

Program Solicitation: Creative Forces® NEA Military Healing Arts Network (Community Arts Engagement Grant Program)

Proposal Receipt Deadline: July 16, 2024

Applications must be submitted electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your proposal no later than 11:59 p.m. Eastern Time on the deadline date above. We strongly recommend that you **submit your application early** to give yourself ample time to resolve any problems that you might encounter.

Program Description

Creative Forces®: NEA Military Healing Arts Network (Creative Forces) is an initiative of the National Endowment for the Arts (Agency or NEA) in partnership with the U.S. Departments of Defense (DoD) and Veterans Affairs (VA). The mission of Creative Forces is to improve the health, well-being, and quality of life for military and veteran populations exposed to trauma, as well as their families and caregivers, by increasing knowledge of and access to clinical creative arts therapies and community arts engagement. The initiative has three components:

- 1. Clinical.** Since 2012, Creative Forces has placed creative arts therapies at the core of patient-centered care at military medical and Veteran Health Administration facilities, including telehealth delivery of care for patients in rural and remote areas. In clinical settings, creative arts therapists provide art, music, dance/movement therapies for military patients and veterans, as well as support for community-based arts engagement activities to promote health and wellbeing for patients, staff and their families.
- 2. Community.** Since 2017, Creative Forces has invested in community-based arts engagement activities in order to advance understanding of their benefits and impacts for military and veteran populations exposed to trauma. In 2021, the NEA announced the Creative Forces Community Engagement Grants to support emerging and established community-based arts engagement projects.
- 3. Capacity.** Creative Forces invests in capacity-building efforts, including the development of toolkits, training materials, and other resources to support promising practices in serving military and veteran populations.

In addition, Creative Forces invests in research on the impacts and benefits –physical, social, and emotional– of these innovative practices. Visit the [Creative Forces' National Resource Center \(NRC\)](#) to learn more and to read research and evaluation related to Creative Forces.

For more information on Creative Forces, visit [here](#).

Scope of Work

The purpose of this Program Solicitation is to select an organization (Cooperator) to support the **Community** component of Creative Forces through the implementation and administration of the Creative Forces Community Engagement Grant Program (the Grant Program). The Grant Program is a competitive grant program that seeks to improve the health, well-being, and quality of life for military and veteran populations exposed to trauma, as well as their families and caregivers through community-based arts engagement activities.

In brief, the Cooperator will:

- In close coordination with the NEA Project Director, update and publish guidelines for the Grant Program.
- Receive and adjudicate grant applications to select approximately 30 to 50 subawards per program cycle.
- Manage the award process and administration of the subawards.
 - Provide technical assistance focused on program-level capacity building and data collection to subrecipients.
- With oversight from the Office of Research & Analysis (ORA), administer a Data Collection Plan for the Grant Program.
- Support the development of Creative Forces content informed by activities of the Grant Program.
- In close coordination with the NEA Project Director and the NEA's Office of Public Affairs (OPA), develop and execute a communications plan for the Grant Program.
- Develop and maintain program information relevant to potential applicants and subrecipients of the Grant Program.

Details for each of these program elements can be found under **Detailed Requirements** below.

All program activities must comply with federal civil rights laws.

NOTE: If activities in this program solicitation are scheduled to take place in-person, they must occur in accordance with applicable health guidelines. However, it is expected that all such activities will be designed to be adaptable to an accessible virtual format, as agreed to in writing by the parties. It is also expected that the Cooperator will plan activities to minimize or avoid cancellation costs that might occur if they are not conducted in-person, since such costs cannot be included in the project budget.

Detailed Requirements

The Cooperator will work with the NEA's Project Director, and other Agency staff as appropriate, on all aspects of the program. The NEA Project Director will be the NEA's Senior Advisor for Innovation & Director of Creative Forces.

The Cooperator will consult with, and will secure the approval of, the NEA's Project Director in carrying all aspects of the project described below.

COOPERATOR RESPONSIBILITIES:

- Work with the NEA Project Director to refine the details, budget, and schedule of all project components, and provide project updates in a mutually agreed upon format and timeline.
- Collaborate with any cooperator(s) or entity(ies) participating in other components of the broader initiative, as appropriate.
- Meet regularly with the NEA Project Director to monitor progress in completing the project activities.

Update and Publish Guidelines.

- Update and publish guidelines for the Grant Program. Cost share/matching subawards of \$10,000 to \$50,000 are anticipated to be awarded to approximately 30 to 50 subrecipients per program cycle.
- The Grant Program application guidelines must:
 - Be approved by the NEA Project Director.
 - Specify that the application review criteria will be based upon artistic excellence and artistic merit.
 - Specify that the program supports proposals from organizations seeking to serve the Creative Forces target population through community-based arts engagement activities.
 - Specify applicant eligibility criteria as approved by the NEA Project Director.
 - Reflect project outcomes laid out in the Creative Forces Community Engagement Logic Model, including outcomes specific to program participants, as well as organizations/grant recipients.
 - Reflect a timeline adequate for subrecipients to plan for, deliver, and evaluate their projects.
 - Specify data collection and final reporting requirements for the subrecipients, based partly on the Creative Forces Community Engagement Logic Model, and measurement framework and data collection forms for subrecipients.

- Specify that data collections that trigger federal requirements for human subject protections (e.g., institutional review board clearance) are not an allowable cost under the subawards.
- Specify items that applicants will be required to provide in the proposal and project budget.
- Include all necessary compliance requirements or references to where compliance requirements can be found.
- Include a calendar indicating the date which applicants will receive notification of award recommendations or rejections.
- Consult with the NEA on offering flexible and accessible subrecipient program activity delivery formats, including synchronous and asynchronous virtual and online formats, in compliance with all other terms of the subaward.

Develop and Execute a Communications Plan

- In close coordination with the NEA Project Director and the NEA's Office of Public Affairs (OPA), develop and execute a communications plan for the Grant Program.
 - Produce Creative Forces promotional materials, approved by the NEA and aligned with the most recent Creative Forces Branding Guide, to assist in outreach for the grant opportunity.
 - Coordinate efforts with the NEA to promote the initiative and support broad dissemination of information about the application process, to include conducting outreach; dissemination of guidelines and associated information to state arts agencies, regional arts organizations, local arts organizations, and national and local service organizations; and supporting social media efforts, webinars, and other promotional efforts.
 - Provide a link to the Grant Program guidelines for the Capacity-component Cooperator to post on the National Resource Center.
 - Coordinate efforts with the NEA to issue public announcements of the awarded grant projects and the events/activities they will offer as part of the Grant Program.
 - Ensure proper usage of Creative Forces/NEA logos and designated crediting language in all appropriate communications and materials produced for and by the project, in alignment with the most recent Creative Forces Branding Guide.
 - Include NEA-designated crediting language in all appropriate communications and materials produced for and by the project, using the language provided by the NEA Project Director.

Receive and Adjudicate Applications for Subawards

- Receive grant applications electronically through a secure, accessible, specific section of the Cooperator’s existing website, review grant applications for eligibility and completeness, and implement a process, as approved by the NEA, for adjudication of applications by independent panelists as described below.
- Provide technical assistance to applicants through accessible webinars and individual communications.
- Submit a list of proposed panelists to the NEA for approval. Each panel must be composed of experts in the field and a layperson, who reflect a wide geographic, ethnic, and minority representation, as well as diverse aesthetic and cultural points of view. Panel review shall adhere to standards of conduct consistent with those reflected in the NEA’s Standards of Conduct for Panelists.
- Provide to the NEA for approval a list of organizations recommended for funding.
- Collect data from recommended applications via Cooperator’s standard application form as well as a supplemental application form, to assist in tracking performance measurement and program evaluation to monitor the outputs and outcomes of the grant program, as well as the role of arts engagement in advancing health, well-being, and quality of life for Creative Forces target populations. Notify applicants of their recommendation or rejection.

Manage the subaward process and administration of subawards.

- Manage the award and administration of subawards, adhering to the Uniform Guidance under 2 CFR Part 200 Subpart D and Appendix B of the General Terms & Conditions for Partnership Agreements.
 - Report each subaward that obligates \$30,000 or more in federal funds to the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS) at www.fsrs.gov.
 - Require all entities receiving subawards to have a unique entity identifier (UEI) prior to receiving the award. Subrecipients are not required to complete full System for Award Management (SAM.gov) registration to obtain a UEI at SAM.gov.
- Provide technical assistance focused on program-level capacity-building and data collection to recipients of the Creative Forces Community Engagement Grants.
- Organize and host an annual convening for recipients of the Creative Forces Community Engagement Grants at the NEA offices in Washington, DC.
 - Consult with NEA Project Director on selection of convening site, speakers, and content of sessions.
 - Activities may include, but are not limited to: opportunities for subrecipient organizations to share lessons learned, as well as panels, keynote presentations,

- arts-based engagement and learning activities, and facilitated group sessions to share best practices.
- In the event the NEA offices are not available for the convening, identify and contract with an appropriate venue for the convening that can accommodate approximately 150 individuals.
 - Confirm that all event locations are fully accessible in compliance with the Americans with Disabilities Act, as amended, as well as Section 504 of the Rehabilitation Act.
 - Ensure that all venues and programming have adequate accessibility accommodations for registered attendees under applicable Federal laws and regulations, including, but not limited to, wheelchair space (and wheelchair rentals), real time captioning (for any streamed portions), Assistive Listening Devices (ALD), and Language Interpretation – ASL or Other-Language needs (Spanish, etc.), as needed.
 - Serve as the primary contact for all event and contract logistics, to include hotel and travel accommodations.
 - Arrange and pay for all airfare, train, or other appropriate travel; ground transportation to and from airports/train stations, hotels, and all planned related events for event attendees; and per diem including lodging. All travel costs must be in compliance with Federal travel regulations (see Award Administration below for more details).
- Ensure acknowledgement of the NEA in all materials pertaining to the Grant Program, using the language provided by the agency.
 - Require subrecipients to submit final reports using forms approved by the NEA and OMB, in compliance with the Paperwork Reduction Act. In addition, subrecipients must provide a final product in the form of digital images in an accessible format of a sampling of events offered, work performed, or associated activities, as appropriate, to the Cooperator.
 - Review and approve subrecipient final reports in accordance with NEA-approved standards.
 - Enact procedures to ensure that subrecipients are conducting research and evaluation responsibly, as applicable.

Administer a Data Collection Plan

- With oversight from the Office of Research & Analysis (ORA), administer a Data Collection Plan.
 - Using measures provided by ORA, the Cooperator will conduct data collection, analysis, and reporting for annual performance metrics, and subrecipient outcomes. Activities include cleaning (including de-identifying) the datasets, documenting

- analytical methods, providing the cleaned dataset and data tables requested by the NEA through OMB-approved forms, making updates to the Creative Forces Community Engagement Logic Models and measurement framework, and generating other relevant content for distribution on the Creative Forces NRC.
- The Data Collection Plan currently includes: Grant application supplemental form, modified Final Descriptive Report, including the Geographic Location of Project Activity (GEO) form, Participant Program Feedback Survey, and Community Event Feedback Survey (data collection plan subject to change over the course of the Cooperative Agreement).
 - The Cooperator must retain all documentation for three years following the close out of the Cooperative Agreement (2 CFR 200.334-.338).

Support Development of Creative Forces Content

- Support the development of Creative Forces content, informed by activities of the Grant Program. Types of content could include:
 - data and findings from performance measurement;
 - collection of photos and video clips of program activities and description of said activities, as well as names of program participants; and
 - associated community engagement related resources for the NRC and/or other NEA OPA communications platforms.

Other Requirements

- Secure NEA approval of any consultants, contractors, vendors, or partner organizations that will be working on this program, before they are engaged.
- Follow the Cooperator's board approved written procurement policies if consultants or vendors are selected by the Cooperator as part of this project. In addition, the Cooperator should be aware of and comply with all requirements of the Uniform Guidance procurement standards described in 2 CFR 200.318-.327. Consultants or vendors engaged by the Cooperator as part of this project will be required to agree in writing that any information gathered will be used only for the purposes described in the Cooperative Agreement, and not for the promotion or endorsement of Cooperator's unrelated activities.
- Secure all necessary rights, permissions, licenses, and releases as appropriate to the project (the "Rights"). The Rights may include, but are not limited to, permissions for visual images, video, and other online project components. If relevant, the NEA Project Director will coordinate discussions or meetings to ensure that the Rights secured meet the NEA's needs. The NEA reserves the right, in its sole discretion, to determine whether the Rights provided are satisfactory to it. The Cooperator accepts sole responsibility for, and will defend, indemnify and hold harmless the NEA from, any liability arising from

deficient Rights and/or the Cooperator's warrants or statements about the Rights. Copies of the permissions/releases must be provided to the NEA in accordance with the requirements provided by the NEA.

- Ensure that any personal data will be kept confidential in accordance with all applicable Federal laws.
- All content and materials provided by the Cooperator for dissemination through the NEA website and communications platforms, including social media accounts, the NRC, or by other means, must be provided by the Cooperator in an accessible format, compliant with Section 508 of the Rehabilitation Act, and other applicable federal laws and regulations.
- All public communications, materials, presentations, and press releases, as well as speaking engagements, contacts with press, and publications, must be approved in writing by the NEA Project Director.
- No later than 120 days after the completion or termination of the Cooperative Agreement, submit through the Cooperator's NEA REACH online account, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425, and Subgrant Spreadsheet.

NEA PROJECT DIRECTOR RESPONSIBILITIES:

With assistance by other NEA staff, work with the Cooperator to design and implement all aspects of the program. Tasks include:

- Provide overall direction and work with the Cooperator to refine the project plans, budget, and schedule of all program components.
- Provide to the Cooperator OMB-approved data elements, forms, and/or other measures developed under previous Creative Forces Cooperative Agreements to inform updates to the grants data collection plan for the Grant program.
- Provide to the Cooperator related research materials and documentation about programs and projects focused on arts engagement activities in community-based settings for military and veteran populations, including the Creative Forces Community Engagement Logic Model, needs assessments, and case studies and other documentation about the Creative Forces Community Connections projects.
- Provide the Cooperator with accessible format and content requirements associated with associated with this grant program's data collection plan.
- As needed, provide the Cooperator with a list of possible individuals to serve on subaward review panel(s).
- Review and approve the following:
 - Any proposed consultants or vendors necessary to carry out the program.

- The Cooperator’s design and plans to undertake the Grant Program, including application guidelines and forms, eligibility requirements for applicants, project types, data collection, and final reporting requirements for subawards.
- Plans for adjudicating applications.
- Cooperator-proposed panelists. As appropriate, designate NEA staff to participate in and/or observe the panel review process.
- Review and approve recommended and rejected applicants.
- The plan for technical assistance provided to subaward recipients.
- Serve as liaison between the Cooperator, other key partners of the initiative, including other Cooperators working on the Creative Forces initiative, and NEA staff.
- Serve as a liaison and coordinate with NEA staff for this project. This includes:
 - Coordination with OPA:
 - Website updates and approval of all public communications, including newsletters, press releases, social media content, stories/blogs, and contact with press;
 - Review and approve communications strategies for public announcement of funded applicants and activities with the Cooperator and the NEA’s OPA, as appropriate;
 - Review and approve all public communications and project materials;
 - Facilitate discussions between the Cooperator and OPA to ensure these materials are in a format and style ready for public dissemination on the NEA’s communications platforms where appropriate, and
 - Provide crediting requirements to the Cooperator.
 - Credit the Cooperator as program administrator in agreed-upon language in public announcements of the project, including spoken and written materials.
 - Coordination with ORA on approvals for the Creative Forces Community Engagement Grant Program forms and data collection elements.
 - Coordination with the Office of Grants Management (OGM) on award administration/monitoring.

Award Information

Estimated Schedule

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than July 1, 2025. The NEA will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized.

Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to \$1,750,000, contingent upon the availability of funds. This Cooperative Agreement requires a nonfederal cost share equal to the amount of federal funds awarded as subawards. Cost share funds cannot include funds from any NEA or other federal sources.

Period of Performance

This Cooperative Agreement will begin on or after July 1, 2025, and may extend for up to 39 months.

We may enter into subsequent Cooperative Agreements with the organization selected as a result of the Program Solicitation. See "Subsequent Cooperative Agreements" below.

Applicant Eligibility

Eligibility for this Cooperative Agreement is limited to the six Regional Arts Organizations (RAOs).

Applicants must meet the [Eligibility Requirements for RAOs](#) as specified in the NEA's Partnership guidelines and must have submitted acceptable Final Report packages by the due date(s) for all NEA award(s) previously received.

An organization may submit only one proposal under this program solicitation. While you may also apply to the NEA through the Partnership Agreements guidelines, the request must be for a **distinctly different project**. No project costs or staff time may overlap with activities executed as part of other federal awards, including other NEA grants and cooperative agreements.

An organization may not receive more than one NEA award for the same costs/activities during the same or an overlapping period of performance. The organization must establish and maintain effective internal controls over the award to ensure no line items or funding associated with this subgranting program overlap with any other NEA grant program or source, and provide reasonable assurance that it is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award.

Application Review

Proposals will be reviewed on the basis of the following criteria:

The **artistic excellence** of the project, which includes the:

- Clarity of the applicant's vision and description of a proposed approach to this project.
- Demonstrated understanding of the program's goals and activities, including potential challenges and opportunities associated with the programming and administrative requirements.

- Demonstrated ability of the applicant’s programming or grantmaking for organizations that serve the military and veteran populations.
- Demonstrated ability to work with both the arts and health sectors.

The **artistic merit** of the project, which includes the:

- Applicant’s ability to develop application guidelines and to manage the award process and administration of federal subawards.
- Applicant’s ability to oversee a subgranting program that responds to the needs of the military and veteran populations via arts-based project support that can demonstrate improved health, wellness, or quality of life for the participants.
- Applicant’s ability to bring together arts, health, and military and veteran populations for the adjudication of grant applications.
- Applicant’s capabilities relevant to working with the NRC as the platform for submission of grant applications, data, and reports.
- Proposed strategy for promoting and providing broad visibility for the program.
- Ability to carry out the project based on such factors as the appropriateness of the budget, the resources involved, and the qualifications of the project’s personnel.

Proposals are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the NEA Chair. The Chair makes the final decisions on all awards. It is anticipated that applicants will be notified about the selection of a Cooperator in November 2024.

All recommended NEA applications undergo a review to evaluate risk posed by the applicant prior to making a federal award. This may include past performance on grants, meeting reporting deadlines, compliance with terms and conditions, audit findings, etc.

Application Information

Organizations are required to submit their applications electronically through Grants.gov, the federal government’s online application system. **The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on July 16, 2024.** We strongly recommend that you submit at least 10 days in advance, to give yourself ample time to resolve any problems that you might encounter.

Register or Renew/Verify Registration with [Login.gov](#), [Grants.gov](#), and [SAM.gov](#):

- A Login.gov registration is required to access both Grants.gov and SAM.gov.

- All registrations must be completed before you can apply. See [Applicant Registration](#) for details. It is your organization's responsibility to create and maintain regularly updated registrations with Login.gov, Grants.gov and the System for Award Management (SAM).
- Login.gov, Grants.gov and SAM.gov registration and maintenance is always free. If you have already registered, renew/verify your registrations and make sure that all of your information is current before you apply.
- **It is a federal requirement that awardees maintain current registrations with SAM throughout the application and award processes. Therefore, all NEA awards are contingent on active SAM registration, the NEA will not be able to issue an award if you have an expired SAM.gov registration on September 1, 2025.**
- **Login.gov Help:** Consult the information posted in their [Help Center](#), or use their online form to [submit a question](#).
- **Grants.gov Contact Center:** Call 800-518-4726, email support@grants.gov, or consult the information posted on the Grants.gov website at [Support](#) or [Help](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.
- **SAM Federal Service Desk:** Call 866-606-8220 or see the information posted on the SAM website at [SAM User Help](#).

If you have a question about access for individuals with disabilities:



Call or email the Office of Accessibility at 202-682-5532 / accessibility@arts.gov to request an accommodation or an alternate format of the guidelines.

How to Apply

Go to the Grant Opportunity Package in Grants.gov:

[CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE](#)

Funding Opportunity Number: NEAPS2405

1. Clicking the link above will take you **directly** to the pre-populated application package in Grants.gov.
2. The Grants.gov “View Grant Opportunity” screen will open, click the red “Apply” button.
3. You will be prompted to enter your Username and Password. In order to create the Workspace application, you must be logged into Grants.gov with a [participant role](#) of either **Workspace Manager** or **Authorized Organization Representative (AOR)**.
4. After logging in, to create a Workspace application:
 - a. Fill in the Application Filing Name field with your Organization’s name, then
 - b. Click the **Create Workspace** button.
5. After creating a Workspace, you will be directed to the Manage Workspace page, where you will see the following forms:

- a. Application for Federal Domestic Assistance/Short Organizational Form
- b. The Attachments form

1. Fill out the Application for Federal Domestic Assistance/Short Organizational Form:

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

EMAILS: Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

1. Name of Federal Agency: Pre-populated.

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

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

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

a. Legal Name: The name provided here must be the applicant's legal name as it appears in the current IRS 501(c)(3) status letter. (Do not use your organization's popular name, if different.)

b. Address: Use *Street 1* for your organization's physical street address. This address must be identical to the physical address that you used with SAM (System for Award Management). Only use *Street 2* for your organization's mailing address if it differs from the SAM physical street address.

In the *Zip/Postal Code* box, organizations in the United States should enter the **full 9-digit zip code** that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up at <https://tools.usps.com/zip-code-lookup.htm>.

c. Web Address: Provide your organization's website. Information provided here will be used for administrative purposes only, and will not be provided to panelists for review. Links provided in your attachments as support materials will be used in panel review.

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 or a 12-character EIN/TIN number.

f. Organizational UEI: All organizational applicants for federal funds must have a UEI. Enter your organization's UEI here. You can find your UEI in your System for Award Management (SAM) record. If you cannot locate your UEI, [contact SAM for assistance](#). **The UEI that you enter here must match with the UEI that you used with the SAM (System for Award Management) as part of the Grants.gov registration. Otherwise, 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 physically located. The congressional district that you enter here must match with the Congressional District that shown in the Business Information section of your organization's SAM (System for Award Management) record.

Use the following format: 2-character State Abbreviation-3-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 jurisdiction has a single Delegate, enter your 2-character state/jurisdiction abbreviation and "-000." If you need help determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter: *Creative Forces Community Component*.

b. Project Description: Provide a two- or three-sentence summary that briefly describes the specific activities that will be included in the project budget.

NOTE: This field on the form has a character limit of 1,000. Even if you have fewer than 1,000 characters, Grants.gov may translate special characters (e.g., apostrophes) in a way that will cause your application to be rejected. This can happen if you copy from an old application package or another document and paste into the form. We strongly encourage you to write a succinct description and double-check the number of characters.

c. Proposed Project Start Date/End Date: Enter a start date on or after July 1, 2025. The start date should be the first day of a month, and the end date should be the last day of a month. This is the period of performance for your proposed project, which should not exceed 39 months. Project activities must occur, and costs included in your Project Budget must be incurred, within the period of performance.

7. Project Director:

Provide contact information, including an email address that will be valid through the announcement date for your category. Optional: Select a Prefix (e.g., Ms., Mr.)

8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on matters involving this application and the administration of any grant that may be awarded. For the Telephone number field, use the following format: 000-000-0000. Optional: Select a Prefix (e.g., Ms., Mr.)

This individual may be the same as the Project Director. If this is the case, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. If the Primary Contact/Grant Administrator is the same as the Authorizing Official, complete all items under both 8 and 9 even though there will be some repetition.

9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who is authorized to submit this application to Grants.gov. Optional: Select a Prefix (e.g., Ms., Mr.)

The AOR must have the legal authority to obligate your organization (e. g., be a senior member of the staff such as an Executive Director, Director of Development). Contractors or consultants, including grant writers, or administrative support staff cannot serve as an AOR.

NOTE: By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. These requirements can be found in the [Assurance of Compliance](#) section of the guidelines.

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

2. Attach documents to the *Attachments* form:

The "Attachments Form" is where you will attach documents that you have completed and saved as PDF files elsewhere on your computer. Items with an asterisk (*) are required.

Important tips:

1. Be sure you are using Adobe when filling out our PDF forms.

Note to Mac users: Your computer may be set to open PDF files using Preview (you can tell which program is being used to view a PDF file by looking at the left-most item in the menu bar). Verify that you are using Adobe and not Preview. If you don't have Adobe installed, you can [download it here for free](#)

2. No attachment should be more than 2 MB.

3. If you try to view an 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.

Types of Attachments:

1. Documents

Attachment 1 (Narrative), Attachment 2 (Bios), and Attachment 4 (Support Materials) **must be submitted as PDF files. Do not submit DOC or DOCX files.**

- PDF documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching.
 - **Do not create PDFs of your electronic documents by scanning.** PDFs created by scanning are much larger, and of lower quality, than PDFs created from a word processing document.
 - Do not enable any document security settings or password-protect any PDF file you submit to us.
- Label all pages clearly at the top with your organization's legal name and the name of the item (e.g., Narrative, Bios, etc.).
- Within each attachment, number pages sequentially; place numbers on the bottom righthand corner of each page.
- Leave a margin of at least one inch at the top, bottom, and sides of all pages.
- **Pages should be singled-spaced, using a 12-point font size.**
- Do not type in all capital letters.
- Do not include links to websites that require material to be downloaded (e.g., Dropbox) in any part of your application.

2. Forms

Attachment 3 (Project Budget) is an NEA fillable form you will find linked below. This form can be downloaded, filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

The Attachments

ATTACHMENT 1: NARRATIVE*

To this button attach a **narrative** (no more than 5 pages in length) that addresses the points below. The file name should include the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative").

The information that you provide will be reviewed in accordance with the "Review Criteria" for this Initiative. Please organize your response a), b), c), etc., and use the boldfaced language

below as a heading for each item. Throughout the narrative, you may provide links to relevant information, as applicable.

- a) Your organization's **experience** with any related programming or grantmaking to organizations that serve military and veteran populations. Note any major activities that you have participated in that would be an indicator of your ability to carry out this project.
- b) **Proposed project activities.** Be as specific as possible. Describe your plans for accomplishing all aspects of the project as detailed in the Scope of Work/Detailed Requirements section of this Program Solicitation. Describe your organization's ability to develop application guidelines, adjudicate application review, and manage the award and administration of federal subawards.
- c) **Schedule** of key project planning and implementation dates.
- d) Your strategies for **promoting** and providing broad visibility for the program

ATTACHMENT 2: BIOS*

To this button, attach **brief bios** (a maximum of two to a page) for the key personnel to be involved in the project. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

ATTACHMENT 3: BUDGET*

To this button, attach the completed [Project Budget Form](#). The file name should include the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to \$1,750,000.

ATTACHMENT 4: SUPPORT MATERIALS*

To this button, attach a PDF with one or two recent examples of **programmatic material** that provides evidence of your experience in administering programs that are relevant to this project.

Attach one PDF with web links to these relevant materials. List the URL for the page to be shown and include any necessary navigation paths and any information on required plug-ins. Do not submit a website that requires a password. Do not submit a link to sites that require material to be downloaded (e.g., Dropbox). The file name should include the name of your organization or a recognizable acronym followed by "SupportInfo" (e.g., "ABCOrgSupportInfo").

Leave all remaining Attachment buttons blank.

3. 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, log on to Grants.gov and navigate to the **Forms** tab on the **Manage Workspace** page:
 - When the **Form Status** column says "Passed," your application will be ready for submission.
 - **Important note:** The status "Forms Passed" does NOT indicate that your application has been submitted, only that your forms have been filled out. You still need to click the Sign and Submit button after receiving the "Forms Passed" status. For more information, review the [Forms Tab](#) help article.
 - Click **Complete and Notify AOR**, which will notify the user(s) with the AOR role that the workspace is ready to submit.
 - The AOR must click [Sign and Submit](#) to submit the application. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.**
 - After the AOR submits the application, they will see a confirmation screen explaining that the submission is being processed. **Take a screenshot and retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.**
3. **Verify that the application was validated by the Grants.gov system.** Take a screenshot of the validation confirmation for your records.

You can track the progress of your application submission through Grants.gov in one of three ways:

- Check the [progress bar](#) in Workspace. When your application has been successfully received, the bar will be green, and a check mark will appear in each bubble.
- When logged in to Grants.gov, click the Check Application Status link under the Applicants drop-down menu and search for the submitted application.
- When not logged in to Grants.gov, go to [Track My Application](#) and enter your Grants.gov Tracking Numbers. Then click the Track button to see the status listings of the valid tracking numbers entered. This function will only work if you have a tracking number.

More information about [checking Grants.gov application status](#) and a complete list of statuses.

Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties.

Award Administration

Final Reporting

Before an award is issued, organizations must have submitted acceptable Final Report packages by the due date(s) for all NEA award(s) previously received.

Travel Policy

[If relevant to the project] Travel costs (including lodging, meals, and incidental expenses) for program participants, as well as officials or employees of the Cooperator, must be reasonable and allowable in accordance with 2 CFR 200.475 and 41 CFR 301-10, and 2 CFR 200.1 as applicable. These costs must not exceed:

- Travel charges normally allowed by the applicant's institutional policy. (Upon request, the selected organization must submit a copy of this policy, if it exists, to the Office of Grants Management before a Cooperative Agreement can be finalized.)
- In the absence of an institutional policy on travel costs, costs established in the government-wide Federal Travel Regulation.

No federal or cost share/matching funds can be used to support federal staff, federal contractors, or National Council on the Arts members' travel.

*The requirements of [2 CFR 200.475](#) and [41 CFR 301-10](#); and [2 CFR 200.1](#) (Participant Support Costs) will apply to this agreement. **Please read these requirements carefully before applying, as travel is a substantial component of this proposal.***

Crediting Requirement

The Cooperator must clearly acknowledge support from the National Endowment for the Arts and follow the Creative Forces Branding Guide Requirements in all material related to this project. The NEA will provide the Cooperator with specific requirements for this acknowledgment.

Subsequent Cooperative Agreements

The National Endowment for the Arts may enter into up to four (4) subsequent Cooperative Agreements with the recipient of this Cooperative Agreement. **Any such future Cooperative Agreements, however, would be subject to agency priorities, the availability of funds, Cooperator performance, and the agency's regular review process.**

General Terms and Conditions

The Cooperative Agreement awarded as a result of this program solicitation will be subject to the requirements of 2 CFR 200 published on April 22, 2024 and located [here](#).

NEA Cooperative Agreements are also subject to [the General Terms and Conditions for Partnership Agreements](#).

Project Reporting and Evaluation

Before applying, please review the [reporting requirements](#).

Agency Contacts

If you have questions about *programmatic requirements*, contact:

Bill O'Brien

Senior Advisor for Innovation and Director of Creative Forces

202-682-5550

obrienb@arts.gov

If you have questions about *award administration*, contact:

Office of Grants Management

grants@arts.gov

REMINDER: If you have questions about your Grants.gov registration or the mechanics of getting your application through the Grants.gov system, you should contact Grants.gov, not the NEA. Call the Grants.gov help desk at 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 per day, seven days a week.

Paperwork Reduction Act Statement

The public reporting burden for this collection of information is estimated at an average of 20 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. We welcome any suggestions that you might have on improving our Program Solicitations and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: webmgr@arts.gov, attention: Reporting Burden. NOTE: Applicants are not required to respond to this collection of information unless it displays a currently valid U.S. Office of Management & Budget (OMB) control number.

CFDA No. 45.024

OMB No. 3135-0112

Expires 10/31/2025