

**Arts and Artifacts Indemnity Program
International Indemnity**

OMB 3135-0094
Exp. 01/31/2017

CFDA Number: 45.201
Funding Opportunity Number: 2015FCAH02

How to Apply

Please read these instructions carefully before completing your application. Only applications that 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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National Endowment for the Arts
Telephone: 202-682-5541
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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 p.m., Eastern Time, on the deadline date (March 16, 2015 for Certificates of Indemnity that may be issued as early as July 1, 2015).

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

In addition to the material 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 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 Your Registration with Grants.gov

NOTE: Grants.gov has implemented security requirements for its use. Applicants are required to change their passwords every 60 days. See 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 issue 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 Assistance Center: call 1-866-606-8220, send a message through the website at www.sam.gov, or see the information posted on the SAM website at [Help](#).
- Grants.gov Contact Center: call 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at [Support](#). The Grants.gov Contact Center is available 24 hours a day, 7 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 March 16, 2015 deadline, click on the link below to go to the application package on Grants.gov. (The next deadline is September 15, 2015 for Certificates that will be issued as early as January 1, 2016. Guidelines will be posted on our website at least thirty days in advance of the application deadline).

[DOWNLOAD](#)

Funding Opportunity Number: 2015FCAH02

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.**

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. 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 Foreign-Owned Objects Requested for Indemnity
 - Attachment 3: Identification and U.S. Dollar Value of United States-Owned Objects Requested for Indemnity
 - Attachment 4: Identification of Objects Not Requested for Indemnity

5. Complete the application based on the instructions outlined below.

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 international exhibition.

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/).

c. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop down box. Additional choices are optional.

d. 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.

e. 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.

f. 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 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 exhibition 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 charges (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 the 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 lender premises. Coverage may include the time the objects are in transit and while on exhibition. Coverage ends on the date that condition reports are completed upon return to the location 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 for 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 individual 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

Use the Grants.gov Attachments Form to attach your Indemnity Narrative. You can create your narrative using any word processing software.

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 Attachment 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, state, and country where the exhibition will be viewed. If indemnity coverage is requested to begin or end at a site other than the lender 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 or hosted 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 to be Indemnified

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

3. Total Number and Value of the Entire Exhibition

- (a) Total current U.S. dollar valuation 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 they will appear. Explain how the risk to the objects is justified by the purposes of the exhibition. Provide the name of the organizer, and the 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.

If coverage is requested for foreign-owned and United States-owned objects, demonstrate that the foreign-owned objects are integral to the exhibition as a whole. This information is essential for the Federal Council to evaluate the significance and value of objects to be indemnified and their relationship to the exhibition.

5. Packing, Shipping, Environmental, and Security Arrangements for Objects Requested for Indemnity

IMPORTANT: NOTE ON IMMUNITY FROM SEIZURE

Public Law 89-259 and Executive Order 12047 authorizes the Department of State to issue notices in the Federal Register to immunize certain cultural objects from seizure by judicial process. The objects must be imported into the United States pursuant to an agreement between the foreign owner or custodian and a U.S. cultural or educational institution for a non-profit exhibition or activity. Prior to publication of the immunity notice, the Department of State must determine that the exhibition of objects is in the national interest, and that the objects are of cultural significance. **The Federal Council strongly recommends applying for this protection for all international exhibitions.** To obtain further information, or to apply for such protection, contact:

Office of the Legal Advisor for Public Diplomacy and Public Affairs
United States Department of State
301 Fourth Street, S.W.
Washington, D.C. 20547
202-453-8050
www.state.gov

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 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. If coverage is requested for both foreign and United States-owned objects, describe arrangements for the foreign first, followed by the U.S. 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 (OTHER THAN THE LENDER) THAT MAY BE UTILIZED REGARDLESS OF THE LENGTH OF TIME INDEMNIFIED OBJECTS WILL BE LOCATED THERE DURING THE INDEMNITY PERIOD.

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

Provide name of the institution and/or company responsible for the initial packing and crating for the objects from the location designated by the lender, and fully describe all interior 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 repacking).

b) Shipping and security arrangements during transport.

NOTE: The Federal Council requires that each conveyance vehicle containing indemnified objects be accompanied by a courier on board. Include anticipated titles/positions of couriers.

DO NOT INCLUDE SHIPMENT DATES OF TRAVEL.

Generally, shipment of objects by "hand carry" is not approved.

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) and airports to be used, agents and their duties, and confirm tarmac supervision for all flights. Describe TSA screening location and procedure for cargo departing on airline passenger flights from U.S. airports.

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

For objects considered to be especially fragile and vulnerable to the hazards of loan, such as large and/or heavy objects, oil on wood panel paintings, or objects

comprised of multiple media, specify special precautions to be taken for packing, shipping, handling, and installation to minimize the risk of damage.

Give accurate descriptions of present conditions, including name and qualification of person(s) responsible for making the assessment, and your means of verifying the satisfactory condition of those objects prior to the initial packing.

For objects with a dimension in excess of 120 inches, explain if it disassembles for packing, crating, transit, and installation, and provide dimensions of each section, and specific details as applicable.

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

(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 of lender.
- 2) Immediately upon delivery, after 24 hour acclimatization, and inspection at location of borrower(s).
- 3) Immediately prior to packing and shipping from location of borrower(s).
- 4) Immediately prior to packing and return shipping to location of lender.
- 5) Immediately upon delivery, after 24 hour acclimatization, and inspection at location of lender.

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

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

Submission of condition reports with the application is not required. However, an applicant is encouraged to provide a condition report for an especially fragile object as evidence of its stability. In the event of a claim for loss or damage 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 period that the

condition of the objects corresponds to the initial condition report. This may be accomplished by an accurate written and visual documentation.

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

Facility reports will be used as reference only. Herein, describe the climate conditions at each exhibition site (include 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 percentage(s) 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.).

For objects that are light sensitive (such as works on paper, textiles, etc.) the Federal Council recommends that light levels not exceed ten foot-candles.

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

NOTE: 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 (include 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 this exhibition area while it is open to the public. Attach a floor plan of the exhibition galleries, indicating anticipated guard placement and possible line of sight to indemnified objects.
- 2) The number of guards on duty in the building while the exhibition is **not** open to the public.
- 3) How galleries will be protected, and if a guard will be present at each gallery entrance to restrict access during installation and de-installation.
- 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 objects by type/size/weight, etc. Include equipment and hardware to be used such as alarms, and vitrines, stanchions, pedestals, barriers (for each type provide depth from outermost projection of object to public), and any other protective measures, especially to mitigate against seismic activity.

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

IF A CERTIFICATE OF INDEMNITY IS AWARDED IT WILL BE PRIMARILY BASED ON THE DETAILS PROVIDED IN SECTIONS 5(E) AND 5(F). IF AN INDEMNIFIED OBJECT IS LOST OR DAMAGED, INDEMNIFICATION MAY BE INVALID IF PROVISIONS DIFFER FROM THOSE STATED HEREIN.

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

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

(h) Indicate if the organizer of the exhibition has applied, or intends to apply, for immunity from judicial seizure through the U.S. Department of State, and, if applicable, for CITES permits from the U.S. Department of the Interior, Fish and Wildlife Services.

6. Other Insurance Arrangements

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

- \$15,000 for exhibitions up to \$2 million in indemnified value.
- \$25,000 for exhibitions up to \$10 million in indemnified value.
- \$50,000 for exhibitions up to \$125 million in indemnified value.
- \$100,000 for exhibitions up to \$200 million in indemnified value.
- \$200,000 for exhibitions up to \$300 million in indemnified value.
- \$300,000 for exhibitions up to \$400 million in indemnified value.
- \$400,000 for exhibitions up to \$500 million in indemnified value.
- \$500,000 for exhibitions above \$500 million in indemnified value.

There is a maximum limit of \$1.8 billion indemnity coverage per exhibition.

(a) State the insurance or other arrangements, including the name(s) of the insurance company, to cover the deductible and any value in excess of the amount 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 with lenders to the exhibition or with foreign governments representing 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 named within, 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 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 and/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 American Alliance of Museums (AAM)

State if each participating institution is accredited by the 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 the institution describing its procedures for handling loss or damage, or other pertinent information.

10. Exhibitions Outside the United States

The Arts and Artifacts Indemnity Act permits United States-owned objects to be indemnified while on exhibition outside the United States, preferably when they are part of an exchange of exhibitions between a foreign country and the U.S.

For exhibitions from the U.S. on exhibition abroad, priority will be given: 1) if an exchange of exhibitions is planned, and 2) if the responsibility for indemnity will be shared between the U.S. and foreign institution(s). An exchange of exhibitions can be conceived and planned concurrently by the U.S. and foreign institutions, or created in response within five years (i.e., the time lapse between the end of the first exhibition and the beginning of the second should not exceed five years). Both exhibitions should be of comparable importance.

- a) If this exhibition will take place outside the U.S., describe in detail the nature of the exchange, including information about the exhibition being shown in the U.S. and any other insurance arrangements.
- b) If no exchange is planned, does the country in which this exhibition is to be shown have an indemnity program?

If a single exhibition contains objects both U.S.-owned and foreign-owned, and that exhibition is to be shown at sites both in the U.S. and abroad, indemnity can be requested for the United States-owned and foreign-owned objects while on exhibition in the U.S., and for the U.S.-owned objects only while on exhibition abroad. However, priority for coverage will be given to joint exhibitions in which the responsibility for indemnity is shared by the U.S. and foreign institutions.

- c) If this application is for coverage of a single exhibition, with foreign- and U.S.-owned objects on exhibition in the U.S., and U.S.-owned objects on exhibition abroad, include a statement to that effect in Question 6(b) of SF-424, and:
 - i. Include all relevant application information (i.e., places and dates of exhibition; packing, shipping, security, environmental information; provision of condition reports, etc.) for all venues in the appropriate application questions.
 - ii. Include Question 12 (Identification and Valuation of Foreign-Owned Objects Requested for Indemnity) for coverage of foreign-owned objects while on exhibition in the U.S.; and Question 13 (Object Identification and Valuation for United States-Owned Objects Requested for Indemnity) for coverage of the U.S.-owned objects while on exhibition in the U.S. and abroad.

Note: indemnity under these guidelines does not cover exhibitions consisting solely of U.S.-owned objects on exhibition in the U.S., or solely of foreign-owned objects on exhibition abroad.

11. Third Party Opinion of Lender Value

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 the values in the Identification and U.S. Dollar Value of Objects Requested for Indemnity (Attachments 2 and 3, and as applicable, 4).

NOTE: In no case will an approved indemnified value exceed the lender value.

****NEW****

Instructions for the "Identification and U.S. Dollar Value of Objects Requested for Indemnity Listings" (Attachments 2 and 3 of the Attachments Form) and "Identification of Objects Not Requested for Indemnity Listing" (Attachment 4):

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

1. Submit Attachments 2, 3, and 4 as separate MS Excel spreadsheet files as specified in sections 12, 13, and 14, 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. Pages should appear in LANDSCAPE format to fully fit onto an 8 1/2 x 11 inch sheet.
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 or 4" (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." Please attach "Attachment 2" to Attachment Button 2; likewise, attach "Attachment 3 and 4" to Attachment Button 3 and 4. Click on the button(s) and 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.

12. Attachment 2: Identification and U.S. Dollar Value of Foreign-Owned Objects Requested for Indemnity

Provide a numbered list of all objects for which indemnity is requested in spreadsheet LANDSCAPE 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 rd Party Opinion Value	Source of 3rd Party Opinion Value
12.1							
12.2, etc.							

Include the following information for each object:

- (a) Number: Start with number 12.1. This number must match 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, mounts, etc. unless specifically itemized and for which full details, value, and image are submitted.
- (c) Object Description: Artist name, nationality and 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 Certificate of Indemnity).

In addition:

- For *collages* and *mixed media*, identify the medium/materials (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. Give page number(s) to be exhibited.
- For *books*, give the number and date of the edition and, if possible, the rarity (i.e. the number of known copies), and describe annotations or associations. Give page number(s) to be exhibited.
- For *prints* and *photographs*, provide the date of the print, indicate whether or not the print was made by the artist or photographer, and note if it is the only state, or which state it is, if known.
- For *large 3-D and/or particularly heavy objects*, give the weight in pounds.

Note: For concern 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 a dimension in excess of 120 inches, explain if they disassemble for packing, crating, transit, and installation, and provide dimensions of each section. Oil on single wood panels larger than two feet by three feet (with one dimension no greater than 24 inches) will not be indemnified. The Federal Council may determine that objects be moved to the list of non-indemnified objects.

- (d) **Lender: Full name**, city, state, and country of location or residence of the legal owner. Private lenders must be identified by name, city, state, and country of residence, even if represented by an agent on their behalf. Objects owned by a curator associated with this exhibition must be listed under Question 14 "Identification of Objects Not Requested for Indemnity" (Attachment 4).
- (e) **Lender Value:** Provide U.S. dollar value for each object rounded to the nearest full dollar (indemnity claims are paid only in U.S. dollars). For reference you may also include the lender's currency. Convert foreign currency values into U.S. dollars. Reasonable currency fluctuations anticipated to occur during the

indemnity period should be reflected and justified in the valuations. 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. All lender values must be provided before a Certificate of Indemnity is issued.

After entering a lender value for each object, enter the total of these lender values in the cell directly under the last lender value. For example, if the list ends at 12.34, enter the total value requested in the cell under the Lender Value for 12.34. In the cell directly to the left of this total, type the phrase "TOTAL REQUESTED INDEMNITY FOR QUESTION 12:" This phrase, and the total value, should be in **BOLD**.

- (f) Source of Lender Valuation: 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 temporary value for the application.
- (g) 3rd Party Opinion Value: Provide 3rd party opinion value (rounded to the nearest full U.S. dollar). Follow the instructions in (e) Lender Value, above.
- (h) Source of 3rd Party Opinion Value: Provide name of the third party providing the opinion.

13. Attachment 3: Identification and U.S. Dollar Value of United States-Owned Objects Requested for Indemnity

Using the instructions for Question 12, provide a separate numbered list, starting with 13.1, of all United States-owned objects for which indemnity is requested.

Note: Objects owned by the applicant or participating institutions may not be indemnified while on exhibition at that lender's premises. Such objects may be included in Question 13 for coverage while in transit (starting with condition reports) and/or while on exhibition at other participating institutions.

14. Attachment 4: Identification of Objects Not Requested for Indemnity

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 Question 12, provide a separate list, starting with 14.1, 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) Lender Value: applicants are strongly encouraged to provide U.S. dollar values for objects, including from non-U.S. lenders. This information is reviewed to assess values given in Questions 12 and 13. 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.

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

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 it.

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 March 30, 2015 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 visual documentation beginning on March 30, 2015.

You will have until 11:59 p.m., Eastern Time, on April 1, 2015, to upload, preview/check, and submit your visual documentation 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 questions you may 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 images in the format described below. There is a limit of 250 MB for all of your visual documentation combined.

Digital images

Submit images (see next) in a 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 THESE IMAGES SHOULD PRESENT THE EXHIBITION BY THEME, OR CHRONOLOGY, NATURE, SIGNIFICANCE, ETC., AND NEED NOT FOLLOW THE NUMERICAL ORDER USED FOR ATTACHMENT 2 and/or 3.

For image of each object requested for indemnity, include:

- Number matching the number used in the list for Attachment 2 and/or 3
- Artist
- Title
- Medium/dimensions

For image of each object highlighting the exhibition, number them 1-12 (these are NOT the same numbers as in the Attachment 2 and/or 3 lists), and:

At the end of the PDF provide a list numbered 1-12, and for each number include:

- Number matching the number used in the list for Attachment 2 and/or 3
- Artist
- Title
- Medium/dimensions
- No more than three CONCISE 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 do, 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 on improving the instructions and ease of use. Send comments regarding this burden estimate or other aspects of this collection of information 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.