

Our Town

APPLICATION INSTRUCTIONS

Table of Contents

Click a heading below to navigate directly to that section.

How to Apply	3
Application Calendar.....	3
Application Part 1: Submit the <i>Application for Federal Domestic Assistance—Short Organizational Form (SF-424) to Grants.gov</i>	4
Step 1: Complete the Form.....	4
Step 2: Submit the form via the Grants.gov Workspace	7
Step 3: Confirm Part 1 Application Submission	8
Application Part 2: Submit the <i>Grant Application Form</i> through the Applicant Portal	9
Step 1: Access the Applicant Portal	9
Step 2: Fill out the Grant Application Form	10
Tab 1: View Application Data.....	10
Tab 2: Organization Info	10
Subtab 1: Organization Details	11
Subtab 2: Organization Budget.....	12
Tab 3: Programmatic History	13
Tab 4: Project Details	14
Subtab 1: Project Activity.....	14
Subtab 2: Additional Project Details.....	15
Tab 5: Project Participants	17
Subtab 1: Required Partner	17
Subtab 2: Additional Partners.....	19
Subtab 3: Project Participants – Individuals	20
Tab 6: Project Locations.....	21
Tab 7: Project Budget.....	21
Budget Worksheet	21
Filling out the budget in the Applicant Portal.....	21
Project Budget Guidance	21
Visible on Both Subtabs	22
Subtab 1: Project Expenses.....	22
Subtab 2: Project Income.....	26
Tab 8: Items to Upload.....	27

Tab 9: Organization & Project Data 31
Step 3: Submit the Grant Application Form..... 36

CFDA No. 45.024

OMB No. 3135-0112 Expires 10/31/25

Access for individuals with disabilities:



Individuals who need assistance accessing this document may contact the Office of Accessibility at accessibility@arts.gov or call 202-682-5532, or the Office of Civil Rights at civilrights@arts.gov or 202-682-5454.

How to Apply

An Our Town application consists of two parts:

Part 1: Submit the *Application for Federal Domestic Assistance/Short Organizational Form to Grants.gov*

- Collects basic information about your organization. You must successfully complete Part 1 in order to have access to Part 2.

Part 2: Submit the *Grant Application Form* through the NEA’s Applicant Portal

- Collects the remainder of your application, including:
 - Answers to narrative questions about your organization and project,
 - Budget information about your organization and project,
 - Information about key individuals and partners, and
 - Work samples, letters of commitment, and quasi-government authorizing documentation (if applicable).

This document will walk you through how to submit both parts of the application.

You should also have the *Our Town Grant Program Details* PDF with you for program specifics and FAQs referenced in these instructions. You can download the PDF from the [Our Town program page](#).

Application Calendar

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

APPLICATION PART	DATE
Part 1: Grants.gov	August 1, 2024 11:59 pm ET
Part 2: NEA Applicant Portal <i>Opens</i>	August 8, 2024 9:00 am ET
Part 2: NEA Applicant Portal <i>Closes</i>	August 15, 2024 11:59 pm ET

Applicant Portal access will only be available during the dates listed above for Part 2. You will not be able to access the portal until the first day in the window.

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

You will use Grants.gov Workspace to complete Part 1 in Grants.gov. For a detailed guide on how to use Workspace, see [here](#).

1. Access the application package on the [Our Town](#) page by clicking on the application package link found under “How to Apply” step 2. This will take you **directly** to the pre-populated application package in Grants.gov.
2. The Grants.gov “View Grant Opportunity” screen will open, click the red “Apply” button. **If the Apply button is grey or you receive a “bad request” error, please see [further instructions on how to troubleshoot](#).**
3. You will be prompted to log in. In order to create the Workspace application, you must be logged into Grants.gov with a participant role of either **Workspace Manager** or **Authorized Organization Representative (AOR)**. More information on participant roles can be found [here](#).
4. After logging in, to create a Workspace application:
 - a. Fill in the Application Filing Name field with your organization name, then
 - b. Click the **Create Workspace** button.
5. After creating a Workspace, you will be directed to the Manage Workspace page, where you can begin working on the application.

Reminder: Grants.gov is a government-wide portal, and NEA staff does not have control of, or administrative access to, the site. If you run into technical issues with grants.gov, please contact grants.gov directly at 1-800-518-4726 or via email 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.

Step 1: Complete the 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.

EMAILS: 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.

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:

Note: For Our Town applications, applicant information here refers to the “eligible applicant” described in the guidelines. The eligible applicant is the organization that must meet the eligibility requirements, submit the application, and assume full responsibility for the grant. Information about the partner organization(s) will be provided in Part 2 of the application.

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 in Part 2. (See “Parent and Related Organizations” on page 18 of the Grant Program Details for more information about independent components.)

b. Address: Use *Street 1* for your organization’s physical street address. This address must be identical to the physical address that you used with SAM (System for Award Management). 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. Note: Links are allowable as part of the work samples in Part 2. Review the information under [Tab 8: Items to Upload](#) for instructions on how to submit them through the Applicant Portal. Links submitted as work samples will be reviewed by panelists.

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. **Do not submit a 12-digit EIN/TIN.**

f. Organizational UEI: All organizational applicants for federal funds must have a UEI. Enter your organization’s UEI here. You can find your UEI in your System for Award Management (SAM) record. If you cannot locate your UEI, [contact SAM for assistance](#). NOTE: Do not enter a DUNS number as your UEI. **The UEI you enter here must match the UEI associated with your organization’s SAM (System for Award Management) record that was used as part of**

your Grants.gov registration. Otherwise, your application will not be validated by Grants.gov and will be rejected.

g. Congressional District: Enter the number of the congressional district where the applicant organization is physically located. The congressional district that you enter here must match with the congressional district that shown in the Business Information section of your organization's SAM (System for Award Management) 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 has a single at-large representative or your jurisdiction has a single delegate, enter your two-character state/jurisdiction 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." Any other text entered here will not be used in the review of your application.

b. Project Description: Enter "N/A." Any other text entered here 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. Our support of a project may begin no earlier than July 1, 2025. The start date should be the first day of the month, and the end date should be the last day of the month.

7. Project Director:

Provide contact information, including an email address that will be valid through the announcement date for your category. 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 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. Optional: Select a Prefix (e.g., Ms., Mr.)

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. 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). See [specific requirements](#) for who can serve as an AOR for colleges and universities.

Contractors/consultants, including grant writers, 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 on page 31 of the Grant Program Details.

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

Step 2: Submit the form via the Grants.gov Workspace

Be certain that you are satisfied with your *Application for Federal Domestic Assistance/Short Organizational Form* before you click submit. No revisions to your form are possible through Grants.gov once it is submitted.

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

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.
 - **Important note:** The status "Forms Passed" does NOT indicate that your application has been submitted, only that your forms have been filled out. You still need to click the Sign and Submit button after receiving the "Forms Passed" status. For more information, review the [Forms Tab](#) help article.
- Click **Complete and Notify AOR**, which will notify the user(s) with the AOR role that the workspace is ready to submit.
- The AOR must click **Sign and Submit** to submit the application. Detailed instructions can be found [here](#).

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

Step 3: Confirm Part 1 Application Submission

Verify that Part 1 of the application was *validated* by the Grants.gov system. Take a screenshot of the validation confirmation for your records.

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

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

See more information about how to [check your application status](#) and a complete list of statuses.

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.

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

Application Part 2: Submit the *Grant Application Form* through the Applicant Portal

You will only be able to complete Part 2 of the Our Town 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 in the calendar. 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.

The Applicant Portal is an NEA administered site, if you run into technical issues, please reach out to us at OT@arts.gov.

Step 1: Access the Applicant Portal

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

- **User Name = Grants.gov Tracking Number (Example: "GRANT38906754")**
 - Your Grants.gov tracking number is assigned to you by Grants.gov at the time you submit Part 1 of your application.
 - A confirmation screen will appear in Grants.gov once your submission is complete.
 - Your Grants.gov tracking number will be provided at the bottom of the screen.
- **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 by following these steps:
 - Log on to Grants.gov. If you are already logged in, log out and back in again.
 - Under Grant Applications, select *Check Application Status*.
 - 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. If multiple people use the User Name and Password at the same time to work on an application, data will be lost.

Technical notes for using the Applicant Portal:

- The Applicant Portal is best viewed in the following browsers: Chrome 58+, Firefox 54+, or Microsoft Edge 44+. 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.
- 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.
- Click "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.
- You may use the "Print" function in the upper right corner to create a printable version of your application at any point during the application process. 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.

View the [Grant Application Form Tutorial](#) to assist you in completing the online form.

Step 2: Fill out the Grant Application Form

The Grant Application Form in the Applicant Portal has eight tabs, some of which have sub-tabs. Required items are denoted with an asterisk (*) throughout this document.

When filling out the Grant Application Form, you must adhere to the character count limit in each section. Do not include hyperlinks, unless specifically requested in the instructions below. Unsolicited hyperlinks will not be reviewed.

Tab 1: View Application Data

This section is the first screen you will see when you open the Grant Application Form. It cannot be edited. If you find any incorrect information on this page, contact staff at OT@arts.gov.

Tab 2: Organization Info

Information entered here in "Tab 2: Organization Info" is for the applicant organization. Partner organizations will be entered in Tab 5, subtab 2 and 3.

The applicant organization entered in Tab 2 should be the same entity listed on the Grants.gov Application for Federal Domestic Assistance/Short Organizational Form submitted in Part 1 of the application. For example, if the City of Franklin is listed as the applicant on the Grants.gov Application for Federal Domestic Assistance/Short Organizational Form, the City of Franklin

should be listed as the applicant on the Grant Application Form in the Applicant Portal and noted as such in the answers to all narrative questions.

For more about applicant eligibility and the partnership requirement, see the “Eligibility” section on page 15 of the Grant Program Details.

Subtab 1: Organization Details

The applicant organization will be asked to provide the following information in this section:

LEGAL/IRS NAME*: Must match the Organization Name you entered in the *Application for Federal Domestic Assistance/Short Organizational Form*

POPULAR NAME: If different from the Organization’s Legal/IRS name

FOR THIS APPLICATION, ARE YOU SERVING AS THE PARENT OF AN INDEPENDENT COMPONENT:

Radial buttons: Yes/No

If you select Yes: Enter the name of the component.

Before choosing, see the definition of official Independent Component status on page 18 of the *Our Town Grant Program Details* PDF.

YEAR FOUNDED*

Enter the year your organization was founded.

APPLICANT TYPE*

Our Town requires a partnership between a nonprofit organization and a local government (or quasi-government) entity. Note that the required partner must be a different type of organization from the applicant. For example, if the applicant is a nonprofit organization, the required partner must be a local government or quasi-government entity, and vice versa. See the “Eligibility” section on page 15 of the *Our Town Grant Program Details* PDF for a full description of the required partnership.

From the dropdown list, please indicate whether your applicant organization is filling the role of the nonprofit organization or the local government entity.

Dropdown list:

- Nonprofit organization
- Local government entity

MISSION OF YOUR ORGANIZATION*

Text box: 500 characters, including spaces

Briefly summarize the mission of your organization. For non-arts organizations (e.g., local government, universities, human service agencies), summarize your mission as it pertains to your commitment to integrating arts/culture/design activities in your proposed project.

ORGANIZATIONAL BACKGROUND*

Text box: 2,000 characters, including spaces

Describe your organization’s history and operations. This may include, but need not be limited to, a description of the following elements:

- Historical or cultural background of your organization and/or its communities served;
- Information about your organization’s staff or governance; and
- Current or recent efforts to improve engagement with historically underserved groups/communities and/or to advance opportunities for their inclusion in your organization. (For the purpose of this question, underserved groups include populations whose opportunities have been limited by factors such as their geography, race or ethnicity, economic status, and/or disability.)

ROLE OF APPLICANT ORGANIZATION*

Text box: 500 characters, including spaces

How will your organization lead the partnership and facilitate the execution of the project?

Subtab 2: Organization Budget

The Organization Budget is a webform, you will fill out each field in the Applicant Portal. The form will appear as follows:

	Most Recently Completed Fiscal Year	Previous Fiscal Year	Two Fiscal Years Prior
Fiscal Year End Date (MM/DD/YYYY)	<i>Calendar Selection*</i>	<i>Calendar Selection*</i>	<i>Calendar Selection*</i>
Total Income	\$	\$	\$
Total Expenses	\$	\$	\$
Operating Surplus/Deficit (single year)	<i>Autofills from above</i>	<i>Autofills from above</i>	<i>Autofills from above</i>

This is intended to show the applicant organization's fiscal activity as it relates to operations.

Do not include activity related to a capital campaign (such as raising money for a new facility, an endowment fund, or a cash reserve fund). We may request additional information to clarify an organization's financial position. The figures you submit are subject to verification by the National Endowment for the Arts.

FISCAL YEAR END DATE* Indicate the end date for each of your organization’s three most recent fiscal years using the calendar drop down.

INCOME*: Enter your organization’s income for each fiscal year. Unaudited figures are acceptable. **Income sources may include earned revenues such as those** that are received

through the sale of goods, services performed, or from investments, as well as contributed funds, such as gifts, grants, loans, and in-kind contributions.

EXPENSES*: Enter your organization's total operating expenses for each fiscal year. Unaudited figures are acceptable. **Expenses may include salaries and fees, production/exhibition expenses, services, and administrative costs, among others.**

OPERATING SURPLUS/DEFICIT: These fields will automatically populate based on the figures you input for income and expenses.

FISCAL HEALTH*

Text box: 750 characters, including spaces

Discuss the fiscal health of your organization. You may use this space to discuss how the COVID-19 pandemic may have affected your organization's budget. In addition, you must explain:

1. Any changes of 15% or more in either your income or expenses from one year to the next, and
2. Plans for reducing any deficit (include factors that contributed to the deficit and its amount).

For independent components, you may use the space to discuss the fiscal health of the component and to explain the relationship that it has with the larger entity (e.g., "museum guards and utilities paid for by university").

Tab 3: Programmatic History

Applicant Programmatic Activity. Submit representative examples of your **programmatic activities** for three recent years/seasons **prior to** the application deadline. This programming is not required to have taken place during consecutive years/seasons.

These examples should demonstrate the eligibility of the applicant organization (i.e., your organization's three-year history of programming).

YEAR*

3 Fields: 4 characters each

REPRESENTATIVE EXAMPLES*

3 Text boxes: 750 characters each, including spaces

Providing information in bulleted or list form is acceptable. Do not submit this information as a separate work sample.

Tab 4: Project Details

Subtab 1: Project Activity

PROJECT SYNOPSIS*

Text box: 200 characters, including spaces

Provide a brief synopsis for your proposed arts project. For example: “To support the ‘ABC Project’, which will XYZ”.

PROJECT BACKGROUND AND LOCAL CONTEXT*

Text box: 1,000 characters, including spaces

Use this section to describe any background information and local context relevant to the project. What is the community challenge or need this project seeks to address? Share any relevant context about community needs, vision for the future, and evidence of community demand for the project. Describe broader information about the place and origin of the proposed project, including how it relates to any formal community plans or processes that proposed project aligns with or supports.

PROJECT DESCRIPTION*

Text box: 3,000 characters, including spaces

Describe your project and goals. Demonstrate a specific role for arts, culture, and design to advance local economic, physical, and/or social outcomes in a specific place. Competitive projects will:

- Demonstrate a specific role for the arts, culture, and design to strengthen the local economy.
- Pilot new arts, culture, and design activities that are led by a diverse range of local partners.
- Establish new or deepen authentic, existing cross-sector partnerships.
- Advance inclusive community engagement and community-desired outcomes for a place.
- Lay the groundwork for long-term systems change that sustains the integration of arts, culture, and design into strategies for strengthening communities over the long term.

The project description should respond to the local community context and an articulated challenge, need, or opportunity. Be as specific as possible about the activities taking place during the one- to two-year NEA-supported phase of your project. This section should help to clarify why this is the right arts and culture project, at the right time, in the right place.

For more information about what may not be included in a project, see the “Unallowable Activities/Costs” section on page 12 of the *Our Town Grant Program Details*.

KEY PROJECT DELIVERABLES AND/OR WORKS OF ART*

Text box: 1,000 characters, including spaces

Briefly describe any anticipated outputs, project deliverables, and/or works of art that will be created through the project. Where key works of art to be created are not yet determined, describe the process that will guide that determination.

SHORT-TERM SUCCESS AND LOCAL IMPACTS*

Text box: 750 characters for each question, including spaces

What successes or local impacts do you anticipate by the end of the project period? Describe any anticipated local economic, physical, or social changes resulting from your project. Describe how this project will address the community challenge or need articulated in your “Project Background and Local Context” response.

LONG-TERM SYSTEMS CHANGE*

Text box: 750 characters for each question, including spaces

How do you anticipate this proposed project will help to integrate arts/culture/design into local systems that strengthen communities, beyond the project period? (Examples of system change may include: establishment of new and sustained cross-sector partnerships; shifts in institutional structure, practices, or policies; replication or scaling of innovative project models; or establishment of training programs). How will this project use arts, culture, and/or design activities to disrupt “business as usual” in this community? What do you anticipate the longer-term impacts of this work to be?

Subtab 2: Additional Project Details**PROPOSED PROJECT START DATE/END DATE**

Calendar selections:

PROJECT START DATE: (MM-DD-YYYY)*

PROJECT END DATE: (MM-DD-YYYY)*

Our support of a project may start on or after July 1, 2025.

Enter the project start and end dates for your requested period of performance (period of support), i.e., the span of time necessary to plan, execute, and close out your proposed project.

The start date *must* be the first day of the month, and the end date *must* be the last day of the month. Your application will not validate if the start or end dates are incorrect. The dates you enter here will be used in the review of your application.

Generally, a period of performance of up to two years is allowed. **The two-year period is intended to allow an applicant sufficient time to plan, execute, and close out its project, not to repeat a one-year project for a second year.** 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.

SCHEDULE OF KEY PROJECT DATES*

Text box: 1,500 characters, including spaces

Provide a timeline of when activities from the Project Description will occur. Be sure to include when key artistic decisions will be made, project phases, and events, as applicable. If, for context, you describe activities that occur outside of the period of performance, indicate by adding an asterisk (*). Only include costs in your Project Budget that take place during the period of performance.

PERFORMANCE MEASUREMENT*

Text box: 1,000 characters, including spaces

Briefly describe the performance measurements and any data, metrics and/or indicators you will use to monitor progress toward your project goals, including both the short-term local impacts and long-term systems change.

Note: If your project involves directly collecting sensitive data from program participants, such as personally identifiable information or data from vulnerable populations, and you are recommended for a grant, the NEA may conduct a review of your project to ensure it complies with our general guidance regarding the responsible conduct of research. See “Responsible Conduct of Program Evaluation and Research” on page 42 of the *Our Town Grant Program Details* for more information.

INTENDED COMMUNITY AND PARTICIPANTS*

Text box: 1,500 characters, including spaces

Describe the intended communities and participants involved in the project activities, and how they will benefit. Include demographics of your intended communities and/or participants.

Provide details about meaningful and substantive engagement with these communities and participants (e.g., residents and other stakeholders) in the development of the shared vision for your project and its implementation. If you have worked with this community in the past, discuss your previous engagement efforts. Also, discuss your planned process to engage the community going forward.

Where applicable, describe how this project will engage individuals whose opportunities to experience the arts have been limited by factors such as their geography, race or ethnicity, economic status, and/or disability.

As a reminder, in the federal-funding context, a focus on a particular group or demographic is permissible, but exclusion is not. Please review the [NEA Civil Rights guidance](#) on our website including the NEA Civil Rights webinar, [Things to Know Before You Apply: Federal Civil Rights and Your Grants Application](#).

POPULATION OF YOUR TOWN/CITY/TRIBAL LAND*

List the population of the Town/City/Tribal Land where project activities will be taking place.

Tab 5: Project Participants

Subtab 1: Required Partner

Partnership across sectors (arts and non-arts, government, and nonprofit) are critical inputs to help lay the groundwork for systems change. Genuine collaborative partnership helps to ensure expertise can be brought to bear on the project, community engagement with stakeholders is strong, and local policy barriers are minimized to sustain the integration of arts/culture/design into approaches that strengthen community over the long term.

Our Town requires a partnership between a nonprofit organization and a local government or quasi-government entity. Note that the required partner must be a different type of organization from the applicant. For example, if the applicant is a nonprofit organization, the required partner must be a local government or quasi-government entity, and vice versa. See the “Eligibility” section on page 15 of the *Our Town Grant Program Details* for a full description of the required partnership.

Provide the following information on the required partner:

Partner Type*

From the dropdown menu, please indicate whether your required partner organization is filling the role of the nonprofit organization or the local government (or quasi-government) entity.

Note: This organization type should not be the same as the one chosen for the applicant organization on Tab 2, subtab 1.

Drop down list:

- Nonprofit organization
- Local government entity

Required Partner Legal Name*

Required Partner Popular Name (if different)

Required Partner's Taxpayer ID Number* (9-digit number)

Required Partner Date Organization Was Incorporated: (if applicable)

Required Partner Organization Type*

From the dropdown menu, please choose the one category that best describes the partner organization. For definitions and lists of minority-serving institutions, please refer to the U.S. Department of Education [website](#). If the required partner is a quasi-government entity, select “Other; please specify:” and indicate quasi-government entity. Note, if partnering with a quasi-government entity, you must upload, under Tab 8, along with your work samples and letters of commitment, documentation that establishes the authorized role this entity has to operate on behalf of a local government.

Drop down list:

- College/University, [Alaska Native and Native Hawaiian Serving Institutions](#) (AANH)
- College/University, [Hispanic Serving Institutions](#) (HSI)
- College/University, [Historically Black College or University](#) (HBCU)
- College/University, [Tribal College or University](#) (TCU)
- Other College/University
- Government - State
- Government - Regional
- Government - County
- Government - Municipal
- Government - Tribal
- Organization - Arts Nonprofit
- Organization - Arts For-Profit
- Organization - Other Nonprofit
- Organization - Other For-Profit
- Correctional Institution
- Foundation
- Healthcare Facility (e.g., hospital, clinic, or nursing home)
- K-12 School/School District
- Mass Transit
- Military Base
- Public Library
- Religious Organization
- TV or Radio Station or other Media Organization
- Other; please specify: ___

MISSION/PURPOSE OF REQUIRED PARTNER ORGANIZATION*

Text box: 750 characters for each question, including spaces

Briefly summarize the mission and purpose of the required partner's organization. If the partner is a non-arts organization (e.g., local government, universities, human service agencies), summarize their mission as it pertains to their commitment to integrating arts/culture/design activities in your proposed project.

ROLE OF REQUIRED PARTNER ORGANIZATION*

Text box: 1000 characters for each question, including spaces

Briefly describe your required partner organization's involvement in co-designing, planning, and executing the project including programming, management, finances, and any responsibilities for providing cost share/matching funds for the NEA grant. Be specific; do not provide a general statement of support for the project.

Subtab 2: Additional Partners

SELECTION OF KEY ORGANIZATIONAL PARTNERS

Text box: 750 characters for each question, including spaces

An additional partner/collaborator is any outside entity that will provide resources (other than money) to support the project. Where they remain to be selected, describe the selection procedures that you plan to follow and the qualifications that you seek. Do not list additional partners here; instead, include them in the “Description of Additional Partners” section below.

If neither the applicant organization nor the required partner have the requisite arts, culture, and/or design expertise necessary to carry out the project, then at least one additional committed partner organization that does is required.

DESCRIPTION OF ADDITIONAL PARTNERS

You may include up to 10.

- **Organization Name***
- **Proposed or Committed*:** *Select answer from dropdown*
- **Organization Type*:**

From the dropdown menu, please choose the *one* category that best describes the partner organization. For definitions and lists of minority-serving institutions, please refer to the U.S. Department of Education [website](#).

Drop down list:

- College/University, [Alaska Native and Native Hawaiian Serving Institutions](#) (AANH)
- College/University, [Hispanic Serving Institutions](#) (HSI)
- College/University, [Historically Black College or University](#) (HBCU)
- College/University, [Tribal College or University](#) (TCU)
- Other College/University
- Government - State
- Government - Regional
- Government - County
- Government - Municipal
- Government - Tribal
- Organization - Arts Nonprofit
- Organization - Arts For-Profit
- Organization - Other Nonprofit
- Organization - Other For-Profit
- Correctional Institution
- Foundation
- Healthcare Facility (e.g., hospital, clinic, or nursing home)
- K-12 School/School District
- Mass Transit
- Military Base

- Public Library
- Religious Organization
- TV or Radio Station or other Media Organization
- Other; please specify: ___

- **Description of the Organization***

Text box: 500 characters, including spaces, per partner

Include brief, current descriptions of the key additional partners and their proposed role in the project.

Further Guidance on Additional Partners

Additional partners are encouraged and should engage in partnership with other sectors. Partners may include an appropriate variety of entities such as arts organizations and artists, design professionals and design centers, state level government agencies, foundations, nonprofit organizations, educational institutions, real estate developers, business leaders, community organizations, council of governments, rural planning organizations, transportation agencies, special districts, educational organizations, as well as public and governmental entities.

Other Additional Partners **do not** need to be registered 501(c)(3) or government entities.

Subtab 3: Project Participants – Individuals

SELECTION OF KEY INDIVIDUALS*

Text box: 750 characters for each question, including spaces

Briefly describe the process and criteria for the selection of key staff, consultants, advisors, artists, designers—anyone who will be a key contributor to the success of your proposed project, regardless of their organizational affiliation—that will be involved in this project. If you are applying for a project for which the key individuals are not yet identified, describe the process for selecting them (i.e., open submissions, reading committee, selection by the artistic director, etc.) and the qualifications you seek. Do not add information about specific key individuals here; instead, add their names and information below in the “Bios of Key Individuals” section.

BIOS OF KEY INDIVIDUALS*

Include brief, current biographies of the key individuals. You may include up to 10.

- Last Name (Use this field for artistic group names or single names)
- First Name
- Proposed or committed? *Select answer from dropdown*
- Project Role
- Title
- Bio (500 characters, including spaces)

Tab 6: Project Locations

Add Project Location*: Provide the city, state, and five-digit zip code in which project activities are expected to occur. You may submit up to 100 locations.

Alternatively, you will have the option to upload multiple locations at once using a downloadable spreadsheet that can be filled out with your specific locations.

Tab 7: Project Budget

Budget Worksheet

You may use the [Our Town project budget worksheet](#) to prepare your project budget in advance. The worksheet includes a tab with example amounts in each section. These amounts are for demonstration purposes only and should not be interpreted as cost allocation guidance from the NEA. **DO NOT UPLOAD THE WORKSHEET TO THE APPLICANT PORTAL. You must complete the project budget webform within the portal in order for your application to be accepted for review.**

Filling out the budget in the Applicant Portal

The project budget is a webform, with each item description and amount in its own field. The form will auto-calculate each section, as well as the overall totals. The number of lines available in each section is static – you cannot add additional lines.

You will be asked to provide an estimated project budget that consists of:

- **Project Expenses (Subtab 1)**: A breakdown of all project expenses that will be supported with **both the NEA Requested Amount and your cost share/matching funds**. Review the “Unallowable Activities/Costs” on page 12 of the *Our Town Grant Program Details* for a list of costs that cannot be included in your project budget.
- **Project Income (Subtab 2)**: The combined total of the amount you are requesting from the NEA and how you plan to meet the minimum 1:1 cost share/match requirement. The NEA requested amount cannot exceed half of your total project costs.

Project Budget Guidance

Grants range from \$25,000 to \$150,000. We will award very few grants at or above the \$100,000 level; these will be only for projects of significant scale and impact. **Requests that do not show at least \$50,000 in eligible project costs, seek funds below the minimum award amount of \$25,000, or fail to outline at least \$25,000 in cost share/match, will be deemed ineligible and will not be reviewed.**

Applicants are required to demonstrate a minimum 1:1 nonfederal cost share/match. For example, if you are requesting the lowest amount of \$25,000, you must match at least that same amount and show a minimum of \$25,000 in cost share/matching funds, and your total project expenses must be at least \$50,000. You may use the budget notes section to provide further details on the entire scope of your project budget not represented in the budget form.

Cost share/matching funds do not need to be secured at the time of application, but you will be asked to provide anticipated sources in the Project Income section of the project budget. Cost share/match may be cash, documented in-kind contributions, or a combination of both. Any in-kind contributions will need to be included as a project cost as well as an in-kind contribution.

The costs included in your project budget should align with your proposed activities and only include 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). Any costs incurred before or after those dates will be removed. Be as specific as possible.

All items in your budget, whether supported by NEA funds or your cost share/matching funds, must be reasonable, necessary to accomplish project objectives, and allowable in terms of the NEA's [General Terms and Conditions](#).

Applicants whose projects are recommended for grants will be asked to provide an updated project budget.

NOTE: Organizations cannot receive more than one National Endowment for the Arts grant for the same expenses at the same time. This budget cannot include project 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.

Visible on Both Subtabs

TOP OF PAGE: AMOUNT REQUESTED FROM THE NEA*

Enter the grant amount you are requesting. You must request a grant amount between \$25,000 and \$150,000. We will award very few grants at or above the \$100,000 level; these will be only for projects of significant scale and impact.

BOTTOM OF PAGE: PROJECT EXPENSES/INCOME SUMMARY TABLE

At the bottom of the project budget form, the totals from each subtab you complete will automatically populate in a summary table. *Remember: your final total project income must equal your total project costs/expenses.* Refer to this summary table to confirm these sections are equal before submitting your application.

BOTTOM OF PAGE: ADDITIONAL PROJECT BUDGET NOTES (OPTIONAL)

Text box: 750 characters, including spaces.

Provide information to clarify any line item included in the project budget, or to provide further details on the scope of your project budget.

Subtab 1: Project Expenses

Project expenses should include costs covered by **both NEA funds and the Cost Share/Match**.

At the bottom of the Project Expenses subtab, the **TOTAL PROJECT COSTS/EXPENSES** field will auto-calculate with the combined sum of **Total Direct Costs**, and, if applicable, **Indirect Costs**.

Projects with less than \$50,000 in ALLOWABLE costs (i.e., not showing the minimum National Endowment for the Arts requested amount of \$25,000 and the required organization 1:1 cost

share/match of \$25,000) will be deemed ineligible and will not be reviewed. Please review “Unallowable Activities/Costs” section on page 12 of the *Our Town Grant Program Details* PDF for a list of costs that cannot be included in your project budget.

DIRECT COSTS

Direct Costs are those that are expended specifically for the project during the period of performance. The TOTAL DIRECT COSTS field at the bottom of the page will auto-calculate the total of all combined Direct Cost items listed in Salaries and wages, Travel, and Other expenses.

DIRECT COSTS: Salaries and wages

Covers compensation for personnel, both administrative and artistic, who are paid on a salary basis by your organization. Any partner entity staff, artists, or other personnel involved in the project should be listed below in DIRECT COSTS. List key staff positions for the project. Combine similar job functions if necessary. Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included below in DIRECT COSTS: Other, and not here.

- Enter the title and/or type of personnel, the number of personnel, the annual or average salary range, the percentage of time that will be devoted to the project annually, and the dollar amount of the salary that is being allocated to the project budget.
 - These fields will not auto calculate horizontally across each line.
 - The dollar amounts in the last column will auto calculate vertically to tally the Total Salaries and Wages.
- 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” in the *Our Town Grant Program Details* PDF for more information.)

NOTE ABOUT FUNDRAISING/DEVELOPMENT STAFF: Only salaries/wages/fringe benefits associated with managing the project or raising funds to meet the minimum required cost share/match for the project are allowable. General fundraising for the organization or for other projects is not allowable.

FRINGE BENEFITS

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.

DIRECT COSTS: Travel

Travel costs must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and does not exceed the cost of air coach accommodations.

- Include subsistence costs (e.g., hotels, meals) as part of the "Amount" listed for each trip, as applicable, unless these costs are included as part of an artist fee.
- List all trips -- both domestic and international -- individually.
- All international travel must be specified by country of origin or destination and relate to activity outlined in your narrative. International travel also must conform with government regulations, including those of the [U.S. Treasury Department Office of Foreign Asset Control](#). If you are including international travel in this budget, all such travel must be booked on a U.S. air-carrier when this service is available.

DIRECT COSTS: Other

If needed, group similar items together on a single line, with only one total cost.

May include the following project-related costs:

- Artist fees (if paid on a fee and not salary basis), consultant fees, and contractual services
 - Artist fees may include, but are not limited to, compensation for: the creation of new work, the presentation of new or existing work, educational activities, community engagement, and travel/stipends/subsistence (if not already included under Direct Costs: Travel).
 - List the fees paid to each artist/artistic group separately where possible
 - List consultant and artist fees or contracts for professional services on consecutive lines; do not scatter them throughout the list
 - Specify the number of persons, the service being provided, and the applicable fee, rate, or amount of each
 - If you engage in contracts of more than \$15,000, identify the item or service and its relation to the project
 - For procurement requirements related to contracts and consultants, see [2 CFR 200](#)
- Production/technical costs
- Promotion, marketing, and outreach
- Acquisition fees, rights
- Evaluation and assessment fees
- Telephone, photocopying, and postage
- Supplies and materials
- Publication, distribution, and translation
- Transportation of items other than personnel
- Access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling)
 - Videos, films, television broadcast projects, and virtual streamed events must be closed or open captioned, and radio and podcast programs must be transcribed

- Applicants should check with captioning and transcription vendors, as well as vendors for sign language interpretation and audio description, for cost estimates
- Rental/purchase of equipment
 - Clearly identify the rental of equipment versus the purchase of equipment
 - If you intend to purchase any equipment with a unit/item cost of \$5,000 or more per item and that has an estimated useful life of more than one year, you must identify that item here. Provide a justification for this expenditure either in the Additional Project Budget Notes section, or in your Project Description.
 - Digital computers, mobile devices, or other new technologies are considered supplies if less than \$5,000 per item regardless of the length of useful life
- Portion of Space/Facilities costs such as mortgage principal, rent, and utilities, as allocable to the project
- Other *clearly identified* project-specific costs

INDIRECT COSTS

NEA applicants have the option to include Indirect Costs in their project budgets. They are not required.

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

To include these types of costs in a project budget, an applicant may choose **ONE** of the following options (for help in determining which option to choose, see the [Indirect Cost Guide for NEA Grantees](#))

A. If your organization *does not* have a federally negotiated indirect cost rate agreement (ICRA):

Option 1: Include a reasonable figure for “Overhead and Administrative Costs” as a line item under the “Direct Costs: Other” section, and leave the Indirect Costs section blank.

- This may be the best option if your organization can easily document the discrete, specific expenses that would fit within this line item (i.e., payroll taxes, a percentage of facility electricity use, the percentage of staff time for the administrative support of a project), you may decide to use this option.
- The total dollar amount indicated in this line has to be reasonable and consistent with best practices in financial management. If you go with this option, it is important that you do not simply use a percentage of your project budget. You must be able to calculate the actual costs included in the line item.

Option 2: Use a de minimis indirect cost rate of up to 10% of your Modified Total Direct Costs. 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 200 Subpart A Acronyms and Definitions \(200.0 and 200.1\)](#).

B. If your organization *has* a current federally negotiated Indirect Cost Rate Agreement:

Option 1: Use your negotiated indirect cost rate agreement. In this case, indirect costs are prorated or charged to a project through a rate negotiated with the National Endowment for the Arts or another federal agency. Complete the information requested in the “Indirect Costs (if applicable)” section accordingly. Enter the percentage of the ICRA as decimals.

- Please note it is rare for applicants and grantees to the NEA to have an ICRA. This option is most often relevant to colleges and universities.
- Important: You may only use a Research Indirect Cost Rate Agreement for applications to the NEA’s Office of Research and Analysis.

Option 2: You may choose not to use your Indirect Cost Rate Agreement. You may elect to use one of the options listed above in section A.

C. If your organization *has an expired* federally negotiated Indirect Cost Rate Agreement:

If you have an expired federally negotiated indirect cost rate agreement, you cannot use it. You may choose one of the options listed above in section A.

Subtab 2: Project Income

TOTAL COST SHARE/MATCH FOR THIS PROJECT*:

The National Endowment for the Arts cannot support more than 50% of a project’s costs; each applicant must obtain at least half the total project cost from nonfederal sources. For example, for a request of \$50,000, the total project costs must be at least \$100,000 and you must provide at least \$50,000 toward the project from nonfederal sources as the cost share/match.

Cost share/matching funds may be all cash or a combination of cash and in-kind contributions as detailed below. **If your cost share/match includes IN-KIND contributions, you must also include them as direct costs to balance your budget.** Asterisk (*) those funds that are committed or secured.

APPLICANT CASH

Applicant Cash cost share/match refers to the cash contributions, grants, and revenues that are expected or received for this project. Identify sources.

- Allowable sources of Cash funds include your own organization’s cash resources such as grants from private foundations, corporate donations, individual donations, and ticket sales, among others.
- Federal funds cannot be used as cost share/match for NEA awards.

- You **may** include grants from your state arts agency, regional arts organization, or local arts agency as part of your cost share/match, as long as those grants do not include subgranted federal funds or funds used as cost share/match for a federal award. You can check with the funder to confirm the source of the funding.
- **Do not** include any other National Endowment for the Arts or other federal grants—including grants from the National Endowment for the Humanities, U.S. Department of Education, the National Park Service, etc.—that are anticipated or received.
- You **may** use unrecovered indirect costs as part of the cash cost share/match. Unrecovered indirect costs generally are used only by large organizations such as colleges and universities. Your organization must have a current federally-negotiated indirect cost rate agreement to include unrecovered indirect costs.

THIRD-PARTY IN-KIND CONTRIBUTIONS

In-kind contributions are third-party (meaning a contribution from an entity that is not the NEA or the applicant; i.e. a third-party) donations of goods, facilities, or services used to meet the cost share/matching requirement for a National Endowment for the Arts (NEA) award (2 CFR 200.1). The use and value of such third-party contributions must be [properly documented](#).

- All third-party contributions must be necessary and reasonable for the project, and for allowable costs.
- **Do not** include goods, facilities, or services contributed by your own organization as these are considered part of your own organization's cash cost share/match.
- To qualify as cost share/matching resources, the expenses associated with the in-kind donations also must be clearly identified as direct costs in the project budget to ensure their allowability.

Tab 8: Items to Upload

There are up to three types of **required** items to upload:

- Letters of Commitment – at least 1 from the required partner is required. If neither the applicant or required partner are an arts, design, or cultural entity, and thus an additional partner with this expertise is part of your application, then a separate letter of commitment is required from this partner as well
- Work Samples – required
- Documentation of quasi-government designation of the required partner – required, if applicable

Preparation

You should prepare your items **well in advance of the deadline** and have them fully ready to upload once the applicant portal becomes available to you. Arrange the items in the following order when uploading to the Applicant Portal:

- Statements of Support
- Image Work Samples

- Audio Work Samples
- Video Work Samples
- Documents

Below are the preparation instructions for required items to upload to the applicant portal. These are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described. Only upload materials that we request. Other items that you include will not be reviewed.

Letters of Commitment (PDF format only)

Required: One letter of commitment from the required project partner

You must submit a letter of commitment from the required project partner reflecting the partner's specific support for and role in the project.

You may submit **up to ten (10) total letters of commitment** including, but not limited to the below.

- If your project needs a third required partner to meet the arts, culture, or design expertise requirement for the application, a letter of commitment from the arts, culture, or design organization is required.
- If you list an organization or individual as an additional partner in your application, you may include a one-page letter of commitment describing their support for and involvement in the project. We encourage you to be selective in listing only the partners that are critical to the project's success.
- Letters from leaders and members of the community in which you are working, and/or from community-based organizations, are also encouraged.

Guidance for Letters of Commitment

- **All letters of commitment must be combined into one single PDF document. Do not** submit a separate PDF file for each individual letter.
- Each statement should be on appropriate letterhead and include the name, affiliation, phone number, and email address of the individual who provided it.
- **Do not provide general statements of support for your organization.** Letters should reflect a partner's specific support for and role in the project, not general endorsement of the applicant organization.

Work Samples

Work samples are a required component of your application and will be considered carefully during the review process. The work samples are your primary way to show the level of design or artistic excellence and artistic merit that you and your partners are capable of achieving. It is up to you to determine the images or audio/video clips that are most relevant to and best support your proposed project.

Select the format most appropriate to the artistic medium or discipline represented in your project. Audio and video clips are intended to accommodate theater, dance, music, film, and new media work samples (not slide shows of still images).

The work can be from any individual or partner involved in the project. Samples should be recent, of high quality, and as relevant to the project as possible. See the following pages for acceptable formats.

As review time is limited, be selective in what you chose to submit. We highly recommend limiting your selections to **three to four substantive work samples** relevant to the project.

You must upload work samples into the portal. Do not include links to work samples in other parts of the application. If you do not upload work samples under Tab 8, your application will be deemed ineligible.

Work Sample Limits

Panelists will spend no more than a total of 10 minutes reviewing work samples.

Type	Max # Allowed	Time Limit	File Size Limit	Format/ File Types Accepted
Images	Up to 20 images, preferably in one single PDF	N/A	5MB	jpeg or PDF with images
Documents	Up to 3 PDF documents; 12 pages each	N/A	5MB	PDF
Video	Up to 3 video selections	3 minutes each	250 MB	PDF w/links; or avi, mov, mp4, mpeg, wmv

Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, that will use all of the available space.

Technical Notes for Uploading Files

There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File Names and Descriptions

Your file names must not:

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

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.

- For your statements of support, simply state the type of item.
- For digital image/document/video work samples, state the title of the work or organization represented by the work sample.

Description box:

500 characters, including spaces

- For your statements of support, simply state the type of item.
- For digital image/document/video work samples:
 - Designer(s) name, if relevant.
 - Date of work/activity.
 - Up to two sentences describing the work sample and how it relates to the project for which you are requesting support.

Applicants submitting multiple images in a PDF should include the relevant information from above with each image within the PDF. The descriptive field for the file should provide a brief overview of the group of images as a whole.

Digital Images

Digital images should be combined in a single PDF file (up to 20 images) or may be uploaded as individual JPEG files if necessary.

- Image size should be consistent. Medium to high resolution is recommended (e.g., 300 dpi).
- Include brief descriptive captions with the images on each page of the PDF (PowerPoint can be a useful application to set up images and captions together), or together on a single captions page at the beginning of the PDF.
- Do not submit PowerPoint or Word documents; save these files as PDFs.
- Name the PDF "Image Work Samples."

Documents (Publications, Periodicals, Catalogues, Monographs, Commissioned Essays)

You may submit up to three PDF documents, each with no more than 12 pages. Excess pages will not be reviewed by panelists.

Name the PDF "Document Work Samples," or something more descriptive if you are submitting more than one document.

Video Samples

There are two options to upload your video work samples.

Option One (recommended): Upload a single PDF with links to your video work samples on an external hosting site (e.g. Vimeo, YouTube, or a custom URL).

- Include each video link as a hyperlink on the page. You may provide titles and short descriptions as context for the work sample for panelists. Include any necessary information on required plug-ins, passwords, or navigation paths in order to view the work samples. If applicable, include cue information to indicate the start of each selection.
- Name the PDF “Video Work Samples.”
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.

Option Two: Individually upload each video work sample. File size restrictions may prohibit you from using this option, see details below. To upload each video file:

- Upload the file directly into the Applicant Portal.
- You may provide titles and short descriptions to provide context for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.
- If your files exceed the file size limitations, follow the instructions outlined in Option One described above.

To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:

- [About captioning](#)
- [Resources for YouTube](#)
- [Resources for Vimeo](#)

Tab 9: 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.

Your responses will not be shared with panelists or used as a factor in the review of your application.

APPLICANT ORGANIZATION STATUS*

Choose one from the following:

- Nonprofit Organization
- Municipal Government
- State Government
- County Government
- Tribal Government
- None of the Above

APPLICANT ORGANIZATION DISCIPLINE*

Select the discipline that is most relevant to your organization. This refers to the primary artistic emphasis of your organization. Choose one from the following:

- Artist Community
- Arts Education Organization
- Dance
- Design
- Folk & Traditional
- Literary Arts
- Local Arts Agency
- Media Arts
- Museums
- Music
- Musical Theater
- Opera
- Presenting & Multidisciplinary Work Organization
- Theater
- Visual Arts
- None of the Above

ADDITIONAL APPLICANT ORGANIZATION DISCIPLINE (OPTIONAL)

You may select two additional disciplines for your organization, if relevant.

REQUIRED PARTNER ORGANIZATION DISCIPLINE*

Select the discipline that is most relevant to your required partner's organization. This refers to the primary artistic emphasis of your required partner's organization. You will **choose one** from the same list of options as "Applicant Organization Discipline" (see above). You will also have the option of selecting three additional descriptions for your required partner's discipline, though this is not required.

APPLICANT ORGANIZATION DESCRIPTION*

Select a description that most accurately describes your organization. **Choose one** from the following:

- Artists' Community, Arts Institute, or Camp
- Arts Center
- Arts Council / Agency
- Arts Service Organization
- College / University
- Community Service Organization
- Design 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

ADDITIONAL ORGANIZATION DESCRIPTION (OPTIONAL)

You may select two additional descriptions for your organization, if relevant.

PREPAREDNESS PLANS*

Does your organization have a disaster preparedness plan (i.e., plans to handle disasters and emergencies such as floods, hurricanes, pandemics, and human-made disasters)?

Choose: Yes or No

OUR TOWN PROJECT TYPE*

Select the option that best describes your proposed project's category:

- Artist residency
- Arts festivals
- Community co-creation of art
- Performances
- Public art
- Temporary public art
- Cultural planning
- Cultural district planning
- Creative asset mapping
- Public art planning
- Artist/designer-facilitated community planning
- Design of artist space
- Design of cultural facilities
- Public space design
- Creative business development
- Professional artist development

OUR TOWN ADDITIONAL PROJECT TYPES (OPTIONAL)

Optionally, choose up to two additional types from the above list.

PROJECT ACTIVITY TYPE*

Select the option that best describes the type of project you are proposing:

- **Apprenticeship/Mentorship**
- **Arts & Health** Includes projects that support the delivery of creative arts therapies in healthcare and non-healthcare settings. Also includes projects that place arts activities in healthcare settings, and/or that seek to improve service delivery by healthcare professionals.
- **Arts Instruction** Includes lessons, classes and other means to teach knowledge of and/or skills in the arts
- **Artwork Creation** Includes media arts, design projects, and commissions
- **Audience Services** (e.g., ticket subsidies)
- **Broadcasting** via TV, cable, radio, the Web, or other digital networks
- **Building Public Awareness** Activities designed to increase public understanding of the arts or to build public support for the arts
- **Building International Understanding** Includes activities that either bring international art and/or artists to the U.S. or bring American art and/or artists to other nations
- **Concert/Performance/Reading** Includes production development

- **Curriculum Development/Implementation** Includes design, implementation, distribution of instructional materials, methods, evaluation criteria, goals, objectives, etc.
- **Distribution of Art** (e.g., films, books, prints; do not include broadcasting)
- **Equipment Purchase/Lease/Rental**
- **Exhibition** Includes visual arts, media arts, design, and exhibition development
- **Fair/Festival**
- **Identification/Documentation** (e.g., for archival or educational purposes)
- **Marketing**
- **Presenting/Touring**
- **Professional Development/Training** Activities enhancing career advancement
- **Professional Support: Administrative** Includes consultant fees
- **Professional Support: Artistic** (e.g., artists' fees, payments for artistic services)
- **Publication** (e.g., books, journals, newsletters, manuals)
- **Recording/Filming/Taping** (e.g., to extend the audience for a performance through film/tape audio/video; do not include archival projects)
- **Repair/Restoration/Conservation**
- **Research/Planning** Includes program evaluation, strategic planning, and establishing partnerships
- **Residency – School** Artist activities in an educational setting
- **Residency – Other** Artist activities in a non-school setting
- **Seminar/Conference**
- **Student Assessment** Includes measurement of student progress toward learning objectives. Not to be used for program evaluation.
- **Subgranting** – Local Arts Agencies only
- **Technical Assistance** with technical/administrative functions
- **Web Site/Internet Development** Includes the creation or expansion of Web sites, mobile and tablet applications, the development of digital art collections, interactive services delivered via the Internet, etc.
- **Writing About Art/Criticism**
- **None of the above**

ADDITIONAL PROJECT ACTIVITY TYPE (OPTIONAL)

You may choose up to two additional types from the above list.

ORGANIZATIONAL LEADERSHIP/STAFFING QUESTION (OPTIONAL)

Text box: 750 characters, including spaces

As part of the NEA's commitment to DEIA, we are interested in learning more about applicants' organizational structures. How does your organization's governance and staff reflect the composition of the community (or communities) served by your organization?

NOTE: This question is optional. Your response will not be seen by panelists evaluating your application. It is for research purposes only. Your response will not be used in panel deliberations or in making funding decisions related to grant awards.

PROPOSED BENEFICIARIES OF PROJECT (OPTIONAL)

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

NOTE: This question is optional. Your response will not be seen by panelists evaluating your application. It is for research purposes only. Your response will not be used in panel deliberations or in making funding decisions related to grant awards.

RACE/ETHNICITY: (Optional, 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.

- No specific racial/ethnic group
- 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.

AGE RANGES: (Optional, choose all that apply)

- No specific age group

- Children/Youth (0-17 years)
- Young Adults (18-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)

UNDERSERVED GROUPS/COMMUNITIES: (Optional, choose all that apply)

- Geography
- Economic Status
- Race or Ethnicity
- Disability
- Other limiting factors, please specify:
- No specific underserved group/distinct group

Step 3: 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 are 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 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 in doubt, contact the Our Town staff at OT@arts.gov.

Step 1: Validate

- To submit your application, you must provide a response to every item denoted with a red asterisk (*).
- Click the 'Validate' link found at the top right corner of the page.
 - Click either 'Validate All' to validate all the tabs *or* select each link to validate separately.
 - When the Validate button is clicked, the application will search for errors.
 - If there are no errors, the 'Validate' link will change to green and each tab will have a check mark by it.
 - To clear validation messages, press the Esc key.
- If you encounter a validation error where the system doesn't read a required item that you have entered, save your materials and refresh the browser page before running the validation again. This should solve the issue, but if you still encounter problems reach out to the Our Town staff.
- This feature does *not* check to be sure that your application is complete. Carefully review the application instructions to be sure you have submitted each required item.

Step 2: Click Save and Submit

- The “Submit” button is only visible when you are on Tab 9: Organization & Project Data.
- **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 Applicant Portal 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.

Step 3: Confirm Submission

- 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.
- You may 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.

Project Updates

If new information that significantly affects your application (including changes in artists or confirmed funding commitments) becomes available after your application is submitted, send that information immediately to Our Town team at OT@arts.gov. Include your organization's name and application number on any such submission.