

**Arts and Artifacts Indemnity Program  
Domestic Indemnity**

OMB 3135-0123  
Exp. 7/31/14

CFDA Number: 45.201  
Funding Opportunity Number: 2014FCAHDOM02

**How to Apply**

Please read these instructions carefully before completing your application. Only applications which provide thorough answers to each question can be considered for a Certificate of Federal Indemnity. No indemnification agreement may be entered into unless a completed application has been received in accordance with the provisions of Public Law 94-158 (20 USC 973).

If you have questions about eligibility, the content of your application, or the Indemnity Program in general, contact:

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**How to Prepare and Submit Your Application for Indemnity**

Applicants must submit applications electronically through Grants.gov, the federal government’s on-line application system. The Grants.gov system must receive your validated and accepted application no later than 11:59 pm, Eastern Time, on the deadline date (July 1, 2014, for Certificates of Indemnity that may be issued as early as October 1, 2014).

We strongly recommend that you submit at least 10 days in advance of the deadline to allow time to resolve any problems that you might encounter.

**\*\*NEW\*\***

In addition to the material that you submit through Grants.gov, you must submit visual documentation. You will upload these materials electronically through the NEA GrantsOnline™ System (NEA-GO), which is being administered for the NEA by the Western States Arts Federation (WESTAF). Details on this process are found at the end of these instructions.

## Register or Renew/Verify Registration with Grants.gov

**NOTE: Grants.gov has implemented security requirements for the use of the Grants.gov system. Applicants are required to change their passwords every 60 days. See [www.grants.gov](http://www.grants.gov) for more details.**

**It is your organization's responsibility to create and maintain a regularly updated registration with Grants.gov.** This includes registration with the System for Award Management (SAM), **where your organization's information must be renewed annually. Finalize a new, or renew an existing registration at least two weeks before the application deadline.** This should allow you time to resolve any issues that may arise with Grants.gov or SAM. Failure to comply with these requirements may result in your inability to submit your application.

If your organization is not yet registered, go to Grants.gov's [Get Registered](#). Allow a minimum of two weeks for this multi-step, one-time process. If your organization already has registered, renew your registration with SAM and verify that your registration with Grants.gov is current.

If you have problems with registration:

- SAM Customer Service: call 1-866-606-8220, send a message through the website at [www.sam.gov](http://www.sam.gov), or see the information posted on the SAM web site at [Help](#).
- Grants.gov Contact Center: call 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 Contact Center is available 24 hours a day, seven days a week.

Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline.

You do not need to complete the registration process to download the application package and to prepare your material. However, you will need your Username and Password that you obtain during the registration process to submit your application.

## Prepare your application materials

1. Verify your software.

**You must have a version of Adobe Reader (a small, free software program) 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 on each.

Go to "[Download Software](#)" to see the compatible versions of Adobe Reader and, where necessary, to download and install the appropriate Adobe Reader software.

2. To apply under the July 1, 2014 deadline, click on the link below to go to the application package on Grants.gov. (The application package for applying under the December 15, 2014 deadline will be available after this deadline.)

## [DOWNLOAD](#)

### Funding Opportunity Number: 2014FCAHDOM02

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 merely be directed back to the instructions in this document.**

3. Save the application package (using the "Save" button at the top of the form) to a location on your computer or network where you can find it readily. **Close the saved application package before you start to work on it for the first time. Always open and work on your application from this location.** You do not need to be connected to Grants.gov or the Internet until you are ready to submit your completed application.
4. Open the application package. In the "Application Filing Name" box, enter your organization's legal name.

You can access each Mandatory form by clicking on it OR you can scroll down your screen and you will come to each form in succession.

These forms are:

- **Application for Federal Domestic Assistance/Short Organizational Form (SF 424)**
- **Attachments Form** to which you have attached:
  - Attachment 1: Indemnity Narrative
  - Attachment 2: Identification and U.S. Dollar Value of Objects Requested for Indemnity
  - Attachment 3: Identification of Objects Not Requested for Indemnity

5. Clicking on the "**Close Form**" button at the top of a screen will capture your information and return you to the "Grant Application Package" screen. Before closing the "Grant Application Package" screen, click on the "Save" button and respond "Yes" to the message, "The File already exists. Replace existing file?" to make sure that your most recent information is saved.

## Instructions for the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)

**NOTE:** All asterisked (\*) items and yellow fields on this form are required and must be completed before you will be able to submit. Do not type in all capital letters. Enter information directly into the form; do not copy from an old application or other document and paste into the form. Items 1 and 2 have been pre-populated. Item 3, *Date Received*, will be filled in automatically with the date that you submit your application; leave this field blank. Item 4 has been pre-populated.

### SF-424 Question 5. Applicant Information:

- a. Legal Name: Enter the legal name of the nonprofit organization or government entity applying for indemnity as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe. If an exhibition is being shown at several institutions, one organization should apply on behalf of all participants. The Federal Council on the Arts and the Humanities requires that the applicant must have previously organized at least one museum-caliber exhibition containing loans borrowed from one or more public and/or private collections.
- b. Address: 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 should be used only when a Suite, Room Number or other similar information is a necessary part of your address. In the Zip/Postal Code box, enter your full 9-digit zip code (you may look it up at [www.usps.com/zip4/](http://www.usps.com/zip4/)).
- d. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop down box. Additional choices are optional.
- e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.
- f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the SAM as part of the Grants.gov registration or your application will not be validated by Grants.gov and will be rejected.
- g. Congressional District: Enter the number of the Congressional District where the applicant organization is located. Use the following format: two-character State Abbreviation-three-character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your two digit state/territory abbreviation and "-000." If you need help, visit the House of

Representatives web site at [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool.

**SF-424 Question 6. Project Information:**

- a. **Project Title:** Enter the title of the exhibition.
- b. **Project Description:** In two or three brief sentences, provide a concise description of your exhibition. Include the exhibition subject matter, the type of objects to be included (paintings, sculpture, manuscripts, etc.), those responsible for organizing the exhibition, and the catalogue author(s).

**NOTE:** This field on the form has a character limit of 1,000, including spaces. Even if you have less than 1,000 characters Grants.gov may translate special characters (e.g. apostrophe, question mark) in a way that will cause your application to be rejected. We strongly encourage you to write a succinct project description and double check its number of characters.

- c. **Proposed Project Start Date/End Date:** Enter the beginning and ending dates for the period for which you are requesting indemnity coverage (typically this is one month prior to the public opening, and one month after the public closing, of the exhibition; if additional time is needed, justify the extended dates within the narrative, Question 1). The time period of indemnity begins on the date that condition reports are prepared prior to initial packing at the lenders' premises. Coverage may include the time the objects are in transit and while on exhibition. Indemnity coverage ends on the date that condition reports are completed upon return to the lenders' premises or the place designated by the lender, or, as determined by the Federal Council.

**Note:** The Federal Council rarely approves indemnity coverage for a total time period greater than two years.

**SF-424 Question 7. Project Director:** Enter the name of the person responsible for organizing the exhibition. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field.

**SF-424 Question 8. Primary Contact/Grant Administrator:** Enter information for the person who should be contacted on all matters involving this application and the administration of an indemnity agreement that may be awarded. Select a Prefix even though this is not a required field. If this individual is the same as the Project Director, you may check the "Same as Project Director" box.

**SF-424 Question 9. Authorized Representative:** Enter information for the Authorized Organization Representative who will submit this application to Grants.gov. The AOR must have the legal authority to obligate your organization. If the Primary Contact/Grant Administrator is the same as the AOR, complete all items under both 8 and 9 even though there will be some repetition.

By clicking the "I Agree" box at the top of Item 9, this person certifies that:

- The information contained in this application, including all attachments and supporting materials, is true and correct.
- The valuations for the objects to be indemnified are accurate and represent current fair market values to the best of his/her knowledge.
- The dated loan agreements, including U.S. dollar valuations and agreement to Federal indemnity, will be in his/her hands prior to packing and shipping of indemnified objects.

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

## **Instructions for the Indemnity Narrative (Attachment 1 of the Attachments Form)**

### **How to Use the Attachments Form**

You will use the Grants.gov Attachments Form to attach your Indemnity Narrative.

You can create your Indemnity Narrative using any word processing software. When you have completed the document, save it to your computer and convert it to a PDF document before attaching. Please follow these instructions:

1. Label all pages clearly with your organization's legal name and "Indemnity Narrative." 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.
2. Convert your file to PDF before attaching, which allows you to preserve the formatting of your document so it can be presented to reviewers exactly as you intend.
3. Name your file before you attach it. The name of the file should indicate the name of your organization or a recognizable acronym followed by "Indemnity Narrative" (e.g., "ABCOrganizationIndemnityNarrative.pdf"). Limit file names to 50 characters and **use only the following characters** when naming your attachments: A-Z, a-z, 0-9, underscore (\_), hyphen (-), space, and period. 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. If you use special characters, your application may be rejected.
4. When you open the Grants.gov Attachments Form, you will find 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." Attach **ALL** materials, including facility reports, floor plans, etc. within the Narrative to Attachment Button 1. Click on this button and you will be able to choose **the file from your computer** that you wish to attach.
5. If you try to view your attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.

**Your narrative must address each of the following items. Use the boldfaced numbers and headings below to organize your response.**

**1. Place(s) and Dates of Exhibition**

Include dates and the specific site, city, and state where the exhibition will be viewed. If indemnity coverage is requested to begin or end at a site other than the lender's premises, indicate specific site and dates. If indemnified objects will be placed in storage at any time during the indemnity period, give dates and the facility to be used.

**NOTE:** The Federal Council generally limits indemnity coverage for a single exhibition to five venues (or fewer, depending upon the type and condition of the objects). The Federal Council requires that venues must have previously organized at least one museum-caliber exhibition, with loans from public and/or private collections. Indemnity should not be requested for inaugural exhibitions in new buildings or substantially renovated spaces.

**2. Total Number and Value of Objects Requested to be Indemnified**

- (a) Total current U.S. dollar value of United States-owned objects for which indemnity is requested.
- (b) Total number of objects requested for indemnity.
- (c) Estimate of private/commercial insurance premium which would be required to cover all objects for which indemnity is requested (if indemnity was not granted).
- (d) Source of that insurance premium estimate.

**3. Total Number and Value of Objects in the Entire Exhibition**

- (a) Total current U.S. dollar value for all objects in the entire exhibition (include indemnified and non-indemnified objects).
- (b) Total number of objects in the entire exhibition.

**4. Exhibition Significance**

State the significance and the educational, cultural, historical, and/or scientific value of the objects to be indemnified and of the entire exhibition in which the indemnified objects will appear. Explain how the risk to the objects is justified by the purposes of the exhibition. Provide name and title of the curator responsible for the exhibition at each venue. Indicate if there will be a catalogue or publications and give the name of the author(s). Describe the nature of related public activities planned in conjunction with the exhibition at each venue.

## 5. Packing, Shipping, Environmental, and Security Arrangements

**NOTE:** If a Certificate of Indemnity is awarded based on this application, the indemnitee must notify the Indemnity Administrator **IN ADVANCE** of any change affecting the time period, list of objects, and/or arrangements for packing, shipping, handling, installation, environment, security, storage, etc. as stated in this application, for approval by the Federal Council before the Certificate can be amended. The Federal Council will NOT be responsible for any loss or damage to an indemnified object occurring as a result of an unauthorized change.

Indemnity is intended to cover objects in exhibitions for which the most professional and thorough care in packing, shipping, climate control, and security arrangements is provided. This section is a critical part of the application and will be examined very closely. For these arrangements to be assessed, it is essential that you state as completely as possible the policies, procedures, techniques, and methods to be employed with respect to the following categories (use the headings below to organize your response). Include descriptive charts, diagrams, and illustrations as available and applicable.

**PROVIDE A CURRENT FACILITY REPORT FOR EACH VENUE, OFF-SITE STORAGE FACILITY, OR OTHER LOCATION THAT MAY BE UTILIZED DURING THE INDEMNITY PERIOD (REGARDLESS OF THE LENGTH OF TIME INDEMNIFIED OBJECTS WILL BE LOCATED THERE).**

(a) Packing arrangements at premises designated by the lender(s).

Provide the names of the institutions and/or companies responsible for the initial packing and crating for the objects from the locations designated by the lenders, and fully describe all internal and exterior packing and crating specifications, especially for each type of object. Confirm that crates will acclimatize for at least 24 hours before each unpacking. Confirm that packing notes, with applicable photographs, will be taken upon initial unpacking at the first venue and will be shared with participating venues. Describe the location and conditions where empty crates/packing materials will be stored, including environmental statistics (depending on climate conditions, the Federal Council may require that empty crates acclimate to gallery conditions for 24-48 hours prior to packing).

(b) Shipping and security arrangements during transport.

Fully describe the shipping and security arrangements for the objects during transport, including the initial assemblage, transfer between sites, and return to the lenders. Include names of primary shipping companies/agents to be used for all shipments. For objects traveling by air, provide anticipated airlines (but not specific flight numbers or days of travel) and airports to be used, agents and their duties, and confirm tarmac supervision for all flights. Describe TSA screening locations and procedures prior to airline passenger flights departing from U.S. airports. The Federal Council requires that a courier occupy each conveyance vehicle on board, unless exceptions are



approved in advance. Include names or titles of couriers. Normally shipment of objects by "hand carry" is not approved.

(c) Packing and shipping arrangements for especially fragile objects.

For objects considered to be especially fragile and vulnerable to the hazards of travel, such as large and/or heavy works, oil on wood panel paintings, or objects comprised of multiple media, specify what special precautions will be taken for packing, shipping, handling, and installation to minimize the risk of damage.

For oil on wood panel paintings, describe the climate conditions at the lender premises, and how the environment will be maintained throughout the exhibition tour.

Give accurate descriptions of present conditions (including names and qualifications of persons responsible for making the assessment), and your means of verifying the satisfactory condition of especially fragile objects prior to the initial packing.

(d) Condition reports.

- i. Confirm that a qualified professional has determined that objects are able to withstand the rigors of packing, shipping, and installation.
- ii. Indicate provisions for providing condition reports at the following points, giving the name or title of the person(s) responsible for filing the report:
  - 1) Immediately prior to packing and shipping from the location(s) of the lender(s).
  - 2) Immediately upon delivery, after 24 hour acclimatization, and inspection at each location of borrower(s).
  - 3) Immediately prior to packing and shipping from each location of borrower(s).
  - 4) Immediately prior to packing and return shipping to location(s) of lender(s).
  - 5) Immediately upon delivery, after 24 hour acclimatization, and inspection at location(s) of lender(s).

If storage facilities are to be used, indicate provisions for providing condition reports, as appropriate.

All reports in 1) through 5) above must be made during the time period of indemnity.

Submission of condition reports with the application is not required. However, an applicant is encouraged to attach a condition report for an especially fragile object as evidence of its stability. In the event of a claim for loss or damage to an indemnified object, it is expected that condition reports will be available immediately for inspection by the Federal Council.

**NOTE:** If a Certificate of Indemnity is awarded, it is the responsibility of the indemnitee to confirm the stability of the objects for travel and, if necessary, to assure the Federal Council at any time during the indemnity time period that the condition of the objects

corresponds to the initial condition reports. This may be accomplished by an accurate, current photograph or, preferably, by inspection by a qualified staff member of the indemnitee or participating venue. Photographs should clearly demonstrate physical condition and be so certified by the lender.

(e) Climate control conditions (at exhibition sites and storage facilities).

**Facility reports will be used for reference only.** Herein, describe the climate control conditions at each exhibition site (including the specific places in the building where indemnified objects will be located) and at each storage facility for:

- 1) Temperature: give degrees in Fahrenheit, and average 24-hour ranges.
- 2) Relative humidity: give percentages, and average 24-hour ranges.
- 3) Environment: describe types of equipment and means of controlling the climate.
- 4) Light levels: give maximum level in foot-candles to be set per object type.

Describe special precautions to be taken for objects most susceptible to damage as a result of fluctuations or extremes in humidity and/or temperature (such as wood objects, furniture, works on paper, etc.).

If objects are light sensitive (such as works on paper, textiles, etc.), indicate the maximum number of foot-candles of lighting to which they will be exposed at each site. The Federal Council recommends that levels not exceed ten foot-candles for such objects.

(f) Security arrangements (at exhibition sites and storage facilities).

The Federal Council requires guarding 24-hours/7-days in buildings where indemnified objects are located.

**Facility reports will be used for reference only.** Herein, describe the security arrangements at each exhibition site (including the specific places in the building where indemnified objects will be located) and at each storage facility, including:

- 1) The number of guards assigned to the exhibition area while the exhibition is open to the public. Attach a floor plan of the exhibition galleries, indicating anticipated guard placement and possible line of sight.
- 2) The number of guards on duty in the building while the exhibition is **not** open to the public.
- 3) Describe how galleries will be protected, and if a guard will be present at each gallery entrance to restrict access, during installation and de-installation periods.
- 4) Electronic surveillance.
- 5) Fire protection measures (indicate if exhibition galleries and storage areas have wet or dry sprinklers).
- 6) General installation plans and related security for individual objects by type/size/weight, etc., including equipment and hardware to be used, the use and depth of vitrines, stanchions, pedestals, barriers, alarms, and other protective

measures, especially to mitigate against seismic activity.

**NOTE: IF A CERTIFICATE OF INDEMNITY IS AWARDED, IT WILL BE PRIMARILY BASED ON THE DETAILS PROVIDED IN THIS SECTION. IF AN INDEMNIFIED OBJECT IS LOST OR DAMAGED, INDEMNIFICATION MAY BE INVALID IF SECURITY PROVISIONS DIFFER FROM THOSE STATED HEREIN.**

Each approved participating institution must submit to the Indemnity Administrator a letter from its Chief of Security, endorsed by its museum Director, within 30 days preceding the opening of the exhibition at that site. This letter must certify that security arrangements remain as stated in the approved application.

(g) Indicate the maximum value of indemnified objects to be transported in a single conveyance (vehicle) of transportation.

The Federal Council permits a maximum of \$80 million per conveyance (vehicle) of transportation. However, in special circumstances, the Federal Council may limit the amount allowable to less than \$80 million.

## **6. Other Insurance Arrangements**

The Arts and Artifacts Indemnity Act provides for a deductible of:

- \$50,000 for exhibitions from \$75 million up to \$125 million in indemnified value;
- \$100,000 for exhibitions from \$125 million up to \$200 million in indemnified value;
- \$200,000 for exhibitions from \$200 million up to \$300 million in indemnified value;
- \$300,000 for exhibitions from \$300 million up to \$400 million in indemnified value;
- \$400,000 for exhibitions from \$400 million up to \$500 million in indemnified value;
- \$500,000 for exhibitions above \$500 million in indemnified.

A minimum of \$75 million value for all U.S.-owned loans in the exhibition is required for eligibility. There is a maximum limit of \$750 million indemnity coverage per exhibition.

(a) State the insurance or other arrangements, including the name(s) of insurance companies, to cover the deductible and any value in excess of the amount to be indemnified.

## **7. Financial Arrangements**

(a) List the sources of assured or anticipated support to be used to cover the general expenses of organizing the exhibition.

(b) Describe the nature and amount of loan fees or other contractual arrangements in excess of \$10,000 for the entire exhibition, including retail agreements, with lenders.

## **8. Previous Losses/Damages**

Describe all losses or damages over \$5,000 to permanent collection or loaned objects (whether or not a claim was filed) incurred by the applicant, a participating institution, and/or storage facility during the three years prior to submitting this application. For each loss/damage include:

- (a) Date of the event.
- (b) Nature and cause.
- (c) Description and appraised value of the object(s) before and after the event.
- (d) Indication of whether or not litigation determined blame or negligence.
- (e) Measures to prevent reoccurrence.

**NOTE:** Should loss or damage be incurred by the applicant, a participating institution, and/or storage facility after this application is submitted, notify the Indemnity Administrator immediately.

## **9. Accreditation by the American Alliance of Museums (AAM)**

State if each participating institution is accredited by AAM, and date of last accreditation. Accreditation is not required to receive an indemnity. However, if an applicant or participating institution is not accredited, the Federal Council reserves the right to request a statement from that institution describing its procedures for handling loss or damage, or other pertinent information.

## **10. Third Party Opinion of Lender Value of Objects Requested for Indemnity**

The applicant must have lender values assessed by experts other than staff of the applicant, participating institutions, lenders, or anyone directly involved with the exhibition. An expert may be, for example, personnel of an auction house or dealer, or an outside curator unaffiliated with the exhibition. If requested objects are of two or more types, cultures, time periods, etc., it may be necessary to consult more than one expert (they do not need to be from the same source). Provide the name and title for each expert and a brief statement that establishes his or her expertise and qualifications.

The Third Party 1) may agree with the lender value, or 2) may believe the lender value is lower than fair market value, or 3) may believe the lender value is inflated or overstated. If the Third Party does not concur with the lender value he or she should suggest an alternate value. State the Third Party's opinion of each value in the Identification and U.S. Dollar Value of Objects Requested for Indemnity (Attachment 2).

**NOTE:** In no case will a value approved for indemnity ever exceed the lender value.

**\*\*NEW\*\*:**

**Instructions for the "Identification and U.S. Dollar Value of Objects Requested for Indemnity" List (Attachment 2 of the Attachments Form), and "Identification of Objects Not Requested for Indemnity" List (Attachment 3 of the Attachments Form)**

Use the Grants.gov Attachments Form to attach your lists, following these instructions:

1. Submit Attachments 2 and 3 as separate MS Excel spreadsheet files as specified in Sections 11 and 12, below. Do not convert spreadsheets into PDF format. Use Arial, 12-point font size. Do not type in all capital letters or insert numerical formulas into spreadsheets.
2. Name your file before you attach it. The name of the file should indicate the name of your organization or a recognizable acronym followed by "Attachment 2" or "Attachment 3" (e.g., "ABCOrganizationAttachment2.xlsx"). Limit file names to 50 characters and **use only the following characters** when naming your attachments: A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, and period. 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. If you use special characters, your application may be rejected.
3. When you open the Grants.gov Attachments Form, you will find 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." Attach "Attachment 2" to Attachment Button 2; likewise, attach "Attachment 3" to Attachment Button 3. Click on the button(s) and you will be able to choose the file from your computer that you wish to attach.
4. If you try to view your attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.

**11. Identification and U.S. Dollar Value of Objects Requested for Indemnity (Attachment 2):**

Provide a numbered list of all objects for which indemnity is requested in spreadsheet format. Follow this template, using only these column titles and row numbers:

A	B	C	D	E	F	G	H
Number	Object Type	Object Description	Lender	Lender Value	Source of Lender Valuation	3 <sup>rd</sup> Party Opinion Value	Source of 3rd Party Opinion Value
11.1							
11.2, etc.							

**Include the following information for each object:**

- (a) **Number**: Start with number 11.1. This number must correlate to the number for the same object in the visual documentation that you submit, and, where the specific object is described within the narrative text.
- (b) **Object Type**: Painting, drawing, photograph, ceramic, sculpture, furniture, jewelry, clothing, scientific instrument, manuscript, etc. Indemnity does not consider auxiliary materials, such as frames, cases, etc. unless specifically itemized.
- (c) **Object Description**: Artist (nationality/dates), title, date, medium, support, dimensions in inches (include HxWxD for 3-D objects), and lender accession/inventory number. If the borrower does not agree with any of the lender's attributions, explain.

Indicate if an object contains more than one part (e.g., a pair of earrings). If an object is described as a pair or set, it is the applicant's responsibility to advise the lender of the Federal Council's policy regarding loss of a part of a pair or set (see Clause 7 of the sample Certificate of Indemnity).

In addition:

- For *collages* and *mixed media*, identify the medium, and support, if applicable, of each element.
- For *manuscripts* and *sketchbooks*, indicate the entire number of pages, and the number and size of illuminations or illustrations.
- For *books*, give the number and date of the edition and, if possible, the rarity (e.g. the number of known copies), and describe any annotations or associations.

- For *prints* and *photographs*, give the date of the print, indicate whether or not the print was made by the artist or photographer, and which state it is, if known.
- For *large 3-D and/or particularly heavy objects*, give the weight in pounds.

**NOTE:** For reasons of risk, the Federal Council is generally opposed to indemnifying oil on copper paintings, objects containing pastel, chalk, charcoal, lacquer, certain types of glass (including enamels), works on parchment or vellum, marquetry, frescoes, and other fragile objects. Oversized objects (exceeding 10 feet in any direction), and oil on wood panel paintings, will be reviewed on a case by case basis. For objects with dimensions in excess of 120 inches, explain if it disassembles for packing, crating, transit, and installation, and provide dimensions of each section. For oil on wood panel paintings, provide detailed answers to Question 5 (c), however, oil on single wood panel paintings larger than two feet by three feet will not be indemnified.

- (d) Lender: **Full name** and city and state of location or residence of the legal lender. Private lenders must be identified by name, city and state of residence even if represented by an agent on their behalf. Objects owned by a curator associated with this exhibition must be listed under Attachment 3 "Identification of Objects Not Requested for Indemnity."
- (e) Lender U.S. Dollar Value: Lender value (rounded to the nearest dollar); and 2) third party opinion of the lender value (see Section 10, above). The list of objects and values is included in the Certificate of Indemnity and will be the basis to determine the amount of a claim payment.
- (f) Source of Lender Value: 1) if value is provided by the lender, write "Lender"; if estimated by another, write name and title (e.g. curator) of the individual originating the value for the application.
- (g) 3rd Party Opinion U.S. Dollar Value: 3rd party opinion value (rounded to the nearest dollar (see Section 10, above). The list of objects and values is included in the Certificate of Indemnity and will be the basis to determine the amount of a claim payment.
- (h) Source of 3rd Party Opinion Value: Write name of the third party providing the opinion of the lender value.

All objects approved for indemnity must have a value provided by the lender before a Certificate of Indemnity will be issued.

**Note:** Objects owned by the applicant or a participating institution may not be indemnified while on exhibition at that lender's premises. Such objects may be included in Attachment

2 for coverage while in transit (starting with condition reports) and/or while on exhibition at other participating institutions. Otherwise, list these in Attachment 3.

## **12: Identification of Objects Not Requested for Indemnity (Attachment 3)**

This information is necessary for the Federal Council to determine the educational, cultural, historical, or scientific value of the exhibition as a whole. Using the instructions for Attachment 2 provide a separate list in spreadsheet format, **beginning with number 12.1**, of all objects to be included in the exhibition for which indemnity is **not** requested. For (d) Lender: if a private lender does not wish to be identified, indicate "private lender." For (e) U.S. Dollar Value: applicants are strongly encouraged to provide U.S. dollar valuations, including from non-U.S. lenders. This information is reviewed to assess values given in Attachment 2. Applicants who do not furnish U.S. dollar values for non-indemnified objects may be requested to do so. Logistical arrangements and visual materials are not required for objects not requested for indemnity.

### **Submit Your Electronic Application**

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.** (REMINDER: You must have successfully completed the registration process in order to receive your Grants.gov Username and Password.)
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 sure you are satisfied with your application before you click this button. No revisions 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).

You cannot make any revisions to your application through Grants.gov once it is submitted. After the application is submitted, you must inform the Indemnity Administrator directly of any changes.

### **\*\*NEW\*\* Electronic Submission of Visual Documentation**

In addition to the material that you submit through Grants.gov, you must submit the visual documentation as detailed below. Your application package will not be considered complete without them.

You will use the NEA GrantsOnline™ System (NEA-GO), which is administered for the NEA by the Western States Arts Federation (WESTAF). Proceed as follows:

1. Complete the Grants.gov application process as detailed above.
2. On July 14, 2014, NEA will email you the login information (URL, User name, and Password) for accessing NEA-GO.
3. NEA-GO will open for you to submit application work samples beginning on July 14, 2014.

**You will have until 11:59 p.m., Eastern Time, on July 16, 2014,** to upload, preview/check, and submit your work samples electronically.

You will access NEA-GO for detailed instructions and to upload your visual documentation.

The NEA-GO system is optimized for use with the following web browsers: Mozilla Firefox, Safari, and Google Chrome. Internet Explorer will also work, but you must have at least version IE 8.

NEA staff will be available to answer any questions that you have.

### **Visual Documentation Preparation**

Prepare your visual documentation well in advance of the deadline and be ready to upload once NEA-GO becomes available to you.

### Acceptable Format

Upload your images in the format described below. There is a limit of 250 MB for all of your visual documentation combined.

### Digital images

Submit all images in two separate PDF files, one PDF for the objects requested for indemnity, and one PDF for the highlight images. Image size should be consistent. To avoid unnecessarily large files, each image/file has a size limit of 1 MB.

Submit:

1. One image of each object requested for indemnity.
2. Twelve images (one object per image) of highlights of the exhibition. Preference is that the images represent indemnified objects. **THE ORDER OF IMAGES SHOULD PRESENT THE EXHIBITION BY THEME, OR CHRONOLOGY, NATURE, SIGNIFICANCE, ETC. THE ORDER OF THE IMAGES DOES NOT NEED TO FOLLOW THE NUMERICAL ORDER USED FOR ATTACHMENT 2.**

### **Include descriptions for each image.**

For image of each object for requested for indemnity:

- Number corresponding to the number used in the list for Attachment 2
- Artist(s)
- Title
- Medium/dimensions
- Lender
- Lender Value
- Third Party Value

For image of each object highlighting the exhibition number them 1-12 (these are NOT the same numbers as used in the Attachment 2 list):

- At the end of the PDF provide a list numbered 1-12, and for each number include:
- Number corresponding to the number used in the list for Attachment 2
- Artist(s)
- Title
- Medium/dimensions
- Lender
- No more than three BRIEF sentences describing each object, such as its importance to the exhibition, or to the artist's oeuvre, etc.

## **Visual Documentation Information**

When you upload the PDFs electronically, you will find a descriptive field into which you will have the option of entering information into a Title and Description box. Since you have already included detailed information with each image in the PDFs, each descriptive field for the file should provide a brief overview of the group of images as a whole.

**NOTE:** Do not use an apostrophe in the Title box (if you use one your item will not upload.)

\*\*\*\*\***Reporting Burden**\*\*\*\*\*

The public reporting burden for the collection of information is estimated to average 45 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 Federal Council on the Arts and the Humanities welcomes suggestions you might have on improving the instructions and making them easier to use. Send comments regarding this burden estimate or other aspects of this collection of information, including suggestions for reducing this burden to Patricia Loiko at the address above. Note: applicants are not required to respond to the collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number.