

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 Materials to NEA-GO". See here for more information: arts.gov/grants-organizations/our-town/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.

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

Applicant Popular Name (if different): [text box]

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

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 creative placemaking activities. (1500 character limit) [text box]

Organization Budget: Complete this section using figures from completed fiscal years. In the case of a local government, limit this information to the department or office that will oversee the proposed project.

Please see the instructions for filling out the Organization Budget in "Step 2: Submit Materials to NEA-GO". See here for more information: arts.gov/grants-organizations/our-town/step-2-submit-through-nea-go.

- Most recently completed fiscal year/Previous fiscal year/Two years prior
 - Fiscal year end date [only for previous fiscal year] [MM/DD/YYYY]

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- 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
 - Arts Council / Agency
 - Arts Service Organization
 - College / University
 - Community Service Organization

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- 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]

Primary Partner Legal Name (per your IRS Determination Letter): [text box] (AN 60 character limit)

Primary Partner Popular Name (if different): [text box] (AN 60 character limit)

Primary Partner's Taxpayer ID Number (9-digit number): [text box] (AN 30 character limit)

Date organization was incorporated (if applicable): [Calendar Select 00-00-0000] (AN 10 character max)

Primary Partner 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

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Mission/purpose of partner 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 creative placemaking activities. (1500 character limit) [text box]

Primary Partner Proposed Role:

Briefly describe your organization's involvement in planning and executing the project including programming, management, finances, and any responsibilities for matching the Arts Endowment's grant. Be specific; do not provide a general statement of support for the project. (1500 character limit) [text box]

Primary Partner 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.

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 - Museums
 - Music
 - Opera
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 - Visual Arts
 - None of the above [only visible in Primary]

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

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

Part 2: Project Information

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]

NEA Project Activity Category: [drop-down list]

Arts Engagement, Cultural Planning, and Design Projects:

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- Artist space
- Community design
- Creative asset mapping
- Creative entrepreneurship
- Creative industry
- Cultural district planning
- Cultural space
- Festivals or performances
- Innovative arts programming
- Public art
- Public art planning
- Public space

Projects that Build Knowledge About Creative Placemaking:

- Knowledge building

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
 - **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)

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- **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**

Major Project Activities: Be as specific as possible about the activities that will take place during the allowable project period. Where relevant, include information on any educational component or outreach activities of the project. Do not describe organizational programming unrelated to the proposed project. (3000 character limit) [text box] Please see the instructions for filling out the Major Project Activities in "Step 2: Submit Materials to NEA-GO". See here for more information: arts.gov/grants-organizations/our-town/step-2-submit-through-nea-go.

Schedule of key project dates: Costs incurred prior to the earliest allowable start date (October 1, 2015) cannot be included in the project budget. 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: Briefly describe your plans for promoting and/or publicizing the project. (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 brochures/labeling, etc. See the Nondiscrimination Statutes in "Assurance of Compliance" for more information. (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/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).

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- 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.

Project Outcomes

Outcome Narrative: Briefly discuss how your project directly addresses the NEA outcome of Livability: Strengthening communities through the arts. (1000 character limit) [text box]

Performance Measurement: Briefly describe the performance measurements you will use to provide evidence that the Livability outcome was achieved, including plans for documenting and disseminating the project results, as appropriate. If applicable, include the metrics or indicators that you will use to identify and evaluate the project's short-term and long-term impact on your community's livability. (1000 character limit) [text box]

Please see "Program Evaluation Resources" (<http://arts.gov/grants-organizations/art-works/program-evaluation-resources>) for additional information.

Intended Beneficiaries (Audience/Participants/Community)

- Briefly describe the target community to whom the project is directed. 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 substantive and meaningful engagement with the target community (e.g., residents and other stakeholders) in the development of the shared vision for your project and its implementation. Discuss the process used to engage the target community. For example, describe what community leaders you will work with, community meeting formats, and outreach techniques (digital and in person, translation), etc. Be sure to address, if appropriate, how you will engage communities traditionally marginalized from such processes, while accommodating limited English speakers, persons with disabilities, and the elderly. (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 by arts programming and/or does the project target a specific audience based on characteristics such as race, ethnicity, or age? [single select]
 - Yes

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- 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.
 - 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

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- Describe how the project will benefit the underserved community. (1000 character limit)
[text box]
- Population for your community/town/city [text box] (AN 30 character limit)

Part 3: Project Budget

Please see the instructions for filling out the Project Budget in "Step 2: Submit Materials to NEA-GO". See here for more information: arts.gov/grants-organizations/our-town/step-2-submit-through-nea-go.

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NEA Application
Project Budget, Page 1 of 2

Read the instructions for this form before you start.

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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
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total cash a. \$	<input type="text" value="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)	AMOUNT
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total donations b. \$	<input type="text" value="0"/>

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

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

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total salaries and wages a. \$				<input type="text" value="0"/>

Fringe benefits Total fringe benefits b. \$

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

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Project Budget, Page 2 of 2

Read the instructions for this form before you start.

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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.) \$

5. Indirect costs (if applicable)

Federal Agency: Rate (.0000) x Base = \$

6. Total project costs (4.+5.) \$
 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 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. 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]
- Title [text box] (AN 100 character limit)
- Project Role [text box] (AN 100 character limit)
- Proposed or committed? [select one]
 - Proposed
 - Committed

- Bio (500 character limit) [text box]

Other 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. 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 Other 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 Type [drop-down list]
 - Nonprofit arts organization
 - Nonprofit community organization

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- School
- School district
- Local government agency
- State government agency
- Federal government agency
- College/University
- Religious Organization
- For-profit commercial organization
- Other
- Description of the Organization Role in Proposed Project(500 character limit) [text box]

Selection and Description of Key Works of Art: Briefly describe any key works of art (e.g., public art, festivals and performances, and notable public spaces) that will be involved in the project. Indicate the process and criteria for the selection of these works of art and, where relevant, describe the role these works of art played in the development of the project to date. Where key works of art remain to be selected, describe the selection procedures that you plan to follow and the qualifications that you seek. For projects that build knowledge about creative placemaking, describe the training material, research or other items that will be developed as part of the project (1000 character limit) [text box]

Part 5: Items to Upload

Part 5: Items to Upload

Please reference the Help tab for formats/specifications of work samples.

Upload files here. DO NOT click the Manage Folders button. Simply click Upload and reorder or edit your files if necessary:

Upload

Manage Folders

There are four types of items:

1. Programmatic activities list;
2. Statements of support;
3. For arts engagement, cultural planning, and design projects, National Environmental Policy Act and/or National Historic Preservation Act documentation; and
4. Work samples.

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Please refer to the NEA's website for instructions for documents and work samples to upload in "Step 2: Submit Materials to NEA-GO". See here for more information: arts.gov/grants-organizations/our-town/step-2-submit-through-nea-go.

You must click Submit to finalize your application for NEA review.