

NEA Grant Application Form

Part 1: Organizational Information

Please refer to the NEA's website for instructions on how to fill out the Grant Application Form, as well as what items to upload, in "Step 2: Submit Through NEA-GO". See here for more information:

<http://arts.gov/grants-organziations/research-art-works/step-2-submit-through-nea-go>

OMB Number: 3135-0112

Expiration Date: 11/30/2016

NOTE: All red asterisked (*) items on this form are required and must be completed before you will be able to submit the form.

Legal Name (per your IRS Determination Letter): [text box]

Popular Name (if different): [text box]

Date organization was incorporated (if applicable): [year]

For this application, are you serving as the Parent of an Independent Component: [single select]

- Yes
- No

For which component: [text box]

Applicant Organization Status: Select the one item that best describes the legal status of the organization [single select]

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

Mission/purpose of your organization: Briefly summarize the mission and purpose of your organization. For non-arts organizations (e.g., universities, human service agencies), summarize your mission as it pertains to your cultural programs or services. (1500 character limit) [text box]

Organization Budget: Complete this section using figures from completed fiscal years. If you are a parent organization, this information should refer to the component on whose behalf you are applying.

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Please see the instructions for filling out the Organization Budget in "Step 2: Submit Through NEA-GO". See here for more information: <http://arts.gov/grants-organziations/research-art-works/step-2-submit-through-nea-go#org-budget>

- Most recently completed fiscal year/Previous fiscal year/Two years prior
 - Fiscal year end date [only for previous fiscal year] [MM/DD/YYYY]
 - Income
 - Earned [number]
 - Contributed [number]
 - Total income [auto-fill]
 - Expenses
 - Artistic Salaries [number]
 - Production/exhibition/service expenses [number]
 - Administrative expenses [number]
 - Total expenses [auto-fill]
 - Operating surplus/deficit [auto-fill]
- In the space below, discuss the fiscal health of your organization. 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 the factors that contributed to the deficit and its amount). (1000 character limit) [text box]

Applicant Organization Discipline: Select the primary discipline that is most relevant to your organization and, optionally, up to three additional disciplines. This refers to the primary artistic emphasis of your organization. This selection will not be used in the review of your application.

- Primary (*required) [single select]/Additional (up to 3) [multi-select 3]
 - Artist Community
 - Arts Education Organization
 - Dance
 - Design
 - Folk & Traditional
 - Literature
 - Local Arts Agency
 - Media Arts
 - Museums
 - Music
 - Opera
 - Presenting & Multidisciplinary Works Organization
 - Theater & Musical Theater
 - Visual Arts
 - None of the above [only visible in Primary]

Applicant Organization Description: Select the primary description that is most relevant to your organization and, optionally, up to three additional descriptions.

- Primary (*required) [single select]/Additional (up to 3) [multi-select 3]
 - Artists' Community, Arts Institute, or Camp
 - Arts Center

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- 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
- Union / Professional Association
- None of the above [only visible in primary]

Part 2: Project Information

Artistic Discipline for Proposed Project: This refers to the artistic discipline associated with your project. Please choose the artistic disciplines that best fits your research project [single select]

- Artist Communities
- Arts Education
- Dance
- Design
- Folk & Traditional Arts
- Literature
- Local Arts Agencies
- Media Arts
- Museums
- Music

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- Opera
- Presenting & Multidisciplinary Works
- Theater & Musical Theater
- Visual Arts

Project Activities

Project Title

Please provide any updates to the information you submitted through Grants.gov. The text field below is plain text and cannot be formatted (e.g., bold, italics). (200 character limit) [text box]

Project Description

Please provide any updates to the information you submitted through Grants.gov. The text field below is plain text and cannot be formatted (e.g., bold, italics). (1,000 character limit) [text box]

Major Project Activities: Please see the Research: Art Works guidelines for detailed instructions here: <http://arts.gov/grants-organziations/research-art-works/step-2-submit-through-nea-go#major-activities> Be as specific as possible about the activities that will take place during the project period. Please organize your response a), b), c), etc. and use the boldfaced language in the instructions as a heading for each item. (30,000 character limit) [text box]

Data management plan (5,000 character limit) [text box]

Descriptions (e.g., abstracts) about relevant prior research (5,000 character limit) [text box]

Schedule of key project dates: Costs incurred prior to the earliest allowable start date cannot be included in the project budget. Please see the Research: Art Works guidelines for the earliest allowable start date for your category/application deadline. If you include activities that occur before the earliest allowable start date, make sure you note that those activities and costs are not included on the Project Budget form. (1500 character limit) [text box]

Promotion & Publicity: Provide plans for making all related research papers, presentations, and products accessible to the public, including use of various distribution channels and modes. Describe partnerships, if any, for distributing the results. For projects that include the development of new arts interventions and/or research tools or models, please describe the potential scalability and translational ability of the project. All grantees are required to submit a final research paper for posting to the NEA website here. (1000 character limit) [text box]

Accessibility: Explain how you will make your project accessible to individuals with disabilities in compliance with federal law and regulations through access accommodations for both facilities and programs, such as audio description, sign-language interpretation, closed or open captioning, large-print

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brochures/labeling, etc. See the Nondiscrimination Statutes in "Assurance of Compliance" for more information <http://arts.gov/grants-organizations/art-works/award-administration>. (For technical assistance on how to make your project fully accessible, contact the Arts Endowment's Accessibility Office at accessibility@arts.gov, 202/682-5532, or 202/682-5496 Voice/T.T.Y. or the Civil Rights Office at 202/682-5454 or 202/682-5695 Voice/T.T.Y.) (1000 character limit) [text box]

Project Activity Type: [drop down lists for primary and additional]

Primary (*required) [single select]/Additional (up to 3) [multi-select 3]

Apprenticeship

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)

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**

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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 nonschool setting**

Seminar/Conference

Student Assessment **Includes measurement of student progress toward learning objectives. Not to be used for program evaluation.**

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

Project Activity/Venue Locations: Provide the city, state, and five-digit zip code in which project activities are expected to occur. You may submit individual locations using the webform. To upload multiple locations at once, consider using the multiple location spreadsheet upload option (see below).

- Submit individual location (you will have the option of submitting additional locations)
 - City [text box]
 - State [drop down list]
 - Zip [5-digit number]
- Add multiple locations using spreadsheet upload. For instructions on formatting your spreadsheet, click <<here>>. Note this method requires a properly formatted spreadsheet.

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Project Outcomes

Outcome Narrative: Briefly discuss how your project directly addresses the NEA outcome of Understanding: Evidence of the value and/or impact of the arts is expanded and promoted. You may also discuss any additional outcomes of your own that you have established for the project. (1000 character limit) [text box]

Performance Measurement: Briefly describe the performance measurements you will use to provide evidence that the Understanding outcome was achieved, including plans for documenting and disseminating the project results, as appropriate (1000 character limit) [text box]

Intended Beneficiaries (Audience/Participants/Community)

- Briefly describe the intended beneficiaries to whom the project is directed. For research, this means your sample population. In your response, address the expected benefit. (1000 character limit) [text box]
- Have the intended beneficiaries been consulted in the development of this project? [single select]
 - Yes
 - No
- Briefly describe any consultations, plans for consulting, or reasons for not consulting with the intended beneficiaries. (1000 character limit) [text box]
- Has your organization worked with these beneficiaries in the past? [single select]
 - Yes
 - No
- Briefly describe your previous work with these beneficiaries or relevant work your organization has done that will help you reach these beneficiaries. (1000 character limit) [text box]
- Is this project intended to reach a population historically underserved and/or does the project target a specific beneficiary based on characteristics such as race, ethnicity, or age? [single select]
 - Yes
 - No [details below visible to all respondents but can only be answered if respondent selects "Yes"]
 - From the options below, select all descriptors that best describe the intended audience and/or other beneficiaries to whom the project is directed. [multi-select in each category]
 - Race/Ethnicity: 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. (choose all that apply)
 - 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.

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- 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.
- All of the above
- Age Ranges (choose all that apply)
 - Children/Youth (0-18 years)
 - Young Adults (19-24 years)
 - Adults (25-64 years)
 - Older Adults (65+ years)
 - All of the above
- 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
- Describe how the project will benefit the underserved community. (1000 character limit) [text box]

Part 3: Project Budget

Please see the instructions for filling out the Project Budget in "Step 2: Submit Through NEA-GO". See here for more information: <http://arts.gov/grants-organziations/research-art-works/step-2-submit-through-nea-go#project-budget>

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NEA Application
Project Budget, Page 1 of 2

Read the
 instructions for
 this form before
 you start.

OMB No. 3135-0112
 Expires 11/30/2013

Applicant (official IRS name):

INCOME

1. Amount requested from the Arts Endowment: \$

2. Total match for this project Be as specific as possible. Asterisk (*) those funds that are committed or secured.

Cash (Refers to the cash donations, grants, and revenues that are expected or received for this project)	AMOUNT
Total cash a. \$	0

In-kind: Donated space, supplies, volunteer services (These same items also must be listed as direct costs under "Expenses" below or in Page 2 of the Project Budget form; identify sources)

Total donations b. \$	0

Total match for this project (2a. cash + 2b. donations) \$ 0

3. Total project income (1 + 2) \$ 0

EXPENSES

1. Direct costs: Salaries and wages

TITLE AND/OR TYPE OF PERSONNEL	NUMBER OF PERSONNEL	ANNUAL OR AVERAGE SALARY RANGE	% OF TIME DEVOTED TO THIS PROJECT	AMOUNT
Total salaries and wages a. \$				0

Fringe benefits Total fringe benefits b. \$

Total salaries, wages, and fringe benefits (a. + b.) \$ 0

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Applicant (official IRS name):

EXPENSES, CONTINUED

2. Direct costs: Travel (Include subsistence)

# OF TRAVELERS	FROM	TO	AMOUNT
Total travel \$			0

3. Direct costs: Other expenses (Include consultant and artist fees, contractual services, promotion, acquisition fees, rights, evaluation and assessment fees, access accommodations, telephone, photocopying, postage, supplies and materials, publication, distribution, translation, transportation of items other than personnel, rental of space or equipment, and other project-specific costs)

	AMOUNT
Total other expenses \$	0

4. Total direct costs (1. from Project Budget, Page 1 +2.+3.) **\$ 0**

5. Indirect costs (if applicable)

Federal Rate (.0000) x Base = \$ **0**

Agency:

6. Total project costs (4.+5.) **\$ 0**
 Must equal total project income (3. From Project Budget, Page 1)

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Part 4: Project Participants

Selection of Key Individuals: Briefly describe the process and criteria for the selection of key individuals that will be involved in this project (e.g. primary artist(s), project director, artistic director, executive director, teachers, curator, editor, folklorist, conductor). Where relevant, describe their involvement in the development of the project to date. Where they remain to be selected, describe the procedures that you plan to follow and the qualifications that you seek. (1000 character limit) [text box]

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

- First Name [text box]
- Last Name (use this field for artistic group names or single names) [text box]
- Role [drop-down list]
 - Primary Artist
 - Project Director or Principal Investigator
 - Artistic Director
 - Executive Director
 - Developer/Technologist
 - Designer/Art Director
 - Teacher
 - Teaching Artist
 - Curator
 - Editor
 - Folklorist
 - Conductor
 - Co-Principal Investigator
 - General research support staff (to include data collectors and data analysts)
 - Other
- Proposed or committed? [select one]
 - Proposed
 - Committed
- Bio: Briefly describe the qualifications, roles, responsibilities, and percent of time to be devoted to the project for key personnel. Identify if the personnel will be involved with human subjects research and/or human subjects data (certificates of training in ethics for human research are requested as a separate item). Please include, as appropriate: education; professional experience and honors; selected peer-review and non-peer review publications, including manuscripts in preparation or under review; history of ongoing and completed research support, including sources of support; and research skills. (500 character limit) [text box]

Selection of Key Organizational Partners: An organizational partner is an outside entity that will provide resources (other than money) to support the project. Because all NEA projects require matching resources from non-NEA sources, organizations that only provide money are not considered partners.

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Funders are not excluded from being partners, but they must also supply human resources or information capital, or actively participate in another way.

If applicable, briefly describe the process and criteria for the selection of key organizations that will be involved in the project. Where relevant, describe their involvement in the development of the project to date. Where they remain to be selected, describe the selection procedures that you plan to follow and the qualifications that you seek. (1000 character limit) [text box]

Description of Key Organizational Partners: Include brief, current descriptions of the key organizational partners. You may include up to 10.

- Organization Name [text box]
 - Proposed or committed? [select one]
 - Proposed
 - Committed

- Organization Role [drop-down list]
 - Nonprofit arts organization
 - Nonprofit community organization
 - School
 - School district
 - Local government agency
 - State government agency
 - Federal government agency
 - College/University
 - Religious Organization
 - For-profit commercial organization
 - Media organization
 - Other

- Description of the Organization (500 character limit) [text box]