Program Solicitation: Local Arts Agencies National Cohort Program (LAANCP)

Proposal Receipt Deadline: August 6, 2024 by 11:59 p.m. Eastern Time
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 [National Endowment for the Arts](#) (NEA) was established by Congress in 1965 as an independent grantmaking agency of the federal government. The agency extends its work through partnerships and collaborations with state arts agencies (SAAs), regional arts organizations (RAOs), other federal agencies, and the philanthropic sector. The NEA also provides support to local arts agencies (LAAs) that in turn provide services, programs, and grants to communities across the United States. These partnerships broaden the NEA's impact, allowing public support to reach diverse communities across the country.

LAAs play a central role within an ecosystem of creative workers, residents, visitors, arts and cultural organizations, local municipalities, and other partners. They are constantly evolving and innovating to meet the needs of their communities, whether they serve a single village or a multi-state area. LAAs may be a department of local government, a nonprofit organization, or a public-private partnership. They occupy a critical position as grassroots arts funders, serving as key partners for both SAAs and RAOs and offering opportunities for individuals and communities to lead [artful lives](#).

The NEA primarily supports LAAs through the agency's Grants for Arts Projects (GAP) and Our Town programs. In 2021, the NEA made an additional investment in LAAs through appropriations from the American Rescue Plan Act, providing more than [$20 million in grants to 66 LAAs for subgranting programs](#). To further strengthen the LAA field, the NEA is launching the *Local Arts Agencies National Cohort Program (LAANCP)*. The NEA's primary goals for this program are: 1) to build and strengthen a network of LAAs throughout the country and facilitate a multi-dimensional learning community for LAA leaders to exchange strategies and tools to respond to the field's trends and learn from peers and the field's experts; and 2) to offer resources and other assistance to LAAs based on best practices in the field. To these ends, the NEA is currently managing a two-part research study about the LAA field. We expect early study findings to inform the work of the LAANCP initiative.

The NEA seeks a Cooperator to manage this new initiative, providing services such as dedicated coaching, virtual programming, access to on-demand resources, in-person convenings, networking, and peer learning activities.

Scope of Work

The purpose of this program solicitation is to select an organization (Cooperator) to administer the LAANCP as described below. In brief, the Cooperator will:

- Plan, coordinate, and implement a multi-dimensional **learning community with related resources** that will support the effective leadership, organizational health, and community impact of Local Arts Agencies.

  o **Build a Resource Team**: Recruit, select, contract with, and support a team of subject matter experts to serve as Resource Team Members who will provide on-demand assistance to LAAs, create materials, and produce content for program offerings. The resource team should include members who can assist the LAAs with challenges related to the equitable development of arts programing for a variety of constituents, as well as support LAAs' work in collaboration with other sectors, such as health, climate, and transportation.

  o **Produce and Maintain Virtual Programming**: Create, host, and archive a series of webinars on key trends in the LAA field on the LAANCP website. Offer opportunities for virtual peer-to-peer learning on a variety of topics, including grantmaking, outreach and marketing, program development, public art, cross-sector work, research and data management, and staff retention, among others.

  o **Develop Written Materials and On-Demand Resources**: Create and maintain a resource page on the LAANCP website, including materials such as essays, case studies, tip sheets, archived webinars, and field updates.

  o **Establish and Maintain at least one Technical Working Group (TWG)** to provide the Cooperator with broader perspectives on the work of the LAANCP.

- Plan and facilitate peer learning and network building opportunities for local arts agencies. This may involve virtual and **in-person convenings for LAAs regionally** (and potentially nationally). These activities will strengthen the national LAA network and foster an active cohort of LAAs across the country.

  o **Deliver In-Person Regional Convenings**: Plan, manage, and deliver in-person convenings and related workshops for LAAs, which may include: deploying Resource Team Members to manage the convenings and host the workshops in six (6) communities—one from each of the six RAO service areas. Manage logistics for in-person convenings and workshops as well as follow-up consultancies as appropriate, to the needs of the LAANCP participants. Resource Team Members should plan to connect in advance with the relevant SAA(s) and RAO(s) for each of the six convenings.

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, as agreed to in writing

with the NEA. 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 as well as the NEA's Civic Partnerships Manager, 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.

- Work with the NEA Project Director to identify participants in the LAANCP program. LAANCP participants will include a range of local arts agencies.

Recruit and Manage a Resource Team

- Identify and invite approximately 12 subject matter experts to submit their qualifications to the Cooperator to be considered for the Resource Team.

- Work with the NEA Project Director to select the Resource Team Members that are representatives of the arts and culture field, have a range of experience and expertise related to Local Arts Agencies, public sector and nonprofit organizational development, grantmaking, capacity-building, data management, diversity, equity, inclusion and accessibility, municipal/tribal processes, and artistic practice.

- Conduct an orientation with the selected Resource Team Members to ensure clarity regarding their roles, responsibilities, and expectations for engagements with program participants.
  - Engagement with program participants may include, but is not limited to: one-on-one consultations and coaching sessions, developing resources guides, or hosting virtual sessions on topics such as best practices for organizational health, community outreach, implementing community-driven projects, grantmaking in rural communities and other issues as determined by the Cooperator in consultation with the NEA.

- Manage the Resource Team Member contracts in compliance with the Cooperator's approved written procurement policies, which must be consistent with federal procurement policies for contracts issued under federal financial awards (2 CFR 200.317-327).
  - Ensure the contractors are compensated per negotiated rates as outlined in 2 CFR 200.430.
  - Contractors' scope of work may include, among other things: producing written resource materials; providing assistance to NEA grantee teams; connecting NEA grantees with

other LAAs and/or relevant municipal entities to form diverse resource networks; developing content for and managing on-line trainings and webinars; and potentially conducting in-person workshops, field-building and networking events, and/or panel presentations at the regional convenings.

Develop Written Materials and On-Demand Resources

- The Cooperator will be responsible for developing and maintaining an LAANCP website to engage grantees and the broader LAA network, including project partners and the public. The Cooperator will follow its approved written procurement policies if it determines a vendor is needed and selects one to fulfill this responsibility. Managing and updating the website includes:
  - Posting new content, such as written materials and learning tools described below.
  - Monitoring site functionality (e.g., maintaining web links as needed, responding to inquiries, etc.).
  - Understanding, and reporting on, the site usage trends.
  - Maintaining an existing database of Local Arts Agency contacts across the country.
- Develop or consolidate a variety of written and/or multi-media materials and resources, such as: articles, essays, interviews, case studies, and tip sheets aiming to address the field's needs (e.g., strategies for equitable grantmaking, best practices for cross-sector partnerships, and resources for program development, etc.).
  - Resources will be approved by the NEA Project Director before they are shared on the website or otherwise with the project partners and the public.
  - These resources should be created with the understanding that they will be shared publicly on the LAANCP website and in accordance with 2 CFR 200.315.
- Through discussions with the NEA's Office of Public Affairs (OPA), facilitated by the NEA Project Director, produce all communications and materials in an accessible format and style compatible for dissemination through the agency's online platforms and compliant with federal law and regulation.
  - Include NEA-designated crediting language in all appropriate communications and materials produced for and by the project.

Produce and Maintain Virtual Programming

- Virtual programming for program participants and the public will include a series of live webinars, as well as online opportunities for peer-to-peer exchange. The Cooperator will be responsible for managing the logistics for programming as well as developing themes and content, and identifying speakers. Programming will focus on key topics related to capacity building for LAAs, cross-sector networking, and services to the field. All programming will be approved by the NEA Project Director.
- Periodically facilitate virtual opportunities for LAAs to connect and engage in peer exchange to identify and troubleshoot challenges and opportunities facing the field.

- The Cooperator will develop programming to encourage and maintain networks between the program participants, such as establishing an online platform that connects LAAs across the country for peer-to-peer exchange.

- The Cooperator will archive and post webinar recordings on the LAANCP website. The webinar archive will be available to the general public for free.

Deliver In-Person Regional Convenings for LAAs

- Work with NEA Project Director to coordinate and implement six (6) regional convenings and corresponding workshops and networking activities, including managing the selection process for the program participants. One convening will take place in each of the six RAO service areas.
  - Identify and invite program participants, consulting with and obtaining approval from the NEA Project Director on the list of participants before issuing any invitations.
    - Participants will include NEA LAA grantees from the region, and may include other arts organizations, members of local government, and/or individual artists, creative workers, culture bearers, and as relevant, SAAs, and RAOs.
  - Manage the logistics and implement each convening.
    - Identify the appropriate Resource Team Members to support the participants.
    - Select an accessible site, and contract with a venue for each convening.
    - Identify convening topics, schedules, and activities.
    - Identify and invite appropriate speakers, consultants, and facilitators.
    - Arrange and pay for transportation and lodging for, and provide travel reimbursements to, certain convening participants and organizers as necessary, including Resource Team Members who will help coordinate the convenings.
    - Arrange for any onsite technology/AV requirements.
    - Record the presentations made during each convening, and produce a written report for participating entities and individuals, summarizing the activities and outcomes, as well as recommendations for next steps.
    - Review and approve summary report following each convening.
    - Secure NEA approval on all program aspects before final arrangements are made.
    - Execute agreements (contracts, memoranda of agreement, or memoranda of understanding as appropriate) with speakers, vendors, consultants, and facilitators, and coordinate follow-up consultancies with convening participants, as appropriate.
  - Develop reporting tools and timelines that will be used consistently by all Resource Team Members to document the convenings and workshops. Reporting tools will be approved by the NEA Project Director in advance of use.
  - Offer opportunities for convening participants to maintain connections and share resources with one another after each convening.

Establish and maintain at least one technical working group (TWG)

- The working group will provide the Cooperator with broader perspectives on the work of LAANCP, and should be composed of representatives from program participants and other experts in the LAA field.

For all program elements, the Cooperator must:

- Develop and implement a work plan for the activities supported by the Cooperative Agreement; and meet regularly with the NEA Project Director to monitor progress in completing the project activities.

- Secure NEA's prior approval of any other organizations or individuals that might offer to sponsor activities in conjunction with the project. Coordinate with any such sources as appropriate, following the guidance of the NEA Project Director.

- Secure NEA approval of any consultants, contractors, or partner organizations that will be working on this program, before they are engaged.

- Follow the Cooperator's board-approved written procurement policies if consultants or vendors are selected by the Cooperator as part of this project. In addition, the Cooperator should be aware of and comply with all requirements of the Uniform Guidance procurement standards described in 2 CFR 200, as amended. Consultants or vendors engaged by the Cooperator as part of this project will be required to agree in writing that any information gathered will be used only for the purposes described in the Cooperative Agreement, and not for the promotion or endorsement of the Cooperator's, consultants' or vendors' unrelated activities.

- Ensure that all in-person or virtual activities, written resources, toolkits, and the LAANCP websites are accessible and compliant with federal accessibility laws and regulations.

- Ensure that inquiries to the Resource Team regarding NEA grants management (e.g., NEA General Terms and Conditions, NEA reporting requirements, compliance with federal legal requirements, etc.) be routed to the correct NEA offices, including the NEA Office of Grants Management (OGM), and/or the NEA Local Arts Agencies staff, as appropriate.

- Secure all necessary rights, permissions, licenses, waivers, releases, consents and/or privileges (the "Rights") as appropriate to the project. The NEA reserves the right, in its sole discretion, to determine whether the Rights provided are satisfactory to it. The Cooperator accepts sole responsibility for, and will defend, indemnify and hold harmless the NEA from, any liability arising from deficient Rights and/or the Cooperator's warrants or statements about the Rights. Copies of the permissions/releases must be provided to the NEA in accordance with the requirements provided by the NEA.

- No later than 120 days after the completion or termination of the Cooperative Agreement, submit through the Cooperator's NEA REACH online account, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425, and a Geographic Location of Project Activity Report (GEO).

NEA PROJECT DIRECTOR RESPONSIBILITIES:

- Work with the Cooperator to refine the project plans, budget, and schedule of all program components.

- Work with the Cooperator to identify potential LAANCP participants. The NEA will conduct outreach to NEA LAA grantees, applicants, and/or the broader LAA field.

- Review and approve the selection of (or contracts with) the Resource Team members.

- Review and approve the roster of proposed participants for convenings before they are contacted to participate.

- Approve the Cooperator's plans for convenings and workshops, including locations/venues, topics, schedules, resource materials, and activities. Participate in these activities as available and appropriate.

- Work with the Cooperator to identify speakers, consultants, and facilitators whose expertise is best suited for participating individuals and entities. Approve the final roster of all program participants.

- Participate in Resource Team orientations.

- Provide the Cooperator with appropriate background materials on the LAA field, NEA funding history for LAAs, and, the public findings from the LAA research study being conducted by the NEA.

- Approve the Cooperator's plans to develop and disseminate project resources to the participating individuals and entities and to the broader public.
  - Provide the Cooperator with relevant information necessary to update resources housed on the LAANCP website.
  - Review and approve all resources before they are shared publicly on the NEA's and/or the LAANCP's website and other media platforms as determined by the NEA [and the Cooperator].
  - Work with the Cooperator to ensure that inquiries to the Resource Team regarding NEA grants management (e.g., NEA General Terms and Conditions, NEA reporting requirements, compliance with federal legal requirements, etc.) be routed in a timely fashion to the correct NEA offices, including the NEA OGM, and/or the NEA Local Arts Agencies staff as appropriate.
    - For any materials that include NEA grants management guidance, acquire NEA OGM's prior approval.

- Facilitate discussions between the Cooperator and the NEA's Office of Public Affairs to ensure that project resource material is in an accessible format and style ready for public dissemination.

- Act as liaison between the Cooperator and NEA staff involved in the project, including to ensure that the Cooperator secures the Rights to NEA's satisfaction.

- Provide crediting requirements, drafted in coordination with or approval by the NEA OPA and OGC, to the Cooperator.

Estimated Schedule

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

Award Information

Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to $600,000, contingent upon the availability of funds. This Cooperative Agreement requires a nonfederal cost share/match of at least 50% of the Cooperative Agreement amount. Cost share/matching funds cannot include funds from any NEA or other federal sources.

Period of Performance

This Cooperative Agreement will begin on or after March 1, 2025, and may extend for up to 24 months.

An organization may not receive more than one NEA award or other federal funds for the same costs/activities during the same or an overlapping period of performance. There can be no overlapping costs between the Cooperative Agreement award and direct grant awards to participating grantees.

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

Applicant Eligibility

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

- Have at least three years of prior experience as a service provider in the creative sector.
- Meet the National Endowment for the Arts' 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:

- Quality of the services that the project will provide, including the expertise of proposed speakers, consultants, and facilitators who will deliver technical assistance.
- Quality of similar or related programs administered by the applicant organization.
- Degree to which the proposal demonstrates a sound understanding of the national LAA ecosystem.

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

- Degree to which the project correlates to the applicant's mission and programs.
- Applicant's demonstrated experience working with a wide range of constituents and communities, including but not limited to: LAAs, artists, designers, culture bearers, government officials, civil servants, tribal entities, rural communities, and urban settings.
- Applicant's experience in administering similar or related training and technical assistance programs.
- Applicant's experience in creating and maintaining networks and cohorts.
- Applicant's experience related to the development and dissemination of resource materials, expertise in utilizing a range of communication techniques, and ability to maintain and manage an engaging website.
- Applicant's experience hosting webinars and administering/maintaining other online programs and resources.
- Applicant's demonstrated understanding of the LAA field as well as current trends and key principals in the field, and best practices in grantmaking at the local level.
- Applicant's ability to manage multi-day in-person and/or virtual events with detailed logistical needs.
- Degree to which the proposal advances principles of diversity, equity, inclusion and accessibility.
- Ability to carry out the project on time and within budget, including the quality and clarity of the project activities, and the qualifications of the project personnel.
- The appropriateness of the budget.

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 NEA 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 August 6, 2024.** We strongly recommend that you submit at least 10 days in advance, to give yourself ample time to resolve any problems that you might encounter.

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

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

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

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

How to Apply

Go to the Grant Opportunity Package in Grants.gov:
<div align="center">

CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE
Funding Opportunity Number: NEAPS2406

</div>

1. Clicking the link above will take you **directly** to the pre-populated application package in Grants.gov.
2. The Grants.gov "View Grant Opportunity" screen will open, click the red "Apply" button.

3. You will be prompted to enter your Username and Password. In order to create the Workspace application, you must be logged into Grants.gov with a [participant role](#) of either **Workspace Manager** or **Authorized Organization Representative (AOR).**

4. After logging in, to create a Workspace application:
   a. Fill in the Application Filing Name field with your Organization's name, then
   b. Click the **Create Workspace** button.

5. After creating a Workspace, you will be directed to the Manage Workspace page, where you will see the following forms:
   a. Application for Federal Domestic Assistance/Short Organizational Form
   b. The Attachments form

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

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

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

1. Name of Federal Agency: Pre-populated.

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

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

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

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

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

In the *Zip/Postal Code* box, organizations in the United States should enter the **full 9-digit zip code** that was assigned by the U.S. Postal Service. If you do not know your full zip code, you

may look it up at https://tools.usps.com/zip-code-lookup.htm.

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

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

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number or a 12-character EIN/TIN number.

f. Organizational UEI: All organizational applicants for federal funds must have a UEI. Enter your organization's UEI here. You can find your UEI in your System for Award Management (SAM) record. If you cannot locate your UEI, contact SAM for assistance. **The UEI that you enter here must match with the UEI that you used with the SAM (System for Award Management) as part of the Grants.gov registration. Otherwise, your application will not be validated by Grants.gov and will be rejected.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is physically located. The congressional district that you enter here must match with the Congressional District that shown in the Business Information section of your organization's SAM (System for Award Management) record.

Use the following format: 2-character State Abbreviation-3-character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single at-large representative or your jurisdiction has a single Delegate, enter your 2-character state/jurisdiction abbreviation and "-000." If you need help determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter: *Local Arts Agencies National Cohort Program*.

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 March 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.

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.

Important tips:

1. 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 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: To this button attach a **narrative** (no more than five 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 activities**.

b) Your organization's **experience**:
   o related to Local Arts Agencies and the arts and culture field,
   o administering similar or related training and technical assistance programs,
   o creating high quality resource materials for public dissemination,
   o managing digital content and maintaining an up-to-date website,
   o hosting webinars and administering/maintaining other online programs and resources,
   o creating peer networks and managing cohort building activities,
   o managing logistics for multi-day in-person and/or virtual events, and
   o managing contracts for consultants or other contractors.

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 consultants, partners, or special resources that might be needed.

d) **Schedule** of key project planning and implementation dates.

e) Provide figures for your **organization's total income and operating expenses** for the most recently completed fiscal year.

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

ATTACHMENT 3: 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 $600,000.

ATTACHMENT 4: To this button, attach a brief sampling of **support material** (Up to 12 pgs.) that can provide evidence of your ability to serve as the Cooperator for this project.

Supporting information may include a sample agenda for a proposed webinar, workshop, and/or cohort gathering, past examples of tools or resources developed to assist the local arts agencies field, screen shots and links to a current web presence and related content, and/or a list of potential convening speakers, consultants, and facilitators.

Attach a PDF with web links to relevant materials. List a clickable 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 indicate the name of your organization or a recognizable acronym followed by "SupportInfo" (e.g., "ABCOrgSupportInfo").

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 navigate to the **Forms** tab on the **Manage Workspace** page:

   - When the **Form Status** column says "Passed," your application will be ready for submission.

     o **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](#). **certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.**

   - After the AOR submits the application, they will see a confirmation screen explaining that the submission is being processed. **Take a screenshot and retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.**

3. **Verify that the application was *validated* by the Grants.gov system**. Take a screenshot of the validation confirmation for your records.

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

   - Check the [progress bar](#) in Workspace. When your application has been successfully

received, the bar will be green, and a check mark will appear in each bubble.

- When logged in to Grants.gov, click the Check Application Status link under the Applicants drop-down menu and search for the submitted application.

- When not logged in to Grants.gov, go to Track My Application and enter your Grants.gov Tracking Numbers. Then click the Track button to see the status listings of the valid tracking numbers entered. This function will only work if you have a tracking number.

More information about checking Grants.gov application status and a complete list of statuses.

Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties. For technical assistance with Login.gov, SAM, or Grants.gov, please reach out to those agencies directly:

- **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.

Award Administration

Final Reporting

Before a cooperative agreement is awarded, organizations must have submitted acceptable Final Report packages by the due date(s) for all NEA awards(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 federal staff, federal contractors, or National Council on the Arts Members' travel.

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

Crediting Requirement

The Cooperator must clearly acknowledge support from the 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.

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.**

Project Reporting and Evaluation

Before applying, please review the reporting requirements.

Agency Contacts

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

Michael Orlove

orlovem@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.

OMB No. 3135-0112
Expires 10/31/2025