

**Arts and Artifacts Indemnity Program  
Domestic Indemnity**

OMB 3135-0123  
Exp. 01/31/2018

CFDA Number: 45.201  
Funding Opportunity Number: 2016FCAHDOM01

**How to Apply**

Please read these instructions carefully before completing your application. 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). Only applications that provide thorough answers to each question can be considered for a Certificate of Federal Indemnity.

For information 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 their 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 (December 15, 2015, for Certificates of Indemnity that may be issued as early as April 1, 2016).

We strongly recommend that you submit at least 10 days in advance of the deadline to allow time to resolve any problems 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 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](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 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 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 website 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 [Support](#). The 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 December 15, 2015 deadline, click on the DOWNLOAD link to go to the application package on Grants.gov.

## **DOWNLOAD**

### **Funding Opportunity Number: 2016FCAHDOM01**

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 redirected to the instructions in this document.

If you have a compatible version of Adobe Reader and experience 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 will attach:
  - Attachment 1: Indemnity Narrative, including facility reports, floor plans, etc.
  - Attachment 2: Identification and U.S. Dollar Value of Objects Requested for Indemnity
  - Attachment 3: 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 venues, 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 objects 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 website 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 subject matter, type of objects to be included (paintings, sculpture, manuscripts, etc.), those responsible for organizing the exhibition, and 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 the number of characters.

- c. **Proposed Project Start Date/End Date:** Enter the beginning and ending dates for the total period for which you are requesting indemnity coverage (this is usually 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 indemnity time period begins on the date that condition reports are prepared and signed, typically prior to initial packing at the lender premises, and may include the time objects are in transit and while on exhibition. Indemnity 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 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:

- Information contained in this application, including all attachments and supporting materials, is true and correct.
- Valuations for objects requested for indemnity are accurate and represent current fair market values to the best of his/her knowledge.
- Dated loan agreements, including U.S. dollar valuations and agreement to federal indemnity, will be in his/her hands prior to completion of the first condition report of each indemnified object to start the indemnity period.

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 file name 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." Incorporate **ALL** materials, including facility reports and floor plans, and as applicable charts, diagrams, etc., into the Narrative, and attach to Attachment Button 1 (do not use buttons 4-15); see instructions for Questions 11 (Attachment 2) and as applicable, Question 12 (Attachment 3), below. 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.

## **Attachment 1: INDEMNITY NARRATIVE**

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

### **1. Title, Place(s) and Dates of Exhibition**

(a) Include the exhibition title, and specific venue, city, state, and dates, where and when it 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, and within the applicable Narrative sections fully describe how objects will be cared for and protected.

(b) Explain if indemnity coverage is requested for specific time periods only.

**NOTE:** The Federal Council generally limits coverage for a single exhibition to five venues (or fewer, depending upon the type and condition of the objects) and/or less than two years. The Federal Council requires that participating 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.

**NOTE:** Report modifications of the exhibition title and/or dates that occur after application submission to the Indemnity Administrator, even if the change is applicable to individual venues.

### **2. Total Number and Value of Objects Requested for Indemnity**

(a) Total current U.S. dollar lender value of all United States-owned objects requested for indemnity.

(b) Total number of objects requested for indemnity.

(c) Estimate of private/commercial insurance premium which would be required to cover objects requested for indemnity, if indemnity was not approved.

(d) Source of the insurance premium estimate.

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

- (a) Total current U.S. dollar value for all objects in the entire exhibition (include objects requested for indemnity, and objects not requested for indemnity).
- (b) Total number of objects in the entire exhibition.

#### 4. **Exhibition Significance**

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

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

**NOTE:** If a Certificate of Indemnity is awarded it will be based primarily on details provided in Question 5. The indemnitee must notify the Indemnity Administrator **IN ADVANCE** to any change affecting the time period, list of objects, or arrangements for packing, shipping, handling, installation, environment, security, storage, etc. as stated herein, 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, handling, 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 applicable.

**AT THE END OF THE NARRATIVE INCLUDE 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).
  - 1. Provide name of the institution and/or company responsible for the initial packing and crating from the location designated by the lenders, and fully describe all interior and exterior packing and crating specifications, especially for each type of



object.

2. Confirm that crates will acclimatize for at least 24 hours before each unpacking.
3. Confirm that pack/crate notes, with applicable photographs, will be taken upon initial unpacking at the first venue and will be shared with participating venues.
4. Describe the location and conditions where empty crates/packing materials will be stored during the exhibition, including environmental statistics (depending on conditions, the Federal Council may require that empty crates acclimate to exhibition gallery conditions for 24-48 hours prior to packing).

(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.

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

**DO NOT INCLUDE DATES OF TRAVEL FOR SHIPMENTS/COURIERS.**

1. Fully describe the shipping and security arrangements for the objects during transport, including the initial assemblage, transfer between sites, and return to the lenders.
2. Provide names of shipping companies, and conveyance vehicle specifications, to be used for all shipments.
3. For air travel provide anticipated airlines (but not flight numbers) and airports to be used, names of shipping companies and their duties, and confirm tarmac supervision for all flights.
4. Describe TSA screening location and procedures (methods, equipment, etc.) for cargo departing on passenger flights from U.S. airports.
5. Provide anticipated titles/positions of couriers, and confirm that couriers will ride on board each conveyance vehicle.

(c) Packing and shipping arrangements for fragile objects (see also 11(B) NOTE).

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

1. 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 these objects prior to the initial packing.
2. Describe special precautions to be taken for packing, shipping, handling, and installation to minimize the risk of damage.
3. For objects with one or more dimension beyond 120 inches, explain if they disassemble to under 120 inches (give number of sections and size of each) for packing, crating, transit, and installation, and provide specific details as applicable.
4. For oil on wood panel paintings, describe climate conditions at the lender premises as known, and how the environment will be maintained throughout the

indemnity period.

(d) Condition reports.

**NOTE:** All condition reports 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 condition reports must be available immediately for inspection by the Federal Council.

If a Certificate of Indemnity is awarded, the indemnitee is responsible for confirming the stability of the objects for travel and, if necessary, to assure the Federal Council at any time during the indemnity period that conditions of objects correspond to the initial condition reports.

1. Confirm if a qualified professional has determined that objects are able to withstand the rigors of packing, shipping, and installation.
2. Indicate provisions for providing condition reports at the following points, giving the name and/or title of the person(s) responsible for filing the report:
  - i. Immediately prior to packing and shipping from the location of lender.
  - ii. Immediately upon delivery, after 24 hour acclimatization, and inspection at each venue.
  - iii. Immediately prior to packing and shipping from each venue.
  - iv. Immediately prior to packing and return shipping to location of lender.
  - v. Immediately upon delivery, after 24 hour acclimatization, and inspection at location of lender.
3. If storage facilities will be used, indicate provisions for providing condition reports, as appropriate.

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

**Facility reports will be used as reference only.** For each venue (include specific places in the building where indemnified objects will be located), and at each storage facility, provide:

1. Specifications of the type, operation, and maintenance oversight of the climate control equipment.
2. Temperature: give degrees in Fahrenheit and average 24-hour ranges.
3. Relative humidity: give percentage(s) and average 24-hour ranges.
  - i. Method to maintain RH in display cases, vitrines, etc. as applicable.
4. Light levels: give maximum level in foot-candles to be set for each object type.
5. Special precautions to be taken for objects susceptible to damage as a result of fluctuations or extremes in humidity, temperature and/or lighting (such as wood, furniture, works on paper, etc.).

**NOTE:** For objects considered light sensitive the Federal Council recommends that light levels not exceed ten foot-candles.

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

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

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

**Facility reports will be used for reference only.** For each venue (include specific places in the building where indemnified objects will be located), and at each storage facility, describe:

1. Number of guards assigned to this exhibition area while the exhibition is open to the public.

**AT THE END OF THE NARRATIVE INCLUDE A FLOOR PLAN** of the exhibition galleries for each venue, indicating anticipated guard placement and their possible line of sight to indemnified objects.

2. Number of guards on duty in the building 24/7 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 and monitoring.
5. Fire protection measures, including if exhibition galleries and storage areas have wet or dry sprinklers.
6. Installation plans, and related security, for objects by type/size/weight, etc.

Also include:

- i. general and specialized installation equipment to be used.
- ii. security hardware such as hanging rods, screws, alarms, and vitrines, stanchions, pedestals, barriers (for each type of obstacle provide anticipated depth in inches between the outermost projection of objects and public reach), etc., to be used.
- iii. other protective measures, especially to mitigate against seismic activity.

(g) Transit limit per conveyance (vehicle) of transportation.

**NOTE:** The Federal Council generally permits a maximum of \$80 million of indemnified value per conveyance. In special circumstances, approved limits may be less than, or more than, \$80 million. An applicant may request a waiver of up to \$100 million of indemnified value per conveyance, and should provide justification for the request beyond that of financial relief. Value in excess of the amount indemnified must be insured by the indemnitee or other party.

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

## **6. Other Insurance Arrangements**

**NOTE:** A minimum of \$75 million value for all U.S.-owned loans in the exhibition is required for eligibility (the amount requested for indemnity may be lower than \$75 million). The maximum limit of indemnity coverage per exhibition is \$1 billion.

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

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

- (a) State insurance, or other arrangements, including name(s) of the insurance company, to cover the deductible and any value in excess of the amount approved for indemnity.

## **7. Financial Arrangements**

- (a) List the source(s) 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 with lenders to the exhibition in excess of \$10,000 for the entire exhibition.

## **8. Previous Loss/Damage**

- (a) Describe any loss or damage over \$5,000 to permanent collection or borrowed objects (whether or not a claim was filed) incurred by the applicant, a participating venue, and/or storage facility named herein, during the three years prior to this application. For each loss/damage include:
  1. Location and date of the event.
  2. Nature and cause.
  3. Description and appraised value of the object(s) before and after the event.
  4. If litigation determined blame or negligence.
  5. Measures taken to prevent reoccurrence.

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

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

**NOTE:** Accreditation is not required to receive an indemnity. However, if an applicant or participating venue is not accredited, the Federal Council reserves the right to request a statement from that venue describing its procedures for handling loss or damage, or other pertinent information.

(a) State if each participating venue is accredited by AAM, and date of last accreditation.

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

The applicant must have lender values assessed by experts other than staff of the applicant, participating venues, 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). 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 higher than fair market value. If the Third Party does not concur with the lender value he/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 as applicable, 3); see instructions, below.

(a) Provide the name and title for each expert and a brief statement that establishes his/her expertise and qualifications (see Question 11(G)).

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

**Instructions for the Question 11: "Identification and U.S. Dollar Value of Objects Requested for Indemnity" list (Attachment 2 of the Attachments Form), and Question 12: "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. Do not 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" (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 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. Attachment 2: Identification and U.S. Dollar Value of Objects Requested for Indemnity**

Provide a numbered list of all objects requested for indemnity in MS Excel spreadsheet LANDSCAPE format. Follow this template, using only these column titles and row numbers (information must match information provided with the visual documentation; see instructions for **Electronic Submission of Visual Documentation, Visual Documentation Preparation**, below):

A	B	C	D	E	F	G	H
Number	Object Type	Object Description	Lender	Lender Value	Source of Lender Valuation	3rd Party Opinion Value	Source of 3rd Party Opinion Value
11.1							

11.2, etc.							
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**NOTE:** The applicant determines the order of the list (by lender, lender location, artist, theme, etc.).

Include the following information for each object:

(A) **Number:** Start with number 11.1. This number must match the number for the same object in the visual documentation that you submit, and also where the specific object is described within the narrative text.

(B) **Object Type:** For example: painting, drawing, photograph, ceramic, sculpture, furniture, jewelry, textile, 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.

**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 or of an excessive weight) and oil on wood panel paintings will be reviewed on a case by case basis. 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.

(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 a lender's attribution, 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 objects directly on or mounted onto *panel, wood or board*, include the type of wood.
- 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 (e.g. the number of known copies), and describe annotations or associations. Give page number(s) to be exhibited.
- For *prints* and *photographs*, give 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* and/or *particularly heavy objects*, give the weight in pounds.

(D) Lender: **Full name**, and city and state of location or residence of the legal owner. 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 Question 12 “Identification of Objects Not Requested for Indemnity” (Attachment 3).

**NOTE:** Objects owned by the applicant or participating venues may not be indemnified while on exhibition at that lender’s premises. Such objects may be included in Question 11 for coverage while in transit (starting with condition reports) and/or while on exhibition at other participating venues.

(E) Lender Value: Lender's U.S. dollar value for each object.

**NOTE:** All values submitted will be considered. Value in excess of amounts approved for indemnity must be insured by the indemnitee or other party. Generally, for objects with lender values greater than \$100 million, the Federal Council will limit indemnity coverage to no more than \$100 million per object.

Enter the lender value, rounded to the nearest full dollar. Set Excel “decimal places” to 0, to avoid including cents. Then enter the total of these lender values in the cell directly under the last lender value. For example, if the list ends at 11.34, enter the total value requested in the cell **under** the Lender Value for 11.34. In the cell directly to the left of this total, type the phrase “**TOTAL REQUESTED INDEMNITY FOR QUESTION 11**”. This phrase, **and the total value**, should be in **BOLD**.

**NOTE:** The list of objects and values is included in the Certificate of Indemnity and will be the basis to determine the amount of a certified claim payment. All lender values must be provided before a Certificate of Indemnity will be issued.

(F) Source of Lender Value: if value is provided by the lender, write "Lender"; or, if lender value is unconfirmed at the time of the application, write name and title (e.g. John Doe, curator) of the individual estimating a temporary value to be considered for the application until the lender value is confirmed.



(G) 3rd Party Opinion Value: U.S. dollar value opinion of Third Party (see Question 10).

(H) Source of 3rd Party Opinion Value: Name of the Third Party providing the opinion.

## **12: Attachment 3: 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 11, provide a separate list, starting with number 12.1, of all objects to be included in the exhibition for which indemnity is **not requested**. Complete columns A-F only. 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 Question 11. Applicants who do not furnish U.S. dollar values for objects in Question 12 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 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.

## **Electronic Submission of Visual Documentation**

**In addition to the material that you submit through Grants.gov, you must submit 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 December 29, 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 December 29, 2015.

**You will have until 11:59 p.m., Eastern Time, on JANUARY 5, 2016** 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**

**NOTE: 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 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.

**NOTE:** object information provided for each image must match information provided with List 11; see instructions for **11. Attachment 2: Identification and U.S. Dollar Value of Objects Requested for Indemnity**, above):

Submit:

1. One image **per page** of **each** object requested for indemnity, and include:
  - Number matching the number used in the list for Question 11/Attachment 2
  - Artist
  - Title
  - Medium
  - Dimensions
  
2. Twelve images (**one object per page**) to highlight the exhibition. Preference is that the images represent objects requested for indemnity. The applicant determines the order of the images, which should best present the exhibition by theme, or chronology, nature, significance, rarity, etc. The order of the images does not need to follow the numerical order used in the list for Question 11/Attachment 2.

Number the highlight images **1-12 (these are NOT the same numbers as in the Attachment 2 list)**, and:

**At the end of the PDF (do not include details on the object image page itself)**

provide a list numbered 1-12, and for each number include:

- Number matching the number used in the list for Question 11/Attachment 2
- Artist
- Title
- Medium
- Dimensions
- Up to three CONCISE sentences describing the 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 to enter 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 to improve the instructions and making them as easy to use as possible. Send comments regarding this burden estimate or other aspect of this collection of information, including suggestions for reducing this burden to Patricia Loiko at the address above. 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.