

Program Solicitation

2023 NEA Jazz Masters Tribute Concert and Related Events

Application Deadline: January 13, 2022

Applications must be submitted electronically through Grants.gov, the federal government's online applications 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 to Grants.gov by January 3, 2022**, to give yourself ample time to resolve any problems that you might encounter.

Description of Funding Opportunity

The National Endowment for the Arts (NEA) is seeking an organization (Cooperator) to produce and coordinate a free, public Tribute Concert (the "Concert") and related events honoring the 2023 NEA Jazz Masters Fellowship honorees. The **NEA Jazz Masters Fellowship** is the highest honor that our nation bestows upon a jazz musician or jazz advocate. Since 1982, the NEA has awarded 165 fellowships to great figures in jazz. In 2023, we anticipate honoring four individuals (generally three jazz musicians and one jazz advocate).

The Concert will take place in the Washington, DC metropolitan area, to draw a robust in-person audience, in addition to virtual audiences from around the globe. The Concert must take place in April 2023 to coincide with Jazz Appreciation Month. Project activities may also occur in conjunction with other related events undertaken separately by the Cooperator during April 2023, such as an established jazz festival.

The Concert should highlight the honorees' individual, collective, or advocacy accomplishments in jazz, as appropriate. Applicants are encouraged to present innovative approaches to showcase the honorees through the events' design and event-related marketing and public relations efforts. The Concert may include, but is not limited to, performances by leading jazz artists that celebrate the 2023 honorees' bodies of work, history, or style.

The Cooperator will produce, broadcast, and webcast/stream a live, high-definition video of the public Concert, and secure all related music licenses and necessary permissions. The Cooperator will webcast the Concert live via the NEA's website, **arts.gov**, and propose and secure other opportunities for webcasting/broadcasting partnerships among other federal, state, and local government agencies; public radio and/or television, satellite radio, NEA partners and designees; and music service organizations, as appropriate. The Cooperator will provide a copy of the high-definition broadcast to the NEA for subsequent non-commercial use, to include archiving on the NEA's website and YouTube channel, as well as successor technologies and platforms.

In addition, the Cooperator must propose related events that complement the public Concert. Examples include but are not limited to: pre-Concert traditional and online media engagements; public listening/viewing parties; or other activities to extend the reach of the Concert beyond the jazz field. Educational activities could include: workshops, master classes or short-term artist residencies in educational or community settings; and mentorship sessions between jazz education students, emerging artists, and the 2023 honorees.

The Cooperator will contract with an experienced video production vendor to produce two- to four- minute Video Tributes for each honoree per the specifications and timeline agreed by the parties. The NEA's Office of Public Affairs (OPA) will interview the honorees for the Video Tributes and participate in other aspects of the video production. The Cooperator shall ensure that the permissions and licenses for the participants, images, and music used in the Video Tributes allow the uses required by the NEA, including but not limited to the use, broadcast, and webcast/streaming of the Video Tributes during the Concert as well as later non-commercial, educational use by the NEA on streaming platforms. The Cooperator will be responsible for securing all permissions in a timely manner per specifications and timeline set forth in the Cooperative Agreement.

Scope of Work

The purpose of this Program Solicitation is to select an organization (Cooperator) to produce and coordinate the 2023 NEA Jazz Masters Fellowships Tribute Concert and related events in collaboration with the NEA. In brief, the Cooperator will:

- Produce a free, public Concert in an indoor venue in the Washington, DC metropolitan area in April 2023.
- Coordinate program components such as a live stream/webcast and terrestrial and Internet radio broadcasts of the Concert; a marketing and public engagement strategy that appeals to local, national, and global audiences; and related events as detailed below.
- Contract with a professional video production vendor to produce Video Tributes for each 2023 honoree per the specifications and timeline set forth in the Cooperative Agreement.

Notice: Outside the scope of this Cooperative Agreement, but in tandem with the Concert and related events, other activities such as an honoree dinner and a separate reception event will take place that make use of NEA contracts and gift funds.

NOTE: Throughout this Program Solicitation, there are numerous references to in-person events and activities. Our hope is that these in-person events will occur, in accordance with relevant health guidelines. However, it is expected that all such events 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 events to minimize or avoid cancellation costs that might occur if activities cannot be 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 NEA staff as appropriate, on all aspects of this program. The NEA's Project Director will be the Director of Music & Opera. The Cooperator will consult with, and will secure the approval of, the NEA's Project Director in carrying out the responsibilities listed below.

The Cooperator will:

- Propose an indoor venue where the Concert and related events will take place, and prepare a comprehensive project plan, budget, and detailed schedule for the series of events celebrating the 2023 honorees.
- Produce the 2023 NEA Jazz Masters Fellowships Tribute Concert.
 - Identify and contract with an appropriate venue for the Concert that can accommodate an in-person audience of approximately 400 to 2,000 individuals. The venue must also have the capacity for high-quality live streaming/webcasting and broadcasting. The Cooperator will work with this facility to ensure a clear outline of roles and responsibilities.
 - Develop and produce materials for the Concert including a run of show (up to 75 minutes in duration); scripts; performer and speaker schedules; lighting and sound design; invitations, signage and ticket designs; design and printing of event programs; and other relevant requirements.
 - Assure all necessary materials, services, and equipment to carry out the Concert are available.
 - Provide accessibility accommodations, including but not limited to closed and/or live video captioning, other assistive aids and devices, live captioning and equipment for captions display for in-person events, sign language interpretation, and large-print programs.
 - Confirm that all event locations are free to the public and fully accessible in compliance with the Americans with Disabilities Act, as amended as well as Section 504 of the Rehabilitation Act.
 - Identify and contract with an experienced jazz concert producer and provide their qualifications to the NEA prior to engaging the producer. Contract with, as needed, any vendors necessary to carry out the Concert such as consultants, musicians, and production crew.

- Coordinate and produce a multi-camera, high-definition, live-edited, and live-captioned video webcast of the Concert. The video should be simultaneously live streamed (in appropriate resolution) via the NEA’s website, arts.gov, using YouTube Live Stream or an equivalent service compatible with a Drupal platform, and through terrestrial and Internet radio (broadcasts).
- Provide a high-resolution digital copy of the Concert to the NEA’s OPA the day after the Concert for archiving on the NEA’s website and YouTube channel.
- Contract with an experienced video production vendor to create two- to four-minute, closed-captioned, fully-transcribed Video Tributes for each of the 2023 honorees to be included in the Concert and for subsequent non-commercial, educational uses by the NEA, with the provision that interviews will be conducted by designated NEA staff. Provide two final high-resolution digital copies (one with credits, and one without) of each Video Tribute to the NEA Project Director before the Concert according to the deadlines and schedules required by the NEA.
- Contract a photographer to provide photography services for the Tribute Concert and all related events. A selection of photos, including images of each 2023 honoree, will be delivered to the NEA the morning following the event. All photos will be delivered to the NEA within a week of the event.
- Manage logistics relating to the Concert and related events:
 - 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; and per diem including lodging (up to three nights) for four 2023 honorees and one guest per honoree, when honorees (or their designees) attend the Concert in-person, as well as for all Concert performers and presenters. Provide Cooperator’s personnel to greet the honorees as well as all Concert performers and presenters upon arrival at airports or train stations.
 - Manage Concert ticketing, to include RSVP lists, audience check-in, and seating arrangements. With the NEA, coordinate on a guest list for special invitees. Provide reserved seating for honorees and other special invitees. Develop a seating chart for approval by the NEA.
 - Ensure that all materials developed for the Concert (e.g., publications, signage, press packages) will be available at locations designated by the NEA.
 - Arrange for all pre- and post-Concert related events. The Cooperator is responsible for any room/venue rental costs, as well as any necessary payments for the speakers or special participants other than the 2023 honorees. Coordinate and produce recordings and/or webcasts of related

events as agreed to by the Parties. Secure all necessary permissions from performers and participants and music licensing for any recorded events. Proposed programmatic content, key participants, activity schedules, and venues will be subject to NEA approval.

- Work with the NEA to jointly develop a comprehensive communications and marketing strategy that encompasses the public announcement of the 2023 honorees, the Concert, and all related events. The NEA will take the lead in developing media materials. The Cooperator will take the lead on securing marketing opportunities for the event(s) and is expected to leverage its own existing membership and subscriber base, as appropriate.
- Assist the NEA communications strategy by supporting the preparation and production of marketing and press materials as requested; create appropriate print, broadcast, digital, and social media distribution lists and other appropriate contacts for the public announcement and for the event(s); work with media outlets and freelance writers to maximize program coverage and reach; assist with on-site media management at the Concert venue and related event locations; and promote media stories on the NEA Jazz Masters Fellowships program, the 2023 honorees, and jazz.
- Coordinate with and assist the NEA OPA with onsite Concert venue media staffing, photo sessions, interviews, and press inquiries.
- Secure all necessary rights, permissions, licenses, and releases as appropriate to the project (the “Rights”) including, but not limited to, the Concert, the Concert broadcast archival recording, Video Tributes, and related events. The Rights may include, but are not limited to, permissions for audio, video, visual images, music, and musical performances, location, likeness and publicity rights. If relevant, the NEA Project Director will coordinate appropriate 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 must accept sole responsibility, and 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 any permissions/releases must be provided to the NEA in accordance with the deadlines established in the Cooperative Agreement and in accordance with the requirements provided by the NEA. The Cooperator is responsible for all image and music licensing fees, performer fees, and other participant fees for the Concert, Video Tributes, and related events.
- Follow the Cooperator’s 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 200.317-.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 non-Jazz Masters activities.

- The Cooperator will coordinate and make payment for all travel arrangements of consultants or vendors selected by the Cooperator as part of this project, and secure approval from the NEA before they are engaged.
- Secure in advance NEA approval of any other organizations or individuals that might offer to sponsor activities in conjunction with the Concert. Coordinate with any such sources as appropriate. Such sponsorships, or similar relationships, are permissible on a case-by-case basis, in accordance with federal rules on endorsement and private promotion.
- Provide the NEA Project Director with project updates, in a mutually-agreed-upon format and timeline.
- 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.

Responsibilities of the NEA Project Director

The NEA Project Director will:

- Prepare and post guidelines to solicit NEA Jazz Masters Fellowships nominations.
- Organize and oversee the review of nominations for the 2023 NEA Jazz Masters Fellowships, through an advisory panel and National Council on the Arts review and approval by the NEA Chairman.
- Confirm the availability of the proposed 2023 honorees for the scheduled event(s).
- Provide biographical and contact information on the 2023 honorees to the Cooperator.
- Work with the Cooperator to refine project plans and components, budgets, division of responsibilities, and event(s) schedule.
- Approve the date(s) and location(s) of the 2023 Concert and related events.
- Approve any project staff, consultant(s), and/or contractor(s) proposed by the Cooperator.

- Coordinate with the NEA OPA and the Cooperator on the press release announcing the 2023 honorees. Coordinate with the Cooperator on determining the date and format for all 2023 NEA Jazz Masters Fellowships public announcements.
- Designate NEA staff to conduct interviews with the 2023 honorees to be included in the Video Tributes.
- Review and approve all draft stages of the Video Tributes' production as well as provide final approval for each Video Tribute.
- Review and approve logistical plans to live stream/webcast and broadcast the Concert.
- Review and approve promotional plans and materials for the event(s).
- Review and approve the proposed producers, run of show, scripts, musical performers, and other event participants.
- Approve plans for the related event(s), including moderator(s), performers, and other participants.
- Approve any organizations or individuals that offer to sponsor activities in conjunction with the Concert.
- Work with the Cooperator on the ticketing policy, including but not limited to, advertising for tickets and pre-Concert and stand-by ticket distribution, as well as the guest lists for the Concert and related events. Review and approve the proposed Concert venue seating plan.
- Act as liaison between the Cooperator and other NEA offices (e.g., OPA) involved in the project.

Estimated Schedule

The schedule below is a **preliminary, tentative schedule only**. The National Endowment for the Arts will work with the Cooperator to refine this information once the Concert and related events dates have been determined.

Summer 2022	Cooperator refines project plans and schedule with the NEA; explores and arranges dates, sites, and formats for project components; identifies and seeks NEA approval of proposed producers, schedule, musical programming, and run of show. Secure the video contractor.
Summer 2022 to Fall 2022	NEA provides Cooperator with information on the 2023 honorees. Cooperator and NEA finalize plans for the public announcement of the honorees; continue work on Concert logistics. NEA conducts interviews for Video Tributes.
November 2022	The Cooperator finishes the Video Tributes and submits them and all related permissions, licenses, and other Rights documentation to the NEA for review.
Fall 2022 to Winter 2023	Cooperator, with NEA, develops communications and ticketing policy and guest list for the Concert.
January 2023	Cooperator finalizes all Video Tributes, and provides all executed permissions, licensing, and Rights documentation for the Video Tributes to NEA.
February 2023	Cooperator provides executed permissions, licensing, and Rights documentation for the Concert to NEA.
Winter to Spring 2023	Cooperator finalizes all plans for the Concert and all related activities, in conjunction with the NEA.
April 2023	The 2023 NEA Jazz Masters Tribute Concert takes place.
Within 120 days of the Period of Performance end date	Cooperator submits Final Reports.

Interim reports will be due as documented in writing in the Cooperative Agreement and with mutually agreed upon adjustments as appropriate.

Award Information

Cooperative Agreement Amount

The National Endowment for the Arts expects to award one Cooperative Agreement of up to \$425,000, contingent upon the availability of funds.

This Cooperative Agreement does not require cost share/matching funds. However, any project costs beyond the amount above must be covered from non-federal sources other than the NEA.

Period of Performance

This Cooperative Agreement will begin on or after July 1, 2022, and may extend for up to 18 months.

An organization may not receive more than one NEA award for the same costs during the same or an overlapping period of performance.

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

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; federally recognized tribal communities or tribes; or any of the six Regional Arts Organizations may apply. To be eligible, the applicant organization must:

- Meet the National Endowment for the Arts' "**Legal Requirements**" at the time of application.
- Have at least three years of experience in performing arts presenting and producing prior to the application deadline.
- Have submitted acceptable Final Report packages by the due date(s) for all National Endowment for the Arts award(s) previously received.

An organization may submit only **one** proposal under this program solicitation.

An organization may apply to other NEA funding opportunities; however, such other applications must be for **distinctly different projects**.

Application Information

Applications must be submitted 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 January 13, 2022.** We strongly recommend that you submit your application by January 3, 2022 to give yourself ample time to resolve any problems that you might encounter. Late applications will not be accepted.

Your organization must be registered with Grants.gov before you can apply. Allow at least two weeks for this process if you are a first-time applicant. See "[Organization Registration](#)" for details. If you have already registered with Grants.gov, renew/verify your registration with Grants.gov and make sure that all of your information is current before you apply. See "How to Apply" beginning on page 11 for further instructions.

Late, ineligible, and incomplete applications will not be reviewed.

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.

Application Review

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

The artistic excellence of the project, which includes the:

- Potential for the activities to be carried out at the highest level of artistic quality.
- The applicant organization's commitment to jazz and demonstrated track record in high profile, national event production and presentation.

The artistic merit of the project, which includes the:

- Quality and clarity of the Concert plans.
- Quality of the plans for all related events.
- Quality and clarity of the proposed media and promotion plans.
- Qualifications and experience of project staff.
- Appropriateness of the proposed project budget.
- Ability to complete the project in accordance with the proposed delivery schedule.

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 Chairman. The Chairman makes the final decisions on all awards. It is anticipated that applicants will be notified about the selection of a Cooperator in April 2022.

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.

How to Apply

Refer to the instructions below as you fill out the Grants.gov forms as well as complete the attachments described below.

Register or Renew/Verify Registration with Grants.gov and SAM.gov:

- It is your organization's responsibility to create and maintain a regularly updated registration with both Grants.gov and the System for Award Management (SAM). Grants.gov and SAM.gov registration and maintenance is always free.
- **Grants.gov Contact Center:** Call 800-518-4726, email support@grants.gov, or consult the information posted on the Grants.gov website at [Support](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.
- **SAM Federal Service Desk:** Call 866-606-8220 or see the information posted on the SAM website at [SAM User Help](#).

Go to the Grant Opportunity Package:

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

Funding Opportunity Number: [NEAPS2104](#)

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 Grants.gov 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, 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 form:
 - a. *Application for Federal Domestic Assistance/Short Organizational Form:*
This form asks for basic information about your organization and project.

Instructions for 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.

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: Enter the legal name of your organization as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe.
 - b. Address: Use Street 1 for your organization's physical street address. This address should agree with the address that you used with the SAM (System for Award Management). In addition, use Street 2 for your organization's mailing address if it differs from the physical street address.
 - c. In the Zip/Postal Code box, enter your **full 9-digit zip code**. (You may look it up at <https://tools.usps.com/zip-code-lookup.htm>).
 - d. Type of Applicant: Select the item that best characterizes your **organization** from the menu in the first drop-down box. Additional choices are optional.
 - e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.
 - f. Organizational 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 characters 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. Use the following format: 2 letter State Postal Abbreviation-3 digit District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If you need help determining your current district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter: Jazz Masters Tribute Concert and Related Events.

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, 2022. 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 18 months. Project activities must occur, and the costs you include in your Project Budget must be incurred, within your period of performance.

7. Project Director:

Provide the requested information for the Project Director. Optional: Select a Prefix (e.g., Ms., Mr.)

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.

8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on all matters involving this application. Optional: Select a Prefix (e.g., Ms., Mr.)

If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item

9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. Optional: Select a Prefix (e.g., Ms., Mr.). **The AOR must have the legal authority to obligate your organization.**

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

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.

Submit your Attachments:

The "Attachments Form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer.

1. The Attachments are non-form documents that must be submitted as PDF files.

Non-form 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.

IMPORTANT: No single attachment should be more than 2 MB.

2. Attachment 3, the Project Budget Form, is an Arts Endowment fillable form; you will find a link below. This form can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF.
3. Be sure you are using Adobe Reader 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 Reader and not Preview. If you don't have Adobe Reader installed, you can download it here:
<http://get.adobe.com/reader/>

The Attachments

ATTACHMENT 1: To this button attach your **Application Narrative** (up to 6 pages) that addresses the points below. The file name should indicate the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative").

The information you provide will be reviewed in accordance with the Review Criteria for this project. Please organize your response a), b), c), etc. and use the bolded language in sections A-H as headings for each item.

- a) Your organization's **mission and principal activities**. Include information for all organizations you propose to partner with.
- b) Your organization's **experience in producing and presenting** arts events for the public. Note any major jazz events that you have produced or presented in the past three-five years. Describe your organization's experience producing and presenting live and streamed music events at major landmarks, such as monuments, federal buildings, and other non-traditional and/or high profile music venues. Describe your organization's **networking and communications capabilities**, especially as they relate to the jazz field.
- c) Your proposed **plans for presenting and producing a Concert** to celebrate and honor the 2023 NEA Jazz Masters Fellowship honorees. Describe any **significant dates in the project**, including when the Concert will take place in April 2023. If you are proposing a specific venue(s), producer(s), or participant(s), please list them and the degree of their commitment. If appropriate, describe any separate events or programming, such as a jazz festival, that you would undertake in conjunction with the Concert.
- d) Your proposed **plans for announcing the 2023 NEA Jazz Masters Fellowship honorees**.

- e) Your proposed **plans for related events**.
- f) Your organization's **experience in** producing, or overseeing the production of, webcast-quality **video recording** of live jazz or live performances in other genres and broadcast-quality **audio recording**. Describe your organization's experience in **streaming/webcasting** live events or performances for national and global audiences.
- g) Describe any **special efforts** your organization will undertake to raise national and global awareness about the NEA Jazz Masters Fellowships program, the 2023 Jazz Masters Fellowship honorees, or jazz as an art form through your choice of locations, venues, schedule of activities, webcasting strategies, or any unique resources you intend to bring to the project.
- h) Your organization's **experience in clearing/licensing content for stage, broadcast and internet/social media distribution** especially as they relate to securing rights, permissions, and music licenses for concerts, videos, and other music events. Please include information about any blanket licenses from Performing Rights Organizations that your organization is a party to that would apply to the Concert and/or subsequent recordings of the Concert. Please note whether in fulfilling these obligations your organization would subcontract to obtain capacity to perform clearance/licensing responsibilities or whether your organization would rely on in-house staff and capacity. If the latter, please be prepared to share relevant information about in-house staff's relevant experience and capacity.

ATTACHMENT 2: To this button, attach **brief bios** (a maximum of two to a page) for the key personnel to be involved in this project. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

ATTACHMENT 3: To this button, attach the completed **Project Budget Form**, [\[DOWNLOAD FORM\]](#) [\[INSTRUCTIONS\]](#).

The file name should indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to **\$425,000**. Do not include unallowable costs in your budget.

ATTACHMENT 4: To this button, attach a PDF with one or two recent examples of **programmatic material** that provides evidence of your experience in producing or presenting events that are relevant to this project. The file name should indicate the name of your organization or a recognizable acronym followed by "ProgExamples" (e.g., "ABCOrgProgExamples").

ATTACHMENT 5: To this button, attach a PDF with a web link to a 10-15 minute video

work sample that demonstrates your experience in producing or presenting events that are relevant to this project. 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 a site that requires a work sample to be downloaded (e.g., Dropbox). Please provide an accompanying description that notes, as relevant:

- Relationship of the event to the proposed project.
- Name of the presenters/ensemble/artists/conductor/composer.
- Title of the event/work.
- Date/location of event.

Leave all remaining Attachment buttons blank.

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 go to the Forms tab on the Manage My Workspace page. Click the “Sign and Submit” button under the Forms tab.

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.

3. Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed. Retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.

Verify that your application was validated by the Grants.gov system. Go to **Track My Application** to confirm the validation and track the progress of your application submission through Grants.gov. Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties.

Award Administration

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 federal staff or National Council on the Arts Members' travel.

*The requirements of 2 CFR200.475 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. We 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.

General Terms and Conditions

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

Project Reporting and Evaluation

Through this program we intend to achieve the following objective: *Engagement: Americans throughout the nation experience art*. If an award is received, the Cooperator also will be asked to provide evidence of those results. Before applying, please review the [reporting requirements](#).

Agency Contacts

If you have questions about programmatic requirements, contact:

Ann Meier Baker, NEA Director of Music & Opera
202/682-5455 or bakera@arts.gov

If you have questions about award administration, contact:

NEA 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. 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.