

# **Literature Fellowships: Prose, FY 2014**

**NATIONAL ENDOWMENT FOR THE ARTS  
APPLICATION GUIDELINES**

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## Application Calendar

Category	Application Deadline	Earliest Announcement of Grant Award or Rejection	Earliest Beginning Date for Arts Endowment Period of Support
Literature Fellowships:	February 28, 2013	December 2013	January 1, 2014

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Applicants are required to use Grants.gov. See "How to Prepare and Submit an Application " for further information.

### Late applications will not be accepted.

In the event of a major emergency (e.g., a hurricane or Grants.gov technological failure), the NEA Chairman may adjust application deadlines for affected applicants. If a deadline is extended for any reason, an announcement will be posted on our website.

Please do not seek information on the status of your application before the announcement date that is listed above.

### If you have questions:

**E-mail:** [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov)

**Call:** 202/682-5034



202/682-5496 Voice/T.T.Y. (Text-Telephone, a device for individuals who are deaf or hard-of-hearing)



Individuals who do not use conventional print may access these guidelines on the website or contact the Arts Endowment's Accessibility Office at 202/682-5532 for help in acquiring an audio recording of these guidelines.

**Write:** Literature Fellowships  
Room 703  
National Endowment for the Arts  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001

## Grant Program Description

The NEA Literature Fellowships program offers \$25,000 grants in **prose** (fiction and creative nonfiction) and **poetry** to published creative writers that enable recipients to set aside time for writing, research, travel, and general career advancement. Applications are reviewed through an anonymous process in which the only criteria for review are artistic excellence and artistic merit. To review the applications, the NEA assembles a different advisory panel every year, each diverse with regard to geography, race and ethnicity, and artistic points of view.

The NEA Literature Fellowships program operates on a two-year cycle with fellowships in prose and poetry available in alternating years. For FY 2014, which is covered by these guidelines, fellowships in prose (fiction and creative nonfiction) are available. Fellowships in poetry will be offered in FY 2015 and guidelines will be available in the fall of 2013. **You may apply only once each year.**

Competition for fellowships is extremely rigorous. We typically receive more than 1,000 applications each year in this category and award fellowships to fewer than 5% of applicants. You should consider carefully whether your work will be competitive at the national level.

### We Do Not Fund

- Individuals who previously have received *two or more* Literature Fellowships (in poetry or prose) or Translation Fellowships from the National Endowment for the Arts.
- Individuals who have received *any* Literature Fellowship (in poetry or prose) or Translation Fellowship from the National Endowment for the Arts within the past ten years.
- News reporting.
- Scholarly writing. (Writers who are engaged in scholarly work may wish to contact the National Endowment for the Humanities.)
- Work toward academic degrees.

### Deadline and Announcement Dates

You must submit your application electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on February 28, 2013. The Arts Endowment will not accept late applications.

Do not expect notification of awards and rejections before December 2013. The Arts Endowment's support of a project may begin any time between January 1, 2014, and January 1, 2015, and extend for up to two years.

## Award Information

### Grant Amount

Fellowships are for \$25,000.

### Applicant Eligibility

Creative writers who meet the publication requirements that are listed below are eligible to apply. Applicants must be citizens or permanent residents of the United States. See "How to Prepare and Submit an Application" for the documentation that is required to demonstrate eligibility. Ineligible applications will be rejected without panel review.

**You may submit only one application per year.** Multiple applications will be deemed ineligible. You may not apply for a Literature Fellowship (in poetry or prose) and a Translation Fellowship in the same year. (See *Translation Fellowships* for more information.)

You are not eligible to apply if you have received two or more Fellowships (in poetry, prose, or translation) from the National Endowment for the Arts. In addition, you may not apply if you have received any Arts Endowment Literature Fellowship (in poetry or prose) or Translation Fellowship on or after October 1, 2004 (FY2005).

Former grantees must have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment award(s) previously received.

You are eligible to apply in **Prose** if, between January 1, 2006, and February 28, 2013, you have had published:

- At least five different short stories, works of short fiction, excerpts from novels or memoirs, or creative essays (or any combination thereof) in two or more literary journals, anthologies, or publications that regularly include fiction and/or creative nonfiction as a portion of their format; *or*
- A volume of short fiction or a collection of short stories; *or*
- A novel or novella; *or*
- A volume of creative nonfiction.

To qualify, work must have been originally published between these dates, not only reprinted or reissued in another format during this period.

You may use digital, audio, or online publications to establish eligibility, provided that such publications have competitive selection processes and stated editorial policies. If the online publication or website no longer exists, you must provide, upon request,

sufficient evidence that your work once appeared online. If sufficient evidence cannot be provided, the online publication will not be eligible.

**The following may not be used to establish eligibility:**

- Pre-publication material, such as galleys, proofs, and advance reader's copies.
- Work that has appeared in a publication for which you are the editor, publisher, or staff.
- Collaborative work.
- Scholarly writing.
- Instructional writing.
- Journalism.
- Book reviews.
- Editorials/letters to the editor.
- Interviews.
- Student publications and publications that primarily print work by persons who are affiliated with a particular academic institution.
- Any publication by presses that: require individual writers to pay for part or all of the production costs; require writers to buy or sell copies of the publication; publish work without competitive selection or a stated editorial policy; or publish work without professional editing.

Your application will not be eligible if incorrect or insufficient publication information is provided in Attachment 4. See "**How to Prepare and Submit an Application.**"

If you are interested in applying for a fellowship in poetry next year, please see the guidelines that will be available in the fall of 2013 for the eligibility requirements. To receive a notification of when the guidelines are available, sign up for the notification service provided by Grants.gov, the federal government's online application system. For your reference, last year's guidelines for poetry fellowships can be found by clicking [here](#). Please be aware that guidelines are updated annually and are subject to change.

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## How to Prepare and Submit an Application

### SIDE BAR NAVIGATION TOOLS:

Using Grants.gov

[Register with Grants.gov](#)

[Download the application package using Adobe Reader](#)

[Submit your electronic application](#)

[Grants.gov Tips](#)

### Application Instructions

#### What makes a complete application

##### **Step 1**

Fill out the Application for Federal Assistance SF 424 – Individual

##### **Step 2**

Complete and attach items required for the Attachments Form (supplemental information form, summary of publications, manuscript, etc.) Need help? [Click here.](#)

##### **Step 3**

Submit items in Steps 1-2 electronically through Grants.gov

Application Deadline: February 28, 2013
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These application guidelines provide all of the information that you need to submit an application. We urge you to read these instructions in their entirety before you begin the application process. Please keep these instructions open in a window in your computer as they contain helpful links to information that you will need as you complete your application.

## **IMPORTANT NOTICE:**

### **Electronic application through Grants.gov is MANDATORY.**

- 1) Register with Grants.gov. Registration is a one-time process, which can take a day or more to complete.
- 2) Verify that you have a version of Adobe Reader that is supported by Grants.gov installed on your computer **before** you download your new application package from Grants.gov.
- 3) Submit your application **no later than 10 days** 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.
  - The Grants.gov Contact Center is available 24 hours a day, 7 days a week. (Phone: 1-800-518-4726.)
  - Submit your application outside of Grants.gov's hours of heaviest usage, generally 12 noon to 5:00 p.m., Eastern Time.
  - **The Arts Endowment will not accept late applications.**
  - **Applicants are responsible for submitting a complete application. Incomplete applications will be rejected without panel review.**

The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on February 28, 2013.

If you are unable to submit your application electronically, you may request a waiver. A waiver will be granted for the following reasons only:

- Internet access is not available within a 30-mile radius of your address.
- Disability prevents you from submitting your application electronically.

Your waiver request must be in writing and must be received (not postmarked) at the Arts Endowment at least three weeks before the application deadline. [Click here for more information on waivers.](#)

## **Requesting a waiver: Literature Fellowships**

If you are unable to submit your application electronically, you may request a waiver. A waiver will be granted for the following reasons only:

- Internet access is not available within a 30-mile radius of your address.
- Disability prevents you from submitting your application electronically.

Your waiver request must be in writing and must be received (not postmarked) at the Arts Endowment at least three weeks before the application deadline, or no later than 5:30 p.m., Eastern Time, on February 7, 2013. You may fax your request to 202/682-5660 or send it to:

Deputy Chairman for Programs and Partnerships  
Grants.gov Waiver Request  
Room 705  
National Endowment for the Arts  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001

The National Endowment for the Arts continues to experience delays in the delivery of First-Class mail through the United States Postal Service (USPS). Please consider faxing your waiver request or using a commercial delivery service, particularly if you are sending your request close to the receipt deadline.

In the event a waiver is granted, your complete paper application package must be postmarked (or show other proof of mailing) no later than February 28, 2013.

## **Using Grants.gov**

**Register with Grants.gov** [\[Back to Top\]](#)

**NOTE: Applicants are required to change their passwords every 90 days. See [www.grants.gov](http://www.grants.gov) for more details.**

**It is your responsibility to create and maintain a registration with Grants.gov.** Registration is a one-time process, which can take a day or more to complete. **DO NOT WAIT UNTIL THE DAY OF THE APPLICATION DEADLINE TO REGISTER** to allow time to resolve any issues that may arise. Failure to comply with this requirement may result in your inability to submit your application.



To register, click: [Individual Registration](#). You will be asked to provide the **Funding Opportunity Number** of the grant. Enter **2013NEA03LFCW**. If you have problems with registration contact Grants.gov at 1-800-518-4726, e-mail [support@grants.gov](mailto:support@grants.gov), or consult the information posted on the Grants.gov website at [Help](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Maintain documentation (with dates) of your efforts to register before the deadline.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain during the registration process to submit your application.

### Download the Application Package [\[Back to Top\]](#)

1. Verify your software.

**You must have a version of Adobe Reader that is supported by Grants.gov** installed on your computer before you download your application package from Grants.gov. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

Please go to "Download Software" to see the compatible versions of Adobe Reader or to download and install Adobe Reader. You may test your version of Adobe Reader using Grants.gov Adobe Versioning Test Application Package [here](#).

2. Access the application package on Grants.gov by clicking on the link below.

#### **DOWNLOAD**

[Funding Opportunity Number 2013NEA03LFCW]

This will bring you to the "Selected Grant Applications for Download" screen.

Download the application package and follow the instructions below. It is not necessary to download the instructions from Grants.gov as **you will only be directed back to** the instructions on this webpage.

If you have a compatible version of Adobe Reader and are still experiencing difficulty downloading the application package, try using a different Internet browser.

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button at the top of the form and

**save the application package to a location on your computer or network where you can find it readily.** Save your application each time you work on it. You will get the message "The File already exists. Replace existing file?" Click "Yes" to ensure that you always save the most recent version.

4. On the first page of the Grants.gov application package, you will see a field for "Application Filing Name." Enter your legal name here.
5. In the "**Mandatory Documents**" box, you will see two forms. You must move these forms to the "Mandatory Documents for Submission" box before you can open them. Once moved, the two forms merge into a single document. You can access each form by clicking on it to highlight it and then clicking on the "Open Form" box OR you can scroll down your screen and you will come to each form in succession.

The forms are:

- [Application for Federal Assistance SF 424 - Individual Form](#)
- [Attachments Form](#)

### **Submit Your Electronic Application** [\[Back to Top\]](#)

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. To begin the submission process, click the **Save & Submit** button. [This button will not become active (and turn from light to dark gray) until you have saved your application with all required fields completed. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration.**
3. Click the "**Login**" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. Click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.**

If you have difficulty submitting, go to [Adobe Reader Error Messages](#) or [Applicant Resources](#) for several tools and documents to help you.

4. Ensure that your application was validated and accepted by the Grants.gov system. Go to [\*\*Track My Application\*\*](#) to track the validation and progress of your application submission through Grants.gov. After the Arts Endowment retrieves your application

from Grants.gov, log in to the Grants.gov system by using your Username and Password to receive your Agency Tracking Number (this will be the Arts Endowment-assigned application number).

### **Additional Help**

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

For specific help on how to complete your application, please review the instructions in these guidelines. For help on all other issues, [click here](#).

### **Application Instructions**

For a complete application, follow Steps 1-3 below

#### **A complete application consists of:**

- [Application for Federal Assistance \(SF-424\)](#)
- [Attachments Form to which you have attached:](#)
  - Literature Fellowships Application Supplemental Information Form
  - Manuscript material: 25 pages of sample text
  - Cover page
  - Summary of applicant publications

**Applications that are determined to be incomplete will be rejected without panel review.**

#### **Step 1: Fill out the Application for Federal Assistance SF 424 - Individual**

NOTE: 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 package or another document and paste into the form.

**1. Name of Federal Agency:** Pre-populated.

**2. Catalog of Federal Domestic Assistance Number:** Pre-populated.

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

**4. Funding Opportunity Number:** Pre-populated.

**5. Applicant Information:**

**a. Name and Contact Information:**

Applicants using pen names must list their legal name here. All transactions with the Arts Endowment must be made using the legal name. Contact information must be valid through December 2013. You must notify us of any changes.

**b. Address:**

Enter information for your permanent address. Information must be valid through December 2013.

Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used only when a Suite or Room Number or other similar information is part of your address. Do **not** use Street 2 to provide a second address.

In the Zip/Postal Code box, enter the **full 9-digit zip code** (00000-0000) that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up at [www.usps.com/zip4/](http://www.usps.com/zip4/).

**c. Citizenship Status:**

If you are a permanent resident of the United States, provide your Alien Registration Number.

**d. Congressional District of Applicant:** Enter the Congressional District that corresponds to your permanent address. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if you live in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your 2 character state/territory abbreviation and "-000." If you are an American citizen or a permanent resident residing outside the United States, use "00-000" for your Congressional District. If you need help determining your district, please visit the House of Representatives website at [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool.

**6. Project Information:**

**a. Project Title:** Leave blank.

**b. Project Description:** In two or three sentences, briefly describe how you see your work being advanced by this fellowship. This may include writing, research, travel, etc.

**c. Proposed Project Start Date/End Date:** Enter your preferred beginning and ending dates. The start date should be the first day of the month, and the end date should be the last day of the month. The beginning date must fall between January 1, 2014, and January 1, 2015, and the period of support may extend up to two years from the start date.

### **7. Signature Block:**

By clicking the "I Agree" box, you are certifying that your application is true and correct to the best of your knowledge and that you are in compliance with relevant federal requirements that can be found in the [Assurance of Compliance](#) section of these guidelines. The "Signature" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

## **Step 2: Complete and Attach Required Items to the Attachments Form**

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

1. Attachment 1 (**Literature Fellowships Application Supplemental Information**) is a fillable form; you will find a link to it here. This form can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF.
2. Attachments 2 - 4 are documents that you will develop in accordance with the instructions provided. **These items must be submitted as PDF (portable document format) files.**

These non-form documents can be created using any word processing software. When you have completed the document, save it as a PDF on your computer before attaching. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to [PDF Conversion Programs](#).

Please make sure to convert your documents into PDF format in line with the guidance above. **Do not create PDFs of your electronic documents by scanning.** In the past, some applicants have printed their electronic documents and then scanned them, saving the scan in PDF format. PDFs created this way are much larger, and of lower quality, than PDFs created by the methods we recommend. **Do not embed non-printable media files (video and/or sound) in your PDF documents.** Static images (e.g., pictures) are acceptable. Please do not enable any document security settings or password-protect any PDF file you submit to us.

No attachment should be more than 2 MB.

3. For non-form documents, label the first page clearly with the name of the item (e.g., Summary of Applicant Publications). Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12 point font size. Do not type in all capital letters. Number pages sequentially. Excess pages will be removed and not be reviewed.
4. **NEED TO ADD SPECIAL CHARACTER NEW LANG.** Name your files as indicated below and attach them in the proper order. Limit file names to 50 characters and do not use special characters (such as &, -, \*, %, /, or #) in attachment names. This includes periods, blank spaces, and accent marks. An underscore may be used to separate a file name. If you use special characters, your application may be rejected. Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it.

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

## The Attachments

### **ATTACHMENT 1: LITERATURE FELLOWSHIPS APPLICATION SUPPLEMENTAL INFORMATION FORM**

[CLICK TO DOWNLOAD THE SUPPLEMENTAL INFORMATION FORM](#)

To this button, attach the **Literature Fellowships Application Supplemental Information form**. We collect this information to inform the agency about the composition of the application pool. This information is not provided to panelists, nor is it taken into consideration for the awarding of grants. The file name should be your last name followed by "SupplInfo" (e.g., JonesSupplInfo.pdf).

Under **Category Under Which Support is Requested**, check "Fellowships for Creative Writers." Then choose "Prose."

### **ATTACHMENT 2: MANUSCRIPT SAMPLE**

To this button, attach one copy of your manuscript sample. The file name should be your last name followed by "Manuscript."

Your manuscript sample must be a minimum of 20 to a maximum of 25 typescript, double-spaced pages of:

- **Fiction** (e.g., short story, short fiction, vignette, graphic fiction, novel excerpt, hypertextual fiction)

or

- **Creative nonfiction** (e.g., essay, memoir, creative nonfiction, literary journalism)

Please note that applicants may submit one or more writing samples as their manuscript, but the total pages cannot exceed 25 pages.

**Your manuscript sample must be:**

1. **From work that you have written in the time period that establishes your eligibility, and for which you have sole artistic responsibility.** You may submit published work, unpublished work, or work in progress. Do not indicate whether or not the material has been published.
2. **Completely free of your name, initials, address, or any other marks that could identify you. If your name appears on your manuscript, your application will be deemed ineligible.**
3. **Labeled to indicate title and genre of the sample.** At the top of every page, include the page number in the upper right corner and state the title of the manuscript. In the top right corner of the first page, state whether it is complete or an excerpt.
4. **In typescript and clearly readable.** Use a 12 point font and margins of at least one inch at the top, bottom, and sides of all pages. Do not submit more than the maximum number of pages that are allowed; **excess pages will be removed and not reviewed.**

Remember to save your manuscript as a PDF in line with the guidance above (Step 2: Complete and Attach Required Items to the Attachments Form). **Do not create PDFs of your electronic documents by scanning.**

**ATTACHMENT 3: COVER PAGE**

To this button, attach **one copy of an unnumbered cover page** that lists your legal name and address and the title(s) of the work(s) you are submitting. The file name should be your last name followed by "CoverPg." Save your document as a PDF. **Your name, initials, address, or other identifying marks must not appear on any other page of the manuscript material that is submitted.**

**ATTACHMENT 4: SUMMARY OF APPLICANT PUBLICATIONS**

To this button, attach a **Summary of Applicant Publications** to establish your eligibility (two-page, single-spaced maximum). The file name should be your last name followed by "SummaryPubs."

List only the specific published works that establish your eligibility, not everything you have published (i.e., no resumes). (See [Eligibility](#) for details.) We collect this information only to verify eligibility; it is not provided to our reviewers.

For each publication note:

- Title, author.
- Publisher (including name of magazine or press with physical address, web address, and phone number).
- Publication date (month and year, or volume/issue).
- ISBN or ISSN number, for a book in print.
- Number of pages of your material (If your work appears in an anthology, this refers to your work within the collection, not the full book.)
- Page number or exact URL of the page that features your work if published online. If archived online, provide the exact URL of the archived piece.

Your Summary of Applicant Publications should be formatted as follows:

Book

**Title/Author:** *A Walk in the City*/ John Doe

**Publisher:** University Press, 1234 Main St., Springfield, IL, www.up.edu, 123-456-7891

**Publication Date:** 12/2010

**ISBN or ISSN:** 000-0-00-000000-0

**# of pages:** 230

**URL:** n/a

Journal

**Title/Author:** "Hidden Moon"/ Jane Doe

**Publisher:** *Violet Journal*, 44 Spring St., Mesa, AZ, www.violetjournal.org, 333-456-7891

**Publication Date/ Volume-Issue:** 10/2010/Vol. 32 Issue 4 (Fall)

**ISBN or ISSN:** 000-0-00-000000-0

**# of pages:** 5

**Page # or URL:** www.violetjournal.org/32-52/doe

Anthology

**Title/Author:** *Time Spent (Poems About Grant writing)*, edited by M. Fed/Jill Deer

**Publisher:** Small Press, 6868 Elm St., Nashville, TN, www.smallpress.org, 123-456-9871

**Publication Date:** 06/2011

**ISBN or ISSN:** 000-0-00-000000-0

**# of pages:** 14



Upon request, you must provide proof of eligibility to the Arts Endowment in the form of one or more of the following ways:

- a. The title page or cover with your name and the title of the work.
- b. The copyright page with the publisher's information; publication date (month and year); ISBN or ISSN number, if a print publication; or exact URL that features your work, if publication is online only.
- c. The publication's stated selection criteria and editorial policy.

NOTE: When you check the Certification box on the SF 424-Individual form, you are certifying that all parts of your application, *including your summary of the publications that establish your eligibility*, are true and correct to the best of your knowledge.

**Leave all remaining Attachment buttons blank.**

**Step 3: Submit Items in Steps 1-2 above electronically through Grants.gov** [\[Back to Top\]](#)

Follow the detailed instructions under “**Submit your electronic application**” above.

## NEED HELP?

We have fielded many questions over the years and trust that we can help you troubleshoot any problems you encounter. We are at your service.

Please browse the answers below before you contact Endowment staff or click on one of the topics to the right that best fits your question.

### **\*SIDEBAR\***

[Downloading the application package](#)

[Filling out the attachments](#)

[Creating a PDF](#)

[Eligibility](#)

[Manuscript selection and review](#)

Also, please determine if your question is best addressed to the Arts Endowment or Grants.gov. Grants.gov is a conduit for applying; it is a separate entity from the NEA. Though we include some tips here on navigating Grants.gov, most questions about registration and uploading your application should be directed to Grants.gov.

### **Contact Grants.gov for help with:**

- Registration problems
- Your registration status
- Verifying and/or updating your registration information
- Technology related problems including:
  - Web browser issues
  - Questions about Adobe Reader
  - Problems uploading your application to Grants.gov

The Grants.gov Contact Center is available 24 hours a day, 7 days a week at **1-800-518-4726** or [support@grants.gov](mailto:support@grants.gov). The website is [www.grants.gov](http://www.grants.gov).

### **Contact the Arts Endowment for help with:**

- Eligibility questions
- Specific components of your application
- The prose fellowship guidelines

If, after looking over our guidelines and the answers in this section, you'd still like to speak to an Arts Endowment staff member, please call our Fellowships Hotline at **202-682-5034** or email us at [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov).

## THE APPLICATION PACKAGE

**Why can't I download the application?**

It could be because your version of Adobe Reader is incompatible with the Grants.gov system. You can find a list of supported versions of Adobe Reader here. Try Grants.gov's Adobe Test Package, or contact Grants.gov directly to check if your version is compatible.

**Which internet browser should I use to file my application?**

According to Grants.gov, Internet Explorer is the recommended browser. However, we've found that other browsers will work, too. If you have trouble downloading the application package, try using a different browser. If you still can't download the package, contact the Grants.gov Contact Center at 1-800-518-4726.

**Why can't I find the attachments on your website?**

You'll only find the attachments form on Grants.gov. Although the attachments form has 15 attachment buttons, you will submit **only four** attachments with your application:

1. The Supplemental Information Form
2. Your manuscript
3. A cover page
4. Your Summary of Applicant Publications

You can create attachments 2-4 using any word processing software.

**The information I typed into my attachments form disappeared. How do I avoid this?**

Be sure to save the Grants.gov application package, the attachments form, and all your attachments directly on your computer. Once you have downloaded the application package, you will work on your application offline and will only access the Internet to submit your completed application. You aren't working in "the cloud." If you don't save your work to your computer, you will lose it.

**How do I upload my writing sample using the attachment form?**

It's similar to attaching a document to an email. On the attachments form, click the "Add Attachment" button and select the correct file from your computer. [Reminder: **you're the only one who can ensure that your application is complete.** The "Check Package for Errors" function on the forms will tell you if you missed a required field, but it can't tell you if you forgot to attach a required document or if you've attached the wrong document.]

**The character limit for the project description box on the SF-424 form (Application for Federal Assistance) doesn't give a lot of room to describe my project. Can I add more information elsewhere?**

That's not necessary. If you've reached the character limit for this box, you've written too much. This information is for staff use only to ensure that you would use your fellowship to support your writing; the review panel will not see it (the panelists will only see your manuscript). You will be judged on your manuscript, so we suggest spending more time on that portion of your application and less time on crafting your project description.

**I can't fit all of my achievements in the space allotted on the Supplemental Information Form. Can I submit my resume in addition to my other forms?**

No, please don't. Put as much relevant information as you can on the one-page form (in particular any prior NEA awards and place of employment). The only part of the application that the review panel will see is your manuscript. The panel will not know your age, gender, ethnicity, education level, or whether you are an established writer or just breaking into the field. The information on the Supplemental Information Form is for NEA staff use only.

**How do I determine my congressional district? What if I'm an American living abroad?**

Visit the House of Representatives website at [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool. If the address on your application is outside the United States, enter 00-000 for your Congressional District.

**My postal code is in red after I type it. Does this mean there's a problem?**

Yes. The form requires your Zip+4. If you do not know your full zip code, you may look it up at [www.usps.com/zip4/](http://www.usps.com/zip4/).

**What happens if my name appears on or in my manuscript?**

Your application will be ineligible for further consideration and will not be reviewed by the panel. If you are submitting an excerpt from a memoir or other personal essay, double check to make sure your name is not in the manuscript.

**Will I be able to update my application after the deadline?**

No. No changes or additions to the application or manuscript will be accepted once your application has been submitted. If you feel you've made an error on your application and it is **before** the deadline, you may contact the Literature program for guidance by calling or emailing the Fellowships hotline.

**How do I create a PDF?**

The simplest way is to use the "Save As" option and choose "Save as a PDF" (or similar wording) in your word processing software. You may also use a PDF conversion program. To learn more, go to PDF Conversion Programs.

**ELIGIBILITY****Should I list everything I've published to show I'm eligible just in case there's a question?**

No, please don't. If you can establish your eligibility with one book, please just list that book. If you're unsure if the book meets our eligibility requirements, list journal publications as well, but only as many as you need to establish your eligibility. Our panelists will not see your publications.

**I don't have all the information on all of my necessary publications to establish eligibility. Is that a problem?**

Yes. You must include the required information per our guidelines, including ISBN/ISSN numbers for books and journals. We will check your Summary of Applicant Publication document as part of the eligibility screening process. If the Literature staff can't find one of the items on your list, we'll contact you for proof of publication. If you can't provide that proof, that publication will not count toward your eligibility.

**My book will be released soon after the fellowship application deadline. Can I use it to establish my eligibility?**

No. In order to apply, you must meet the eligibility requirements by the deadline date. Reader's advance copies, galleys, uncorrected proofs, and commitments for future publication or production do not fulfill the requirements. The Arts Endowment uses the publisher's official publication date to determine eligibility. Check with your publisher if you have questions about this date. No exceptions are made to the eligibility requirements. If your book will be published after the deadline, use other publications to establish your eligibility.

**I'm a poet. Can I apply for a prose fellowship?**

If you can establish your eligibility with the required number of published **prose** pieces, yes. Many poets publish in various genres. Though the manuscript you submit for review must be prose, you will not be limited to writing in one genre should you receive a fellowship.

**Can the NEA help me get my book published?**

No. The Fellowships Program is designed to help published creative writers set aside time to write; there is no guarantee that it will lead to publication of a book. In order for your manuscript to be reviewed by our panel, you must meet the NEA's eligibility requirements. If you are an unpublished writer, we recommend these helpful literature resources.

**I'm self-published. Am I eligible for a fellowship?**

We do not accept as eligible any publication by presses that: require individual writers to pay for part or all of the production costs; require writers to buy or sell copies of the publication; publish work without competitive selection or a stated editorial policy; or publish work without professional editing. If you feel your publication falls outside of these parameters, please call the Fellowships Hotline for guidance.

**I'm a blogger. Am I eligible for a fellowship?**

In general, no. Personal blogs on individual websites sites may not be used to establish eligibility. However, curated blogs are emerging that may qualify. Contact the Literature Fellowships Hotline if you feel your blog fits into this category.

**Do I have to submit my application in English?**

An application must be submitted in English, but the manuscript may be in a language other than English, as long as it is accompanied by an English translation, though the translation need not be done by the applicant. If you wish to submit your application in a

language other than English, please contact the Literature Fellowships Hotline prior to the deadline for more guidance.

## **OTHER QUESTIONS**

### **How will my application be evaluated?**

Prose applications are reviewed through an anonymous process by an advisory panel of prose writers that recommends awards based on artistic excellence and merit. The NEA assembles a different advisory panel every year, each diverse with regard to geography, race and ethnicity, and artistic points of view.

### **Will you accept joint applications?**

No. Fellowships are individual grants.

### **I'm on faculty at a university. May the fellowship go directly to my university so that I may buy time off from teaching?**

No. Fellowships are individual awards; all funds are dispersed only to the fellow. However, once our fellows receive funds, it is up to them how they wish to spend it (as long as it relates to their writing). A fellow could pay his/her university directly, in other words.

### **Which part of my application carries the most weight with the panel?**

The most important piece of your application as far as judging is concerned is your manuscript. It should be representative of your best recent work, published or unpublished. It must be work for which you have sole artistic responsibility. Choose your manuscript sample carefully.

### **Can plans for use of the fellowship change, within reason?**

Yes. Please read the General Terms and Conditions for Literature Fellowships for more information.

If you have questions about your application, please contact the Literature staff at 202/682-5034 or e-mail [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov).

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## Application Review

### Review Criteria

In reviewing applications for Literature Fellowships, advisory panelists consider solely the **artistic excellence** and **artistic merit** of the work that is submitted. **The identity of the applicant is not known to the panelists.**

### What Happens to Your Application

Applications are evaluated according to the review criteria above.

After processing by Arts Endowment staff, applications are reviewed, in closed session, by advisory panelists in the literature field. Each literature panel comprises a diverse group of arts experts and at least one knowledgeable layperson. Panel membership rotates regularly. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman reviews the Council's recommendations and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

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## Award Administration

### Award Notices

Grant decisions for the *Literature Fellowships: Poetry* category are expected to be announced by letter in December 2013.

### General Terms & Conditions

Federal and agency requirements that relate to grants awarded by the National Endowment for the Arts are highlighted in our *General Terms & Conditions*. Included is information on reporting requirements and lobbying prohibitions.

### Tax Liability

The Internal Revenue Code provides that the full amount of a fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

### Assurance of Compliance

**By signing the application form, the Applicant certifies that he or she is in compliance with the statutes outlined below and all related Arts Endowment regulations and will maintain records and submit the reports that are necessary to determine compliance.**

#### 1. Nondiscrimination Statutes

The Applicant certifies that he or she does not discriminate:

- On the grounds of race, color, or national origin (including limited English proficiency), in accordance with **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d et seq.).
- On the grounds of disability, in accordance with **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794) and the **Americans with Disabilities Act of 1990** ("ADA") (42 U.S.C. 12101-12213). The ADA's requirements apply regardless of whether you receive federal funds.
- On the basis of age, in accordance with the **Age Discrimination Act of 1975** (42 U.S.C. 6101 et seq.).
- On the basis of sex, in any education program or activity, in accordance with **Title IX of the Education Amendments of 1972** (20 U.S.C. 1681 et seq.).



For further information and copies of the nondiscrimination regulations identified above, contact the Arts Endowment's Office of Civil Rights at 202/682-5454 or 202/682-5695 Voice/T.T.Y. For inquiries about limited English proficiency, go to <http://www.lep.gov> or contact the Office of General Counsel at [ogc@arts.gov](mailto:ogc@arts.gov) or 202/682-5418.

2. **Regulations relating to Debarment and Suspension** (2 C.F.R. pt. 3254) in which the Applicant certifies that he or she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, nor has, within the three years preceding the submission of this application, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; or is presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses.
3. **Federal Debt Status** (OMB Circular A-129). The applicant certifies that he or she is not delinquent in the repayment of any federal debt, or if he or she is, provides explanatory information. Examples of relevant debt include student loans, delinquent payroll or other taxes, audit disallowances, and benefit overpayments.
4. **Labor Standards** (29 C.F.R. pt. 505). The applicant certifies that, if awarded a grant, he or she will comply with the labor standards set out in **Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities**.
5. **The Drug-Free Workplace Act of 1988** (41 U.S.C. 701 et seq. and 45 C.F.R. pt. 1154).

The Applicant certifies that:

- (a) **If awarded a grant, he or she will not engage** in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any grant activity. (For the purposes of this Act, alcohol is not considered a controlled substance.)
- (b) **If convicted of a criminal drug offense** that is the result of a violation occurring during the conduct of any grant activity, he or she will report the conviction to the Arts Endowment's Grants & Contracts Officer, in writing, within ten calendar days of the conviction. This notice must include the grant number of each affected grant.

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## **Agency Contacts**

If you have questions about your application, please contact the Literature staff at 202/682-5034 or e-mail [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov).

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## **Other Information**

### **Standards for Service**

The Arts Endowment has set the following standards for serving applicants. We pledge to:

- Treat you with courtesy and efficiency.
- Respond to inquiries and correspondence promptly.
- Provide clear and accurate information about our policies and procedures.
- Provide timely information about funding opportunities and make guidelines available promptly.
- Promptly acknowledge the receipt of your application.
- Ensure that all eligible applications are reviewed thoughtfully and fairly.

We welcome your comments on how we are meeting these standards. Please address them to: Office of Guidelines & Panel Operations; Room 620; National Endowment for the Arts; 1100 Pennsylvania Ave., NW; Washington, DC 20506-0001; e-mail: [webmgr@arts.gov](mailto:webmgr@arts.gov), attention: Standards for Service.

For questions about these guidelines or your application, contact the Literature staff at 202/682-5034 or [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov).

### **Reporting Burden**

The public reporting burden for this collection of information is estimated at an average of 12 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of Guidelines & Panel Operations, Room 620, National Endowment for the Arts, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.