgrant and are not eligible to apply to this program.
- Applicants are required to provide a copy of the current local government ordinance, resolution, charter, or contract that assigns its organization the authority to operate on your local government's behalf at the time of application. This document must be valid and current at the time of application as well as at the time that a grant is awarded. The document must originate from local government and may not be from a state arts agency. For organizations with a multi-city or multi-county service area, designation documentation does not need to be provided for every governmental entity in your service area. Letters or emails from a government official do not qualify for the purpose of establishing eligibility.
- Applicants must have a history of grantmaking that occurred anytime within the ten-year period immediately preceding this program's application deadline (i.e., July 22, 2011 to present). The grantmaking program is not required to have been supported by the Arts Endowment.

In addition to the eligibility requirements described above, **the applicant organization must:**

- Meet the Arts Endowment's [Legal Requirements](#), including nonprofit, tax-exempt status at the time of application. (All organizations must apply directly on their own behalf. Applications through a fiscal sponsor/agent are not allowed. [See more information on fiscal sponsors/agents.](#))
- Have completed a three-year history of arts programming prior to the application deadline. For this application, grantmaking in the arts is considered to be a type of “arts programming.” For the purpose of defining eligibility, “three-year history” refers to when an organization began its programming and not when it incorporated or received nonprofit, tax-exempt status. Programming is not required to have taken place during consecutive years.
- Have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment grant(s) previously received.

If you are a local arts agency that does not meet these requirements, please review the Rescue Plan's Grants to Organizations guidelines to see if you are eligible for Rescue Plan funding through that program.

An organization whose primary purpose is to channel resources (financial, human, or other) to an affiliated organization is not eligible to apply if the affiliated organization submits its own application. This prohibition applies even if each organization has its own 501(c)(3) status. For example, the “Friends of ABC Museum” may not apply if the ABC Museum applies.

All applicants must have a DUNS number (www.dnb.com) and be registered with the System for Award Management (SAM, www.sam.gov) at the time of application. The SAM registration must be current at the time a grant is made and throughout the life of the award. See [Changes Coming for Federal Organizational Applicants and Awardees](#) for important information.

IMPORTANT: To help reduce burden, there will be a 180-day extension for existing SAM registrations that have expiration dates ranging between April 1, 2021, and September 30, 2021. This effort is intended as relief for those otherwise required to re-register during that timeframe. This does not impact entities registering with SAM for the first time. All organizations approved for funding must have an active SAM.gov registration in order to receive an award.

Registration with Grants.gov and SAM is always free.

The designated state and jurisdictional arts agencies (SAAs) and their regional arts organizations (RAOs) are not eligible to apply under these guidelines.

Late, ineligible, and incomplete applications will not be reviewed. Applications with budgets that do not have costs at least equal to the requested grant amount will be deemed ineligible and will not be reviewed. Budget costs must be allowable in order to receive support.

Application Limits

An organization is limited to one application under the Rescue Plan's Grants to Local Arts Agencies for Subgranting guidelines.

Eligible organizations that received CARES Act funding from the Arts Endowment, either to support their own operations or to manage a subgranting program, may apply to the Rescue Plan's Grants to Local Arts Agencies for Subgranting program as long as there are no overlapping costs.

Eligible local arts agencies may apply either to the Rescue Plan's Grants to Local Arts Agencies for Subgranting program OR to the Rescue Plan's Grants to Organizations program for general operating support.

You may also apply to other Arts Endowment funding opportunities for which your organization is eligible, including Grants for Arts Projects. In each case, the applications cannot have any overlap in costs during the same period of performance. For example, an orchestra could request support for an arts education coordinator through the Rescue Plan's Grants to Organizations program. That same arts education coordinator could work on programs related to another Arts Endowment grant, as long as the same time and costs are not charged to both awards.

Exceptions to the one-application rule are made only for parent organizations applying on behalf of one or more, separately identifiable and independent components. Grant

funds can only support eligible costs incurred by the smaller entity/independent component.

Parent (and Related) Organizations

A parent organization that comprises separately identifiable and independent components (e.g., a university campus that has a presenting organization and a radio station) may submit an application for each such component. In addition, a parent organization also may submit one application on its own behalf as long as the proposal is different from the proposal(s) submitted by its independent component(s).

An eligible independent component must be a unit that is both programmatically and administratively distinct from the parent organization. This independent status is demonstrated by the component's:

- Unique mission, separate and distinct from the parent entity;
- Separate, dedicated staff, with duties specific to the mission of the component;
- Independent board, mostly consisting of members not associated with the parent entity and generally functioning with substantial oversight and management of the component;
- Separate budget, maintained by the component; and
- Three-year history of arts programming undertaken by the component.

To qualify as an eligible independent component, it should be equivalent to a stand-alone institution.

A parent organization should consult with our staff to verify the eligibility of its component before preparing an application. If an application is submitted by a parent organization on behalf of a component that is determined by the Arts Endowment not to be independent and separate from the parent organization, then that application may be allowed as the parent's single application.

The following **do not qualify** as eligible independent components:

- Academic departments of colleges and universities.
- Programs, initiatives, and projects of organizations.
- Collaboratives or consortiums of multiple organizations.

For example:

- An art museum on a university campus serves the general public and does not grant degrees. The museum board, not the university trustees, manages the museum's budget, staff, and programming. In this example, the art museum essentially is a stand-alone organization and qualifies as an independent component.
- A symphony association sponsors a youth orchestra in addition to its professional orchestra. Some symphony musicians serve as faculty for the youth orchestra; there is some overlap of membership between the symphony trustees and the

youth orchestra's advisory board; and the executive director for the symphony association serves as CEO for both the professional and youth orchestras. In this case, while the youth orchestra may be an important program of the symphony association, it is not equivalent to a separate institution and therefore does not qualify as an independent component.

The application for the eligible independent component must be for a project of the component. For example, if a university campus submits an application for its art museum as an independent component, the project must be for the art museum. The art museum cannot be used as a passthrough entity for projects from other areas of the university.

The parent organization must meet the eligibility requirements for all applicants. A related organization that performs grant administration duties for a parent organization (e.g., a college foundation that administers grants awarded to a college and its components) may submit applications for components and the parent organization in lieu of such applications being submitted by the parent. The related organization must meet the eligibility requirements for all applicants.

Application Review

The following criteria are considered during the review of applications:

The **artistic excellence** and **artistic merit** of the proposal, which includes the:

- Potential to have an immediate impact on the arts workforce.
- Relevance of the subgranting program to the organization's mission, audience, community, and/or constituency.
- Ability to carry out an award as shown by the alignment of the budget and other resources with the goals and requirements of this funding opportunity, as well as the applicant's previous grantmaking experience.
- As appropriate, the potential to serve and/or reach individuals whose opportunities to experience the arts are limited by ethnicity, economics, geography, or disability.

All applications are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman reviews the Council's recommendations and makes the final decision on all grant awards. Pending the availability of funding, it is anticipated that applicants will be notified of recommendation or rejection in November 2021.

Award Administration

Crediting Requirement

Grantees must clearly acknowledge support from the National Endowment for the Arts in their programs and related promotional material including publications and websites. Such acknowledgement should clearly indicate that funds were provided for general operating support and should not be used to indicate support for a project that the agency has not funded. Additional acknowledgment requirements may be provided later.

Administrative Requirements

Before submitting an application, organizations should review the Administrative Requirements section of the [Grants for Arts Projects guidelines](#) (this Rescue Plan funding opportunity has the same Administrative Requirements as the Arts Endowment's Grants for Arts Projects program) and [General Terms & Conditions](#) for detailed information on legal requirements, financial reviews and audits, and other administrative matters that pertain to this funding opportunity.

In addition to the requirements described above, grantees will be required to report on funding received through this program.

Proper documentation must be maintained for all salaries charged, in whole or in part, to this award per 2 CFR §200.302, .333, .430(I). This includes:

- Personnel activity ("Time & Effort") information, which may be established electronically and made available for review, for any employee whose salary is charged, in whole or in part, to the award. OMB Uniform Guidance 2 CFR 200.430 (i)(1) Standards for Documentation of Personnel Expenses requires salary and wage expenses to be based on records that accurately reflect the work performed. The records must be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, properly allocated and reflect the total activity for which the employee is compensated.
- For grants that engage artists and/or contractual personnel to whom fees will be paid, maintain written contracts that outline the employment terms.

Subgranting Reporting:

Subgranting applicants that are recommended for funding will have additional reporting requirements as grantees, including but not limited to the below. For a complete understanding of grantee requirements, see the [Subgranting Terms and Conditions](#) resource.

- Require their grantees to provide a Unique Entity Identifier (currently a DUNS) number before a grant can be made.
- Report subgrants of \$35,000 or more in federal funds to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).

- Ensure that all subawards made with federal or cost share/matching funds are in compliance with the [General Terms and Conditions](#) for an award from the National Endowment for the Arts, including requirements for pass-through entities as provided for under 2 CFR 200.331 and the NHPA/NEPA and accessibility requirements described below.
- In accordance with the Arts Endowment's enabling legislation, you must include "artistic excellence and artistic merit" in the review criteria used to make the subgrant awards (20 USC Sec. 951 et seq.).

National Historic Preservation Act and/or the National Environmental Policy Act Review

The National Historic Preservation Act of 1966, as amended, applies to any Federal funds that support activities that have the potential to impact any structure eligible for or on the National Register of Historic Places, adjacent to a structure that is eligible for or on the National Register of Historic Places, or located in a historic district, in accordance with Section 106. This also applies to planning activities that may affect historic properties or districts.

If you are recommended for a grant, your proposal may be subject to the [National Historic Preservation Act](#) (NHPA) and/or the [National Environmental Policy Act](#) (NEPA) and the Arts Endowment will conduct a review of your project to ensure that it is in compliance with NHPA/NEPA.

For this funding opportunity, NHPA/NEPA review may be necessary if grants support artist fees related to public artwork. The Arts Endowment will identify these items to the extent possible during the pre-award review stage. However, grantees should contact the Office of Grants Management prior to incurring any costs that they believe might require a review for compliance. You may be asked to provide additional information on your project to ensure compliance with the Act at any time during your award period (16 USC 470).

Accessibility

Federal regulations require that all Arts Endowment-funded projects be accessible to people with disabilities. Funded activities must be held in a physically accessible venue and program access and effective communication must be provided for participants and audience members with disabilities. If your project is recommended for funding, you will be asked to provide [detailed information](#) describing how you will make your project physically and programmatically accessible to people with disabilities.

Project Reporting and Evaluation

Rescue Plan grantees will be required to report out on activities supported through this program. See [here](#) for detailed information.

Contact Us

[Contact us](#) if you have questions.

If you have a question about access for individuals with disabilities:



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

Paperwork Reduction Act Statement

The public reporting burden for this collection of information is estimated at an average of 8 hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: webmgr@arts.gov, attention: Reporting Burden. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

June 2021

OMB No. 3135-0143 Expires 12/31/2021

How to Apply

Read these instructions in their entirety before you begin the application process.

[Contact us](#) with any questions that you may have.

Submitting an application is a multi-step process:

- **Part 1** - Submit to Grants.gov the “Application for Federal Domestic Assistance/Short Organization Form.” Refer to the Part 1 instructions for important information and deadlines. This is a brief form that will collect very basic information about your organization.
- **Part 2:** Complete the “Grant Application Form (GAF)” through the Arts Endowment’s Applicant Portal. This web form is where you will enter the majority of your application material (e.g., project description, timelines, budget information). Refer to the Part 2 instructions to learn more about how and when to access the Applicant Portal.

Grants.gov (Part 1) and the Arts Endowment’s Applicant Portal (Part 2) are two separate online systems.

Part 1 - Submit to Grants.gov	July 22, 2021 at 11:59 p.m., Eastern Time
<i>Prepare application material so that it’s ready to upload when the Applicant Portal opens</i>	
Part 2 - Submit to the Applicant Portal	July 27- August 2, 2021 at 11:59 p.m., Eastern Time
Earliest Announcement of Grant Award or Rejection	November 2021
Earliest Beginning Date for National Endowment for the Arts Period of Performance	December 1, 2021

Part 1 - Submit to Grants.gov

Complete and submit the Application for Federal Domestic Assistance/Short Organizational Form to Grants.gov.

Step 1: Grants.gov and SAM.gov registrations

- All applicants must have a DUNS number (www.dnb.com) and be registered with the System for Award Management (SAM, www.sam.gov) at the time of application. The SAM registration must be current at the time a grant is made and throughout the life of the award. See [Changes Coming for Federal Organizational Applicants and Awardees](#) for important information.
- Registration/renewal with SAM.gov and Grants.gov are completely free.
- To help reduce burden, there will be a 180-day extension for existing SAM registrations that have expiration dates ranging between April 1, 2021, and September 30, 2021. This effort is intended as relief for those otherwise required to re-register during that timeframe. This does not impact entities registering with SAM for the first time.
- If your organization is currently registered with SAM, but that registration is not currently active, you may still apply. Grants.gov will not validate your registration to confirm that it is current at the time of application. In the meantime, renew your registration as soon as possible because we still check your SAM and DUNS registrations before making a grant award.
- When registering/renewing your SAM account, be sure to select “Yes” when completing the “Representations & Certifications” section. All awardees are required to have these representations & certifications in order to receive an award.
- Go to Grants.gov's [Organization Registration](#) to create a new organization registration.
- **Grants.gov Contact Center:** Call 1-800-518-4726, email support@grants.gov, or consult the information posted on the Grants.gov website at [Support](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week. NOTE: You must contact Grants.gov for help. Grants.gov is not an Arts Endowment system and is outside of our control.
- **SAM Federal Service Desk:** Call 1-866-606-8220 or see the information posted on the SAM website at [SAM Help](#). NOTE: You must contact SAM.gov for help. SAM.gov is not an Arts Endowment system and is outside of our control.
- Registration in SAM.gov and Grants.gov can take several weeks. Exceptions to the deadline will be considered only for registration or renewal issues that are the result of failures on the part of DUNS, SAM, Grants.gov, or NEA systems as determined by the Arts Endowment.

Step 2: Go to the Grant Opportunity Package

Access the Grant Opportunity Package with the Application for Federal Domestic Assistance/Short Organizational Form on Grants.gov by accessing the link from our [How to Apply](#) page, under Step 2:

Funding Opportunity Number: 2021NEA01ARP60

When you go to Grants.gov through the link above, the Grants.gov “View Grant Opportunity” screen will open. Choose “Apply” in the “Action” area. On the next screen, choose “Apply” again. You will be prompted to enter your Grants.gov Username and Password.

You will apply using a Grants.gov Workspace. To create a Workspace, look for the “Application Filing Name” field above the “Create Workspace” button (you must be logged in as the Authorized Organization Representative or AOR to be able to see this button and create the Workspace). Enter the legal name of your organization, click the “Create Workspace” button, and follow the screens from there. [Learn more about using Grants.gov’s Workspace](#).

See [detailed instructions](#) on how to complete and submit the required forms through Workspace.

You will submit the substantial part of your application during Part 2.

Step 3: Fill out the Application for Federal Domestic Assistance/Short Organizational Form

All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old Application for Federal Domestic Assistance/Short Organizational Form or another document and paste into the form.

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 in this form.

- 1. Name of Federal Agency:** Pre-populated.
- 2. Catalog of Federal Domestic Assistance Number:** Pre-populated.
- 3. Date Received:** This will be filled automatically with the date that you submit your application; leave blank.
- 4. Funding Opportunity Number:** Pre-populated.
- 5. 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, or as a federally recognized tribal community or tribe. (Do not use your organization's popular name, if different.)

If you are a parent organization that is applying on behalf of an eligible independent component, do not list the name of the independent component here. You will be asked for that information later.

b. Address: Use Street 1 for your organization's physical street address. This address should agree with the address that you used with the SAM (System for Award Management). In addition, use Street 2 for your organization's mailing address if it differs from the 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 www.usps.com/zip4/

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.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the SAM (System for Award Management) as part of the Grants.gov registration. Otherwise, your SF-424 will not be validated by Grants.gov and will be rejected. Confirm your DUNS with SAM.gov before filling out this form.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is located. The Congressional District that you enter here must agree with the Congressional District that you used with the SAM (System for Award Management) as part of the Grants.gov registration. 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/territory abbreviation and "-000." If you need help determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter "N/A." Anything you enter here in Grants.gov will not be used in the review of your application.

b. Project Description: Enter "N/A." Anything you enter here in Grants.gov will not be used in the review of your application.

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for your requested period of performance, i.e., the span of time necessary to plan, execute, and close out your proposed project. The start date should be the first day of the month, and the end date should be the last day of the month. Our support of a project may start on or after December 1, 2021. Generally, a grant period of up to two years is allowed. Your budget should include only the activities and costs incurred during the requested period of performance.

7. Project Director:

Provide the requested information for the Project Director. Provide contact information, including an email address, that will be valid through the announcement date for your category.

8. Primary Contact/Grant Administrator:

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. For colleges and universities, this person is often a Sponsored Research, Sponsored Programs, or Contracts and Grants Officer. For the Telephone number field, use the following format: 000-000-0000.

In some organizations, particularly smaller ones, this individual may be the same as the Project Director. If this is the case, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. (If the Primary Contact/Grant Administrator is the same as the Authorizing Official, complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who is authorized to submit this application to Grants.gov. 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). See specific requirements for who can serve as an AOR for colleges and universities. Contractors, including grant writers or grant consultants, or administrative support staff cannot serve as an AOR.

NOTE: By clicking the "I Agree" box at the top of Item 9, 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 the Grants for Arts Projects guidelines.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Step 4: Submit your application to Grants.gov

- To begin the submission process, log on to Grants.gov and go to the Forms tab on the Manage Workspace page. Click the “Sign and Submit” button, under the Forms tab.
- Be certain that you are satisfied with your Application for Federal Domestic Assistance/Short Organizational Form before you click this button. No revisions to your form can be made in Grants.gov once it is submitted.
- Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed. Take a screenshot and retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.
- **If you wait until the day of the deadline to submit your application, you are taking a significant risk!** Give yourself ample time to resolve any problems you might encounter.
- We will not accept late applications. The only exceptions are for a technological failure on the part of Grants.gov or in the event of a major emergency (e.g., hurricane, natural disaster, etc.), as determined by the Arts Endowment. If a deadline is extended for any reason, an announcement will be posted on our website.

You must provide documentation of a Grants.gov technological failure to be considered for an exception. We will consider and address your situation as appropriate. We will not make exceptions for applications that are the result of user error, including failure to verify that your application was validated by the Grants.gov system through [Track My Application](#).

- 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.

Step 5: Track Your Application

- Verify that your application was validated by the Grants.gov system. Go to [Track My Application](#) to confirm the validation and track the progress of your application submission through Grants.gov. Take a screenshot of your validation confirmation for your records. Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties.

Part 2: Submit to Applicant Portal

Prepare to Complete Part 2

- Read the [Part 2 Instructions](#) (PDF). This document will guide you through Part 2 of the application process, including information about how and when to access

the Applicant Portal as well as the application questions and requirements. You must refer to the Part 2 instructions (PDF)

- You will not have access to the Applicant Portal until the Part 2 application window of July 22-28, 2021. However, we urge you to use this document to prepare your responses well in advance so you will have them ready to upload once the system opens.
- We recommend that you begin working in the Applicant Portal early in the application window to give yourself ample time to complete the process. Please note that these grants are NOT awarded on a “first come, first served” basis, so you should feel comfortable taking your time.

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How to Use This Document

This document will guide you through **Part 2 of the Grants to Local Arts Agencies for Subgranting application process**.

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

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

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

Part 1 - Submit to Grants.gov	July 22, 2021 by 11:59 p.m., Eastern Time
<i>Prepare application material so that it's ready to upload when the Applicant Portal opens</i>	
Part 2 - Submit to Applicant Portal	July 27 at 9:00 a.m., Eastern Time, to August 2, 2021 by 11:59 p.m., Eastern Time

Access the Applicant Portal

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

Login credentials:

- **User Name = Grants.gov Tracking Number (Example: "GRANT12345678")**
 - Your Grants.gov tracking number is assigned to you by Grants.gov when you submit Part 1 of your application.
 - A confirmation screen will appear once your submission is complete.
 - Your Grants.gov tracking number will be provided at the bottom of this screen.

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

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

Technical Notes:

- The Applicant Portal is best viewed in the following browsers: Chrome 58+, Firefox 54+, or Microsoft Edge 44+. Internet Explorer is not supported. You should only open the Applicant Portal in one browser at a time to enter information. Cookies and JavaScript may need to be enabled for you to successfully view the site. You might also need to disable AdBlocker and/or similar software.
- Most problems can be solved by changing your browser. In Internet Explorer, you may need to do the following:
 - Press the Alt key.
 - Select Tools from the menu bar.
 - Select Compatibility View Setting.
 - Type in "arts.gov" and uncheck all check marks and close.
- Be sure to first copy and paste any text into Notepad (if you're using a PC) or TextEdit (if you're using a Mac) before copying it into the Applicant Portal. This will strip away any HTML Coding that may add unwanted additional characters to text (however, any formatting you had will be deleted). These additional characters can be added due to some special characters such as ampersands, quotation marks, apostrophes, and angle brackets.
- Limit character counts by using a solution other than special characters (e.g., instead of using quotation marks for titles of works, put them in italics), using only one space at the end of sentences, and limiting the use of tabs.
- Hit "Save" and log off if you plan to leave the Applicant Portal with work in progress. Your session will deactivate after a period of time and you could lose content.

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Fill out the Grant Application Form

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

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

Tab 1: View Application Data

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

Tab 2: Organization Info

Subtab 1: Organization Information

Provide the following information:

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

Popular Name (if different)

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

If yes, enter the component's name.

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

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

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

Subtab 2: Organization Budget

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

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

If you are a parent organization, provide this information for the independent component on whose behalf you are applying. If your organization is a smaller entity that exists within a larger organization (such as a department of local government), submit information for the smaller entity.

Grantmaking Budget: List your organization's grantmaking budget for the three years noted above. These numbers should include only the funds allocated through grants provided to the field. Do not include administrative program or staffing costs related to grantmaking.

For each year, provide the year, grantmaking budget figure, and name or brief description of the grantmaking program. For example: "2019, \$50,000, Grants to ABC Organizations program." (500 Character Limit, including spaces)

If your organization has not undertaken grantmaking in any or all of these three years, please make note of that in this text field.

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

Tab 3: Arts Programmatic History

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

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Select examples that emphasize how your previous work is connected to the review criteria. Examples may include subgranting or other grantmaking activities. In Tab 6: Items to Upload, you will be asked to provide specific information about your previous grantmaking activities.

This list should demonstrate eligibility (i.e., your organization's three-year history of arts programming).

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

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

For each example include:

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

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

Tab 4: Proposal Info

Subtab 1: Activities

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

This question provides an opportunity for you to describe your organization's grantmaking priorities for this program. Subgranting programs may be existing or new, as long as they are consistent with the goals and requirements of the Rescue Plan's Grants to Local Arts Agencies for Subgranting program. Rescue Plan funds may be used by an organization to support existing jobs, new jobs, or to restore jobs that were furloughed or eliminated due to the pandemic.

- a) Describe the **proposed subgranting program** that your organization will use to distribute Rescue Plan funds.

Discuss:

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- How the subgranting program reflects the **Rescue Plan’s overall goals** as they relate to your constituency. Describe the relevance of your program’s design to your community, including potential applicants, grantees, and audiences. Provide an estimated timeline for the subgranting program.
- Your proposed **applicant pool** and its relevance to your community. Describe the geographic range and the number of applications that you anticipate. Discuss the characteristics of your anticipated applicant pool, such as: organizational budget size, staff size, and artistic disciplines and/or communities represented.
- Your **plans for making the applicant pool aware** of the funding opportunity. Describe your plans to present clear and accessible funding guidelines. Describe the format and scale of any community engagement activities or technical assistance that will be provided to applicants and/or grantees.
- Where appropriate, address **efforts to reach organizations that serve populations that are underserved** (e.g., those whose opportunities to experience the arts are limited by ethnicity, economics, geography, and disability). Note: Proposals may focus on reaching a particular constituency; however, they may not be exclusionary under [national civil rights laws and policies](#) prohibiting discrimination. This extends to hiring practices and audience engagement activities.
- Your **plans for receiving and reviewing** applications. Describe the review criteria that you will use as well as the panelist selection, application review, and award selection process. See the [Subgranting Terms & Conditions](#) for more information about subgranting review criteria and other requirements.
- The **potential impact** of grant support on your community’s response to and recovery from the COVID-19 pandemic. As appropriate, discuss related goals around topics such as economic impact, community engagement, field building, and your community’s cultural infrastructure.

b) The **relevance of this project** to the mission and core work of your own organization.

NOTE: Allowable costs in subgranting awards by local arts agencies are limited to any or all of the following:

Subgrants to Organizations:

- Salary support, full or partial, for one or more staff positions.
- Fees/stipends for artists and/or contractual personnel only in support of services they provide for specific activities in support of the organization’s day to day operations.
- Facilities costs such as mortgage principal, rent, and utilities.
- Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- Marketing and promotion costs.

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Subgrants to Individual Artists:

If your local arts agency (or organization) is allowed to make direct awards to individuals, subgrants may be awarded to individuals for artist fees/stipends to support the services they provide for specific programs and activities. Such awards to individuals may include providing presentations, workshops, research, and/or the creation of artwork with tangible outcomes required by the subaward. This is considered a stipend to the artist for the work undertaken and completed consistent with the programmatic objectives of the subgranting agency. (See the [Subgranting Terms & Conditions](#) for more information).

Support to individuals may not include honorifics or fellowships, or other forms of funding for financial hardship, including but not limited to rent or food assistance or the general operating expenses of individual artists.

As part of your proposal, is your organization requesting funds (up to \$50,000 from the NEA grant amount) to support your organization's administration of the subgranting program?

Select one: Y/N

If you answered Yes, respond to the following:

Administration of Subgranting Program: (2,000 Character Limit, including spaces)

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

- a) Describe any costs that are requested to support your organization's administration of the subgranting program.
- b) **Staff positions:** Note the job position(s) for which you are seeking full or partial support. For each position, provide the job title, brief position description, and salary range. Discuss the significance of this position to the subgranting program. Describe the impact on your organization if the position has been or will be furloughed or eliminated.
- c) **Contractual personnel:** Describe any contractual personnel to whom you propose to pay fees. Describe the position(s) and fees for these individuals. Discuss the significance of their work to the subgranting program. Describe the effect on your organization if this position has been or will be furloughed or eliminated.

NOTE: Allowable costs to support the administration of subgranting programs are limited to any or all of the following:

- Salary support, full or partial, for one or more staff positions.
- Fees/stipends for contractual personnel to support the services they provide for specific activities in support of your organization's day to day activities.
- Facilities costs such as mortgage principal, rent, and utilities.

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- Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- Costs associated with marketing, promotion, and applicant/grantee technical assistance.

Subtab 2: Other Details

Proposed Period of Performance Start Date/End Date: Enter the beginning and ending dates for your requested period of performance, i.e., the span of time necessary to plan, execute, and close out your proposal. The start date should be the first day of the month, and the end date should be the last day of the month. Our support may start on or after **December 1, 2021**. Generally, a grant period of up to two years is allowed. Your budget should include only the activities and costs incurred during the requested period of performance. The dates you enter here will be used in the review of your application.

Start Date: (MM-DD-YYYY)

End Date: (MM-DD-YYYY)

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

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

Tab 5: Proposal Budget

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

Your **Budget** should reflect only those activities and associated costs that will be incurred during the "Period of Performance," i.e., the span of time necessary to plan, execute, and close out your proposed project. REMINDER: The earliest allowable grant start date is December 1, 2021.

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NOTE: Organizations cannot receive more than one Arts Endowment grant for the same expenses. **While your organization may apply for other federal funding opportunities in general, the specific items in this budget cannot include costs that are supported by any other federal funds or their cost share/match**, including costs that may be included in applications submitted, or grants received, by partner organizations or presenters.

Amount Requested from the NEA: Enter either \$150,000, \$250,000, or \$500,000.

Do not request a different grant amount.

Out of the Amount Requested from NEA (e.g., \$150,000, \$250,000, or \$500,000) you may include in the project budget up to \$50,000 to support eligible operating costs associated with administering the subgrant program.

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

Expenses

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

Your budget items must be limited to:

- **Fees for subgrants and the subgranting program.**

In addition, for organizations requesting up to \$50,000 to support eligible operating costs associated with administering the subgrant program:

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

DIRECT COSTS: Salaries and wages cover compensation for personnel, administrative and artistic, who are paid on a salary basis. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in "DIRECT COSTS: Other" on the Project

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Budget form, and not here.) Indicate the title and/or type of personnel (40 characters maximum), the number of personnel (30 characters maximum), the annual or average salary range (40 characters maximum), and the percentage of time that will be charged to the award (30 characters maximum). List staff positions, and combine similar functions if necessary. Where appropriate, use salary ranges. Additional lines cannot be added in the portal.

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

NOTE: Salaries/wages/fringe benefits or contracted services expenses for fundraising/development work are unallowable *except* for time spent managing this Rescue Plan grant. Costs associated with general fundraising for your organization are unallowable. Charges to the award for salaries and wages and/or contracted services must be based on records that accurately reflect the work performed. These costs must be incurred during the National Endowment for the Arts project period of performance and must be approved as allowable project expenses by the agency.

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

Sample View:

FRINGE BENEFITS	\$0
Total Salaries and Fringe Benefits	\$0

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

DIRECT COSTS: Other Include consultant and artist fees, contractual services, facilities costs, and for eligible local arts agencies, fees for subgrants and the subgranting program.

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

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

Limit your descriptions to 100 characters maximum.

Additional lines cannot be added in the portal.

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Sample View:

DIRECT COSTS: OTHER	
Description	Amount (You must enter Zero "0" to clear Dollar fields)
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
Total Other Expenses	\$0

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

INDIRECT COSTS

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

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Indirect Costs are overhead, administrative, or general operating expenses that are not readily identifiable with, or are difficult to assign to, a specific activity. Nevertheless, these costs are still necessary to the operation of the organization, the performance of its activities, and the execution of its general operations. Examples of Indirect Costs include the expenses associated with operating and maintaining facilities and equipment, rent, utilities, supplies, and administrative salaries.

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

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

Sample View of the de minimis rate:

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INDIRECT COSTS (if applicable)	
Federal Agency	
Rate Agency(.0000)	0.10000
Base	\$10,000
TOTAL INDIRECT COSTS	

IMPORTANT: If you are including **INDIRECT COSTS** in your budget, **YOU MUST** ensure that your total project costs equal **\$150,000, \$250,000, or \$500,000**.

TOTAL COSTS/EXPENSES is the total of "Total direct costs," and, if applicable, "Indirect costs." This field will autocalculate. This should total \$150,000, \$250,000, or \$500,000, depending on your grant request.

Tab 6: Items to Upload

Upload the two required items described below. This information will be used to establish your eligibility to apply for this program. Only upload items that we request. Other materials that you might include will not be reviewed.

Required Items

1. Current Ordinance, Resolution, Charter, or Contract

This information will be used to establish your eligibility to apply for this funding opportunity.

Submit the following item as a single PDF file:

A copy of the current local government ordinance, resolution, charter, or contract that assigns its organization the authority to operate on your local government's behalf at the time of application. This document must be valid and current at the time of application as well as at the time that a grant is awarded. The document must originate from local government and may not be from a state arts agency. For organizations with a multi-city or multi-county service area, designation documentation does not need to be provided for every governmental entity in your service area. Letters or emails from a government official do not qualify for the purpose of establishing eligibility.

2. Grantmaking History

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This information will be used to establish your eligibility to apply for this funding opportunity. Your organization must have a history of grantmaking that took place anytime within the ten years immediately preceding this program's application deadline (July 22, 2011 to present). The grantmaking history is not required to have been supported by the Arts Endowment.

Submit the following item as a single, one-page PDF file:

Paragraph 1: Briefly describe your organization's **grantmaking history**, including dates for the grantmaking activities. This information should demonstrate the eligibility requirement that your organization has a history of grantmaking that took place anytime within the ten years immediately preceding this program's application deadline (July 22, 2011 to present).

Paragraph 2: Briefly describe the **selection process** for your most recent grantmaking activities, including review criteria definitions, review process and panelist selection, and grant program priorities.

Paragraph 3: Briefly describe the **applicant pool** for your most recent grantmaking activities, including number of applicants, the artistic disciplines and/or communities represented, and the range of organizational budget sizes.

Paragraph 4: Briefly describe the **grantees** awarded during your most recent grantmaking activities, including number of grantees, the artistic disciplines and/or communities represented, and the range of organizational budget sizes.

Leave a margin of at least one inch at the top, bottom, and sides of the page. Use only a 8.5 x 11-inch size page. Do not reduce type below 12-point font size. Excess pages will be removed and will not be reviewed.

Information About Uploaded Files

There can be a slight delay between the upload of your files and seeing them in the Applicant Portal. Do not immediately assume that your upload failed; wait and try accessing the material again.

Your file names must not:

- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: # % & { } \ < > * ? / \$! " ' : + = | " @ .

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For each item that you upload, you will find a descriptive field into which you will enter the following information, as appropriate:

Title box: Title each item with a unique name (e.g., Charter, Grantmaking History, etc.).

Description box (500 character limit, including spaces): Simply state the name of the item (e.g., Charter, Grantmaking History, etc.)

Do not submit Word, PowerPoint, or Excel documents.

Tab 7: Organization & Project Data

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

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

NOTE: The number of jobs you list here should relate only to your organization's administration of the subgranting program, if applicable to your grant request. Do not include jobs that may be supported through the subgrants.

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

- Artist Community
- Arts Education Organization
- Dance
- Design
- Folk & Traditional
- Literary Arts
- Local Arts Agency
- Media Arts
- Museums
- Music
- Opera
- Presenting & Multidisciplinary Work Organization

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- Theater & Musical Theater
- Visual Arts
- None of the Above

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

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

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

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

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

- Yes
- No

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

Proposed Beneficiaries of Project

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

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

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

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Age Ranges: (Choose all that apply)

- Children/Youth (0-17 years)
- Young Adults (18-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)
- No specific age group

Underserved/Distinct Groups: (Choose all that apply)

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

Submit the Grant Application Form

- **We strongly urge you to complete and submit the Grant Application Form and upload materials outside of the hours of heaviest usage, which is generally 8:00 p.m. to 11:59 p.m., Eastern Time, on the day of the deadline.** Staff will not be available to help you after 5:30 p.m., Eastern Time.
- Submit your materials to the Applicant Portal prior to the deadline to give yourself ample time to resolve any problems that you might encounter. You take a significant risk by waiting until the day of the deadline to submit.
- When the Validate button is clicked, the application will go through a validation process to search for errors. This feature does not check to be sure that your application is complete. Carefully review the application guidelines to be sure you have submitted each required item.
- **You must click “Save” and then “Submit.” If you do not hit the "Submit" button, your application will not be received.** The “Submit” button is only visible when you are on Tab 7: Organization & Project Data.
- **See “Help” on the menu bar at the top of the Applicant Portal for information on how the validation function works.**
- Ensure that your application was received by logging in to the Applicant Portal. On the first screen it will say “Submitted” if your application has been received. If your application has not yet been received, it will say “In Progress.” Maintain documentation of your successful submission by taking a screenshot.

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- You may print a copy of your application at any time, whether in draft or final form, for your records. Copy and paste the text into another file to save it as an electronic copy.
- After submitting your application, you may log back into the Applicant Portal and make changes to your submission as many times as you like up until the system closes at 11:59 p.m., Eastern Time, on the day of the deadline. **You must click “Save” and “Submit” when you are finished.**
- When in doubt, contact us.