

Program Solicitation: Sound Health Network

Proposal Receipt Deadline: September 3, 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

The [Sound Health](#) program seeks to expand public understanding of the connections between music and wellness: how music is processed by the brain, how living artful lives through music can impact development and learning, and the therapeutic use of music for specific health conditions. The Sound Health program was launched as a partnership among the National Institutes of Health (“NIH”), the John F. Kennedy Center for the Performing Arts (“Kennedy Center”), and the National Endowment for the Arts (“NEA”) (individually known as “Partner” and collectively known as “Program Partners”).

To date, the Sound Health program has produced concerts, workshops, symposia, and other events to spotlight important work at the intersection of music, neuroscience, music therapy, and music education. Following publication of a jointly-authored [article](#) in the scientific journal *Neuron*, NIH announced a trans-agency working group, followed by research funding opportunities cosponsored by the NEA. On a parallel track, the NEA provided direct support for several [NEA Research Labs](#) focused on examining music and its relationship to neuroscience, cognition, and health and wellness. It had become clear that greater organizational capacity was needed to create and sustain the network of trans-disciplinary researchers and practitioners, to strengthen and promote knowledge about music’s role in brain development and health and wellness for people of all ages.

In response to this need, the NEA established the [Sound Health Network](#) (distinct from the Sound Health program) to connect subject matter experts in music and health (both individuals and organizations) and other appropriate entities in order to harvest and inform each other’s work. Since its public launch in January 2021, the Sound Health Network (SHN) has developed and maintained, at a minimum, a directory and website or online platform for resources and activities related to music and health; held in-person convenings; hosted webinars, workshops, and discussion groups; communicated with the general public through social media and newsletters; and created an online database of key scientific publications on music and health research. The mission of SHN is to promote research and public awareness about the impact of music on health and wellness.

On December 13-14, 2023, a historic gathering—titled “Music as Medicine: The Science and Clinical Practice,” cosponsored by NIH, the NEA, and others—identified the need for continued progress, on several fronts, to accelerate the growth and dissemination of rigorous evidence

supporting policy, practice, and public awareness about music’s benefits for health and healing. Those areas include:

- **Collaborative research capacity-building:** creating opportunities for the exchange of insights and information among researchers from different fields of expertise: scientific researchers (e.g., within neuroscience, psychology, medicine, and other areas of biomedical and behavioral research), health practitioners (e.g., music therapists, providers of music-based interventions in healthcare settings, and other healthcare providers), musicians, and music educators. Consultative support for, and facilitated small-group meetings of, these groups, as well as the development of translational materials (e.g., research summaries, policy briefs, fact sheets), will strengthen the quality and competitiveness of these practitioners’ research proposals to funders of music-and-health research and practice.
- **Convenings:** in addition to small-group meetings of the type referenced above, periodic (e.g., annual) large gatherings of researchers and practitioners across the domains of music, music therapy, neuroscience, and healthcare will create opportunities to network and showcase their work for each other and, potentially, for a wider audience.
- **Communications:** better promotion and distribution of publications, events, and funding opportunities concerning music, neuroscience, and health through a variety of media platforms, as well as outlets and professional development opportunities for researchers to better share their findings with the general public (e.g., organizing conference panel sessions involving such researchers and promoting their work via social media and/or through videos or podcasts).

Scope of Work

The purpose of this program solicitation is to select an organization (Cooperator) to build on the significant achievements of the SHN, while focusing on the approaches listed directly above.

In brief, the Cooperator will:

- Coordinate the SHN so that its Network Participants can share and amplify research and practice in the areas of music, music therapy, neuroscience, health and wellness, and economics. The Network Participants comprise the Program Partners (including the initial partners, but also any other partner organizations that may be incorporated into the program), relevant subject matter experts (individuals and organizations), and other related groups and/or individuals. The SHN will convene regularly to discuss research findings and consider the potential implications for the field.
 - NOTE: The SHN may also form ad hoc groups or undertake similar efforts as needed to efficiently conduct its work.
- Maintain, update, and promote the platform of relevant SHN research findings, programs, and related events, for Network Participants and the general public, respectively.

- Produce and disseminate topical resource materials through the SHN platform or directly to Network Participants.
- Implement a process for facilitating engagement with Network Participants and/or direct engagement with the general public through opportunities such as webinars, panel discussions, and public speaking engagements.
- Maintain, increase, and update a directory of potential Network Participants.
- On an ongoing basis, conduct quantitative and qualitative evaluation activities that measure success and performance of the SHN, such as metrics, about research and social media reach, as well as partner, expert, and discipline engagement.
- Build and maintain, as well as facilitate and support, affinity groups, defined as small groups that have a common interest in a specific topic related to music and health (e.g., students, music therapists, musicians) and/or have common stakeholders (e.g., regional, state, and local arts agencies, and national arts service organizations); obtain NEA approval for the focus areas of the affinity groups; and maintain and update an inventory of the affinity groups and their members. Individual membership in affinity groups will be opt-in, and will not require approval by the NEA.
- Provide consultative services and logistical support to Network Participants seeking to collaborate on related research projects or events, and help connect researchers to musicians, as appropriate.
- Develop and implement a comprehensive communications plan designed to disseminate information from the SHN regarding key findings, important engagements, etc. to stakeholders.
- Establish and maintain at least one technical working group composed of representatives from Network Participants and other experts in the field or related field(s), to provide the Cooperator with broader perspectives on the SHN and additional expert knowledge on its mission and strategic planning.
- Develop a financial strategy to increase income and revenue to ensure the long-term financial stability of the SHN.
- Prepare and deliver a briefing to the NEA on challenges, needs, and growth areas for the SHN, with recommendations on how the work of the SHN can be sustained beyond the conclusion of the Cooperative Agreement's period of performance.

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

All program elements 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. 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, through the NEA's Project Director, with other agency staff as appropriate, on all aspects of this program.

The Cooperator will consult with, and secure the approval of, the NEA's Project Director in carrying out the responsibilities 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.
- Develop and implement a work plan for the activities supported by this Cooperative Agreement and meet regularly with the NEA Project Director to monitor progress in completing the project activities.
- At the direction of the NEA Project Director, coordinate the SHN for Network Participants to share and leverage research in the areas of neuroscience, music therapy, health and wellness, and economics. The Network Participants will convene regularly (either in-person or virtually) to discuss research findings and consider the potential implications for the field.
 - Create, maintain, and update a directory of existing Network Participants and their areas of expertise, relevant speaking engagements, and other relevant details through a variety of ways including, but not limited to, conducting literature reviews or field scans and by consulting the Program Partners. Propose potential additional Network Participants to the NEA, and create and present a comprehensive marketing and communications plan for the SHN including the benefits of participation.
 - Working with the NEA Project Director, identify a process for announcing and promoting SHN activities and participation thereof as needed, and field inquiries from groups and individuals seeking to participate in the SHN.
 - Establish and maintain at least one technical working group composed of representatives from Network Participants and other experts in the field or related field(s), to provide the Cooperator with broader perspectives on the SHN and additional expert knowledge on its mission and strategic planning.
 - One of these technical working groups will be comprised of representatives, identified in consultation with the Program Partners, who are engaged in music and health topics. On a regular basis (e.g., quarterly), the Cooperator will coordinate meetings of this technical working group, including the Program Partners, if requested by the NEA Project Director.
 - Propose Network Participant meeting/activity formats and frequencies, dates, topics, schedules, and presenters.

- Develop (or co-develop) and present (or co-present) quarterly webinars.
- Arrange for any resources necessary for meetings/activities (e.g., teleconference or webinar software; materials; room rental; supplies; photography, video, and/or audio recordings and/or transcription services), as appropriate.
- Pay the travel expenses and fees of any presenters, participants, consultants, or contractors, as appropriate.
- Document each of the SHN meetings/activities and, at minimum, produce a written summary of key presentations, activities, and outcomes to share with the public. Other ways to document may include but is not limited to video and/or audio recording, photography, and live broadcasting. The decision to document in other ways beyond a written summary shall be coordinated at the direction of the NEA Project Director.
- Give presentations, and distribute expert knowledge and/or applicable resources regarding the SHN at professional conferences and convenings. Seek approval from the NEA Project Director prior to submitting presentation proposals to professional conferences and convenings.
- On an ongoing basis, identify opportunities for research and/or programmatic collaborations within the SHN, coordinate dialogues between and among Network Participants, gather background information as needed, and recommend action items to the NEA Project Director.
- Secure NEA approval on all of the above program aspects before final arrangements are made.
- Provide a central coordinator to the SHN, as well as all necessary administrative support for the SHN. The central coordinator will make connections between projects, administer resources, and meet regularly with the NEA Project Director to monitor project activity progress. The central coordinator may also be requested by the NEA Project Director to provide periodic project updates to the other Program Partners in a mutually agreed upon format.
- On an ongoing basis, assess the availability of new research findings and related information that can be shared with various public stakeholders through a variety of formats and/or on multiple platforms. Examples include, but are not limited to papers, books, policy briefs, webinars, social media, podcasts, and presentations. Produce and disseminate resource materials (e.g., research summaries, fact sheets, roster of Network Participants, etc.) to Network Participants and the general public, as appropriate. The NEA Project Director will provide input on specific areas of interest and will review and approve resource materials before they are disseminated through the directory of Network Participants.
- Develop, host, maintain, update, and promote the SHN website and online platform(s) of relevant SHN research findings, publications, programs, and related events, for Network Participants and the general public.

- Provide plans for the platform’s functionality and design to the NEA Project Director for review and approval.
 - Provide all information necessary for the NEA Project Director to have full access to and use of the platform throughout the Cooperative Agreement period of performance.
 - Design and maintain the platform in a manner that will ensure the content on the platform may be easily shifted to another site at the conclusion of the cooperative agreement and transferred to the NEA, a new Cooperator, or a third party, if necessary.
 - Gain approval of all platform content from the NEA Project Director.
 - Secure all the proper and relevant intellectual property rights, permissions, licenses, waivers, releases, consents and/or privileges (the “Rights”) for the content proposed to be posted on the platform (see below for additional information on the Rights, as defined below).
- Identify and share relevant engagement opportunities for Network Participants to further the SHN and contribute content for the platform.
 - Form *ad hoc* technical working groups of experts and other Network Participants as needed, to assist with gathering and analyzing research and policy information, and fostering trans-disciplinary and cross-sectoral dialogues about new and existing research and implications for research and policy. The Cooperator should ensure that the structure and activities of these working groups are not subject to the Federal Advisory Council Act (FACA) regulations.
 - Provide consultative services and logistical support to Network Participants seeking to collaborate on related research projects or events, as appropriate. This may include: staffing, scheduling, and facilitating meetings or teleconferences; taking meeting notes or minutes; and developing and presenting background materials to aid discussions.
 - Develop and maintain a financial plan that will enable the SHN to become more fully sustainable within three to five years. The plan will include strategies and timelines for acquiring increased funding or in-kind support from organizations other than the NEA in compliance with 2 CFR 200 and the General Terms and Conditions of the cooperative agreement. The plan must be approved by the NEA.
 - Secure the NEA’s prior approval of any organizations or individuals that might offer to sponsor or financially support the SHN activities under the Cooperative Agreement. Coordinate with such organizations or individuals as appropriate.
 - Prepare and deliver a briefing to the NEA, prior to the end of the period of performance, on challenges, needs, and growth areas for the SHN, with recommendations on how the work of the SHN can be sustained beyond the conclusion of the Cooperative Agreement’s period of performance.

- Coordinate with the NEA’s Office of Public Affairs (OPA), facilitated by the NEA Project Director, to develop and implement a comprehensive communications plan for SHN activities under this Cooperative Agreement.
- Produce all communications and materials under this Cooperative Agreement in an accessible format and style compatible for dissemination through the NEA’s online platforms and compliant with federal law and regulation. Updates and revisions to the communications plan must be approved by the NEA Project Director prior to implementation.
 - Obtain prior approval by the NEA Project Director of all public communications, materials, presentations, and press releases, as well as speaking engagements, contacts with the press, and publications, such as commentary or opinion pieces.
 - Include NEA-designated crediting language in all appropriate communications and materials produced for and by the SHN.
 - Include the NEA logo in a prominent area of the SHN website and online platform and other content, and clearly acknowledge the funding source in a manner approved by the NEA. NEA may provide any additional acknowledgement requirements later, as appropriate. The Cooperator will coordinate with the NEA on all third-party branding, to ensure compliance with federal ethics and intellectual property obligations.
- Secure NEA approval of any and all consultants, contractors, or partner organizations that will be working with the Cooperator on SHN activities, 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 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, consultants’ or vendors’ unrelated activities. The Cooperator must seek approval for any contracts with consultants or vendors before they are engaged.
- Secure all necessary intellectual property rights, permissions, licenses, waivers, releases, consents and/or privileges (the “Rights”) as appropriate to the project. The Rights may include, but are not limited to synchronization rights, master rights, performance rights, composition rights, content rights, and likeness/publicity rights as applicable, and should encompass use on the SHN website and online platform. The NEA reserves the right, in its sole discretion, to determine whether the Rights provided are satisfactory. 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 under the Cooperative Agreement.

- No later than 120 days after the completion or termination of the Cooperative Agreement, submit a Final Descriptive Report (FDR), a Federal Financial Report (FFR), and a Geographic Location of Project Activity Report (GEO) through the Cooperator's NEA REACH online account.

NEA Project Director Responsibilities:

- Work with the Cooperator to refine the project plans, budget, and schedule of all program components, in consultation with the NEA's Office of Grants Management, as relevant. Significant changes in the scope of work for the Cooperative Agreement must be approved by the NEA's Office of Grants Management. Once the award is made, the NEA Project Director is not authorized to change the scope of work as stated in the Cooperative Agreement or to obligate the Government in any way.
 - Make recommendations on, review, and/or approve:
 - Potential new Network Participants
 - Meeting/activity formats, dates, topics, schedules, and presenters
 - Topical resource materials (e.g., research summaries, policy briefs, fact sheets) to be shared within the SHN and with the general public
 - Design and content of the online platform containing project information and resource materials
 - Project staff, consultants, contractors, and partners necessary to carry out all aspects of the project
 - Potential organizations or individuals that might offer to sponsor or financially support the SHN activities, in consultation with the NEA's Office of Grants Management and Office of General Counsel, as necessary
 - All public communications (including but not limited to overall strategy, resource materials, press releases, presentations, as well as speaking engagements, contacts with the press, and publications, such as commentary or opinion pieces), in conjunction with the NEA Office of Public Affairs
 - Work with the Cooperator to develop a list of potential new Network Participants to engage in the SHN. Provide appropriate background information to the Cooperator on individuals/organizations that the NEA, or potentially other Sound Health Program Partners, suggest.
 - Meet regularly with the Cooperator to monitor progress in completing all aspects of the project.
- Act as liaison between the Cooperator and other NEA offices including to ensure that the Cooperator secures the Rights to NEA's satisfaction, or in limited circumstances between the Cooperator and other Program Partners.

- Provide crediting requirements, drafted in coordination with or approval by the NEA Office of Public Affairs, NEA Office of General Counsel, and NEA Office of Grants Management, to the Cooperator.

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 \$300,000, contingent upon the availability of funds. This Cooperative Agreement will require a cost share/match of 10% of the award amount. Cost share/matching funds cannot include additional funds from the NEA or any other federal sources.

The NEA may renew this Cooperative Agreement up to four (4) times, subject to agency priorities, the availability of funds, Cooperator performance, and the agency's regular review process. Subsequent award renewals may include a lower NEA award amount and an increased cost share/match percentage. The cost share/match amount may increase to 20% of the total award amount in the first renewal award; to 25% in the second renewal award; 40% in the third; and 50% in the fourth and final renewal award. The exact level of the NEA award amount and cost share/match requirement [or ratio] for the renewals will be determined by the NEA in consultation with the selected Cooperator at a later stage.

Any project costs beyond \$300,000 must be covered from sources other than the NEA. The NEA expects the Cooperator to account for income from goods and services generated through the SHN. All earned income must go back into the operating budget for the SHN. NEA should be apprised of any other sources of funds before such funds are secured, to assure compliance with federal ethics obligations and other applicable laws and regulations.

Period of Performance

This Cooperative Agreement will begin on or after July 1, 2025, and may continue up to 24 months.

An organization may not receive more than one NEA award for the same costs/activities during the same or an overlapping period of performance. In addition, different awardees may not receive other federal funds for the same project costs during the same or an overlapping period of performance.

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

Applicant Eligibility

U.S. institutions of higher education and nonprofit, tax-exempt 501(c)(3), U.S. organizations with their core components having a focus in healthcare research, policy, or administration may apply. To be eligible, **the applicant organization must:**

- Meet the NEA's [Legal Requirements](#) at the time of application.
- 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.

You may apply to other NEA funding opportunities, including Grants for Arts Projects, in addition to this program solicitation. In each case, 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.

Application Review

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

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

- Degree to which the proposal demonstrates a comprehensive understanding of the project's requirements.
- Ability to identify established and emerging practices in the fields of brain research, music, cognition, health and wellness, and economics.
- Quality of the products and services that the project will deliver.

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

- Degree to which the project correlates to the applicant's mission and programs.
- Applicant's experience coordinating similar or related projects, including communicating neuroscience research to both lay and technical audiences.
- Clarity of the project activities, including strategies to successfully meet short- and long-term project goals.
- Ability to carry out the project based upon factors such as the budget, a realistic timeline to complete the project, the applicant's ability to raise non-NEA funds to complete the project, and the resources or partners involved.

Note: Priority will be given to applicants with the following types of previous experiences: history of funding from the NEA and/or NIH; working with arts organizations and biomedical or behavioral researchers; creating and maintaining a network of similar scope to the SHN; and communicating neuroscience and health-related research to both lay and technical audiences.

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 September 3, 2024.** We strongly recommend that you submit by August 27, 2024, 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 registration 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 as of 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 or 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: NEAPS2407

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)**. More information on participant roles can be found [here](#).
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](#). NOTE: Do not enter a DUNS number here. **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: *Sound Health Network*.

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 24 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 **mission and principal programs**.
- b) Your organization's **experience** in coordinating similar or related projects, including any prior funding from the NEA or NIH, and history of working with arts organizations and biomedical or behavioral researchers; identifying established and emerging practices in the fields of brain research, music, and wellness; developing and maintaining strategic partnerships, networks, and strategies to successfully meet short- and long-term project goals; and communicating neuroscience research to both lay and technical audiences.
- c) **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. Discuss any proposed contractors, consultants, partners, or special resources that might be needed.
- d) **Schedule** of key project planning and implementation dates.

ATTACHMENT 2:

To this button, attach **brief bios** (up to one page per person, up to five (5) people) for the key personnel to be involved in the project. Briefly describe the qualifications, roles, responsibilities, and percent of time to be devoted to the project by key personnel. Include, as appropriate: education; professional experience and honors; selected peer-review and non-peer review publications; history of ongoing and completed research support, including sources of support; and research and communication skills, particularly those that are relevant for the proposed project. Include affiliations within the past year and through the following year.

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 \$300,000. Total project costs and income should be at least \$330,000 to include grant amount and cost share.

ATTACHMENT 4: OPTIONAL

To this button, attach a brief sampling of **support material** that can provide evidence of your ability to serve as the Cooperator for this project.

This may include, but is not limited to, publications, website material, video samples or documentation of previous activities, reports, or other items that can help in the review of your application.

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 site that requires 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

- Check the size of your electronic application. The total size should not exceed 10 MB.
- 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. Detailed instructions can be found [here](#). **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.**
- **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.

For more information about checking Grants.gov application status and a complete list of statuses, see [here](#).

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

For additional help on how to use Grants.gov, see the Grants.gov website at [Support](#). You can also email the Grants.gov Contact Center at support@grants.gov or call them at 800-518-4726, 24 hours a day, and 7 days a week.

Award Administration

Final Reporting

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

Travel Policy

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 travel costs for federal staff, federal contractors, or members of the National Council on the Arts.

*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 NEA in all material related to this project. The NEA will provide the Cooperator with specific requirements for this acknowledgment.

Subsequent Cooperative Agreements

The NEA 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. Subsequent award renewals may include a lower NEA award amount and an increased cost share/match percentage. The cost share/match amount may increase to 20% of the total award amount in the initial renewal award; to 25% in the second renewal award; 40% in the third; and 50% in the fourth and final renewal award. The exact level of the NEA award amount and cost share/match requirement [or ratio] for the renewals will be determined by the NEA in consultation with the selected Cooperator at a later stage.

Ownership and Use of Materials

Ownership of the SHN website and online platform, which includes Network Content created in the course of this Cooperative Agreement, shall be governed by 2 CFR 200.315. Cooperator shall maintain the platform, including archived materials and correspondence (such as emails and listserv messages sent and received through the platform and/or newsletter sharing platforms), during the term of this Cooperative Agreement. The NEA has unlimited, royalty-free perpetual Rights to the use of the platform, including any third-party material obtained or licensed for use in the platform for federal government purposes. Neither the Cooperator nor the NEA shall have ownership of any property, tangible or intangible, belonging to a third party. The Cooperator agrees to only make use of the platform in a manner consistent with the Cooperative Agreement (including but not limited to crediting requirements) in perpetuity.

During the term of this Cooperative Agreement, Cooperator shall not transfer, assign, or designate ownership of the platform to any third-party entity. At the end of this Cooperative Agreement, if the NEA decides to transfer the platform either to itself or to another NEA approved entity, Cooperator will only implement such transfer with NEA's prior approval.

The Sound Health program (distinct from the Sound Health Network) is owned by the Program Partners.

General Terms and Conditions

NEA Cooperative Agreements are subject to the [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#). Subgranting is not permitted as part of this Cooperative Agreement.

NOTE: OMB issued new [2 CFR Part 200](#) Guidance in April 2024. Awards made after October 1, 2024, will be subject to the new guidance. The NEA will provide General Terms and Conditions incorporating the new guidance to recipients prior to issuing awards.

Project Reporting and Evaluation

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

Assurance of Compliance

By signing and submitting its application form on Grants.gov, the applicant certifies that it is in compliance with the statutes outlined below and all related National Endowment for the Arts regulations and will maintain records and submit the reports that are necessary to determine compliance.

We may conduct a review of your organization to ensure that it is in compliance with these statutes. If the NEA determines that a grantee has failed to comply with any of these statutes, it may suspend or terminate the award, and/or recover funds. This assurance is subject to judicial enforcement.

The applicant certifies that it does not discriminate:

- On the grounds of race, color, or national origin, in accordance with **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d et seq.), implemented by the National Endowment for the Arts at 45 CFR 1110.
- Solely on the grounds of disability, in accordance with **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794), as amended, and implemented by the National Endowment for the Arts at 45 CFR 1151, and the **Americans with Disabilities Act of 1990** ("ADA"), as amended, (42 U.S.C. 12101 et seq.).
- On the basis of age, in accordance with the **Age Discrimination Act of 1975**, as amended (42 U.S.C. 6101 et seq.) and implemented by the National Endowment for the Arts at 45 CFR 1156.
- On the basis of sex, in any education program or activity, in accordance with **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681 et seq.).

The applicant should inform the public that persons who believe they have been discriminated against by the applicant on the basis of race, color, national origin, disability, sex, or age may file a complaint with the Director of Civil Rights at the National Endowment for the Arts.

The applicant will forward all complaints for investigation and any finding issued by a Federal or state court or by a Federal or state administrative agency to:

Director, NEA Office of Civil Rights
Email: civilrights@arts.gov

The applicant shall maintain records of its compliance and submission for three (3) years. The applicant will compile, maintain and permit access to records, as required by applicable regulations, guidelines or other directives.

The applicant must also certify that it will obtain assurances of compliance from all subrecipients and will require all subrecipients of National Endowment for the Arts funds to comply with these requirements.

The United States has the right to seek judicial or administrative enforcement of this assurance.

Agency Contacts

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

Office of Research & Analysis
NEAResearchGrants@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.

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Expires 10/31/2025